



Conditions of Funding

Vice-Chancellor's Childcare Support Fund for Women Researchers (Staff) at UNSW

Objective

The Vice-Chancellor's Childcare Support Fund (referred to in this document as "the Fund") is intended to enable women researchers with childcare responsibilities, to continue to enhance their research careers on a national or international level by presenting their research at conferences or workshops.

Overview

Under this program, UNSW assists women researchers to present their research at prestigious national or international conferences or workshops associated with and essential to their research programs. The program is dedicated to funding extraordinary childcare costs only, so that a dependent child or children may continue to be cared for while a UNSW researcher attends an approved conference or workshop.

The Fund is not a substitute for existing childcare costs. The terms women researchers and extraordinary childcare costs are defined in Sections 1.1 and 1.2.

Applicants must provide a clear rationale for their conference or workshop participation and the additional childcare support requested. Applications must be completed in full and submitted by email to the Fund Administrator well before the conference / workshop, and no later than the application due dates stipulated in Section 2. The Assessment Committee may, at its discretion, consider late applications when there are special circumstances.

The Assessment Committee will allocate funds to eligible applicants taking into account: the existence of a genuine need to incur extraordinary childcare costs, the fair distribution of funds across eligible applicants and other Assessment Criteria stated in Section 6.

To ensure there is equitable access to funds across each calendar year, the Assessment Committee will assess applications on a quarterly basis. This helps guarantee that applicants who are eligible for funds and who wish to attend a conference or workshop later in a particular quarter will not be disadvantaged compared to those who apply to attend a conference or workshop earlier in the quarter.

Applicants must declare any potential conflict of interest. One example of a conflict of interest is if the extraordinary childcare is provided by a professional (paid) carer who is also a member of the researcher's family. Applicants must also disclose if the carer they propose to accompany them is also a UNSW employee.

Applicants will be notified of the Assessment Committee's decision by email. The decision by the Assessment Committee is final.

The following sections detail all components of the Fund's operation.

1. Terms

Below are important terms which researchers applying for the Fund need to know.

1.1 Woman researcher

For the purposes of the Fund, a 'woman researcher' is:

- A person who identifies as a woman; and
- Is employed full-time or part-time by UNSW, on either a continuing or fixed-term basis; and
- Is an Academic employee (including Postdoctoral Fellows, and Academic staff undertaking a PhD or research Masters); and
- Is the primary carer of a dependent child / children; and
- Is presenting research (paper and / or poster) at an international or significant national conference / workshop for which they are requesting support from their school or faculty to attend.

1.2 Extraordinary childcare costs

For the purposes of the Fund, 'extraordinary childcare costs' include:

- Additional days / hours of care provided to a dependent child / children by a professional childcare provider
- Airfares for an individual to accompany the researcher to be the carer of a dependent child / children during the conference / workshop
- Airfares for a dependent child / children to accompany the researcher to the conference / workshop
- Airfares for a family member to look after a child / children at the researcher's home while the researcher is attending the conference / workshop
- Additional accommodation expenses for a dependent child / children and / or their carer

For the purposes of the Fund, 'extraordinary childcare costs' *do not* include:

- Food and drink for a dependent child / children or carer
- Private vehicle transport (taxis, Uber, hire cars, etc.), associated with transiting with a dependent child / children
- Public transport for transiting with a dependent child / children
- Any form of transport which would be required ordinarily
- Entertainment related expenses for a dependent child / children

(Note: The lists in Section 1.2 are not exhaustive)

2. Application Schedule

The assessment rounds for applications are as follows:

Round	Applications Due	Date(s) for Conference / Workshop	Outcome
1	12 December	1 January – 31 March	December
2	1 March	1 April – 30 June	March
3	1 June	1 July – 30 September	June
4	1 September	1 October – 31 December	September

3. How to Apply

Complete an [Application Form](#) by the relevant due date and submit it to the Fund Administrator: workplace.diversity@unsw.edu.au.

4. Financial Assistance

Subject to the availability of funds, grants are available for extraordinary childcare support to the maximum of:

- **\$500** for conference / workshop attendance within the Sydney / Canberra metropolitan area;
- **\$1,000** for conference / workshop attendance within NSW / ACT or interstate; and
- **\$2,000** for conference / workshop attendance overseas.

Applicants are eligible for one grant only per calendar year. A grant in any given year does not guarantee that applicants will receive future grants.

5. Assessment Committee

Applications for financial assistance from the Fund will be determined by an Assessment Committee comprising:

1. The Vice-Chancellor's nominee, who shall be the Presiding Member; and
2. A nominated woman researcher; and
3. The Head of Workplace Diversity.

6. Assessment Criteria

The following additional criteria will be considered when applications are being assessed and prioritised for funding:

- The value of presenting their research at the particular conference / workshop;
- The status of the forum, whether the abstract paper/s have been accepted by a referee or by a scholarly committee; and
- The reasonableness of the claim for support.

Conditional approval for support may be considered in the case where an abstract or paper has been submitted but confirmation of participation has not been received. In this case, the applicant will be required to advise the Fund Administrator when notification of acceptance is received.

7. 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](#) in order to be reimbursed for expenditure.

Grant recipients will be reimbursed for approved extraordinary childcare costs within four weeks of return from the conference or workshop, subject to receipts and acquittal form being supplied to the Fund Administrator.

Recipients are also required to provide a one-page report with details of their conference participation, the benefit to the recipient's research career and to UNSW. This report will be shared with the recipient's Head of School. Recipients may also be asked to share their experiences for publication on the Workplace Diversity website, or via other channels.