

# Guide to the UNSW Faculty of Science Enable Fund

## Purpose

The purpose of the Enable Fund is to assist with career enhancement for staff with primary carer responsibilities.

## Principles

- Activities must align with UNSW 2025 Strategy and UNSW Science Strategy.
- Funding can only be requested if the applicant does not have access to alternative carer funding sources (e.g. research grants, funds offered by event organisers, etc.)
- Extraordinary carers costs incurred for conference attendance will only be considered when the applicant is ineligible for the Vice Chancellor's Childcare Support Fund for Women Researchers (Staff) at UNSW.
- If funding has been accessed to cover extraordinary carer costs through the Momentum Award in the current year, staff are ineligible to access the Enable Fund.
- The Enable Fund only covers extraordinary carer costs. It does not cover existing carer costs, such as existing child care or existing aged care costs.
- Open to all Science staff and not assessed competitively against other applications.

## Eligibility

- Applicants must be employed full-time or part-time by UNSW Science, on either a continuing or fixed-term basis.
- Open to both academic and professional staff.
- The proposed activity must contribute to the strategic priorities of the UNSW 2025 Strategy and UNSW Science Strategy.
- The applicant must provide an email statement of support from their Head of School or supervisor.. The statement of support is a short email that comments on whether the requested activity/outcome is in line with the UNSW 2025 and/or Science Strategy and represents a respected activity.
- Multiple applications are allowed up to the maximum amount available per person per calendar year.

### **Examples of costs that could be covered (not exhaustive)**

- Additional days / hours of care provided by a professional provider for extraordinary carer costs not including existing or usual caring costs.
- Airfares for an individual to accompany the staff member to be the carer during the proposed time away.
- Airfares for a family member to care for dependants at the staff member's home while the career enhancement activity is occurring.
- Additional accommodation expenses for a dependent and carer.

### **Examples of activities and outcomes (not exhaustive)**

- Activities may include field research trips, conferences, participating in government grant observer schemes, invited guest lectures or awards, professional development and networking events or other respected activities.
- Outcomes may include progress on the submission of a paper into a top tier journal, developed strong partnerships, measurable global impact or recognition or progress towards the submission of grants.

### **Finance**

- The maximum amount of support per awardee in the 2019 calendar year is capped at \$2,000 for activities.
- Fund applications will close once funding source is exhausted.

### **Process**

Applicants must submit the following:

- 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 four pages).

Applications are to be submitted to [Science.EDI@unsw.edu.au](mailto: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.

## **Criteria**

1. The career profile and record of the applicant.
2. The potential of the Award to support the development of the applicant's career.
3. The objectives and expected outcomes of the Award.
4. 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 the 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.
  - a. How will the money from the Support Fund be spent? Include estimates of costs.
  - b. What other support options are available?
4. If the location of the activity is not local, why is attendance at this location critical?
5. Describe any other funding sources available to you for carer costs.
6. What is the impact on the person being cared for and you?
7. When will the outcomes of the activity be known or available to be reported?

## **Payment for approved applications**

- Submission of receipts and a completed Grant Acquittal Form must be provided to acquit the grant and release payment. It is the responsibility of the grant recipient to ensure that all travel and other expenditure complies with UNSW's Travel Policy and Procedure, and UNSW's Procurement Policy and Procedure to be reimbursed for expenditure.
- Recipients will be reimbursed for approved extraordinary childcare costs within two weeks of return from the activity, subject to receipts and acquittal form being supplied to the Fund Administrator.

## **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.