

Name of Procedure	Research Awards for Women Academic Staff Procedure
Description of Procedure	This procedure sets out the requisite steps for implementation of the <i>Research Awards for Women Academic Staff Policy</i> .
Procedure applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/>
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Procedure Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy

Approval Authority	Vice-Chancellor and President
Governing Authority	Deputy Vice-Chancellor (Research)
Responsible Officer	Director, Human Resources

Approval Date	4 October 2011
Effective Date	4 October 2011
Approval date of last revision	14 September 2018
Effective date of last revision	14 September 2018
Date of policy review*	September 2021

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related legislation, policies, procedures, guidelines and local protocols	
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1. Governing Policy

This procedure is governed by the Australian Catholic University (ACU) *Research Awards for Women Academic Staff Policy*.

2. Scope

2.1 This procedure sets out the requisite steps for implementation of the *Research Awards for Women Academic Staff Policy*.

2.2 All ACU staff involved in the process for Research Awards for Women Academic Staff should ensure compliance with this procedure.

3. Procedure Statement

The steps described in this procedure are required by applicants when applying for a Research Award, including the selection procedure and reporting requirements. The key aim of the Research Awards for Women Academic Staff is to support women in establishing/re-establishing their academic research profile and career following a period of approved leave in association with the birth of an infant or adoption of an under school age child. The Award assists in re-establishing research activity and outputs by providing funding in relation to an approved project.

This procedure also requires actions by the following ACU staff members/areas:

- Deputy Vice-Chancellor (Research)
- Research Finance, via the Deputy Vice-Chancellor (Research)
- Human Resources
- Research Award for Women Academic Staff Committee (“Committee”)
- National Head of School/Institute Director
- Faculty Executive Dean
- Faculty Associate Dean (Research)
- Finance Directorate
- Award Applicants/Recipients

4. Award Process

4.1 Award Applicants

Award applicants will need to complete the application form, available via the Human Resources webpage at [Research Awards for Women Academic Staff](#), outlining their research project, budget and timeline, and obtain a letter of support and signatures from their National Head of School/Institute Director/Dean¹ and relevant Executive Dean or nominee.

4.2 Role of Human Resources

Completed application forms and supporting documentation, including verification of approved parental leave, are to be emailed by the applicants to Human Resources at eo@acu.edu.au by the closing date (as advertised in the Staff Bulletin). Receipt of all applications will be acknowledged in writing and all applications will be checked and verified.

4.3 Office of the Deputy Vice-Chancellor Research

Completed application forms received and verified by Human Resources will be forwarded via email to the Research Office (via res.development@acu.edu.au) within two weeks of the closing date.

4.4 Research Award for Women Academic Staff Committee

Completed application forms for the Research Awards for Women Academic Staff will be forwarded to the Committee (Chaired by the Deputy Vice-Chancellor (Research)).

¹ Refers to the Deans of Thomas More School of Law and LaSalle Academy

The Committee will determine up to three Awards of \$12,500 each (assessed on a competitive basis) based on the selection criteria in the *Research Awards for Women Academic Staff Policy*. Applicants will be notified of the outcome of their application.

4.5 Letter of Award Outcome

A letter of award (signed by the Deputy Vice-Chancellor (Research)) will be sent to award recipients, with copies to the Faculty Executive Dean and Associate Dean (Research), Human Resources and Research Finance. Unsuccessful applicants will also receive advice in writing of the outcome of their application.

4.6 Establishment of an Account Code

Upon request by the Research Office, an account code will be established by the Finance Directorate, with notification of the Project account code sent to the respective Awardee, Executive Dean, Associate Dean (Research) and Research Finance.

4.7 Administration of the Award

The expenditure of the award (once a financial code has been established) will be administered by Research Finance, via the Office of the Deputy Vice-Chancellor (Research). Where the award is used for travel, an International Travel Application Form should be obtained from Research Finance and submitted for approval to Research Finance via res.finance@acu.edu.au prior to departure. Receipts/invoices must be supplied for other expenditure to be charged against the award.

5. Award Recipient Reporting

The award recipient will provide a comprehensive report (on the research and its findings including how the award advanced the research opportunities of the Academic Staff member, the number and detail of grant proposals submitted and/or funded and the number and detail of publications) to the Associate Dean (Research) and Research Office (via res.development@acu.edu.au) within three months of completion of the project.

6. Revisions made to this Procedure

Date	Major, Minor or Editorial	Description
14 September 2018	Major	Procedure updated to incorporate updated ACU template, administrative details and relevant University contact details.

The University will review the effectiveness of the Research Awards for Women Academic Staff process established by this procedure and corresponding policy. Where applicable, the review will take account of necessary changes to other relevant University policies and procedures. Any staff member wishing to suggest improvements to this procedure is invited to forward their suggestions to Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding the *Research Awards for Women Academic Staff Procedure* should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).