

## The Australian Federation of Graduate Women Inc

**2017 Two AFGW Barbara Hale Fellowships Value: \$8 000 each****2017 AFGW Georgina Sweet Fellowship: Value \$7,000****Application Information and Guidelines for all Fellowships**

*It is essential that you carefully read these instructions as all necessary information is contained in them. **It should not be necessary to request extra information.** All communication will be considered part of the application.*

Closing Date	Midnight AEST Wednesday, 31 May 2017
Application Form	Complete the one form for all Fellowships. Only one Fellowship will be awarded to any one applicant.
Eligibility	<ul style="list-style-type: none"> <li>• Available to women who are Australian citizens or permanent residents of Australia and are enrolled for a PhD degree by research in any Australian university. Proof is required;</li> <li>• Applicants do not have to be members of AFGW;</li> <li>• The funds are to be used for a specific project or purpose as part of the research for a PhD in any field;</li> </ul> <p>Applications from women who, by the closing date, have not already successfully <u>completed at least the equivalent of the first year</u> of a PhD in an institution recognised by AFGW will not be considered.</p> <p>Fellowships are for 8 to 12 months of work. They are intended to enhance the original research or scholarship on which a postgraduate applicant is already engaged.</p>
Tenure (length) of the proposed Project within the PD process	<ul style="list-style-type: none"> <li>• Not more than twelve (12) months from 1 October 2017. Proposals for projects that will be completed before 1 October 2017 will not be accepted;</li> <li>• If forced to change your initial schedule because of unforeseen or unavoidable circumstances, you must obtain prior written approval of the AFGW Fellowship Officer.</li> </ul>
Applications	<ul style="list-style-type: none"> <li>• Must be on the official electronic form;</li> <li>• The form must not be converted into pdf format;</li> <li>• Only emailed electronic forms will be accepted;</li> <li>• If your computer does not allow you to complete the application form electronically, it is your responsibility to modify your computer settings to enable completion.</li> </ul>
Delivery of Applications	<ul style="list-style-type: none"> <li>• The subject heading of the email message/s must include your family name;</li> <li>• Email messages with attachments of your application and all relevant documentation must not be too large to be easily received;</li> <li>• Each message should be no larger than 10 MB. If necessary, send the material in separate email messages with slightly different subject headings e.g. Jane Smith Application part 1 &amp; Jane Smith Application part 2;</li> <li>• Email the completed form with all required documentation as attachments by midnight AEST Wednesday, 31 May 2017 to: AFGW Fellowships Officer <a href="mailto:afgw.fellowships.officer@gmail.com">afgw.fellowships.officer@gmail.com</a></li> <li>• <u>Late applications will not be considered.</u></li> </ul>
Notification of Receipt of Applications	<p>You will receive emailed notification of the receipt of your application within one (1) week of lodgement.</p> <p><b>*** If you have not received this notification within one week, it is your responsibility to contact the Fellowships Officer.</b></p>
Selection Criteria	<p><b>Applicants must provide adequate information to address all of the following criteria:</b></p> <ul style="list-style-type: none"> <li>• Academic Merit;</li> <li>• Originality and feasibility of proposed plan of research or study of the project;</li> <li>• Extent to which the specialised knowledge and skills to be acquired will further the</li> </ul>

	<p>applicant's career ;</p> <ul style="list-style-type: none"> <li>• Extent to which the specialised knowledge and skills to be acquired will be of benefit to the community;</li> <li>• Plan of the project for which the Fellowship will be used;</li> <li>• Anticipated employment or activity after completion of the research;</li> <li>• Demonstration that a satisfactory level of research progress has been attained by the successful completion of at least the equivalent of the first year of the PhD research.</li> </ul>
Application Instructions	<ul style="list-style-type: none"> <li>• Candidates must complete the 2017 electronic application form. <u>It must not be converted to a pdf file.</u> This is essential;</li> </ul> <p>Applications submitted on forms from previous competition years will automatically be rejected;</p> <ul style="list-style-type: none"> <li>• Applications must be submitted in English;</li> <li>• All questions must be answered. If a question is not applicable, the letters "NA" should be typed in the space;</li> </ul> <p>Applications must include Proof of Enrolment or formal acceptance from the University or Institution at which the project is to be undertaken;</p> <ul style="list-style-type: none"> <li>• The title of the proposed research project must be concise and clearly describe the project;</li> <li>• The minimum length of tenure is eight months; the maximum length of tenure of the project is twelve months; the period for which the Fellowship is requested must begin no earlier than 1 October 2017.</li> </ul> <p><b>Ensure that your application contains:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Personal data as required on the application form:-</b> <ul style="list-style-type: none"> <li>• your name, personal and contact details;</li> <li>• proof of Australian citizenship or permanent residency e.g. photocopy of passport or of your Certificate of Evidence of Resident Status (CERS);</li> <li>• a recent photograph in digital format suitable for publication (no more than 200kb);</li> <li>• any other supporting information you wish to add; please keep this to a minimum;</li> <li>• signature and date on the application form (electronic or typed signature is acceptable on electronic application);</li> <li>• names and contact details of 2 professional referees, one of whom must be your principal academic supervisor for the six months immediately preceding submission of the application.</li> </ul> </li> <li>➤ <b>Academic Qualifications</b></li> <li>➤ <b>Current Enrolment and Summary of Proposal:-</b> <ul style="list-style-type: none"> <li>• The summary of your research program must be limited to 800 words.</li> </ul> </li> <li>➤ <b>Proposals for Research should include:-</b> <ul style="list-style-type: none"> <li>• proof of enrolment or of provisional acceptance from the university or other institution at which you propose to undertake the project/are working. A candidate must be formally accepted by the university at which she proposes to study;</li> <li>• objectives of the investigation or critical interpretation;</li> <li>• the hypothesis to be tested (if applicable);</li> <li>• a description of the methodology to be used, with reference to relevant literature;</li> <li>• an indication of the present status of the work;</li> <li>• a list of steps to be undertaken;</li> <li>• an estimation of the time required to complete the project;</li> <li>• the reason for selecting the place of study.</li> </ul> </li> <li>➤ <b>Financial details:</b> <ul style="list-style-type: none"> <li>• All budget figures must be given in Australian dollars. Requests submitted in other currencies will not be considered;</li> <li>• The fellowship may be used for the applicant's travel as part of the research project but cannot be used to cover any costs associated with either travel or support for dependants.</li> </ul> </li> <li>➤ <b>Professional data</b> including: <ul style="list-style-type: none"> <li>• qualifications obtained, where and when;</li> <li>• names of prizes or awards granted; where, when and amounts;</li> <li>• publications (if numerous, list only the six most important).</li> </ul> </li> </ul>

	<p>➤ <b>Employment (if relevant):</b></p> <ul style="list-style-type: none"> <li>• name and address of most recent employer first;</li> <li>• other relevant and significant life activities and community involvement;</li> <li>• other grants for which you are an applicant or recipient.</li> </ul>
Referees	<p>➤ <b>Referees</b></p> <p>Names, email, telephone and mobile contact details of 2 professional referees.</p> <ul style="list-style-type: none"> <li>• In addition to completing the form, you must select two (2) referees familiar with, and able to appraise, your academic work. You must include your principal academic supervisor for the six months immediately preceding submission of the application. On the application form you must provide for each referee: title, name, position, e-mail address, and telephone and mobile numbers;</li> <li>• It is essential that you ensure that your referees are available and that their contact details are still correct during the period 1 August to 30 September 2017 when they may be contacted. If you are shortlisted, and your referees cannot be contacted, your application will become null and void;</li> <li>• Do NOT include letters of reference with your application. AFGW will contact the referees of short-listed applicants.</li> </ul>
Summary for Press Purposes	<ul style="list-style-type: none"> <li>• On the last page, you are asked to provide a brief summary or description of your academic and professional background and the work you are proposing to undertake. If you receive the Fellowship, this summary will be used in press releases, AFGW publications and news media.</li> <li>• For this reason, the description should be in terms easily understood by the general public, be in the third person and be relevant to the period after 1 October 2017.</li> </ul>
Acknowledgement of Applications	You will receive an electronic notification of the receipt of your application. If you have not received it within a week, it is your responsibility to contact the Fellowships Officer.
Competition Results	All applicants will be notified of the competition results no later than 1 October 2017.
Conditions of the Fellowship	<ul style="list-style-type: none"> <li>• Within six months of concluding the work undertaken under the tenure of the Fellowship, the recipient must submit a written report on the work accomplished.</li> <li>• The financial assistance given by AFGW must be acknowledged in any published material, including the thesis, embodying the results of the work carried out.</li> <li>• If forced to change your initial schedule because of unforeseen or unavoidable circumstances, you must obtain prior written approval from the AFGW Fellowships Officer.</li> </ul>

The AFGW Barbara Hale and AFGW Fellowships are open ONLY to women graduates enrolled in, or accepted by, an Australian university for advanced research in any field.

The Fellowship is for research undertaken after 1 October 2017 and is not renewable. An applicant successful in a previous year for an AFGW Barbara Hale, AFGW or AFGW Georgina Sweet Fellowship may not apply again.

The Fellowships are for any branch of learning and are intended to enhance the original research on which a postgraduate applicant is already engaged. Applications from women who have not already successfully completed at least the first year of a post-first degree in a university recognised by AFGW will not be considered.

Your application must provide all the information listed. Ensure that you have attached and/or included the required documents. Before submitting your application, print out these guidelines and tick each item below to ensure that your application is complete. Do not submit these guidelines: they are a reference check for you.

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#### ABOUT AFGW

The Australian Federation of Graduate Women is the national voice of graduate women, working through initiatives in Education for the advancement and wellbeing of women and girls. We link women across Australia through our State and Territory Associations (STAs) and local branches to work in friendship, cooperation and understanding with each other and the network of women graduates worldwide. It is one of the national federations and associations of Graduate Women International (GWI). With more than 180 000 women graduate members, GWI has representation as a non-government organisation at the United Nations and other related bodies.

For more information about AFGW and the state associations, refer to [www.afgw.org.au](http://www.afgw.org.au)

**AFGW Fellowships and Scholarships are funded** from generous bequests and donations from members and friends to a fund first established in 1920. Funds continue to be raised by fund-raising efforts of Australian State and Territory Associations' including academic gown hiring at some Australian universities.

\*\*\* Please note: The Fellowship program is wholly run by volunteers.

### CHECKLIST

Ensure that you have attached and/or included the following essential documents:

#### **Personal data as required on the application form:**

- your name, personal and contact details
- proof of Australian citizenship or permanent residency e.g. photocopy of passport or of your *Certificate of Evidence of Resident Status (CERS)*;
- a recent photograph in digital format
- signature and date on the application form (electronic or typed signature is acceptable on electronic application)

#### **Academic Qualifications:**

#### **Current Enrolment and Summary of Proposal:-**

#### **Financial Details:**

- budget

#### **Professional data as required on the application form:**

- a copy of your academic record and award of degree(s)
- details of other fellowships/grants for which you are an applicant or recipient
- publications (if numerous, list the six most important).

#### **Research Proposal:**

- proof of enrolment or of provisional acceptance from the University or other Institution at which you propose to work/ are working. It should include the degree for which you are enrolled
- specific aims of project for which you would use the funds.
- proposed tenure of the project for the Barbara Hale or AFGW Fellowship; give details of dates

#### **Employment** (if applicable):

- list the names and addresses of most recent employer first.

#### **Any further information** about yourself that you consider relevant to the support of your application:

- Supply a brief list of life activities and community involvement.

#### **Referees:**

- Give the names, positions and contact of two independent referees who are familiar with your academic record and who are able to comment on your proposed project. One must be your principal academic supervisor for the six months immediately preceding submission of the application.

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