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 and / 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 / 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. Women researchers, and extraordinary childcare costs, are defined in Section 1.

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 or 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 Procedure.
1. Definitions

1.1 Extraordinary childcare costs.
These costs can include:
• Additional days / hours of care provided to a dependent child or children by a professional childcare provider;
• An airfare for an individual to accompany the researcher to be the carer of the dependent child or children during the;
• Additional accommodation expenses for an accompanying dependent child or children and / or their carer; and
• An airfare for a family member to look after the child.

Extraordinary childcare costs do not include costs such as:
• Food / drink for the child or children / carer; and
• Private vehicle transport (including taxis and Uber), associated with transiting with the child or children; and
• Public transport, associated with transiting with the child or children; and
• Any transport vessel which would be required ordinarily; and
• Entertainment related expenses for the child or children.

(Note: This list is not exhaustive.)

1.2 Women researchers.
Eligible researchers are:
• Female; and
• Employed full-time or part-time at UNSW, on either a continuing or fixed-term basis; and
• An academic member of staff (including Postdoctoral Fellows, and academic staff undertaking a PhD or research Masters); and
• The primary carer of a dependent child or children; and
• Presenting research (paper or poster) at an international or significant national conference or workshop for which they are requesting support from their school or faculty.

2. Application Schedule
The assessment rounds for applications are as follows:

<table>
<thead>
<tr>
<th>Round</th>
<th>Applications Due</th>
<th>Date for Conference / Workshop</th>
<th>Outcome</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>12 December</td>
<td>1 January – 31 March</td>
<td>December</td>
</tr>
<tr>
<td>2</td>
<td>1 March</td>
<td>1 April – 30 June</td>
<td>March</td>
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<tr>
<td>3</td>
<td>1 June</td>
<td>1 July – 30 September</td>
<td>June</td>
</tr>
<tr>
<td>4</td>
<td>1 September</td>
<td>1 October – 31 December</td>
<td>September</td>
</tr>
</tbody>
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3. How to Apply
Complete an Application Form by the relevant due date and submit it to the Fund Administrator.
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. Payments of 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 the UNSW Travel Policy and Procedure, and UNSW 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.