

The Australian Federation of Graduate Women Inc



2019 Two AFGW Barbara Hale Fellowships Value: \$7,500 each 2019 Georgina Sweet Fellowship: Value \$6,000

Application Information and Guidelines for all Fellowships

It is essential that you carefully read these instructions and use them as a reference when filling in each section of the application form as they contain all necessary information.

It should not be necessary to request extra information

ABOUT AFGW and AFGW FELLOWSHIPS

The Australian Federation of Graduate Women is the national voice of graduate women, working for the advancement and wellbeing of women and girls through advocacy and education initiatives such as these Fellowships. We link women across Australia through our State and Territory Associations (STAs) and local branches to work in friendship, cooperation and understanding with each other and the network of women graduates worldwide. AFGW is one of the national federations and associations of Graduate Women International (GWI). GWI has representation as a non-government organisation at the United Nations and other related bodies. For more information refer to www.afgw.org.au

AFGW Fellowships and Scholarships are funded from generous bequests and donations from members and friends to a fund first established in 1920. Funds continue to be raised by fund-raising efforts of Australian State and Territory Associations.

The Fellowship program is wholly administered and assessed by volunteers.

PURPOSE OF THE FELLOWSHIPS

The Fellowship funds are intended to facilitate a research project that will extend both the nature of the currently approved PhD program and the specialised knowledge and skills of the applicant.

SELECTION CRITERIA

Applicants should provide adequate information to address the following criteria:

- Capacity of the project to extend the nature and/or scope of the current PhD program;
- Academic merit of the project;
- Academic merit of the applicant as demonstrated in progress in research activity;
- Feasibility of the project with respect to time and budgetary constraints;
- Extent to which the project will add to the specialised knowledge and skills of the applicant and be of benefit to her future career plans;
- Extent to which the project will be of benefit to the community.

ELIGIBILITY

The Fellowships are open only to women who are Australian citizens or permanent residents of Australia and are enrolled in a PhD degree by research in any discipline at any Australian university or equivalent Institution. Proof is required (see below for details).

Applicants must, by the closing date, have successfully completed at least the equivalent of the first year of their PhD program. Proof is required (see below for details).

Applicants successful in gaining a Fellowship may not apply in subsequent years: applicants unsuccessful in one year may apply in later years.

Applicants do not have to be members of AFGW.

TENURE

The project is to commence on or after 1 September 2019 and be completed by either 31 August 2020 OR the date for PhD submission, whichever is the sooner. Any change of the proposed schedule must have written prior approval of the Fellowships Officer.

Making Your Application

THE APPLICATION FORM

Applications must be on the official 2019 electronic form, which must **not** be converted into pdf format: if your computer does not allow you to complete the application form electronically, it is your responsibility to modify your computer settings or make other arrangements to enable completion.

All questions must be answered. If a question is not applicable to you, the letters 'NA' should be typed in the space provided.

Applications using forms from previous years will not be accepted.

PERSONAL INFORMATION

Documentary proof of citizenship or permanent residence status must be attached to your application— for example, an attached photocopy of a passport, birth certificate, citizenship certificate or Certificate of Evidence of Resident Status (CERS).

Email addresses must be current at all times: you must notify the Fellowship Officer **immediately** of a change of email address or if you have any problems accessing your email. Postal addresses should include both State and postcode.

ACADEMIC QUALIFICATIONS

Provide an attached photocopy of evidence of receiving the qualification or award claimed – for example a degree certificate, or an academic record confirming award of degree.

Prizes and Awards – List up to three academic prizes and awards, including date of award and name of awarding institution. Select those that best demonstrate your academic merit, research capacity or relevance to proposed project.

CURRENT ENROLMENT

Attach evidence of your current enrolment. This should make it clear that you have completed an academic year of your PhD program and/or been confirmed in your PhD candidacy.

RESEARCH AND PROJECT DESCRIPTION

Observe word limits for the description of your current PhD research and the project proposed for the Fellowship.

Do not include a detailed Bibliography for either section, although you may wish to indicate major relevant research publications.

In choosing publications or conference presentations for citation in your application, preference should be given if possible to those related to current research.

THE PROJECT PROPOSED FOR THE FELLOWSHIP

The title of your project should be concise and indicative of the nature of the project.

The time required for the project must be feasible given pressure on timely completion of a PhD program.

In describing the project you must make it clear how it will **extend** the parameters of your current research or your research skills needed for the project— examples of acceptable extension might include:

Travel overseas or interstate for interviews, specialised research techniques, archival research, conference presentations. Evidence should be produced of progress in arrangements to complete work in an overseas institution – for example a letter of invitation or provisional acceptance for a course.

Extending the quantitative or qualitative scope of enquiry.
Introducing new research techniques.
Introducing new technology or new uses of technology.
Infrastructure and research material related to the project and not required for the approved PhD program.
(NB: It may help you to visit the website see how these possibilities are exemplified in the winning applications from 2018).

Your project description should include a statement of the projected outcome(s) of your work.

In **indicating how the funds will be used** and providing a detailed budget please note the following information:

Your budget will be assessed for feasibility.

All budget figures must be given in Australian dollars. Requests submitted in other currencies will not be considered.

All items must be **specific to the project** and not expenses that would normally be covered by the funding of the current PhD program.

Travel overseas or interstate: A rationale for the travel proposed must be given. Note that a request for funding for conference travel is unlikely to succeed unless it is linked to other activity.

The fellowship may be used for the applicant's travel expenses relevant to the research project but cannot be used to cover any costs associated with travel or support for dependants.

Your budget should include a quotation of current cost of air fares or other forms of travel.

Equipment costs and costs of experimental materials must be specific to the project and must not include any infrastructure or equipment items which would normally be necessary for the current PhD program – for example, a laptop or i-pad would not normally be approved but a software package specific to the project would be acceptable.

Living expenses are not automatically approved, but may be accepted if a case can be made for them – for example, if the applicant is in part-time employment, it may be necessary to forego some or all of that income in order to have time for the project.

Payments or gifts to experimental subjects specific to the project may be approved if justified, but should not be a major part of your expenses.

Other sources of income will not prejudice your Fellowship application, but will be used to assess your general situation, including your capacity to complete the project if the funds required exceed the amount of the scholarship.

ADDITIONAL INFORMATION:

Use this section to indicate **briefly** how the project will benefit your career plans and the community and to provide any further information you consider relevant to the assessment of your application.

REFEREES

In addition to completing the form, you must select and have the consent of two (2) referees familiar with, and able to appraise, your academic work. You must include your principal academic supervisor for the six months immediately preceding submission of the application.

On the application form you must provide for each referee: title, name, position, e-mail address, and telephone and mobile numbers.

It is essential that you ensure that your referees are available and that their contact details will be correct during the month of May 2019 when they may be requested to provide a reference. If you are shortlisted and your referees cannot be contacted, your application will become null and void.

You may consult your referees on your application before submitting it, but do NOT include letters of reference with your application. AFGW will contact referees directly as necessary.

SUMMARY FOR PRESS PURPOSES

Provide a brief summary or description of your academic and professional background and the project you are proposing to undertake. If you receive the Fellowship, this summary, which may then be edited, will be used in press releases, AFGW publications and news media. The description should therefore be in terms easily understood by the general public and be in the third person.

Submitting Your Application

Make sure you have completed the check list on the Application Form.

Applications must be submitted by email. **The subject heading of all email messages must include your family name.** Email messages with attachments of your application and all relevant documentation must not be too large to be easily received: each message should be no larger than 10 MB. If necessary, send the material in separate email messages with slightly different subject headings e.g. Jane Smith Application part 1, Jane Smith Application part 2.

Email the completed form with all required documentation before midnight AEST Tuesday, 30 April, 2019 to: AFGW Fellowships Officer afgw.fellowships.officer@gmail.com

Late applications will not be considered. Do not leave submission to the last moment as internet communications can often be disrupted or delayed.

Notification of Receipt of Application

You will receive emailed notification within one (1) week of the date of lodgement of application.

If you have not received this notification within one week, it is your responsibility to contact the Fellowships Officer.

Notification of Result of Application

All applicants will be notified of the competition results no later than 1 August 2019.

The assessors' decisions are final and no correspondence can be entered into concerning notifications to unsuccessful applicants. It is not possible to provide feedback on the application.