

# Guide to the UNSW Faculty of Science June Griffith Boost Award

## Purpose

The June Griffith Boost Award is designed to provide opportunities for women at Levels C and D to develop and strengthen their research and provide teaching relief, preparing them for promotion to Levels D and E in the near future.

## Principles

- Activities must align with UNSW 2025 Strategy and UNSW Science Strategy.
- The applicant should propose the split between teaching relief and research support in their application.

## Eligibility

- Applicants must be employed full-time or part-time by UNSW Science, on either a continuing or fixed-term basis. This includes women academics on research fellowships (e.g. ARC / NHMRC).
- In addition, applicants must normally:
  - Have either a continuing appointment or a fixed term appointment terminating after the end of the proposed Award.
- The Award is not open to casual staff.
- 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.
- If an applicant has been awarded funding within the same year as other Faculty of Science, UNSW or external schemes or initiatives to develop and strengthen their research and/or provide teaching relief, the applicant is ineligible for the June Griffith Boost Award.
- Applicants will need to be ineligible for central support funds before being eligible for the Science specific Support Funds.

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

- Teaching relief [Note – if teaching relief is being requested, the nature of this arrangement needs to be detailed and endorsed explicitly by the Head of School].
- Research activities.

## **Finance**

- 2 awards to the value of \$5,000 for Level C per 2019 calendar year.
- 2 awards to the value of \$5,000 for Level D per 20190 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 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.

The Dean of Science is the approving authority for June Griffith Boost Award applications.

## **Assessment criteria**

- The career profile and record of the applicant.
- The potential of the Award to support the development of the applicant's career to facilitate promotion to Academic level D or E in the near future.
- 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

- Describe how the proposed activity will contribute to the strategic priorities of the UNSW 2025 strategy and UNSW Science's strategy.
- Explain the value of the proposed activity: how will it enhance your career?
- Describe the need for the requested support.
  - How will the money from the Support Fund be spent? Include estimates of costs.
  - What other support options are available?
- When will the outcomes of the activity be known or available to be reported?
  - Within 3 months
  - Other \_\_\_\_\_

## 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.