



## **Conditions of Funding**

# **UNSW Carers' Support Fund**

### **1. Purpose**

The UNSW Carers' Support Fund is intended to enable UNSW academic and professional employees and UNSW Higher Degree Research (HDR) Program students of all genders with primary caring responsibilities, to continue to enhance their careers on a national or international level by actively participating in conferences, workshops, symposiums, fieldwork, both online and in-person.

### **2. Objectives**

- 2.1. UNSW is committed to helping all employees and HDR students balance work-life responsibilities and recognises the challenge of participating in career development opportunities while fulfilling their roles as parents and primary carers.
- 2.2. UNSW also recognises the value of networking, collaborations and communicating research progress and outcomes for academic employees, in addition to the presentation of research. Further, for some discipline areas, fieldwork is an essential element of the research process.
- 2.3. The program is dedicated to funding extraordinary caring costs, so that a dependent child/ren, parent, partner or family member ('dependent/s') with disability may continue to be cared for while a UNSW employee or HDR student participates in an approved career development activity.
- 2.4. Funding grants are for reasonable costs where existing care arrangements are not available and alternative care is required for the employee or student to participate in the activity.

### **3. Eligibility**

Applicants must meet the following eligibility criteria for their applications to be considered:

- 3.1. Be an existing UNSW academic or professional employee employed either full-time or part-time on permanent or fixed term appointment, or student undertaking a HDR program.
- 3.2. Primary carer of a dependent child/ren, parent, partner, or of a family member with a disability.
- 3.3. Active participation in an in-person or online activity aligned with their career development, such as: presenting research (paper and/or poster) at an international or national conference/workshop/symposium for which they have support from their school/faculty or division to attend, undertaking approved fieldwork, networking, or developing a major industry partnership.
- 3.4. General attendance at a conference, without an active participatory role, is not eligible for funding.

3.5. Not have received a previous grant under the fund in the current calendar year.

3.6. Not have the caring fund granted for the same dependant as another applicant in the same calendar year.

#### **4. Application process**

4.1 Submit completed Application Form in full, with supporting documentation (as attachments) by email to the Diversity & Inclusion team via [edi@unsw.edu.au](mailto:edi@unsw.edu.au).

4.2 Applications should be submitted *prior* to the start date of the activity. Late applications accepted up to 1 month after the activity will be reviewed on a case-by-case basis. **Applications submitted any later than one month after the activity will not be considered.**

4.3 Applications are assessed by D&I staff on a rolling basis across the year. Applicants will be advised of the outcome of their applications via email 1 to 2 weeks after submission.

4.4 Supporting documentation (as indicated in the [application form](#)):

- a) Existing care arrangements (including babysitting, live-in care, childcare centres)
- b) Evidence of reasonable costs for alternative care arrangements, which may include a quote or a letter/note for informal care
- c) Evidence of airfare and accommodation quotes
- d) Confirmation of the active role at a local, national or international conference, workshop, symposia or fieldwork, and role at the event (e.g., invitation to present or confirmation of abstract acceptance).

#### **4.5 Disclosures**

- a) Applicants must declare any potential conflict of interest.
- b) Applicants must also disclose if the carer they propose to accompany them is also a UNSW employee.

### **5. Funding Terms**

#### **5.1 Financial assistance**

Subject to the availability of funds, grants are available for extraordinary caring support to the maximum of:

- a) Up to \$500 per application for either an **online OR intrastate** conference / workshop / symposium / fieldwork within NSW or ACT
- b) Up to \$1,000 per application for **interstate** conference / workshop / symposium / fieldwork
- c) Up to \$2,000 per application for **international** conference / workshop / symposium / fieldwork

#### **5.2. Key Considerations:**

- a) Grants are awarded based on funding availability and assessment criteria and therefore all applications may not be funded.
- b) Applicants are eligible for one grant only per calendar year.
- c) A grant in any given year does not guarantee that applicants will receive future grants in subsequent years
- d) It is the responsibility of the grant recipient to ensure that all travel and other expenditure complies with UNSW's [Travel Policy](#) and [Procedure](#), and UNSW's [Business Expense Policy](#) and [Procedure](#). Specifically, applicants are responsible for paying any private component of travel which is equal to or greater than 50% of the duration of the trip.

### 5.3 Inclusions

Extraordinary caring costs *may include* the following:

- a) Additional days / hours of care provided to a dependent child/ren, parent, partner or family member with a disability ('dependents') by a professional caring provider or informal caring arrangement
- b) Airfares for a carer to accompany the UNSW employee/student to care for dependent/s during the conference / workshop / symposium
- c) Airfares for dependent/s to accompany the UNSW employee/student to the conference / workshop / symposium
- d) Airfares for a family member to care for dependent/s at the UNSW employee/student's home while the researcher is attending the conference / workshop / symposium
- e) Additional accommodation expenses for dependent/s and/or carers

This list is not exhaustive. Other reasonable costs relevant to caring responsibilities will be considered and assessed on a case-by-case basis.

### 5.4 Exclusions

Extraordinary caring costs *do not* include the following:

- a) Existing caring costs that are already in place to care for dependent/s
- b) Food and drink for dependent/s and/or carers
- c) Private vehicle transport (taxis, Uber, hire cars, etc.), associated with transiting with dependent/s and/or carers (**NB – not applicable where transport is ordinarily required by applicants**)
- d) Public transport for transiting with dependent/s (**NB – not applicable, as above**)
- e) Any form of transport which would be required ordinarily
- f) Entertainment related expenses

## 6. Assessment Criteria

The following additional criteria will be considered when applications are being assessed for funding:

- a) Whether the applicant has an active role in an in-person or online activity aligned with their career development, such as: presenting research (paper and/or poster) at an international or national conference/workshop/symposium for which they have support from their school/faculty or division to attend, undertaking approved fieldwork or developing a major industry partnership.
- b) The credibility of the activity

- c) Whether participation in activity has been confirmed (e.g., invitation to present or confirmation of abstract acceptance).
- d) In each assessment round, if the total grant amount requested by applicants exceeds available funding, applications will be awarded by a quota system that equally allocates an equal number of grants per participation type and per Academic or Professional employee and HDR student
- e) Conditional approval for support may be considered in the case where an abstract/ paper or confirmation of participation has been submitted but acceptance has not been confirmed. In this case, the applicant will be required to provide Diversity & Inclusion with the confirmation once received.

## 7. Assessment Process

- 7.1 Funds will be allocated to eligible applicants considering: the fair distribution of funds across eligible applicants and other Assessment Criteria stated in Section 6.
- 7.2 Applicants will be notified of the decision by email **1 to 2 weeks after submission**.
- 7.3 Applications will be determined by a member of Diversity & Inclusion staff, with any issues raised to the Manager, Diversity & Inclusion for final review and decision.

## 8. Documentation and Reimbursement

- 8.1 Reimbursement will only be made after the activity has been completed and the applicant has returned.
- 8.2 Submission of the following documentation must be provided to Diversity & Inclusion **within 4 weeks of return** from the career development activity:
  - a) Receipts / Invoices / Letters confirming pre-approved extraordinary caring costs
  - b) Completed [Grant Acquittal Form](#)
- 8.3 Where the grant applicant directly incurs extraordinary caring costs, it is the responsibility of grant applicant to submit reimbursements via SAP Concur (for staff) or myUNSW (for students) as per the instructions below.
- 8.4 Where extraordinary caring costs are incurred through MyTravel@UNSW or the Faculty or Division, a journal transfer must be arranged. Please indicate your account codes in the Grant Acquittal Form.
- 8.5 Once documentation is submitted, Access Equity & Inclusion will provide written authorization to the applicant to submit their expense claim via SAP Concur or myUNSW.

### a) Staff

- ['Login to Concur'](#) with your zID and password
- Click the '**+New**' button to start a claim.
- In the Expense type, please enter **relevant information (e.g. 'Travel' if covering airfare)**
- In the Business Purpose: **[enter relevant career development activity, e.g., conference]**
- Enter Fund: **OP001**

- Enter Department: **WKDIVRSITY**
- Enter Project (search by 'code'): **PS74293**
- Amount: **[enter pre-approved amount]**
- Click on '**Attach receipt**' multiple times to attach supporting documentation: Application, Acquittal Form, Receipts/Invoices Letters of pre-approved caring costs

b) **HDR Students**

- [Log in to myUNSW](#) with your zID and password
- Click '**My Student Profile**'
- In the section 'Services for Students,' click '**Finance Expense Reimbursement**' button
- Click '**Student Expenses**,' which will open the form
- In the Expense Type please enter **relevant information (e.g. 'Travel' if covering airfare)**
- In the Business Purpose: **[enter relevant career development activity, e.g., conference]**
- Enter Fund: **OP001**
- Enter Department: **WKDIVRSITY**
- Enter Project (search by 'code'): **PS74293**
- Amount: **[enter pre-approved amount]**
- Attach all supporting documentation from application
- Send to your school/faculty's financial approver and cc in the Diversity & Inclusion team via [edi@unsw.edu.au](mailto:edi@unsw.edu.au)

- 8.6 Expense claims will be approved via SAP Concur or NSF by the Diversity & Inclusion Team **within 2 weeks** of claim submission and will be forwarded to the Head of School for final approval.
- 8.7 Once final approval is made, expense claims will be reimbursed to the nominated bank account as follows:
- a) **Staff** – 1-2 business days (depending on bank)
  - b) **HDR Students** – 1-3 business days (in line with UNSW's twice-weekly pay run)