

WESTERN SYDNEY UNIVERSITY



VICE CHANCELLOR'S GENDER EQUALITY FUND 2020 Fund Guidelines

The Vice Chancellor's Gender Equality Fund (the Fund) offers staff the opportunity to apply for support in facilitating gender equality initiatives and promoting workplace inclusion at Western Sydney University. Primarily, the Fund seeks to:

- develop a deeper understanding of any obstacles, and the steps required, to tackle gender inequality within the University and its community;
- foster collaboration and knowledge exchange between stakeholders within the University and its community in collective efforts to promote gender equality; and
- advance practice-based outcomes within the University by creating a praxis between academic and professional perspectives to leverage 'real-world' improvements.

This funding is for projects that would not normally be funded by Schools and Divisions.

1. Award Categories

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

This funding supports researchers employed at the University to undertake research focusing on gender equity issues at the University. In particular, research proposals are welcomed that will document gender inequalities (e.g. in employment and earnings across the University) and propose practice-based strategies to redress such issues. This funding can be used to support research in a variety of ways including teaching or administration buy-outs and project costs.

Funding may also be available to collaborate or partner with another university, organisation or industry, noting that issues germane to the University may be the basis of research more generally in higher education or corporate/industry settings. Funding will also be considered where Academic applicants partner with Professional staff to research collaboratively with Academic staff serving as lead researcher.

Funding will be awarded to applicants who address issues relevant to gender equality and inclusion and can demonstrate clearly how the funding will be impactful to the University's practices. All applicants will be required to research a project and/or outputs that may lead to future external funding. This project may be a new initiative, or can further/extend an existing project.

b) Gender Equality Education and Promotion - up to \$5,000

This funding is offered for the purpose of delivering consultation, focus groups, in-house training, seminars and promotional activities for identified gender equality issues. These initiatives may bring together advocates, experts and practitioners from across business, government and academia to provide a forum for shared learning and discussion to identify and seek solutions to remove the barriers preventing equality in the workforce, particularly at board and management levels.

This award may assist funding costs such as conference organisation and travel for speakers and will be awarded on a competitive basis for seminars that can demonstrate impact. Purchases may only be made for implementation in the same year (e.g. travel for speaker/s cannot be approved in a calendar year and used in the next calendar year).

c) Targeted Gender Equality Initiatives – up to \$5,000

Open applications are also invited under the following identified focus areas:

- Examine ways the University could better retain women in Senior/Executive management roles.
- Explore different approaches to support the career progression of women from diverse backgrounds and equity groups at the University.
- Investigate the current under-representation of women promoted to Academic Level C, D and E levels at the University.
- Consider innovative ways to manage the over-representation of women at the HEW 5 – 7 levels at the University (and its resulting impact on the University's gender wage gap).

2. Application/Eligibility Criteria

- a) Applications can be made by individuals or teams. Teams may be multidisciplinary or transdisciplinary in composition.
- b) Consideration will be given to the provision of funding greater than \$5,000 for applications submitted by teams of two or more staff members.
- c) Applicants applying for funding under *Award Category A* must be:
 - i. a tenured or a contracted academic employee, with a contract not finishing earlier than 31 December 2020; or
 - ii. a sessional academic employee who can provide:
 - evidence from their School that they will be teaching until the end of 2020; and
 - evidence of their employment with the University for the past two years.
- d) Applications under *Award Categories B and C* are open to all University staff.
- e) Applicants may apply for more than one grant, but only one grant per person will be awarded.
- f) Academic staff who are employed via an Australian Research Council or National Health and Medical Research Council grant are ineligible to apply.

3. General Expenditure Guidelines

- a) Funding provided cannot be used for the purpose of purchasing equipment that would 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. Specifically, 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 – stationery, laboratory supplies, office equipment.
 - v. Laboratory equipment
- b) Grants funding must be expended by **11 December 2020**. Purchases may only be made for implementation in the same year (e.g. travel for speaker/s cannot be approved in a calendar year and used in the next calendar year).
- c) Funding cannot be used to extend an existing employment contract.
- d) All budget items must be justified and reported in an itemised summary, reconciled against the original application budget proposal and submitted with the project's Final Report.

4. Application and Accountability Process

An applicant must complete an Expression of Interest (EOI) form which is available for download from the [VC Gender Equality Fund](#) webpage. It is the applicant's responsibility to:

- a) Ensure in advance that the relevant Supervisor, Director, Dean or Institute Director demonstrates their support by signing the application.
- b) Provide evidence of a submitted ethics application with the EOI if **ethics approval** for the proposed research is required (i.e. the project includes use and/or collection of personal, collective or cultural data from participants). Funds will not be made available until evidence of ethics approval is provided to the Vice-Chancellor's Gender Equality Committee (GEC). If ethics approval is not obtained by **31 March 2020**, the offer of project funding may be withdrawn. For more information see: www.westernsydney.edu.au/research/research_ethics_and_integrity.
- c) Submit an application to the GEC via the Senior Manager, Equity and Diversity by COB Friday, **15 November 2019**.
- d) Provide a mid-project Progress Report (template provided) to the GEC by COB Friday, **26 June 2020**.
- e) Provide a Final Report (template provided) to the GEC by COB Friday, **11 December 2020** with details of:
 - outputs (such as publications, partnerships, collaborations, non-traditional outcomes, impact, and achievements etc. that have arisen from this funding)
 - up to 10 practice-based recommendations
 - itemised budget expenditure.
- (f) Present project results as part of the Research Development Showcase in the year following completion of the project.
- (g) Progress Reports and Final Reports are to be submitted via email to the Senior Project Officer, Equity and Diversity (m.blackmore@westernsydney.edu.au).

5. Extension Requests for Final Reports

- a) Extension requests for submission of Final Reports must be made by COB Friday **4 December 2020** via email to the Senior Project Officer, Equity and Diversity (m.blackmore@westernsydney.edu.au).
- b) Requests for extension must include details of the reasons for the delay and the steps the Awardee will take to ensure the project's Final Report will be submitted by the requested extension date.
- c) A maximum of two extensions may be granted by the Senior Manager, Equity and Diversity for the following periods:
 - i. First extension request – up to one month may be granted.
 - ii. Second extension request – an additional one week will be considered in extenuating circumstances.
- d) While the above requests for extensions may be granted, any grant funding not expended by **11 December 2020** is automatically recouped by the University's Finance Office.

6. Assessment of EOIs

- a) The Vice Chancellor's Gender Equality Committee will discuss the merit and strategic value of all applications for funding with a final decision to be made by the Vice-Chancellor.

7. Timeline

Early October 2019	Call for applications is released
15 November 2019	Deadline for lodgment of applications
December 2019	Successful and unsuccessful applicants notified of application outcome.
January/February 2020	Funding and project codes allocated
31 March 2020	Evidence of obtained Ethics approval due (if required)
26 June 2020	Mid-project Progress Report to be submitted
August 2020	Mid-project meeting with the Office of Equity and Diversity and Vice Chancellor's Gender Equality Committee representative
11 December 2020	Final Report to be submitted
11 December 2020	Funding expires and cannot be extended