

Background

The ANU Gender Institute is a cross-campus virtual centre, established to support and deepen the university's research, education and outreach on issues of gender and sexuality. The Gender Institute promotes collaboration and linkages across all ANU Colleges and with the wider community. It also supports the employment and retention of women and gender diverse people at all levels, in all disciplines, in the ANU and is interested in projects that could assist the ANU become a leader in this area.

Applications for funding

Grant applications are sought twice each year for funding the development and implementation of the following events and projects – with the maximum amount that any application can ask for given in brackets (the use of several categories within a grant application are acceptable):

- Workshops for postgraduate students (up to \$4,000)
- Writing workshops for early career researchers (up to \$4,000)
- Signature events for subsequent year (up to \$10,000)
- Distinguished lecture and seminar by a renowned scholar (up to \$4,000)
- Gender equity research and innovative initiatives within ANU (up to \$10,000)
- Seed funding for cross-disciplinary collaborative research aligned with the aims of the Gender Institute (up to \$4,000)
- Workshop, conference or symposium on gender and/or sexuality (up to \$4,000)

Who can apply?

ANU staff and students or groups of ANU staff or students can apply. Where groups are applying, a lead applicant should be identified.

Please note that the Gender Institute does not provide funding for personal research projects, including hiring research assistants. We aim to support events and initiatives that are accessible to and benefit the wider ANU community.

When are applications due?

- Closing dates for each funding round, along with the application form, can be viewed at <http://genderinstitute.anu.edu.au/news/gender-institute-funding-events-and-projects>
- 'Out of round' applications can also be made in extenuating circumstances using the [application form](#) along with the project description and budget justification by email to the Gender Institute Convenor [Professor Margaret Jolly](#) and the Gender Institute [Administrator](#).

How to apply

- Download the **application form** from the Gender Institute website.
- Submit the application form along with the project description and budget justification [via the online portal](#).

Assessment criteria

Proposals will be assessed against the following considerations:

- Alignment with the aims of the Gender Institute in (1) **supporting research, education and outreach on gender and sexuality across the University and beyond** (2) **promoting collaboration and linkages across ANU Colleges and with the wider community** (3) **improving gender equity within the ANU staff profile**. Please state which of these aims your project engages (more than one can be mentioned).
- Opportunity for other ANU Gender Institute academics to be involved in the proposal or specifically benefit from it.
- A justified budget.
- Evidence of good planning – realistic timeframe, effective communication strategy, project deliverables.
- Information about where other funding is sought or already obtained.
- Endorsement of the College Dean/Divisional Director or Supervisor.

Applications should describe the **type of event(s) or project** for which funding is sought (eg. postgraduate workshop, signature event, etc.) and, where relevant, give an indication of the **number of participants**, and **academic levels** aimed at (eg. postgraduates, ECRs, senior researchers, etc.) The application should also include a **timeline** identifying when the evaluation of outcomes will take place and when the report on outcomes and financial acquittal will be submitted.

Conditions

Grants awarded are subject to the conditions outlined below.

Publicity

- The event/project explicitly acknowledges Gender Institute support in all publicity/media coverage and the Gender Institute banner is displayed at any associated events.
- All publicity and promotional material must include relevant logos.
- The initiative is as inclusive of as wide a range of ANU academics and/or Gender Institute nodes as possible.
- Any associated events will provide the opportunity to invite new members to subscribe to the Gender Institute newsletter.

The Gender Institute will assist in advertising your event by promoting it on the Gender Institute website, social media pages and in the weekly newsletter. Kindly forward the following information the Gender Institute Administrator **at least six weeks** before your event:

- o Event/project title
- o Speaker names and affiliations
- o Venue details
- o Abstract of the talk/description of the event: 100-200 words
- o Short speaker biographies
- o A high-resolution image

Any changes or deviations from the original grant application must be reported to the Gender Institute in a timely manner. The deadline for requests for items for inclusion in the Gender Institute newsletter is **Monday midday**.

Administrative and logistical details

- All administrative duties and logistical details (eg. venue booking, catering, Gender Institute banner pick up and drop off, etc.) are organised by successful applicants.

For more information on how to organise your event and complete the [Functions on Campus eForm](#), please consult our [Event organising Guide](#) and our [Event checklist](#).

Report on outcomes

- A report on outcomes is submitted within **three months** of completion of the event/project timeframe, including documentation (photos, recordings, media coverage, publications etc.) to be published on the Gender Institute website.

For examples of previous reports on outcomes, please visit the Previous Grant section of the [Grants and Awards page](#) of our website. For more information on how to draft your report on outcomes, please consult our [Reporting guidelines](#).

Financial acquittal

- Funds will be transferred to individual Colleges or Divisions via the R-ledger.
- Funding must be expended in accordance with the proposal outline. The total funds given to the grant recipient will be transferred to an account nominated by the recipient and all expenditure must be managed by the recipient.
- Funds not spent are returned to the Gender Institute.
- A **separate** financial acquittal is submitted on the completion of the project.

With the exception of the Signature event, Gender Institute funding is eligible for the current year. If your project or initiative carries on to the following year, we invite you to re-submit an application for further funding in 2019.

Please note that due to intense pressure on funding in previous rounds, priority may be given to new applicants.

Failure to comply with the grant conditions outlined in this document may result in future applications being deemed ineligible for funding from the Gender Institute.

***APPLICATIONS ARE TO BE SUBMITTED ONLINE VIA OUR ONLINE PORTAL**

<http://genderinstitute.anu.edu.au/form/grant-application-submission>

Documents uploaded must include:

1. The application form - signed by the Director/Supervisor/Dean of the relevant ANU College /Division and then scanned or converted to be uploaded as a PDF document.
2. Application details including full project description, (in accordance with the assessment criteria outlined in the guidelines document), budget and budget justification. This should be uploaded as a single document in MSWord (doc/docx) or PDF format.