GUIDELINES FOR GRANT APPLICANTS

Closing date: Friday 3 December 2021, 6pm

Online application form

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1. INTRODUCTION

Monash University has a long-standing commitment to gender equity and increasing the representation of women in senior academic roles. The Advancing Women’s Success Grant program supports the career progression of early to mid-career high-potential academic women with significant caring responsibilities and assists the University in fostering talent and progressing women to senior roles within the academy.

The Advancing Women’s Success Grant program acknowledges that women may experience significant tension between academic aspirations and family commitments. Parental leave breaks and times of intense caring responsibilities associated with young children and/or other dependents can impact on their academic success.

This initiative aims to reduce the impact associated with caregiving breaks or disruptions by providing funding at critical career points. Grant awardees receive funds to support a range of academic activities and professional development so that they can maintain or enhance the momentum of their productivity and strengthen their academic profile.

The grant also offers professional career coaching to assist awardees with their long-term career planning.

Important note: As Australia is only gradually emerging from COVID-19 related restrictions, exact conditions surrounding international travel are unknown and remain subject to changes via government advice. For this reason, the Advancing Women’s Success Grant will not be able to support funding for international travel in 2022. For more information on possible grant use, please refer to section 8.

2. PROGRAM OBJECTIVES

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

- support the career progression of early to mid-career high potential academic women
- reduce the impact of career breaks and/or intense caring responsibilities on productivity and career advancement of academic women
- build a leadership pipeline of academic women for senior roles at the University

3. TIMELINE

The timeline for the Advancing Women’s Success Grant program is as follows:

- Applications open: Nov 2021
- Notification of application receipt: 10 Dec 2021
- Selection panel meets: Feb 2022
- Funds transfer: April 2022
- Outcome notification: March 2022
4. ELIGIBILITY

- current Monash University academic staff member in a Teaching and Research, Education-focused or Research Only position\(^1\) who holds a PhD and is employed at Level B or Level C as at 1 March 2022 at one of the Australian locations of Monash University
- full-time or part-time (minimum appointment at 0.4 fraction) in an ongoing appointment or a fixed-term employment contract which expires no earlier than 31 December 2022\(^2\)
- a woman who is a primary care giver (see Definitions on p.5) during the period of the grant (1 April – 31 December 2022)

Note: Recipients of the 2020 Advancing Women’s Success Grant who received funds in 2021 due to the program’s deferral, are eligible to apply this year only if their awarded funds did not exceed $5500. Please contact awrs-grant@monash.edu to seek clarification if needed.

5. APPLICATION PROCESS

Applicants must complete an online form at: monash.edu/gender-equity/programs/awrs-grants.

All application questions can be viewed in Appendix A of this document.

In their application, applicants must:

- provide details of their employment at Monash University;
- provide a succinct summary of their academic career, key achievements and state whether they are currently in receipt of any other internal/external grants or funding;
- explain how they intend to use the Advancing Women’s Success Grant and how this will enhance their productivity and/or strengthen their academic profile, including expected outcomes for the University;
- provide a brief budget outline;
- provide details of family/caring responsibilities and any career interruptions or disruptions they have had due to these responsibilities, including details of any periods of parental leave, home schooling or reduced work fractions;
- include their supervisor’s details. Supervisors will be contacted to provide a brief statement of support;
- upload supporting material: CV & Outputs/Awards

**Curriculum Vitae**

Please note, this must be provided in PDF format and will likely be an abridged version at a maximum of two pages. If the CV exceeds the two-page limit additional pages will not be forwarded to the selection panel. Outputs and awards are listed separately.

**Outputs and awards**

Provide a list of outputs (as a report from Pure in PDF format) in chronological order for the last five (5) years, adjusted for any career disruption (i.e., if you have had parental / carer’s leave for 12 months in the last 5 years, 6 years of outputs may be provided). This report can be generated through the myResearch portal.

On a separate page, please list up to four (4) nominated outputs (please include: all authors, title, and publisher, or exhibition details, or patent / commercial development, or policy details, or guideline details) that best highlight your work and rationale for their selection.

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\(^1\) This includes postdoctoral fellows but excludes Adjunct positions

\(^2\) If a contract ends sooner than 31 December 2022, eligibility can be attained by the provision of a supporting evidence stating that a contract renewal is expected and that it will cover the period up to 31 December 2022. This statement, completed by relevant supervisor, must be uploaded as part of the application process.
6. CAREER COACHING

Professional career coaching represents an optional component of the Advancing Women’s Success Grant.

Grant recipients have the opportunity to participate in a series of coaching sessions with an executive coach who has experience in leadership and academia. As part of the professional coaching service, participants will be able to discuss their long-term career goals and identify the development areas most important to them (e.g., balancing personal and career needs; influencing people; navigating change; developing leadership; reducing stress etc.).

This service is valued at over $2,500 per participant and is in addition to the awarded amount.

“...the coaching component was outstanding... It inspired me to aim so much higher than I ever had before. I learnt to be purposeful and found ways to overcome barriers to the advancement of my career, especially balancing caring responsibilities.”

“...the coaching sessions were amazing. They have proven to be the single most important part of receiving this award. The advice and change in my way of thinking that I developed from the coaching process still serve me to this day. I attribute much of my following success to this shift in perspective.”

7. PERIOD OF GRANT

Recipients of 2022 Advancing Women’s Success Grant are required to use the grant monies by 31 December 2022.

8. GRANT USE

The maximum amount available to each recipient is $11,000.

The Advancing Women’s Success Grant aims to support academic excellence and has been designed to offer a degree of flexibility in terms of its use.

The funds can be used to purchase:

- research assistance (e.g. data collection and rudimentary analysis; excluding literature review or writing manuscripts);
- “extraordinary carer support” (max. $2,500 - please see section 8b for further details regarding this category);
- academic collaboration
- teaching relief or relief from other duties (e.g. unit/course coordination);
- travel for research purposes (e.g. field trips, visits to archival sources) where other funding sources are unavailable;
- other direct costs not funded by the applicant’s faculty or department.

Note: If circumstances change and recipients are unable to utilise funds as stated in their application they are required to contact Staff Diversity and Inclusion on 03 9902 0246 or at awrs-grant@monash.edu to discuss any proposed changes to how they will utilise grant monies. While there is flexibility in regards to the grant use, as outlined in this section, changes to the approved usage of funds need to be reviewed by the selection committee.

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3 Applicants requesting funds for teaching relief must confirm they have discussed this intention with their Head of School /Department and have obtained in principle support.

4 Before selecting this category, applicants should first explore accessing funding through their faculty or department and then briefly explain why required funds could not be secured through their faculty/department.
8B EXTRAORDINARY CARER SUPPORT

Up to **$2,500** of the total $11,000 can be requested to cover ‘extraordinary carer support’. These are **additional** costs associated with caring for dependents to enable applicant’s participation in planned academic or development activities.

These funds cannot be used for normal carer costs; this support is intended to cover the cost of extra services that are expected to be temporary, requested for a specific purpose, and/or for a set period of time and do not form a part of the applicant’s regular service such as ongoing childcare enrolment.

Applicants should outline how utilising this grant component is going to support their academic or development activities that otherwise would be challenging to undertake.

Examples of Extraordinary Carer Support:

- Travel costs for dependents or for their alternate care giver that enable the grant recipient to undertake their planned academic (incl. research and collaboration) activities or professional development. **Not including international travel in 2022.**
- Outside school hours carer services
- Occasional / casual childcare services
- Aged care support / carer support services

8C FRINGE BENEFIT TAX

Please note that any funds used for extraordinary carer support costs will incur **Fringe Benefit Tax (FBT)** which must be paid for from the $11,000 allocated for academic activities. **Costs including FBT must not total more than $11,000.**

Current FBT rates are as follows:

<table>
<thead>
<tr>
<th>Expense type</th>
<th>FBT</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST inclusive costs (e.g. most costs incurred in Australia)</td>
<td>97.77%</td>
<td>Example: $100.00 expense will have a further $97.77 of FBT added. Total University cost/cost to grant $197.77.</td>
</tr>
</tbody>
</table>

8D PAYMENT OF EXTRAORDINARY CARER SUPPORT

Approved costs associated with extraordinary carer support **must** be charged to the grant recipient’s personal credit card or paid via other personal funds. These costs **must not** be charged directly against a Monash cost centre and fund or Monash corporate credit card.

Reimbursement should then be sought through the Concur expense management system which will require recipients to attach evidence of funding approval in the form of their grant award letter issued by Staff Diversity and Inclusion, Monash HR, in addition to the usual invoice and proof of payment of the expenses incurred. For assistance with this process please contact the Travel and Expense Management team at purchasingservices-expensemanagement@monash.edu or call 03 990 24387.

Grant recipients should seek assistance with the booking of travel for individuals who are not Monash staff members (i.e. family members) from the University’s travel management provider, CTM at monash@travelctm.com or by calling 1300 845 261.

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5 For further information please visit the [FBT information page](#) on the Monash intranet or contact finance-fbthelp@monash.edu
9. SELECTION PROCESS

All eligible applications will be assessed by the Advancing Women’s Success Grant Selection Committee (Committee).

Prior to the meeting of the Committee:

i) All eligible applications will be ranked by the Deputy/Associate Dean Research, Education and Academic (if appropriate) within the applicant’s faculty on a comparative basis against the selection criteria. These rankings will then be taken into consideration by the Committee in the awarding of grants.

ii) Supervisors will be contacted for a brief statement of support which will be provided to the Committee to assist with the selection process.

The Committee will assess applications against the key selection criteria:

- Evidence of high research achievement and/or high achievement in education, relative to opportunity;
- The likelihood that the grant would enable the applicant to enhance their academic success and thus address the impact of career interruptions/ caregiving disruptions / primary carer responsibilities;
- Feasibility of the proposed budget and that no other source of funding is available;
- Strong potential for career progression.

The Committee may, on a confidential basis, consult with the relevant Dean, Associate Dean or Head of Department regarding individual applications.

10. DEFINITIONS

Career interruption/Career break involves 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).

Caregiving or other disruption 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 closures of childcare centers, homeschooling requirements, applicant’s relocation, lab closures, experiencing family violence or caring for a person who is experiencing family violence, loss of support previously available to the applicant (i.e., live-in carers; partner) and similar.

Primary Care Giver is a person who has primary and sustained responsibility for the care of a family member who is a dependant including children under the age of 18 years, elderly parents, other relatives or family members and other relatives with a disability or chronic medical condition.

11. FURTHER INFORMATION

Please direct all enquiries, including queries regarding the application and selection process, to awrs-grant@monash.edu or telephone Dr Lucie Joschko, Manager Staff Diversity and Inclusion, Monash HR on 990 20246.
APPENDIX A – Application questions  
(link to actual application form)

Section 1: Details of Applicant

Title_____________________________________________
First name_____________________________________________
Last name_____________________________________________
Staff ID_____________________________________________
Faculty_____________________________________________
School or Department______________________________________
Location ___________________________________________
Phone number__________________________________________
Monash email __________________________________________

What is your employment type?
What is your academic level?
What is your current work fraction?
What is your employment mode (Fixed-term/ongoing)?

If fixed term: Expiry date of your fixed-term contract:

Section 2: Eligibility

Item 2.1
Please confirm if you are a primary carer (Yes/No)

Item 2.2
In what year were you awarded your PhD?

Item 2.3
Have you previously received an Advancing Women’s Success Grant? If yes, in what year?

Section 3: Academic Profile

Item 3.1
Please provide a succinct summary of your academic career, suited to a non-discipline specialist reader, and list your main achievements such as key publications, successful funding applications, participation at conferences, editorial boards, supervisions, examples of education innovation etc. (Max. 1400 characters, approx. 250 words).

Item 3.2
Are you currently in receipt of any internal grant funding? If so, please provide details.

Item 3.3
Are you currently in receipt of any external grant funding? If so, please provide details.

Item 3.4
Are you currently in receipt of any Fellowship? Please provide details.
Section 4: Proposed Use of Funds

Item 4.1
Funding amount sought

Full amount of $11,000/Partial amount (please specify)

Item 4.2
As part of the funding amount, are you seeking to use up to $2,500 to cover ‘extraordinary carer support’ expenses? Note that your total expenditure including the cost of extraordinary carer support and associated Fringe Benefit Tax (refer to Grant Guidelines) must not equal more than $11,000.

What is the total amount sought for extraordinary carer support (max. $2,500) and associated Fringe Benefit Tax?
Extraordinary carer support: $_______
Fringe Benefit Tax (refer to guidelines): $_______
Total: $_______

Please elaborate on what type of extraordinary care costs should be covered and why. Provide a breakdown of costs to illustrate budget feasibility and to demonstrate planning. For further information on how funds can be used within this category please refer to Grant Guidelines.

Item 4.3
Academic Activities - Please indicate for which activity/activities you intend to use the funds. To do this, either select a category from the drop-down menu (Research assistance/Travel for research purposes/Research collaboration/Teaching or administrative relief) or select ‘other’ and describe.

Each proposed activity must include a simple budget outline to demonstrate a sufficient degree of planning.

  e.g. employing a research assistant HEW 4 for 10 hours per week over 20 weeks.
  $47.47 (HEW 4 casual loaded hourly rate of $40.87 plus 15.91% oncosts) x 10 hours x 20 weeks = $9494.00 total.

Note: If you are intending to use funds for teaching or administrative relief please ensure you have discussed this intention with your Head of School/Department and confirmed their support.

Proposed funded Activity 1
Sought amount for Activity 1:
Please provide a simple budget outline for the proposed Activity 1:

Proposed funded Activity 2:
Sought amount for Activity 2:
Please provide a simple budget outline for the proposed Activity 2:

Proposed funded Activity 3
Sought amount for Activity 3:
Please provide a simple budget outline for the proposed Activity 3:
Proposed funded Activity 4:
Sought amount for Activity 4:
Please provide a simple budget outline for the proposed Activity 4:

Proposed funded Activity 5:
Sought amount for Activity 5:
Please provide a simple budget outline for the proposed Activity 5:

**Budget Summary**
Please complete the table below to ensure your proposed budget *does not exceed* $11,000. Enter figures for all that apply.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extraordinary Carer Support</td>
<td>$_______</td>
</tr>
<tr>
<td>FBT associated with Extraordinary Carer Support</td>
<td>$_______</td>
</tr>
<tr>
<td>Activity 1</td>
<td>$_______</td>
</tr>
<tr>
<td>Activity 2</td>
<td>$_______</td>
</tr>
<tr>
<td>Activity 3</td>
<td>$_______</td>
</tr>
<tr>
<td>Activity 4</td>
<td>$_______</td>
</tr>
<tr>
<td>Activity 5</td>
<td>$_______</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>$_______</td>
</tr>
</tbody>
</table>

If you have indicated above that you are seeking funds for teaching or administrative relief please confirm you have discussed your intention with your Head of School/Department and confirmed their support.

**Item 4.4**
Please elaborate further on the purpose of the proposed activities (e.g. in what ways you will utilise a research assistant) and how your proposed expenditure of funds is going to enhance your productivity, your academic achievements and contribute to Monash. Please include expected outcomes or impact. (Max. 1400 characters approx. 250 words)

**Section 5: Primary Carer Responsibilities and Career Interruptions**

**Item 5.1**
I am a primary carer of *(e.g. "two children, age 2 and 6"; "a family member with a disability")*

**Item 5.2**
Please provide details of your most recent career break due to responsibilities associated with being a primary carer. Start date (dd/mm/yyyy) - End date (dd/mm/yyyy)

What type of career break was it? *(e.g. parental leave)*

**Item 5.3** *(max 1400 characters approx. 250 words)*
Please provide any additional details associated with your family/carer responsibilities. You may wish to list any other career interruptions you have had in the previous five years, including details of any periods of parental leave, reduced work fractions, impact of childcare closures, homeschooling. Selection Committee will consider your research achievements in light of these circumstances - see *Assessing Achievement Relative to Opportunity* for further information.
Section 6: Supporting Material/Attachments

Item 6.1
Curriculum Vitae
This must be provided in PDF format and a maximum of two pages. If the CV exceeds the two-page limit, additional pages will not be forwarded to the selection panel. Please include details of employment history, positions of leadership, academic distinctions, prizes and awards. There is no need to list publications in the CV as these are provided separately.

Item 6.2
Academic Output
Provide list of outputs (as a report from Pure in PDF format) in chronological order for the last five (5) years, adjusted for any career disruption (i.e., if you have had parental / carer's leave for 12 months in the last 5 years, 6 years of outputs may be provided). This report can be generated through the myResearch portal.

On a separate page (added to the same PDF), please list up to four (4) nominated outputs (please include: all authors, title, and publisher, or exhibition details, or patent / commercial development, or policy details, or guideline details) you consider the best highlight your work and rationale for their selection.

Item 6.3
Other evidence - Upload other evidence (where applicable), such as statement of expected renewal of fixed-term contract.

Item 6.4
Supervisor support - Your supervisor will be contacted to briefly comment on your academic output and their support for this application. Please provide your supervisor's details below and notify them of this application if you have not already done so.

Title________
First name__________________________________
Last name____________________________________
Position_______________________________________
School/department________________________________
Monash email address________________________________
Monash phone number___________________________

This concludes the application form.