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## GUIDELINES FOR GRANT APPLICANTS

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Closing date: Monday 9 December 2019, 11.59 pm

[Online application form](#)

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## 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 Research 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 to progress women to senior roles within the academy.

The *Advancing Women's Research Success Grant* program acknowledges that women may experience significant tension between academic success and family commitments. Parental leave breaks and times of intense caring responsibilities associated with young children and/or other dependents can result in diminished research productivity.

This initiative aims to reduce the impact of career breaks and/or intense caring responsibilities on research output by providing funding at critical career points. Grant awardees receive funds to support a range of research activities so that they can maintain or enhance the momentum of their research productivity and strengthen their research profile.

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

## PROGRAM OBJECTIVES

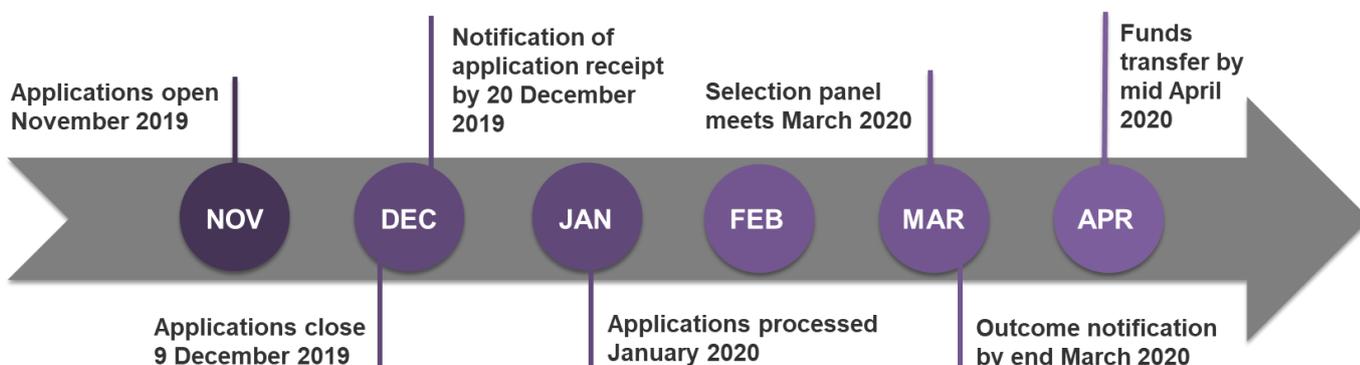
The objectives of the *Advancing Women's Research Success Grant* program are to:

- 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 research productivity and career advancement of academic women
- build a leadership pipeline of academic women for senior roles at the University



Dr Sudha Mani, Monash Business School,  
2018 Advancing Women's Research Success  
Grant Recipient

## TIMELINE



## ELIGIBILITY

- current Monash University academic staff member
- employed at Level B or Level C as at 1 March 2020
- full-time or part-time (minimum appointment at 0.4 fraction)
- a woman who is a primary care giver (see *Definitions on p.5*) during the period of the grant (1 April – 31 December 2020)
- in an ongoing appointment or a fixed-term employment contract which expires no earlier than 31 December 2020<sup>1</sup>
- in a Teaching and Research, Education-focused or Research Only position<sup>2</sup>
- employed at one of the Australian locations of Monash University
- hold a PhD

**Note:** Recipients of the 2019 Advancing Women's Research Success Grant are not eligible to apply this year if their awarded funds exceeded \$3500. Please contact [awrs-grant@monash.edu](mailto:awrs-grant@monash.edu) to seek clarification if needed.

## APPLICATION PROCESS

Applicants must complete an online form at: [monash.edu/gender-equity/programs/awrs-grants](https://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 research career, research achievements and state whether they are currently in receipt of any other research grants or funding;
- explain how they intend to use the *Advancing Women's Research Success Grant* and how this will enhance their research productivity and/or strengthen their research profile, including expected outcomes for the University;
- provide a brief budget outline;
- provide details of family/caring responsibilities and any career interruptions they have had due to these responsibilities, including details of any periods of parental leave and reduced work fractions;
- include their supervisor's details. Supervisors will be contacted to provide a brief statement of support.
- upload supporting material:
  - **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. A list of publications is provided separately.
  - **Publications and awards**  
Please provide a report from Pure in **PDF format**, listing publications in **chronological order**. This report can be generated through the [myResearch](#) portal. Lists of publications in other formats will not be accepted. If you require

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<sup>1</sup> If a contract ends sooner than 31 December 2020, 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 2020. This statement, completed by relevant supervisor, must be uploaded as part of the application process.

<sup>2</sup> This includes post-doctoral fellows but excludes Adjunct positions

assistance in generating this report or claiming a research output in the system please contact [myresearch@monash.edu](mailto:myresearch@monash.edu) or phone 03 9903 4777.

It is **highly recommended** that prior to submitting, applicants seek feedback on their application and proposed use of funds from their Head of School/Department and/or other colleagues.

## CAREER COACHING

Professional career coaching represents an optional component of the Advancing Women's Research 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.*

”

”

## PERIOD OF GRANT

Recipients of 2020 *Advancing Women's Research Success Grant* are required to use the grant monies by 31 December 2020.

## GRANT USE

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

The *Advancing Women's Research Success Grant* aims to promote research 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” associated with attending and/or participating in conferences, workshops or other research activities (*max. \$2,500 - please see below for further details regarding this category*);
- research collaboration (e.g. bring a fellow researcher to Melbourne);
- teaching relief or relief from other duties (e.g. unit/course coordination)<sup>3</sup>;
- travel for research purposes (e.g. field trips, visits to archival sources) where other funding sources are unavailable;
- other direct research costs not funded by the applicant's department<sup>4</sup>.

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<sup>3</sup> 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.

<sup>4</sup> Before selecting this category, you should first explore funding through your department. If funds are unavailable it is suggested that you contact Staff Equity & Diversity for a discussion about your intended usage of funds on 03 9902 9915.

**Note:** If circumstances change and recipients are unable to utilise funds as stated in their application they are required to contact Staff Equity and Diversity on 03 9902 9915 or at [awrs-grant@monash.edu](mailto:awrs-grant@monash.edu) to discuss any proposed changes to how they will utilise grant monies. Any change to the usage of funds received must be approved by the selection committee and the committee reserves the right to withdraw these funds.

## EXTRAORDINARY CARER SUPPORT

Up to **\$2,500** of the total \$11,000 can be requested to cover 'extraordinary carer support' costs associated with travel for research purposes such as attending and/or participating in national and/or international conferences, workshops or symposia.

These funds cannot be used for normal care costs such as ongoing childcare fees but are available for **additional care costs** associated with travel. Such costs can include:

- airfare for a child so that they can be with their primary carer (grant recipient) who is away for research purposes;
- airfare for a relative to care for a child at home while the primary carer (grant recipient) is away for research purposes;
- before and after school care for children while their primary carer (grant recipient) is away for research purposes;
- costs of a carer for an aged parent while the staff member is away for research purposes.

## FRINGE BENEFIT TAX

Please note that any funds used for extraordinary carer support costs will incur **Fringe Benefit Tax (FBT)**<sup>5</sup> which must be paid for from the \$11,000 allocated for research activities. **Costs including FBT must not total more than \$11,000.**

Current FBT rates are as follows:

Expense type	FBT	Example
GST inclusive costs (e.g. most costs incurred in Australia)	97.77%	Example: \$100.00 expense will have a further \$97.77 of FBT added. Total University cost/cost to grant \$197.77.
GST-Free expenses (e.g. overseas expenses incl. airfares)	88.68%	Example: \$100.00 expense will have a further \$88.68 of FBT added. Total University cost/cost to grant \$188.68.

## PAYMENT OF EXTRAORDINARY CARER SUPPORT

Approved costs associated with extraordinary carer support, such as travel for family members, **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 can 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 Equity and Diversity, 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](mailto: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](mailto:monash@travelctm.com) or by calling 1300 845 261.

<sup>5</sup> For further information please visit the [FBT information page](#) on the Monash intranet or contact [finance-fbthelp@monash.edu](mailto:finance-fbthelp@monash.edu)

## SELECTION PROCESS

All eligible applications will be assessed by the Advancing Women's Research 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) within their faculty (if applicable) 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 on the applicant's research output and potential. This 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, relative to opportunity;
- the likelihood that the grant would enable the applicant to maintain or improve their research track record and thus address the impact of career interruptions/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.

## 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).

**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.

## FURTHER INFORMATION

Please direct all enquiries, including queries regarding the application and selection process, to [awrs-grant@monash.edu](mailto:awrs-grant@monash.edu) or telephone Natalie Czerniawski, Senior Advisor, Staff Equity and Diversity, Monash HR on 990 29915.

## APPENDIX A – 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 Research Success Grant?

If yes: In what year/s did you receive the AWRS Grant?

### Section 3: Research Profile

#### Item 3.1

Please provide a succinct summary of your research career, suited to a non-discipline specialist reader, and list your main achievements such as key publications, external funding, conferences, editorial boards, supervisions etc. (Max. 1400 characters, approx. 250 words)  
*Reminder: Full list of publications from Pure must accompany your application*

#### Item 3.2

Are you currently in receipt of any internal research funding? Please provide details of your internal research funding.

#### Item 3.3

Are you currently in receipt of any external research funding? Please provide details of your

external research funding.

**Item 3.4**

Are you currently in receipt of any Fellowship? Please provide details of your external Fellowship.

**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 \$2500 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. \$2500) 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**

Research 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.

Extraordinary Carer Support:	\$ _____
FBT associated with Extraordinary Carer Support:	\$ _____
Activity 1	\$ _____
Activity 2	\$ _____
Activity 3	\$ _____
Activity 4	\$ _____
Activity 5	\$ _____
<b>Total:</b>	\$ _____

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 research **activities** (e.g. in what ways you will utilise a research assistant) and how your proposed expenditure of funds is going to enhance your research productivity and contribute to Monash. Please include expected research outcomes. (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**

Please provide any additional details associated with your family/carers 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 and reduced work fractions. Selection Committee will then consider your research achievements in light of these circumstances - see *Assessing*

*Achievement Relative to Opportunity* for further information. (Max. 1400 characters approx. 250 words)

## **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**

#### **Research Output**

This must be provided as a **report from Pure in PDF format** listing publications in chronological order. Lists of publications in other formats will not be accepted. This report can be generated through the [myResearch](#) portal. If you require assistance in generating this report or claiming a research output in the system please contact [myresearch@monash.edu](mailto:myresearch@monash.edu) or phone 03 9903 4777.

### **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 research 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.**