



Advancing Women’s Success Grant 2026 Guidelines for Applicants

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1. INTRODUCTION

The Advancing Women’s Success Grant is a gender equity initiative designed to support the retention and career success of early to mid-career (level B and C) academic women who have caregiving responsibilities.

Eligible staff can apply for a grant of up to \$5,000 per awardee (including any applicable Fringe Benefits Tax (FBT)).

Why Monash offers this Grant

Monash University has a long-standing commitment to gender equity and improving the representation of women in senior academic roles. The Advancing Women’s Success Grant acknowledges the challenges women face in combining academic career aspirations with caregiving responsibilities. Parental leave, career disruptions and interruptions due to caregiving for children or other dependents can impact academic success. This initiative aims to alleviate the effects of caregiving responsibilities on staff participation in work-related activities, particularly those that require time away from home, such as conferences, fieldwork, research, collaboration, leadership and development opportunities.

Successful applicants receive funds of up to \$5,000 (including FBT) to support their participation in a range of academic activities, outlined in **Section 6 - Grant use**.

2. PROGRAM OBJECTIVES

The objectives of the Advancing Women's Success Grant program are to:

- support the career progression of early to mid-career academic women who have caregiving responsibilities;
- reduce the impact of caregiving responsibilities on academic success, productivity and career advancement of academic women; and
- build a leadership pipeline of academic women for senior roles at the University.

3. ELIGIBILITY

Applicants must be:

- current Monash University academic staff member who is employed at Level B or Level C as at their submission date at one of the Australian locations of Monash University;
- employed at a full-time or part-time (minimum work fraction of appointment at 0.4 fraction at the time of applying and during the grant period);
- employed in an ongoing or a fixed-term contract which expires no earlier than 31 December 2026; a woman who is, or expects to be, a caregiver (see Definitions) in 2026.

4. TIMELINE

Round	Application due date	Notification date	Applicable use (within the awarded year of 2026)
1	Friday 27 March 2026	Friday 24 April 2026	Awarded grant monies must be used by 31 December 2026
2	Friday 19 June 2026	Friday 24 July 2026	

5. APPLICATION PROCESS

Applicants must:

- complete the relevant Advancing Women's Success Grant 2026 application form available on the [Advancing Women's Success Grant website](#); and
- email the completed application form to AWS-grant@monash.edu with a subject line "2026 AWSG Round Number - Surname".

In their application form, applicants must:

- confirm details of their employment at Monash University;
- summarise caregiving commitments;
- provide a succinct summary of academic career, and key achievements;
- include a 2 page CV;
- outline the proposed use of funds (refer to **Section 6** for Grant use);

- describe the benefits and impact:
 - how this will contribute to academic success (e.g. enhance productivity, strengthen collaboration, raise academic profile, support 3-5 year academic vision); and
- include their supervisor's contact details and confirm that their supervisor supports their application.

6. GRANT USE

The maximum amount available to each successful recipient is \$5,000, including applicable FBT. This grant can be requested to cover costs that support career advancement and participation in academic activities that would otherwise be difficult to pursue due to caregiving responsibilities.

Applicants must outline how they intend to utilise the funds and explain how the grant will support them in achieving outcomes and undertaking work activities that would otherwise be challenging or not possible due to caregiving responsibilities.

6.1 Examples of eligible use of funds

The following examples illustrate eligible uses of funds, intended to support staff in undertaking planned academic work, particularly when travel away from home is required for activities such as conferences, fieldwork, archival visits, collaborative projects, or other work-related tasks:

- Transport cost for staff member's dependent/s to accompany the staff member on work-related travel (eg., airfare costs to attend a conference)
- Transport cost for accompanying non-Monash traveller/s to provide caregiving support while the staff member is engaged in work activities
- Cost of local or interstate transport for a family member or alternate caregiver to care for a staff member's dependents at the staff member's location
- Cost of local, interstate or international travel to bring academic collaborators to the staff member's location at a Monash University campus/site, thus eliminating the need for the staff member to travel away from home. This item may additionally include reasonable accommodation costs. (Refer to the [University Visitors Procedure](#) and the [Short Stay Visitor Process](#)).

Additionally, the grant may cover the cost of temporary caregiving services requested for a specific purpose or set period, which are not part of the applicant's regular caregiving arrangements.

Examples include:

- Additional days of aged care support services
- Additional days of outside school hours care, occasional or casual childcare services.

Note: regular or recurring care commitments, such as teaching in the evenings for an entire semester, are considered part of ongoing responsibilities and are not eligible under this provision.

Please note that for childcare-related costs, a tax invoice with the provider's ABN is required.

Contacting the local finance contact for assistance with costing is recommended.

6.2 Examples of ineligible use of funds

The following examples include ineligible items that are either not directly related to alleviating the impact of caregiving responsibilities or are expected to be covered by the staff member's local area (e.g., faculty, department, institute):

- Conference registration fees
- Travel cost for the staff member to participate in academic activities (e.g. conference)
- Costs for professional development
- International airfares for an alternate caregiver to come to Australia for childcare purposes
- Incidental expenses for the staff member or accompanying non-Monash travellers (eg. food)
- Salary costs, including costs for hiring sessional or casual support, such as a Research Assistant
- Direct research costs such as laboratory consumables, research equipment or IT infrastructure or software
- Catering or venue hire
- General office supplies or books
- Publishing or dissemination costs
- Membership of associations or other subscriptions
- Childcare services provided by a friend or informal caregiver without an invoice with an ABN.

6.3 Fringe Benefit Tax

If expenses incur FBT, the total amount, including FBT, must not exceed \$5,000. **Any funds used for extraordinary carer support costs will incur FBT.** For example, applicants seeking to cover the cost of international airfares for an accompanying dependent or carer ('accompanying non-Monash traveller') must include a budget for FBT in the outline, with the total amount not exceeding \$5,000.

Expense type	FBT	Example
GST inclusive costs (e.g., most costs incurred in Australia)	97.77%	Example: \$1000 expense will have a further \$977.70 of FBT added. Total University cost/cost to grant \$1977.70
GST-Free expenses (e.g., overseas expenses incl. airfares)	88.68%	Example: \$1000 expense will have a further \$886.80 of FBT added. Total University cost/cost to grant \$1886.80

Some examples are included below to illustrate how FBT applies for different expense types:

Grant use	FBT	Example
International airfare for accompanying dependent ('accompanying non-Monash traveller')	Yes 88.68%	International airfare up to a maximum of \$2,650 FBT \$2,350 Total cost \$5,000
International airfare for accompanying carer ie. alternate caregiver for a dependent ('accompanying non-Monash traveller')	Yes 88.68%	International airfare up to a maximum of \$2,650 FBT \$2,350 Total cost \$5,000
Domestic airfare for accompanying dependent ('accompanying non-Monash traveller')	Yes 97.77%	Domestic airfare up to a maximum of \$2,500 including GST FBT \$2444.25 Total cost \$4944
Domestic airfare for accompanying carer ie. alternate caregiver for a dependent ('accompanying non-Monash traveller')	Yes 97.77%	Domestic airfare up to a maximum of \$2,500 including GST FBT \$2444.25 Total cost \$4944

Additional days of outside school hours care (Australia)	Yes 97.77%	Up to a maximum of \$2,500 including GST FBT \$2444.25 Total cost \$4944
Non-Monash traveller: Cost of local, interstate or international travel to bring academic collaborators to the staff member's location at a Monash campus/site	No	Up to a maximum of \$5000, including GST. No FBT - if the academic collaborator is not a staff member or a staff member's associate for FBT purposes (ie. family member, carer / dependent).
Staff member airfare	Not eligible under this grant	Not applicable for funding via this grant; expected to be covered by the staff member's local area (e.g., faculty, department, institute)

For FBT-related queries, email finance-fbthelp@monash.edu. Staff should seek independent financial advice for tax implications for individual circumstances, noting that receiving fringe benefits may result in a reportable fringe benefit on your payment summary, see:

<https://www.intranet.monash/finance/what-we-do/taxation/fbt/introduction-fringe-benefits-tax/general-information/payment-summary>.

7. APPLICATION ASSESSMENT

The receipt of complete, eligible applications will be acknowledged via email by Staff Equity, Diversity, and Inclusion, Monash HR within 5 business days of the submission deadline.

All complete, eligible applications for grant funding will be reviewed by Staff Equity, Diversity and Inclusion, Monash HR and the Vice-Provost (Academic Affairs). Proposed use of funds will be assessed to ensure it aligns with the Advancing Women's Success Grant Guidelines and that the application clearly outlines rationale, benefits, and demonstrates sound budget planning.

If the number of applications in a given round exceeds the available grant funding, applications will be assessed based on how the proposed use supports or has the potential to enhance career progression.

The Vice-Provost (Academic Affairs) may, on a confidential basis, consult with the relevant Dean, Associate Dean or Head of Unit regarding individual applications.

8. OUTCOMES

All outcomes will be communicated in writing within the timeline specified in **Section 4 - Timeline**.

Successful applicants will receive an outcome letter confirming the approved grant award amount. This amount is based on the information provided in the application. Partial grants may be awarded. The approved grant amount may be based on estimated costs available at the time of application.

Awardees must complete the supplied Terms and Conditions document, and provide their cost centre and fund to which the funds are to be transferred. Funds will be transferred only after awardees have confirmed their actual costs. Once travel is confirmed, funds will be transferred by the administering team accordingly. This process ensures alignment between estimated and actual confirmed travel costs for reimbursement purposes and associated FBT costs. Following this step, staff will be able to claim reimbursement via Concur.

8.1 Amending the approved use of funds (post-award)

If circumstances change and grant recipients are unable to utilise the awarded funds as originally stated in their application, a request for amendment can be made by contacting the Staff Equity, Diversity, and Inclusion, Monash HR at aws-grant@monash.edu. Recipients must provide a rationale for the requested changes and detail the revised intended use of the grant funds. Their request will be reviewed by the Vice-Provost (Academic Affairs) through the Staff Equity, Diversity, and Inclusion team.

9. POST PROGRAM REPORT

Upon completion, participants must complete a short report sent by the administering team: Staff Equity, Diversity and Inclusion, Monash HR under the oversight of the Vice-Provost (Academic Affairs).

10. DEFINITIONS

Accompanying non-Monash traveller	<p>This terminology is used as it applies in the Staff Travel Procedure.</p> <p>An accompanying non-Monash traveller may be a dependent or carer (such as an alternate caregiver for the dependent travelling with the staff member). An example of this is when a staff member's child accompanies them to a conference, and an alternate caregiver is also travelling with them to care for the child while the staff member is involved at the conference.</p> <p>Accompanying non-Monash travellers attract FBT.</p>
Caregiver / carer	<p>A person who has responsibility for the care of a family member who is a dependent including children under the age of 18 years and/or completing their secondary education, elderly parent or other relative with a disability or chronic medical condition. This also includes foster caregivers.</p>
Career interruption / career break	<p>A prolonged disruption to an applicant's capacity to work, for example due to carer responsibilities including parental leave and care for immediate family. The interruption will involve a continuous absence from work for periods of one month or greater and/or a long-term partial return to work (e.g., part-time absences from work due to circumstances classified as career interruptions).</p>
Career disruption	<p>Covers a range of circumstances that can be difficult to predict or control, can be challenging to quantify but have a potentially negative impact on the applicant's capacity to demonstrate their full potential. Examples include caring for a family member, including periods of illness, disruption to established caregiving arrangements (i.e., due to closures of childcare centres); supporting family members through medical treatments, therapy, family violence, as well as other direct or indirect disruptions to the applicant such as relocation, laboratory relocation or closures, illness, experiencing family violence or loss of support previously available to the applicant (i.e., live-in carers; partner) and similar.</p>
Fringe Benefits Tax (FBT)	<p>A tax payable by employers to the Australian Tax Office in respect of fringe benefits provided to staff (or associates), such as entertainment (restaurant meals, social functions), recreational activities, use of a motor vehicle, travel and expense payment reimbursement. An FBT year is 1 April - 31 March. For further information please visit the FBT information page or contact finance-fbthelp@monash.edu.</p>

Non-Monash traveller	<p>Through these guidelines, the term is used for two main groups:</p> <ol style="list-style-type: none"> 1. Accompanying non-Monash traveller (see definition above); and 2. An academic collaborator who is not accompanying the Monash staff member on their travels, and FBT does not apply.
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11. ADMINISTRATION

Supporting websites	<p>Advancing Women's Success Grant monash.edu/gender-equity/programs/aws-grants</p> <p>Gender Equity monash.edu/gender-equity</p> <p>Gender Equity Programs monash.edu/gender-equity/programs</p> <p>Supporting academic advancement monash.edu/gender-equity/academic-promotion-women</p> <p>Staff Equity, Diversity and Inclusion monash.edu/about/who/equity-diversity-inclusion/staff</p> <p>Finance FBT Information page</p>
Administering team	<p>Staff Equity, Diversity and Inclusion, Monash HR under the oversight of the Vice-Provost (Academic Affairs)</p>
Contact/enquiries	<p>AWS-grant@monash.edu or 990 29915</p>
Other supporting procedures	<p>Staff Travel Procedure</p> <p>University Visitors procedure</p> <p>Short Stay Visitor Process</p>