Guide to the UNSW Faculty of Science Momentum Award

Purpose
The purpose of the Momentum Award is to provide staff returning from leave with relief from teaching and administration to write publications, grant applications and/or to provide access to research assistance.

Principles
Activities must align with UNSW 2025 Strategy and UNSW Science Strategy.
Open to academics whose careers have been interrupted through sustained full-time carer status for at least six months which includes childcare, maternity leave/parental leave, disability care of another, care of parent or spouse.

Eligibility
Applicants must have had assumed full time carer status in the past 12 months.
Applicants must be employed full-time or part-time by UNSW Science, on either a continuing or fixed-term basis.

The funds must not be used for expenditure that will incur Fringe Benefits Tax (FBT). That is, expenditure that provides a direct benefit to the employee and/or their associates (e.g. spouse, relative, and partner). Examples of items subject to FBT include childcare, motor vehicle and entertainment expenses. Further clarification on FBT liability can be sought from the Faculty Finance Manager.

Examples of costs that could be covered (not exhaustive)
Activities that provide relief from teaching and administration to write publications, grant applications and/or to provide access to research assistance.

Finance
$6,500 for each application capped at three per 2019 calendar year.
Fund applications will close once funds are exhausted.
Process

To apply for this award applicants must provide:

- A cover letter of no more than one A4 page in 12-point font, which should include a response to the questions outlined in the ‘Questions to be addressed in the application’.
- A Head of School email statement of support. This email is to contain the value or prestige of the activity and how it will further the career of the applicant and the applicant’s overall contribution to the Faculty of Science community.
- A CV (maximum 4 pages).

Applications are to be submitted to Science.EDI@unsw.edu.au.

Applications are reviewed by a committee consisting of two senior academics and the Science EDI Officer (staff) on an ad hoc basis. Outcomes will be announced within two weeks of assessment meetings.

Assessment criteria

- The career profile and record of the applicant.
- The potential of the Award to support the development of the applicant’s career.
- The objectives and expected outcomes of the Award.
- Level of support for the application from the Head of School/Centre, and the applicant’s overall contribution to the Faculty of Science community.

Questions to be addressed in application

1. Describe how the proposed activity will contribute to the strategic priorities of the UNSW 2025 strategy and UNSW Science’s strategy.
2. Explain the value of the proposed activity i.e. how will it enhance your career?
3. Describe the need for the requested support
4. How will the money from the Support Fund be spent? Include estimates of costs.
5. What other support options are available?
6. Will the outcomes of the activity be known or available to be reported within 3 months? If not, when?
Payment for approved applications

The employee may access the funds for any legitimate University purpose that meets the goal of the Award. Access must be authorised by the Head of School. This may include (but not necessarily be restricted to):

- Research assistance and/or material and equipment;
- Employment of casual teachers in order to reduce teaching loads.

Where relief from teaching and/or administrative duties is being requested, the Head of School must specifically agree on the budget proposed by the applicant. All equipment purchased during the Award becomes the property of UNSW. The funds are not a grant provided directly to the employee.

The funds will sit within the Science Equity, Diversity and Inclusion project code and details will be provided to successful applicants when necessary. The funds are available to the employee up to the end of the calendar year.

Reporting and program evaluation

Recipients are to submit a one-page final report within three months (or by agreement) of receiving funding that outlines the activities undertaken, and their outcomes, including the benefit to the recipient’s career and to UNSW.

The outcomes report will be shared with the recipient’s Head of School.

Recipients may also be asked to volunteer to share their experiences for publication on the Science website, or via other channels.