



Melbourne Medical School Strategic Grants for Outstanding Women 2021 Guidelines

1. Introduction

1.1 Background

The aim of the *Melbourne Medical School Strategic Grants for Outstanding Women* (the scheme) is to assist talented women in academia negotiating some of the challenges faced as they pursue career progression towards senior academic and leadership roles.

While there are many women in the Melbourne Medical School (MMS) at early to mid-career levels, the School appreciates there are considerably less in senior positions due to substantial attrition and protracted career progression. The School recognises the value in retaining and promoting emerging as well as established women in academia who are performing at a high level.

The scheme is designed to support women who are already demonstrating high potential and performance to better position themselves for success in progressing their careers by enabling them to undertake activities that are aimed at significantly bolstering their academic capability, productivity and profile.

The scheme is administered by the MMS Research Support Team: mms-research@unimelb.edu.au

1.2 Scope

The scheme will provide grants of **between \$20,000 and \$30,000 per annum, per award, for up to two (2) years** to support research, teaching and/or leadership activities of high performing academic women within the Melbourne Medical School. At least eight (8) grants will be awarded each round through a competitive application process.

Below are some examples of how funding may be used, however this list is not exhaustive and other uses will be considered if they are well aligned to meet the aims of the scheme and are appropriately costed in the application:

- increase productivity and performance in research (e.g. grant writing support; employ a part-time research assistant, trial nurse, other administrative support);
- increase productivity and performance in teaching and learning (e.g. develop a new course or teaching materials);
- gain new skills, undertake training, develop leadership capacity (e.g. enrol in a leadership training course; company director course; financial training, etc.);
- reduce administrative burden (e.g. employ secretariat/compliance support);
- increase national/international profile by supporting conference or other work-related travel, including any associated increases in carer costs required during the period of travel (for example, extra casual days at a family/childcare centre, increased use of after school care programs, travel costs for a family member to assume carer responsibilities (at home, or at the academic's travel location) during absence, or a combination of these)

While this scheme aims to be flexible, it is important to highlight that *it is not a project or fellowship scheme* – i.e. it *does not* provide support for direct research costs (e.g. consumables, equipment or maintenance) the applicant's salary or student scholarships.

1.3 Key Dates

Stage	Date
Scheme Announced	Thursday 11 February 2021
Scheme opens for applications	9am, Monday 8 March 2021
Applications close	5pm, Tuesday 20 April 2021
Expected notification of outcomes	Mid June 2020
Funding period commences	Thursday 1 July 2021

2. Application Process

2.1 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 qualification, or be currently enrolled in a PhD or equivalent qualification;
- Have a current salaried (fixed term or continuing) or honorary academic appointment at Level B–D at the time of application; or a pending honorary appointment at Level B-D, with a [Melbourne Medical School Department](#). Applicants who do not currently hold an active appointment will be required to provide evidence that an honorary appointment is in process at the time of application.
- Through your current teaching and/or research activities demonstrate an active alignment to the values of the School and Faculty.
- Be willing to support capacity building initiatives, particularly for early and mid-career researchers in the School.
- Have not been awarded funds in the previous round of this scheme.
- Questions regarding eligibility can be sent to mms-research@unimelb.edu.au

2.2 Application submission

- Applicants must complete and submit their application via the Smarty Grants online portal.
- All parts of the application including attachments provided must adhere to formatting/page limit requirements
- Incomplete applications and/or failure to comply with the eligibility criteria may render an application ineligible
- Applications cannot be submitted after the advertised closing dates; late applications will not be accepted.

3. Assessment Criteria

3.1 Academic streams

As part of the application process, applicants must select an academic stream – Teaching and Learning, or Research – **which they feel best reflects their academic track record**. This information will influence how your application is allocated to a grant review panel for assessment.

Grant funds can be used, to develop **any aspect** of an applicant's academic career. For example, an academic involved predominantly in teaching may wish to use this grant to support the development of their research profile or vice versa.

3.2 Assessment Criteria

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

Assessment Criteria
<p>Track record relative to opportunity (40%)</p> <p>Academic track record of the applicant relative to opportunity, taking career interruptions and barriers into account. Applicants may wish to consider national and international reputation (awards and presentations etc.), publications, grant funding, teaching quality – both graduate and undergraduate (including curriculum development, student ratings of teaching quality, lectures and exams), supervision/mentoring, translation, engagement, commercialisation, and academic service contributions</p> <p><u>40% of overall assessment</u></p>
<p>Proposed use of funding to enhance the applicant's academic career (50%)</p> <p>e.g. boosting track record, skills and training, productivity, national/international profile, career development and progression</p> <p>Comprised of the following components:</p> <ul style="list-style-type: none">• Proposed activities and potential outcomes during the grant period, including budget justification (25%)• How this grant will support advancement towards career objectives in the next 5-10 years (25%) <p>COVID-19 considerations: Applicants should consider the potential impacts of the COVID-19 pandemic on the proposed budgeted activities and where applicable provide brief details of a contingency plan to achieve the proposed career development objectives within the award period.</p> <p><u>50% of overall assessment</u></p>
<p>Strategic Alignment (10%)</p> <p>Degree to which the planned activities align with the strategy and values of the Melbourne Medical School, your affiliated Department and the Faculty of Medicine, Dentistry and Health Sciences. Applicants may wish to refer to the Faculty of Medicine, Dentistry and Health Sciences Research Strategy or Learning and Teaching Action Plan.</p> <p><u>10% of overall assessment</u></p>

3.3 Referees

In addition to the above criteria, each applicant must provide the details of two (2) referees, who may be contacted by the assessment panel for independent advice on the application.

4. Terms and Conditions

4.1 Confidentiality

Information provided to the Melbourne Medical School via this scheme, including personal details on career disruptions, barriers and/or stressors, will be treated with due care and confidentiality. In disclosing this information, applicants should be aware that it will be provided to members of an assessment committee solely for the purpose of assessing their application and will not be otherwise used or disclosed.

4.2 Conditions of Award

The awarding of funds through this grant scheme is subject to the following terms and conditions:

- Award of grant funding to applicants whose fixed term appointment in the Melbourne Medical School is due to expire before the anticipated end date of the grant is contingent upon their MMS Department underwriting a position (salaried or honorary) for the duration of the grant period
- Successful applicants are expected to be available to assist with internal academic support activities within the School, which may include grant review panels, research development activities, teaching and learning activities, or other School initiatives
- 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
- The maximum support payable will be \$30,000 per annum for up to two (2) years
- Funding is to be spent in accordance with the timelines and purposes stated in the application. Any major changes related to timing or nature of expenditure must be approved by the Melbourne Medical School in advance of the funds being committed
- If a leave of absence is taken at any stage during the approved grant funding period, where possible the grant will be suspended for the duration of the leave of absence and the remaining funds placed on hold, with a maximum deferral period of one (1) year. This may not be possible in all circumstances e.g. if the funding is used to subsidise staff salaries with fixed-term contracts. The grant will be reinstated once activities have resumed. Case by case consideration will be given where leave of absence is greater than one (1) year with the final decision at the discretion of the School
- At the end of year one of the grant, a progress report must be provided to the Melbourne Medical School 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
- Any unspent funds must be returned to the Melbourne Medical School at the end of the grant period