

Research Services Procedure

P2	Research Awards for Women Academic Staff Procedure
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Purpose	This Procedure outlines the steps required for applicants to apply for an Award, the selection procedure and the reporting requirements. The key aim of the Research Awards for Women Academic staff is to support women in re-establishing their academic profile and career following a period of approved leave in association with the birth of an infant or adoption of a pre-school age child. The Award assists in re-establishing research activity and outputs by providing funding in relation to an approved project.
Procedure	<p>This procedure requires actions by the following:</p> <ul style="list-style-type: none"> • Deputy Vice-Chancellor (Research) • Director of Research Services • Human Resources • Award Selection Committee • Finance Officer • Faculty Executive Dean • Faculty Associate Dean (Research) • Award Applicants/Recipients
Award Applicants	<p>Application Form</p> <p>Award applicants will need to complete the application form outlining their research project, budget, and timeline and obtain a letter of support and signatures from their Head of School and relevant Associate Dean (Research).</p>
Human Resources	<p>Receipt of Application Forms and Verification of Approved Leave</p> <p>Completed application forms and supporting documentation are to be sent by the applicants, electronically, to Human Resources at eo@acu.edu.au by the closing date (as advertised in HR Matters). Receipt of all applications will be acknowledged in writing. Applications will be checked and verified.</p>
Director of Research Services	<p>Receipt of Application Forms from Human Resources</p> <p>Completed application forms received and verified by Human Resources will be forwarded electronically, to The Director of Research Services (via Sandra.johnson1@acul.edu.au) within two weeks of the closing date.</p>
Deputy Vice Chancellor Research	<p>Applications for the Research Awards for Women Academic Staff</p> <p>Completed application forms for the Research Awards for Women Academic Staff will be forwarded to the Selection Committee (convened by the Deputy Vice Chancellor (Research) by Research Services.</p>

Selection Committee	<p>Award Selection</p> <p>The Selection will determine the Awards of \$12,500 (assessed on a competitive basis) based on the selection criteria in the Research Awards for Women Academic Staff Policy.</p> <p>Applicants will be notified of the outcome of their application.</p>
Deputy Vice Chancellor Research	<p>Letter of Award Outcome</p> <p>A letter of award (signed by the Deputy Vice Chancellor) will be sent to award recipients, with copies to the Faculty Executive Dean and Associate Dean (Research), Finance, Human Resources and Research Services.</p>
Finance Officer	<p>Establishment of an Account Code</p> <p>Upon the request of Research Services, 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 to Research Services.</p>
Faculty Executive Dean	<p>Administration of the Award.</p> <p>The expenditure of the award (once a financial code has been established) will be administered by the Office of the Executive Dean.</p>
Associate Dean (Research)	<p>Conclusion of Award</p> <p>The office of the Associate Dean (Research) will notify the Director of Research Services of when the research award project concludes.</p>
Award Recipient	<p>Reporting</p> <p>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, number and detail of grant proposals submitted and / or funded, number and detail of publications) to the Associate Dean (Research) and Research Services (via Sandra.johnson1@acu.edu.au) within three months of the completion of the project.</p>

Contact Officer	Director Research Services
Date Approved	TBA
Approval Authority	University Research Committee
Date of Commencement	2011
Amendment Dates	
Maximum Date for Next Review	