

Version	Version 1, February 2015
Review	March 2017
Effective Date	1 March 2015

1. Purpose and Scope

The Award is offered to researchers in the Faculty of Engineering whose careers have been, or will be, interrupted through sustained full time carer status for at least 6 months. This may include childcare, maternity leave, disability care of another, and care of parent or spouse, and is to supplement any other UNSW Awards to be held concurrently.

The purpose of the Award is to provide eligible staff with funding to assist in maintaining their research performance and trajectory which could likely be affected by the interruption.

The level of funding is not capped but will reflect the level of research activity and performance prior to the interruption. More than one Award may be made each year. The Award may commence prior to the commencement of the interruption or upon return to work after the interruption.

2. Procedure

2.1 Assessment Criteria

The Dean (or delegate) will form a panel which will consider:

- The research record and career profile of the applicant.
- The potential of the Award to maintain the applicant's research career.
- The potential of the Award to enable the continuation of research activity including production of publications, successful grant applications and research supervision.

- The objectives and expected outcomes of the Award.
- The level of support for the application from the Head of School, including an assessment of the applicant's overall contribution to the School community.

2.2 Eligibility

All full-time and fractional academics employed by the Faculty of Engineering at UNSW are eligible to apply for the Award. This includes academics on externally funded competitive research fellowships (eg ARC/NHMRC). Applicants may apply prior to assuming significant full-time carer status or within 3 months of returning from full time carer status. This can include childcare, maternity leave, disability care of another, and care of parent or spouse.

In addition, applicants must normally:

- Have been employed at UNSW for at least 12 months full-time equivalent prior to the career interruption.
- Have either a continuing appointment or a fixed term appointment ceasing at least 2 years after returning.
- Have returned from at least 6 months full time carer status within the past 3 months or demonstrate they are about to become a full time carer.
- Be Australian citizens or permanent residents.

2.3 Funding Provided

The Award will be funded 50/50 by the Faculty and the relevant School with a maximum cost to the School of 75% of the forgone cost of the Awardee's salary prior to taking leave. The level of funding is not capped but will reflect the level of research activity and performance prior to the interruption.

The employee may use the funds for any legitimate University purpose that will assist in maintaining or returning their research performance and trajectory to a level comparable to that prior to the interruption, and that is authorised by the Head of School.

Usage may include (but not necessarily restricted to):

- Employment of research staff, material, travel and/or equipment.
- Employment of casual staff to support teaching or administrative activities but not to undertake primary face-to-face teaching commitments.

Where support for teaching or administrative duties is being requested, the Head of School must specifically agree on the budget proposed by the applicant and that this support will benefit the research activities of the applicant. The funds will be transferred into a project account within the School/Centre established by the Faculty Client Service Accountant. The initial instalment will be

transferred into the project account when the application has been approved by the Dean. The funds are to be expended within 2 years from the date of receipt of the Award.

2.4 Application Process

Applications are to be made on the Faculty of Engineering Carers Award Application Form and authorised by the Head of School.

Applications will be accepted at any time of the year but within at least 3 months after return to duty at UNSW. Applications are to be submitted to the Faculty HR Manager.

In normal circumstances, application outcomes will be provided within 1 month of submission.

Applicants should also attach:

- A CV including record of publications, research grants and research training
- A statement of no more than two A4 pages in 12 point font outlining the objectives, significance and expected outcomes of the Award. This should include a description of the way in which the Award will be used to assist in returning the applicant's research performance and trajectory to a level comparable to that prior to the interruption.
- A letter of support from the Head of School.

3. Final Report

A one page written report outlining the activities and research outcomes of the Award must be completed within 3 months of final expenditure of the Award. The report should be submitted to the HOS for comment and then forwarded to the Faculty HR Manager.

4. Review & History

The procedure will be reviewed every 2 years.

5. Further Information

For further information and advice about the Award, please contact:

Wendy Greenhalgh

HR Manager – Faculty of Engineering

E: w.greenhalgh@unsw.edu.au

T: +61 2 9385 5886

6. Application Form – Faculty of Engineering Carers Award

PERSONAL INFORMATION			
Name:		Employee ID:	
Please indicate which one applies:			
Australian Citizen:		OR Australian Permanent Resident:	
School:		Telephone no.	
Email:			
Current Position		Supervisor's Name	
Academic Level:			
If fixed-term, end date of contract: (must be at least 2 years after resumption of leave)			
Other UNSW Awards to be held at the same time:		Value:	
HOST SCHOOL/ CENTRE			
School (and Centre) Name			
APPLICATION DETAILS – Please also attach your full application			
I am returning to UNSW:		Full time	
		Part time (indicate %)	
I would like the award to commence:		Date:	
APPLICANT DECLARATION			
I DECLARE THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE			
Applicant Signature:		Head of School/ Unit Signature:	
Print Name:		Print Name:	
Date:		Date:	

Submit the completed form to:

Wendy Greenhalgh, HR Manager – Faculty of Engineering

E: w.greenhalgh@unsw.edu.au

T: +61 2 9385 5886