

Name of Policy	Research Awards for Women Academic Staff Policy
Description of Policy	This policy informs staff of the purpose of the Research Awards for Women Academic Staff, as well as the selection criteria, eligibility requirements and application process for the awards.
Policy 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
Policy 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*	August 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. Purpose

This policy informs staff of the conditions and procedures when applying for the Research Awards Program for Women Academic Staff and should be read in conjunction with the *Research Awards for Women Academic Staff Procedure*.

In line with the ACU Gender Equality Strategy, the Australian Catholic University (ACU) is committed to the ongoing support of women academic staff members who resume work at ACU following a period of approved leave, in association with the birth of an infant or adoption of an under school age child. These Awards are designed to assist women Academic Staff to re-establish their research profile consistent with the strategic directions of the University and the individual Academic staff member's career pathway.

2. Policy Statement

The University will make available up to three Research Awards per annum (valued at \$12,500 each) to women Academic Staff who return to the University following a period of approved leave in association with the birth of an infant or adoption of an under school age child. Eligible women Academic staff can apply for a Research Award within the period of two (2) years from the date of their return to work at ACU from such leave.

3. Application of Policy

3.1 Scope of the Awards

3.1.1 Up to three research awards, valued at \$12,500 each may be granted annually to women Academic Staff members who meet the eligibility criteria under this Policy.

3.1.2 The grant may be used for activities which include, but are not limited to:

- associated relevant travel for the project within Australia (or, in exceptional circumstances, overseas);

- buyout of some teaching time to enable time to pursue the research; or,
- hiring of research assistance support.

3.1.3 Awards will not be granted for a staff member to complete doctoral or other postgraduate studies.

3.2 Eligibility

Women Academic Staff who return to work on a full-time or part-time basis following a period of approved leave in association with the birth of an infant or adoption of an under school age child may apply for a Research Award within the two-year period following resumption of duty.

The granting of the Research Award will be directed towards establishing/re-establishing a staff member's research profile, and thus facilitate continued advancement of the staff member's academic career pathway.

The research proposal will normally be consistent with the research profile of the School/Faculty/Institute within which the staff member is located and be supported by the staff member's National Head of School, Institute Director or Dean¹ and Executive Dean.

4. Procedures

4.1 Application Process

Applications for a Research Award for Women Academic Staff must be submitted on the relevant application form available via the Human Resources website.

Applications must fully outline the nature of the proposed project, an indicative budget and the time required to pursue the project, including any time required away from the University to be contributed by the applicant.

Applications must reach Human Resources (HR) by close of business on the designated date which will be advertised in the Staff Bulletin. Applications will be acknowledged in writing.

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

4.2 Selection Process

Applications will be assessed on a competitive basis by a Committee to be chaired by the Deputy-Vice Chancellor (Research).

In discussing an application, the Committee may, on a confidential basis, consult with relevant senior academic staff. The Committee will be assisted by a member of Human Resources, who may be present as an observer.

4.3 Assessment Criteria

In assessing applications, the Research Award Committee will consider:

- The quality and relevance of the proposed project (including the relevance of the proposed outcomes to the University's strategic direction and to the staff member's academic career pathway).
- The relevance of the proposed project in strengthening the research directions of the School/Institute or Faculty in which the applicant works.
- Evidence of the capacity of the School/Institute or Faculty in which the applicant works to tangibly support the proposed project.
- The track record and expertise of the applicant (including conference papers, presentations, publications etc) as recorded in ORION.
- Whether the applicant was in receipt of the Research Award in the previous year, with a view to prioritising those who have not received it.
- Endorsement of the proposed research project by the National Head of School/Institute Director and Executive Dean/or nominee to whom the applicant reports that:
 - the applicant has the capacity, at that stage of their professional development, to undertake the project;
 - completion of the project is of demonstrated career advantage to the applicant; and
 - completion of the project is of clear advantage to the School/Institute or Faculty in furthering research objectives of the ACU Strategic Plan.

4.4 Management of the Award Grant

The \$12,500 Award granted to a recipient will be placed in a special account under the direction of the Executive Dean, or Associate Dean (Research). A recipient of an Award will normally be able to access funds on provision of documentation endorsed by their Executive Dean.

4.5 Obligations of Award Recipients

Successful recipients of a Research Award are required to:

- Liaise with your senior female academic mentor;
- complete the research project within the agreed time frame;
- complete the research project to agreed standards; and
- provide the Deputy Vice-Chancellor (Research), Executive Dean and Associate Dean (Research) with a comprehensive report on the research and its findings within three months of the completion of the project, including advice on where it will be published.

5. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
11 July 2016	Major	Updated to incorporate the provisions of the ACU Staff Enterprise Agreement 2013 – 2017.
14 September 2018	Minor	Updated to include new ACU brand template, application procedure and other minor editorial updates.
14 September 2018	Major	Updated to include an additional Assessment Criteria item in relation to whether the applicant was in receipt of the Research Award in the previous year.

The University will develop a process for reviewing the effectiveness of the Research Awards for Women Academic Staff established by this 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 policy is invited to forward their suggestions to Human Resources.

6. Further Assistance

Staff members who require further assistance in understanding the *Research Awards for Women Academic Staff Policy* should refer to the *Research Awards for Women Academic Staff Procedure* or 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](#).