



VICE-CHANCELLOR'S GENDER EQUITY FUND

2024 Fund Guidelines

The Vice-Chancellor's Gender Equity Fund (the Fund) provides funding to projects which advance gender equity objectives at the University.

The Fund supports initiatives that address matters of gender equity whilst delivering substantial benefit to the University community. Successful projects will focus on closing existing gaps, addressing persistent gender-based inequity and extending the University's legacy of excellence in gender equity.

Projects that secure the Fund must contribute to the University's overall efforts to achieve gender equity and inclusion for students and staff. The Fund will support initiatives that relate to current University priorities and strategic objectives, and take into account existing University policy, provisions and/or other relevant work. Alternatively, projects may seek to demonstrate compelling need to the University to adopt a new priority or strategic objective.

1. Funding Categories

a) Gender Equity Education, Promotion and Embedded Practice – up to \$5,000

This category offers funding for delivering consultation, in-house training, seminars, promotional activities and other embedded practice that develops applied, practice-based change for identified gender equity issues including, but not limited to: gender diversity, intersectionality, gendered violence and sexual harassment.

These initiatives may bring together advocates, experts and practitioners from across business, government and academia to provide an opportunity for shared learning, practice exchange and/or discussion to find solutions to barriers preventing gender equity. Funding could be used, for example, to employ a casual project assistant to co-design information resources that contribute to improving University culture, to engage a keynote speaker, and/or to produce educative videos or other online content

b) Targeted Gender Equity Initiatives – up to \$5,000

Open applications are invited under the following targeted gender equity initiative focus areas. Those highlighted in bold are designed to directly contribute to the University's Science in Australia Gender Equity (SAGE) Cygnets:

- **Identifying gendered impacts of COVID-19 on students and/or staff and strategies to mitigate long-term implications**

- **Identifying strategies to advance equity in academic promotion for staff of culturally and/or linguistically diverse backgrounds;**
- **Understanding the specific and additional needs of carers for people with disability, mental health or chronic medical conditions, or who are elderly;**
- **Innovation in recruitment, career and leadership opportunity to advance female representation, including senior representation, in STEMM;**
- **Improving career development. understanding and supporting career progression for Professional Staff;**
- **Improving leadership development and opportunities for women, trans and gender diverse staff who are Indigenous, culturally and/or linguistically diverse, LGBTIQ+, and/or have a disability;**
- **Mainstreaming inclusive leadership practice, including by addressing unconscious or implicit bias in decision-making;**
- **Targeted strategies for advancing opportunity for Indigenous staff and HDR students;**
- **Innovation in flexible work practices to support and scaffold the ‘hybrid’ (i.e., blended in-person and digital) workplace.** Understanding and addressing gender related challenges to student academic progression, including gendered drivers of attrition for example students who have significant family responsibilities, students participating in non-traditional fields of study, students experiencing gendered violence eg. addressing the results of the 2021 National Student Safety Survey
- Gender equity inclusion and intersectionality for diverse student and staff cohorts, including those who are Indigenous, culturally and linguistically diverse, LGBTIQ+, and/or have a disability.
- Equity considerations in work planning processes – including exploration of the impacts of career interruptions.
- Solutions to closing the gender pay gap based on best practice models from across industries.

c) Gender Equity Research at WSU – up to \$5,000

Applied research proposals are welcomed that will investigate feasible and proven solutions to significant gender inequities at the University. Funding may also be available to collaborate or partner with another university, organisation or industry. Where this is the case, the research focus must be of specific relevance to Western Sydney University and its practice. This project may be a new initiative or can build upon existing research.

2. Application/Eligibility Criteria

- a) Both Professional and Academic staff, including casually, tenured or contractually employed staff (i.e. Adjunct Professors), are eligible to apply for funding where they can provide evidence that employment will be ongoing throughout the duration of the fund, i.e. earliest end date of December 2024.
- b) Academic staff who are exclusively employed via an Australian Research Council or National Health and Medical Research Council grant are ineligible

to apply.

3. General Expenditure Guidelines

- a) Funding must be expended by **6 December 2024**. Any funding not expended by this date will be returned to a central funding account. Purchases may only be made for implementation during the funding period.
- b) Funding provided may be used for the purpose of:
 - i. Employing Casual or Fixed-Term Staff to support project activities;
 - ii. Funding the development of workshops and training material.
- c) Funding provided cannot be used for the purpose of purchasing equipment that would normally be provided to you as an employee. A case can be made for the purchase of specialised research equipment that will relate to the project you are applying to have funded. Funding for the items below will generally not be considered:
 - i. Data storage hardware – e.g., hard drives, USBs;
 - ii. Computer hardware – items such as these should be provided through your School/Institute;
 - iii. Recording devices – e.g., cameras, video cameras, phones, voice recorders;
 - iv. Consumables – e.g., stationery, laboratory supplies, office equipment;
 - v. Laboratory equipment.
- d) Funding cannot be used to extend an already existing employment contract, i.e. staff employed outside of the proposed project.

4. Application and Accountability Process

Applicants must complete the following Expression of Interest (EOI) form and submit to the Vice Chancellor's Gender Equity Fund via the Director, Equity, Diversity and Wellbeing (gefund@westernsydney.edu.au) by COB Friday, 8 September 2023. In addition, applicants must consider the following pre-submission requirements:

- a) Applicants must demonstrate that the project proposal, methodology and scope has endorsement from relevant Dean/Director/Head of Unit. The Dean/Director/Head of Unit must also endorse the project's Final Report.
- b) Applicants must consult with Equity and Diversity team for advice on teams with operational responsibility for existing policy, provisions and/or other work relevant to the project. This must occur during the open-call period as documented in the timeline below ie. prior to application submission.
- c) Successful applicants are asked to:
 - Submit Progress, Preliminary and Final Reports via email to the Director, Equity, Diversity and Wellbeing (gefund@westernsydney.edu.au) as per the timeline below.
 - Make a 5–10-minute presentation of final project findings, conclusions and recommendations to the VCGEAC.
 - Present project results as part of the SAGE Gender UNLIMITED Research Week events in the year following completion of the project.
 - Include as an appendix to your final report at least one of the following, as relevant:

- a draft briefing paper for the University’s Executive Committee or other relevant University committee, summarising key project findings and proposed recommendations for workplace improvement;
- a publishable journal article and/or an item for publication in *The Conversation* on your insights and recommendations. Additional funding for publishable work may be available. Contact gefund@westernsydney.edu.au for more information and guidance.

5. Assessment of EOIs

A sub-group of the Vice-Chancellor’s Gender Equity Committee will assess the merit and strategic value of all applications. Final decisions for funding approval will be made by the Vice-Chancellor. Factors that will be considered in the assessment of your application include:

- Alignment to overall University gender equity strategic objectives and priorities;
- Likelihood of project outcomes helping to close an existing gap;
- Level of substantial benefit to the University community likely to be gained via the project;
- Consideration of operational impact, including the degree that existing University policy, provision and/or other work relevant to the project has been considered;
- Validity and appropriateness of proposed methodologies; and
- Degree of new contribution to the existing body of gender equity knowledge and practice at the University. Applicants must consider outcomes of earlier Fund projects to ensure outcomes are not be duplicated.

6. Timeline

August 2023	Call for applications. Project Lead to consult with Equity and Diversity Online Drop-In Support Sessions to occur
8 September 2023	Deadline for lodgment of applications
September – November 2023	Equity and Diversity review applications Selection Committee assess applications to determine recommendations to Vice-Chancellor. Committee may consult with project teams where necessary to further explore project parameters.
December 2023	Notification of application outcomes

January 2024	Funding allocated into project team accounts
February 2024	Project pre-commencement meeting with representatives from Equity, Diversity and Wellbeing and the Vice Chancellor's Gender Equity Advisory Committee member/s.
31 March 2024	Human Ethics Approval Letter provided to Director, Equity, Diversity and Wellbeing (where applicable)
5 July 2024	Mid-project Progress Report due
August 2024	Mid-project meeting with representatives from Equity, Diversity and Wellbeing and the Vice Chancellor's Gender Equity Advisory Committee member/s.
October 2024	Submit to Dean/ Director to obtain endorsement of Final Report.
8 November 2024	Preliminary draft of Final Report due, provided to the Director Equity, Diversity and Wellbeing for feedback prior to final submission.
6 December 2024	Final Report and relevant appendices due. Funding expires and cannot be extended.

- Note as per item 4c above, successful project teams are asked to present their final project findings to the VCGEAC. This will take place in 2025 - meeting date to be confirmed.



VICE-CHANCELLOR'S GENDER EQUITY FUND

2024 Expression of Interest Form

CLOSING DATE FOR EOI: COB FRIDAY 8 SEPTEMBER 2023

The Vice Chancellor's Gender Equity Fund (the Fund) offers staff the opportunity to apply for support in facilitating gender equity initiatives and promoting inclusion.

All completed forms must be submitted to the Vice Chancellor's Gender Equity Fund via the Director, Equity, Diversity and Wellbeing (gefund@westernsydney.edu.au).

Please note that a Checklist for Applicants is provided at the end of this document to assist with preparing your application.

1. Project Member Details

1a. Project Lead

Title	
Name/s	
School/Institute/Division	
Position	
Staff ID	
Contract end date (for fixed-term or casual employees only)	

1b. Project Members (Optional) - Please copy and paste the below text box for each member:

Title	
Name/s	
School/Institute/Division	
Position	
Staff ID	

Contract end date (for fixed-term or casual employees only)	
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2. Project Funding Category

Funding category under which the project applies: (Please tick one only)

<input type="checkbox"/> A. Gender Equity Education and Promotion Project Title:
<input type="checkbox"/> B. Targeted Gender Equity Initiatives Project Title:
<input type="checkbox"/> C. Gender Equity Research at WSU Project Title:

3. Project Description

3a. Project Summary (Word limit: 300 words)

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3b. Project Aims and Background (Word limit: 300 words)

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3c. Project Team Experience

Please outline the qualifications, expertise and/or experience of the project team within the field of gender equity and other areas relevant to the project. Where gaps in expertise exist, please outline how the team plans to obtain relevant guidance and/or mentorship to successfully achieve project aims, including consultation with identified individuals or organisations outside of the project team. Please outline how the project team has also strived to maintain gender equity in their own composition. (Word limit: 300 words)

4. Project Alignment

4a. Explain how the proposed research/project aligns with an existing University priorities and strategic objectives. (Word limit: 200 words)

4b. Demonstrate how the project team has consulted with key WSU teams with operational responsibility for University policy, provisions and/or other work relevant to the proposed project. (Word limit: 300 words)

4c. Impact: how will this project progress the University’s gender equity agenda and advance practice-based improvements within the University? Demonstrate how relevant stakeholder groups, including students, will be consulted and influence recommendations. (Word limit: 300 words)

4d. This funding is provided for projects that would not normally be funded by Schools, Institutes or Divisions. Please provide a brief summary below outlining that the proposal is beyond activities, or would extend on, business as usual. (Word Limit: 200 words)

5. Project Method

5a. Verification of Proposed Data Collection

Does this project propose to use pre-existing in-house data (e.g., Staff or student demographic data) or other analytics held by either the University or an external organisation?

If so, please demonstrate that you have consulted with the relevant unit and gained in-principle approval for the use of the data and have tested the feasibility of obtaining the data for the purposes proposed and within the project timeframe. (Word limit: 300 words)

- 5b. Does this project propose the use of focus groups or interviews with WSU staff or students?** If so, please demonstrate that you have tested and confirmed the feasibility of conducting these consultations with the proposed number of participants within the project timeframe. (Word limit: 200 words)

5c. Proposed Project Tools

Does the project propose to create, design and/or deliver any material for use with the broader university community and/or general public? If so, please demonstrate that you have consulted with relevant stakeholders within the University, including for example the Office of Marketing and Communications, to determine its appropriateness and feasibility to be delivered within your project timeline. (Word limit: 200 words)

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6. Project Budget

6a. Please provide details for how funds will be expended before 6 December 2024, including the type of expenditure you are anticipating. Please add lines as required. Please note you will be asked to report on the outlined items at your Mid-Progress Report and Final Report.

Date	Activity / Item	Cost (GST incl.)
Total expenditure:		\$

6b. Cost centre for your proposed expenditure

Please provide a proposed cost centre to be forwarded to the University’s Finance Office should your proposal be successful:

Cost Centre:

7. Project Timeline

Please provide a Project Timeline including expected key activities and milestones (Please add lines as required).

Date	Activity / Milestone

8. Ethics Approval

If ethics approval is required for proposed research you are required to provide a completed draft of the [Project Description Template](#). Advice on ethics applications is available from the Human Research Ethics team. If you are successful in your Expression of Interest for the Gender Equity Fund, you can then formally seek ethics approval. Once obtained, you must provide Fund administrators with your Human Research Ethics Approval Letter as provided by the Human Research Ethics Committee. Please note that if ethics approval is not obtained by **31 March 2024**, the offer of project funding may be withdrawn.

For more information regarding ethics approval see:

www.westernsydney.edu.au/research/research_ethics_and_integrity.

Please provide reasoning below as to whether you will/will not require ethics approval.

9. Additional Information (optional)

Please outline any additional information, including any other equity considerations, you would like to include in support of your project. (Word limit: 200 words)

10. Declarations

10a. Applicant acknowledgement

I/we have read the Gender Equity Fund Guidelines and confirm I/we are eligible to apply for funding for the project outlined in this application.

Applicant signature/s

Date

10b. Manager/ Supervisor/ DAP approval

I have reviewed this application and have considered the impact that the funding of this proposal will have on my School/Institute/Division, including potential workload implications. In particular, I have noted the proposed use of funds as detailed in Section 6 of this application. I approve the involvement of my staff member in this project.

Title/Name

Signature

Date

10c. Statement of support and signature of endorsement from Dean, Director or Head of Unit.

For each project member, please provide a statement of support and signature of endorsement from their Dean, Director or Head of Unit, outlining their support for the members involvement in the project, as well as their commitment to overseeing the project to its entirety - *as reflected in section 4a of VC GEF 2024 Guidelines* (you may copy and paste the below table for each member, or provide each in a collated document to attach via email).

I have reviewed this application and have considered the expectation to endorse the project in its entirety and have oversight of the project deliverables through to the recommendations and writing of the Final Report.

Title/Name

Signature

Date

Checklist for Applicants

Please complete the below checklist. Applications that do not contain the required documentation, descriptions, timelines, budgets, approvals and signatures may not be accepted by the VC's Gender Equity Committee.

Application Section		Task	Tick
1	Project Member Details	Project Lead Details provided	
		(Optional) Other Project Member details provided	
2	Project Funding Category	Tick relevant category	
		Include Project Title	
3	Project Description	Sections a-c completed	
4	Project Alignment	Consulted with some previous GEF Project reports, and observed the Gender Equity Strategy and Action Plan (2021-26)	
		Sections a-d completed	
		Consulted with E&D on operational alignment of project	
5	Project Method	Proposed in-house or other data collection approved and/or feasible	
		Feasibility of focus groups and/or interviews confirmed	
		Project tools consulted and feasibility confirmed	
		Sections a-c completed	
6	Project Budget	Proposed budget expenditure outlined	
		Cost centre for fund allocation provided	
7	Project Timeline	Project timelines mapped	
8	Ethics Approval	Evidence of ethics consideration provided	
		(If relevant) Project Description Template draft provided	
9	Additional Information (Optional)	(If relevant) additional support information provided	
10	Declarations	Applicant Acknowledgment provide for each project member	
		Manager/ Supervisor/ DAP approval provided for each project member	
		Statement of support and signature of endorsement from Dean, Director or Head of Unit provided for each project member	

For further information about the Fund please contact:

Equity and Diversity

e-mail: gefund@westernsydney.edu.au