



Melbourne Medical School Strategic Grants for Outstanding Women 2025 Guidelines

1. Introduction

1.1 About the Scheme

Launched in 2019, the *Melbourne Medical School Strategic Grants for Outstanding Women* (the scheme) support talented early and mid-career women in academia to develop their careers with a view to facilitating their progression to senior academic and leadership positions.

While the proportion of women holding senior academic and leadership positions in the Melbourne Medical School (MMS) has increased in recent years, women are still underrepresented at more senior academic levels. This scheme aims to complement other School and Faculty-led initiatives by supporting women to undertake activities aimed at bolstering their academic capability, productivity and profile for career advancement.

1.2 Award Value and Funding Period

- The scheme provides grants of up to **\$30,000 per annum, for up to two (2) years** (maximum award value: \$60,000)
- The funding period for the 2025 round commences 1 January 2026
- At least eight (8) grants will be available in each round through a competitive application process. A lesser number of grants may be awarded in a given round if there is deemed to be an insufficient number of high-quality applications.

1.3 Key Dates

Stage	Date
Scheme open for applications	Wednesday 4 June 2025
Applications close	5pm, Friday 4 July 2025
Expected notification of outcomes	October 2025
Funding period commences	1 January 2026

1.4 Key Contacts

The scheme is administered by the MMS Research Support Team: mms-research@unimelb.edu.au. Questions regarding eligibility and application development can be directed to this email address.

2. Application Process and Eligibility

2.1 Applicant Academic Stream

As part of the application process, applicants must select one academic stream: “Research” or “Research and Scholarship of Teaching and Learning”. **The selected stream should best reflect the applicant’s academic track record.** This information will influence how the application is allocated to a grant review panel for assessment, but it does not dictate the focus of the applicant’s proposed development activities. For example, an academic involved predominantly in teaching may wish to use this grant to support the development of their research

activities – in this case, the applicant should select the “Research and Scholarship of Teaching and Learning” stream as this best reflects their academic track record.

2.2 Applicant Eligibility

To be eligible for this scheme, an applicant must:

- Have a lived experience of womanhood. This includes trans and cis women, non-binary and gender diverse people
- Have a PhD or equivalent research higher degree qualification (for applicants in the Research stream), or a relevant research higher degree and/or teaching degree at the Masters level (for applicants in the Research and Scholarship of Teaching and Learning stream) at the time of application – note: clinicians applying in the Research stream will be eligible with a combination of professional degree (e.g. MD), college fellowship (e.g. FRACP) and research experience
- Have a current (or pending) academic appointment – either salaried (fixed term, continuing research contingent, or continuing) or honorary – at Academic Level B, C or D with a [Melbourne Medical School Department](#). Applicants without an active academic appointment at the time of application will be required to provide evidence that an academic appointment is in process. Students, professional and/or casual staff without an academic appointment as described above are not eligible to apply
- Have not received funding in a previous round of this scheme
- *Note:* If you have applied for promotion in the current cycle, you will be assessed at the academic level that is current at the time of application – not the level to which you are applying for promotion
- Questions regarding eligibility can be sent to: mms-research@unimelb.edu.au

2.3 Eligible Activities

Applicants may request funding to support a diverse range of activities. Applicants are encouraged to be open-minded in considering how this scheme would best support the development and enhancement of their careers.

Below are examples of eligible activities, however this list is non-exhaustive and other uses of grant funds which align to the aims of the scheme and are appropriately costed and justified in the application may be eligible.

- Salary for additional staff to boost the applicant’s academic capability (e.g. staff to support grant writing, strategic planning, course development and/or evaluation, to provide teaching or research assistance, and/or other administrative support)
- Costs of training to develop technical and/or other professional skills*
- Conference or other work-related travel, including field work and/or outreach activities, for the applicant, collaborators or dependants of the applicant*
- Costs related to hosting conferences, workshops and other events
- Publication fees (up to \$5,000 per annum)
- Direct project costs including, but not limited to, facilities/equipment hire, research support services, consumables
- Fees for external consultants for grant and other strategic support (up to \$5,000 per annum)

** Some self-education expenses and travel support for dependents incur Fringe Benefits Tax (FBT) equal to 47% of the ex-GST cost, in which case FBT must also be included in your grant budget. Please refer to [Calculating FBT](#) for more information.*

Applicants are encouraged to contact mms-research@unimelb.edu.au for budget development support.

2.2 Ineligible Activities

The following expenses are ineligible and cannot be requested as part of an application budget:

- Applicant salary support

- Scholarship/stipend support
- Computers (including accessories) and/or items of equipment greater than \$5,000 in value
- Expenses that are already being funded by other internal/external sources i.e. duplication of funding is not permitted

2.3 Application Certification and Submission

- Applicants must complete and submit their application via the [SmartyGrants](#) online portal by the closing date/time. Late applications will not be accepted
- A copy of the application form can be downloaded via the [SmartyGrants](#) website
- All parts of the application must adhere to formatting and word/page limit requirements
- Incomplete applications and/or failure to comply with the eligibility criteria may render an application ineligible
- An Authority to Submit form signed by your Head of Department is not required for your submission

3. Assessment Criteria

3.2 Assessment Criteria

The following criteria will be used for scoring and ranking applications:

Assessment Criteria
<p>Track record relative to opportunity and career context (40%)</p> <p>Academic track record of the applicant relative to opportunity, taking career context, interruptions and barriers into account.</p> <p>Applicants will be asked to provide detail, where applicable, on:</p> <ul style="list-style-type: none"> • Qualifications • Achievements and awards • Engagement and impact • External and internal funding • Top 5 publications • Leadership / mentorship / service <p><u>40% of overall assessment</u></p>
<p>Proposed activities to enhance the applicant’s academic career (50%)</p> <p>Comprised of the following components:</p> <ul style="list-style-type: none"> • Proposed activities during the grant period, including budget justification (25%) • Alignment of the proposed activities with the applicant’s career development objectives (25%) <p><u>50% of overall assessment</u></p>
<p>Strategic Alignment (10%)</p> <p>Degree to which the planned activities align with the strategic direction and values of the applicant’s affiliated academic Department, the Melbourne Medical School, and the Faculty of Medicine, Dentistry and Health Sciences. Applicants may wish to refer to the Melbourne Medical School’s Strategic Plan: Advancing Medicine 2025 - 2030 and the MDHS Advancing Health 2030 Strategy.</p> <p><u>10% of overall assessment</u></p>

4. Conditions of Award

4.1 Conditions of Award

- Award of grant funding to applicants whose MMS appointment (salaried or honorary) is due to expire before the anticipated end date of the grant is contingent upon their host MMS Department underwriting their position for the duration of the grant period. The School will contact the relevant Head of Department to confirm their support for applicants who are recommended for funding
- Successful applicants are expected to be available to support the delivery of academic development activities within the School and assist with assessment of subsequent rounds of this scheme
- Any academic outputs that arise from, or are made possible as a direct result of, this funding should be administered through and/or acknowledge the Melbourne Medical School unless special exemptions apply
- Funding is to be spent in accordance with the timelines and purposes stated in the application. Any significant changes related to timing or nature of expenditure must be approved by the Melbourne Medical School in advance of the funds being committed
- A progress report must be provided to the Melbourne Medical School at the end of Year 1 detailing activities undertaken to date and how funding has been spent. If there are any minor variations between planned use of funds (as per the application) and actual expenditure, these can be communicated via this report
- A final report must be provided to Melbourne Medical School no later than three (3) months following project end, detailing all activities undertaken, how the funding was spent, and all relevant outputs, outcomes and benefits arising from the grant
- Other conditions may apply and will be communicated to successful applicants at the time of award.