



VICE-CHANCELLOR'S GENDER EQUITY FUND

2023 Fund Guidelines

The Vice-Chancellor's Gender Equity Fund (the Fund) offers professional and academic staff the opportunity to apply for funding support to facilitate gender equity initiatives and promote inclusion at Western Sydney University. Primarily, the Fund seeks to:

- develop a deeper understanding of gender equity obstacles and the steps required to tackle gender inequity within the University community;
- help bridge gaps between University policy and lived experience;
- foster collaboration and knowledge exchange between stakeholders within the University in collective efforts to promote gender equity, diversity and inclusion, and;
- advance professional and academic practice through the implementation of recommendations for 'real-world' improvements to current University programs, initiatives and/or practices.

1. Funding Categories

a) Gender Equity Education, Promotion and Embedded Practice – up to \$5,000

This category offers funding for delivering consultation, in-house training, seminars, promotional activities and other embedded practice that develops applied, practice-based change for identified gender equity issues including, but not limited to: gender diversity, intersectionality, gendered violence and sexual harassment.

These initiatives may bring together advocates, experts and practitioners from across business, government and academia to provide an opportunity for shared learning, practice exchange and/or discussion to find solutions to barriers preventing gender equity. Funding could be used, for example, to employ a casual project assistant to co-design information resources that contribute to improving University culture, to engage a keynote speaker, and/or to produce educative videos or other online content

b) Targeted Gender Equity Initiatives – up to \$7,500

Applications for practice-based initiatives are invited under the following targeted gender equity focus areas. Please note that applications in this category must demonstrate a collaboration between professional and academic staff.

- Review and expansion of casual staff induction process – with particular consideration given to issues of casual staff engagement, wellbeing, and the prevention of discrimination and sexual harassment;

- Design and trial an online information portal for parents and carers – addressing the needs of all student and staff parents and carers, including those who are Indigenous, culturally and linguistically diverse, sexuality and gender diverse, male, recently returned from parental leave, and/or supporting family overseas;
 - Carers + Employers Accreditation, including a focus on carers from culturally and linguistically diverse backgrounds – benchmarking against the Carers + Employers accreditation framework to help identify where the University should focus its efforts to mitigate career and study gaps for carers, and to become an accredited Care Employer. For more information, please see: <https://carersandemployers.org.au/>
- c) **Gender Equity Research at WSU – up to \$5,000**
 Research proposals are welcomed that will investigate gender inequities at the University and propose practice-based solutions and workplace improvements to redress the issues identified. Funding may also be available to collaborate or partner with another university, organisation or industry. Where this is the case, the research focus must be of specific relevance to Western Sydney University and its practice. This project may be a new initiative or can build upon existing research.

2. Application/Eligibility Criteria

- a) Applicants who are employed on a casual basis, tenured or contracted, including Sessional Academic employees, must provide evidence that employment will be ongoing through the duration of the fund, i.e. earliest end date of December 2023.
- b) Academic staff who are exclusively employed via an Australian Research Council or National Health and Medical Research Council grant are ineligible to apply.

3. General Expenditure Guidelines

- a) Funding must be expended by **8 December 2023**. Any funding not expended by this date will be returned to a central funding account. Purchases may only be made for implementation during the funding period.
- b) Funding provided cannot be used for the purpose of purchasing equipment that would normally be provided to you as an employee. A case can be made for the purchase of specialised research equipment that will relate to the project you are applying to have funded. Funding for the items below will generally not be considered:
 - i. Data storage hardware – e.g., hard drives, USBs;
 - ii. Computer hardware – items such as these should be provided through your School/Institute;
 - iii. Recording devices – e.g., cameras, video cameras, phones, voice recorders;
 - iv. Consumables – e.g., stationery, laboratory supplies, office equipment;
 - v. Laboratory equipment.
- c) Funding cannot be used to extend an existing employment contract.

4. Application and Accountability Process

a) Applicants must complete the following Expression of Interest (EOI) form. The application must be submitted to the Vice Chancellor's Gender Equity Fund via the Director, Equity, Diversity and Wellbeing (gefund@westernsydney.edu.au) by **COB Monday, 12 December 2022**.

b) Successful applicants are asked to:

- Present project results as part of the SAGE Gender UNLIMITED Research Week events in the year following completion of the project.
- Submit Progress, Preliminary and Final Reports via email to the Director, Equity, Diversity and Wellbeing (gefund@westernsydney.edu.au) as per the timeline below.
- Include as an appendix to your final report at least one of the following, as relevant:
 - a draft briefing paper for the University's Executive Committee or other relevant University committee, summarising key project findings and proposed recommendations for workplace improvement;
 - a publishable journal article and/or an item for publication in *The Conversation* on your insights and recommendations. Additional funding for publishable work may be available. Contact gefund@westernsydney.edu.au for more information and guidance.

5. Assessment of EOIs

A sub-group of the Vice-Chancellor's Gender Equity Committee will assess the merit and strategic value of all applications. Final decisions for funding approval will be made by the Vice-Chancellor.

6. Timeline

10 November 2022	Call for applications is released
12 December 2022	Deadline for lodgment of applications
31 January 2023	Notification of application outcomes
February 2023	Project pre-commencement meeting with representatives from Equity, Diversity and Wellbeing and the Vice Chancellor's Gender Equity Committee
February 2023	Funding allocated
31 March 2023	Human Ethics Approval Letter provided to Director, Equity, Diversity and Wellbeing (where applicable)

7 July 2023	Mid-project Progress Report due
August 2023	Mid-project meeting with representatives from Equity, Diversity and Wellbeing and the Vice Chancellor's Gender Equity Committee
8 November 2023	Preliminary draft of Final Report due, provided to the Director Equity, Diversity and Wellbeing for feedback prior to final submission
8 December 2023	Funding expires and cannot be extended
	Final Report and relevant appendices due

**WESTERN SYDNEY
UNIVERSITY**



VICE-CHANCELLOR'S GENDER EQUITY FUND
2023 Expression of Interest Form

CLOSING DATE FOR EOI: COB MONDAY 12 DECEMBER 2022

The Vice Chancellor's Gender Equity Fund (the Fund) offers staff the opportunity to apply for support in facilitating gender equity initiatives and promoting inclusion.

This funding is provided for projects that would not normally be funded by Schools, Institutes or Divisions. Please provide a brief summary below outlining that the proposal is beyond activities which could otherwise be achieved as business as usual.

All completed forms must be submitted to the Vice Chancellor's Gender Equity Fund via the Director, Equity, Diversity and Wellbeing (gefund@westernsydney.edu.au).

Please note that a Checklist for Applicants is provided at the end of this document to assist with preparing your application.

1. Project Lead Details

Title	
Name/s	
School/Institute/Division	
Position	
Campus	
Contact No	
Email	
Staff ID	

Contract end date (for fixed-term or casual employees only)	
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2. Project Funding Category

Funding category under which the project applies: (Please tick one only)

<input type="checkbox"/> A. Gender Equity Education and Promotion Project Title:
<input type="checkbox"/> B. Targeted Gender Equity Initiatives Project Title:
<input type="checkbox"/> C. Gender Equity Research at WSU Project Title:

3. Project Description

3a. Project Summary (Word limit: 300 words)

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3b. Project Aims and Background (Word limit: 300 words)

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3c.

Project Team Experience

Please outline the qualifications, expertise and/or experience of the project team within the field of gender equity and other areas relevant to the project. Where gaps in expertise exist, please outline how the team plans to obtain relevant guidance and/or mentorship to successfully achieve project aims, including consultation with identified individuals or organisations outside of the project team. Please outline how the project team has also strived to maintain gender equity in their own composition. (Word limit: 300 words)

4. Project Alignment

4a. Does the proposed research/project align with an existing project or activity? (Word limit: 200 words)

4b. Impact: how will this project promote the University's Gender Equity agenda and advance practice-based improvements within the University? Demonstrate how relevant stakeholder groups, including students, will be consulted and influence recommendations. (Word limit: 300 words)

5. Project Method

5a. Verification of Proposed Data Collection

Does this project propose to use pre-existing in-house data (e.g., Staff or student demographic data) or

other analytics held by either the University or an external organisation? If so, please demonstrate that you have consulted with the relevant University unit or team and gained in-principle approval for the use of the data and/or have tested the feasibility of obtaining the data for the purposes proposed and within the project timeframe. (Word limit: 300 words)

5b. Does this project propose the use of focus groups or interviews with WSU staff or students? If so, please demonstrate that you have tested and confirmed the feasibility of conducting these consultations with the proposed number of participants within the project timeframe. (Word limit: 200 words)

5c. Proposed Project Tools

Does the project propose to create, design and/or deliver any material for use with the broader university community and/or general public? If so, please demonstrate that you have consulted with relevant stakeholders within the University, including for example the Office of Marketing and Communications, to determine its appropriateness and feasibility to be delivered within your project timeline. (Word limit: 200 words)

6. Additional Information (optional)

Please outline any additional information, including any other equity considerations, you would like to include in support of your project. (Word limit: 200 words)

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7. Budget and Timeline

7a. Please provide details for how funds will be expended before 8 December 2023, including the type of expenditure you are anticipating. Please add lines as required.

Please note you will be asked to report on the outlined items at your Mid-Progress Report and Final Report.

Date	Activity / Item	Cost (GST incl.)
Total expenditure:		\$

7b. Please provide a Project Timeline including expected key activities and milestones.

Please add lines as required.

Date	Activity / Milestone

7c. Rationale for your proposed expenditure keeping in mind the Project Timeline you have indicated above (in terms of need, cost and benefit). (Word limit: 200 words)

7d. Cost centre for your proposed expenditure

Please provide a proposed cost centre to be forwarded to the University's Finance Office should your proposal be successful:

Cost Centre:

8. Ethics Approval

If ethics approval is required for proposed research you are required to provide a completed draft of the [Project Description Template](#). Advice on ethics applications is available from the Human Research Ethics team. If you are successful in your Expression of Interest for the Gender Equity Fund, you can then formally seek ethics approval. Once obtained, you must provide Fund administrators with your Human Research Ethics Approval Letter as provided by the Human Research Ethics Committee. Please note that if ethics approval is not obtained by **31 March 2023**, the offer of project funding may be withdrawn.

For more information regarding ethics approval see:
www.westernsydney.edu.au/research/research_ethics_and_integrity.

Please provide reasoning below as to whether you will/will not require ethics approval.

9. Statement of Support from Dean, Director or Head of Unit

All project team members must receive approval for their involvement in the project from their Dean, Director or Head of Unit. Please provide statements of support below. Where statements of support are obtained via email, please collate all statements into one document and provide as an attachment to this application.

10. Applicant Acknowledgement

I/we have read the Gender Equity Fund Guidelines and confirm I/we are eligible to apply for funding for the project outlined in this application.

Applicant signature/s	Date

11. Approvals

Professional Staff Approvals ONLY

9a. Manager/Supervisor

Approval

I have reviewed this application and have considered the impact that the funding of this proposal will have on my School/Institute/Division, including potential workload implications. In particular, I have noted the proposed use of funds as detailed in Section 7 of this application. I approve the involvement of my staff member in this project.

Title/Name	Signature	Date
_____	_____	_____

Academic and Research Staff Approvals ONLY

9b. DAP/Supervisor Approval

Teaching buy-out has been considered for this request.

Title/Name	Signature	Date
_____	_____	_____

9c. Dean/Director/Head of Unit Approval

Workload Implications

% Research Work Load 2022	% Work Load for this request	% Research Work Load including this project 2023

I have reviewed this application and considered the impact the funding of this proposal will have on my School/Institute/Division. In particular, I have noted the proposed use of these funds as detailed in Section 7 of this application.

Title/Name	Signature	Date
_____	_____	_____

Checklist for Applicants

Please complete the below checklist. Applications that do not contain the required documentation, descriptions, timelines, budgets, approvals and signatures may not be accepted by the VC's Gender Equity Committee.

Application Section		Task	Tick
1	Project Lead Details	Details completed	
2	Project Funding Category	Tick relevant category	
		Include Project Title	
3	Project Description	Sections a-c completed	
4	Project Alignment	Sections a-b completed	
5	Project Method	Proposed in-house or other data collection approved and/or feasible	
		Feasibility of focus groups and/or interviews confirmed	
		Project tools consulted and feasibility confirmed	
		Sections a-c completed	
6	Additional Information (Optional)	(If relevant) additional support information provided	
7	Budget and Timeline	Proposed budget expenditure outlined	
		Project timelines mapped	
		Rationale for budget expenditure (within timelines) provided	
		Cost centre for fund allocation provided	
8	Ethics Approval	Evidence of ethics consideration provided	
		(If relevant) Project Description Template draft provided	
9	Statement of Support from Dean, Director or Head of Unit	Provided for <u>all</u> team members, either in-text or as collated attachment	
10	Applicant Acknowledgement	Eligibility confirmed and all signatures provided	
11	Approvals	(Professional Staff) Manager/supervisor approvals provided for all professional project team members	
		(Academic Staff) DAP/Supervisor approvals provided for all academic project team members	
		(Academic Staff) Workload implications configured and Dean/Director/Head of Unit approvals provided for all academic project team members	

For further information about the Fund please contact:

Equity and Diversity

e-mail: gefund@westernsydney.edu.au