6.11 UTS Childcare and Carers Support Fund (Conference Attendance)

1 Introduction

The University of Technology, Sydney recognises that academic staff with primary carer responsibilities may be impeded from engaging in valuable professional development opportunities such as conference presentation and attendance and, as a consequence, their ability to advance to senior academic levels may be negatively affected.

The UTS Childcare and Carers Support Fund (Conference Attendance) (herein to be referred to as “the Fund”) provides academic staff, who have primary carer responsibilities, with access to financial assistance towards the additional care costs associated with attending and participating in national and/or international conferences, workshops or symposia relevant to their research. Additional care costs could include those associated with employment of another carer and/or travel costs of another carer during the time the staff member is absent. The grants are not a substitute for existing care costs and do not cover the usual costs of the actual professional development (e.g. travel expenses, conference registration). The organisational unit or staff member will be expected to meet such costs through normal arrangements.

UTS acknowledges that both women and men may have primary carer responsibilities.

2 Eligibility

Academic staff who meet each of the following requirements are eligible to apply for grants under the Fund:

- ongoing or fixed-term appointment on a full-time, part-time or sessional basis
- active researcher employed as a teaching and research academic, or research focused academic (includes Postdoctoral Research Fellows)
- have been granted approval to attend and present at a national or international conference, workshop or symposia relevant to their research (herein to be referred to as “the Conference”)
- evidence that substantiates their role as primary carer (as defined in section 3, Definitions).

Casual academic staff are not eligible to apply.

A staff member who has been a recipient of a grant under the fund will be ineligible to apply for a grant for another Conference within the same calendar year. This waiting period applies to the dates of the past and future Conference (not the dates of application).
3 Definitions

A staff member is considered a “primary carer” when she/he has the primary and sustained responsibility for the care of one or more:

- dependent children up to 18 years of age
- elderly parent or other elderly relative
- partner, offspring or other relative with disability

“Additional costs” refer to costs that would not normally be incurred by the carer that are directly related to the cost of care during the time the staff member is absent.

4 Grants from the Fund

Subject to funding, grants are available for additional childcare or carer support costs (refer to Introduction) to the maximum of:

- $1,000 for conference attendance in Australia
- $2,000 for conference attendance overseas

5 Application Schedule

Applications for Childcare and Carers Support Grants are called for via UTS Staff Notices twice per year.

<table>
<thead>
<tr>
<th>Dates for Conference</th>
<th>Applications Due</th>
<th>Notification</th>
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<tbody>
<tr>
<td>1 January - 30 June</td>
<td>November prior to Conference</td>
<td>December prior to Conference</td>
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<tr>
<td>1 July - 31 December</td>
<td>May</td>
<td>June</td>
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Applications received after conference participation will not be considered. Successful and unsuccessful applicants will be notified of the decision by email.

6 Applications

Applicants must complete the UTS Childcare and Carers Support Fund (Conference Attendance) Application Form (herein to be referred to as “the Form”). Within the Form, the applicant will be required to provide information about proposed carer arrangements to enable participation at the Conference and will address the criteria used to assess applications (refer to section 7 below).

The Form must also be signed by the staff member’s supervisor.
7 Criteria

The following criteria will be considered when applications are being assessed and ranked for funding by the UTS Childcare and Carers Support Fund Committee (refer to section 8 below):

- relevance of the Conference to the staff member’s current and future research program
- the benefits of participation in the Conference to the staff member (in terms of their current and future research program, standing within their discipline and/or career), and the Faculty/Unit and UTS
- the status of the Conference being attended
- whether the staff member has been invited to present a keynote address
- whether an abstract/paper has been accepted for presentation
- opportunities for previous national and international conference participation
- previous funding received under this program and the post conference report
- whether the staff member is a primary carer for one or more children, or other family member, as listed in Section 3

8 UTS Childcare and Carers Support Fund Committee

Applications for financial assistance from the Fund will be determined by the UTS Childcare and Carers Support Fund Committee comprising:

- Deputy Vice-Chancellor (Research) or nominee
- A senior female academic appointed by the Deputy Vice-Chancellor (Research) following a call for nominations through UTS Staff Notices
- Director, Equity & Diversity Unit or nominee

The Committee will consider the applications in terms of the criteria set out in Section 7 (above) and will rank them. The majority of grants will be directed to primary carers of children.

When an applicant has submitted an abstract or paper to the Conference but it has not yet been accepted, the Committee’s ranking of the application may be conditional on acceptance.

9 Claiming a Grant from the Fund

Recipients of grants from the Fund will be reimbursed for approved additional carer costs on return from the Conference. Original receipts must be provided to acquit the funds and release payment. Only approved financial support can be reimbursed, excess costs will not be met.

It is the responsibility of the recipient to ensure that all travel and other expenditure complies with the UTS Travel Vice-Chancellor’s Directive http://www.qsu.uts.edu.au/policies/travel.html
10 Post Conference Report

Within one month of return from the Conference, recipients are required to provide a one-page report with details of their conference participation and outcomes including the benefits of their research to the UTS Childcare and Carers Support Fund Committee (through the Director, Equity and Diversity Unit). This report should coincide with the submission of receipts for payment of the grant amount. The grant will not be awarded until the report is received by the committee and a copy will be forwarded to the applicant’s supervisor.

The Committee will report annually to the Deputy Vice-Chancellor (Research) and the UTS Equity and Diversity Committee.

11 Further Information
All enquiries regarding the Fund to Equity and Diversity Unit.
Level 17, Building 1, City Campus
Telephone (02) 9514 1084, TTY (02) 9514 2155
Website www.equity.uts.edu.au
Email equity@uts.edu.au

Approvals

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<tr>
<td><strong>EFFECTIVE DATE</strong></td>
<td>5 December 2013</td>
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<td><strong>REVIEW DATE</strong></td>
<td>Two years from effective date</td>
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<td><strong>ACCOUNTABLE OFFICER</strong></td>
<td>Director, Equity and Diversity Unit and Director, Human Resources</td>
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<td><strong>CURRENT INCUMBENT</strong></td>
<td>Jude Stoddart and Jennifer Lacoon</td>
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<td><strong>IMPLEMENTATION OFFICER</strong></td>
<td>Equity and Diversity Officer (Gender Equity)</td>
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<td>Joanna Leonard</td>
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Revision/Modification History

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<tr>
<th>Date</th>
<th>Current title</th>
<th>Summary of changes</th>
<th>Approved/rejected</th>
<th>Approval authority</th>
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<td>2/11/2012</td>
<td>UTS Childcare and Carers Support Fund (Conference Attendance) Guidelines – November 2012</td>
<td>New</td>
<td>Approved</td>
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<td>5/12/2013</td>
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<td>No provision made for applications outside the round</td>
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