

# CLOSING DATE FOR EOI: COB FRIDAY 15 NOVEMBER 2019

**VICE CHANCELLOR’S GENDER EQUALITY FUND**

**2020 Expression of Interest Form**

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.

This funding is provided for projects that would not normally be funded by Schools, Institutes or Divisions.

Applicants should refer to the Fund Guidelines prior to completing this form. Guidelines can be downloaded from the [VC Gender Equality Fund](https://www.westernsydney.edu.au/equity_diversity/equity_and_diversity/gender_equality/vice_chancellors_gender_equality_fund) webpage.

Completed EOIs must be submitted by COB Friday **15 November 2019** via email to the Senior Project Officer, Equity & Diversity at Western Sydney University ([m.blackmore@westernsydney.edu.au](mailto:m.blackmore@westernsydney.edu.au)).

# Personal Details

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| --- | --- |
| **Title** |  |
| **Name/s** |  |
| **School/Institute/Division** |  |
| **Position** |  |
| **Campus** |  |
| **Contact No** |  |
| **Email** |  |
| **Staff ID** |  |
| **Contract end date**  (only if on fixed-term or casual contract) |  |

1. **Application/Project Details**

## 2a. Have you discussed this proposal with your Supervisor, Division Head, Research Director, Dean, Institute Director or the WSU SAT?

Yes ☐ No ☐

## 2b. Project

Applying for funding under (please tick one only):

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| * **A. Gender Equity and Research at WSU** (open applications) |
| **Project Title:** |
| * **B. Gender Equality Education and Promotion** (open applications) |
| **Project Title:** |
| * **C. Targeted Gender Equality Initiative** |
| In addition to the above award categories, 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 at the University of women promoted to Academic Level C, D and E levels. * 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).   **Project Title:** |

## 2c. Project Team:

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

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# Project Description

**3a. Project aims and background** (Word limit: 300 words)

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**3b. Does the proposed research/project align with an existing project or activity?** (Word limit: 200 words)

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| **3c. Impact: how will this project promote the University’s Gender and Equality agenda and advance practice-based improvements within the University?** (Word limit: 300 words) |
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| **3d. Verification of Proposed Data Collection**  Does this project propose to use pre-existing in-house data or other analytics held by either the University or an external organisation? If so, please demonstrate that you have consulted with the relevant organisational unit or organisation and/or tested the feasibility of obtaining the data for the purposes proposed, within the project timeframe. (Word limit:  300 words) |

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## 3e. Does this project propose the use of focus groups or interviews with WSU staff?

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)

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## 3f. Additional information (optional)

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

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# Budget & Timeline

## 4a. Please provide details showing how funds will be expended before

**11 December 2020, and the type of expenditure you are anticipating.** Please add lines as required.

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

**4b. Please provide a Project Timeline including expected key milestones.** Please add lines as required.

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| **Date** | **Activity / Milestone** |
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**4c. Rationale for your proposed expenditure (in terms of need, cost and benefit)** (Word limit: 200 words)

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## 4d. 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**

1. **Ethics Approval**

If ethics approval is required for proposed research (i.e. the project includes the use and/or collection of personal, collective or cultural data from participants), you are required to provide a copy of the Letter of Acknowledgement from the Human Research Ethics Committee demonstrating that ethics approval has been requested for this project and outlining the expected timeframe for approval. Please note that if ethics approval is not obtained by **31 March 2020,** the offer of project funding may be withdrawn.

Please indicate the expected approval timeline below and append your Letter of Acknowledgement to this application. For more information see: [www.westernsydney.edu.au/research/research\_ethics\_and\_integrity.](http://www.westernsydney.edu.au/research/research_ethics_and_integrity)

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# Statement of Support from Dean/Head of Unit for the Project

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1. **Applicant Acknowledgement**

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| *I/we have read the Gender Equality Fund Guidelines and confirm I/we are eligible to apply for funding for the project outlined in this application.*  **Applicant signature/s 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 Equality Committee.

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| **Item** | **Tick** |
| Personal Details completed |  |
| Award Categories – tick relevant category and include Project Title |  |
| Project Description completed |  |
| Proposed Budget Expenditure completed |  |
| Proposed Project Timeline completed |  |
| Cost Centre for Fund allocation provided |  |
| Evidence of ethics approval submission – Letter of Acknowledgement from the Human Research Ethics Committee |  |
| Applicant signature/s |  |
| Statement of Support by Dean / Head of Unit provided |  |
| Relevant Approvals signed and dated |  |

**Academic and Research Staff Approvals ONLY 9b. DAP/Supervisor Approval**

*Teaching buy-out has been considered for this request.*

*Y/N*

**Title/Name**

**Signature**

**Date**

**9c. Dean/Institute Director Approval**

**Workload Implications**

*I have reviewed this application and considered the impact the funding of this proposal will have on my School/Institute. In particular, I have noted the proposed use of these funds as detailed in Section 4 of this application.*

**Title/Name**

**Signature**

**Date**



**For further information about the Fund please contact:**

Melinda Blackmore

e-mail: [**M.blackmore@westernsydney.edu.au**](mailto:M.blackmore@westernsydney.edu.au)ph: **9678 7374**

# Approvals

**Date**

**Signature**

**Title/Name**

**Professional Staff Approvals ONLY 9a. Manager/Supervisor Approval**

*I have reviewed this application and considered the impact, including workload implications, the funding of this proposal will have on my School/Institute/Division. In particular, I have noted the proposed use of these funds as detailed in Section 4 of this application.*

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| **% Research Work Load 2019** | **% Work Load for this request** | **% Research Work Load including this project 2020** |
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