The ANU Gender Institute
Guidelines for Funding Applications

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 the seven ANU Colleges and in the wider community. It also supports the employment and retention of women and gender diverse people at all levels, in all disciplines, through its relationship with the university’s Diversity and Workforce Planning Branch.

The Gender Institute funds a range of activities each year. The indicative program includes funding for postgraduate workshops, writing workshops for early career researchers, gender equity research and innovative women’s career development proposals.

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 $4000)
- Writing workshops for early career researchers (up to $4000)
- Signature events for current or subsequent year (up to $10,000)
- Distinguished lecture by a renowned scholar (up to $4000)
- 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 - e.g. To support a seminar series (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.

When are applications due?

- For closing dates for each funding round, along with the application form, visit 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 at any time by email to Gender Institute convener Dr Fiona Jenkins (fiona.jenkins@anu.edu.au).
**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). Personal research plans can be supported only if they have an outcome which is presented, or otherwise has an impact, at ANU.

- 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 finance acquittal report submitted.

**Conditions**
Grants awarded are subject to the following conditions:

- the event/project explicitly acknowledges Gender Institute support in all publicity/media coverage and the Gender Institute banner is displayed at any associated events
- the initiative is as inclusive of as wide a range of ANU academics or Gender Institute nodes as possible
- any associated events will provide the opportunity to invite new members to join the Gender Institute newsletter/join the Gender Institute nodes list
- A report on outcomes is submitted at the conclusion of the project timeframe including documentation (photos, recordings, media coverage, publications etc.)
- A financial acquittal is submitted on the completion of the project and the return of any unused funds
- 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 a 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.

*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 prior to being 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.