

Policy Document on:

Return-to-Work Grant

To participate in the Australasian Fluid Mechanics Conference (AFMC)

1. Background

The AFMS will award a maximum of 10 grants for members who have had an extended career break due to parental, carer responsibilities or illness to participate in the biennial Australasian Fluid Mechanics Conference (AFMC). This program recognises that such leave impacts upon members' ability to engage in research and interact with the research community, potentially impacting on the ability to pay for registration and travel costs. This policy document describes the criteria and processes required for the award of an AFMS Return-to-Work Grant.

2. Purpose

The AFMS is committed to promoting gender equity and diversity within the society. As part of this commitment, the AFMS has established the Return-to-Work Grant scheme. These grants have been created to help members re-establish research and research networks upon returning to work after an extended parental/carer/illness career break by providing financial support to attend the biennial AFMC conference.

3. Governance

The Return-to-Work Grant scheme will fall within the remit of the Executive Committee of the AFMS that will make the determination of awards through a formal application process to the AFMS in advance of an AFMC.

4. The Return-to-Work Grants

Up to five (5) full grants and five (5) part grants are available. Full grants will comprise the registration fee for the AFMC at the level requested (student, full, etc.), return economy flights from within Australasia and reasonable accommodation costs. Part grants will comprise the registration fee at the level requested (student, full etc.) and subsidised travel (economy flights from within Australasia) and subsidised reasonable accommodation costs.

5. Criteria for selection of the Return-to-Work Grants

To be eligible for a grant, applicants must meet the following requirements:

- Have attended at least one AFMC in the previous six (6) years
- Be a current AFMS member
- Have returned to work after parental/carer leave within one (1) year in advance of the conference

Applicants are not required to have an accepted paper to apply for a Return-to-Work Grant.

The grants will be awarded based upon an application that addresses the following selection criteria.

Statement on how the grant will benefit your Return-to-Work transition (0.5 weighting)

A short statement (200 - 250 words) on how the grant and conference attendance will help the recipient re-establish their research (via collaborations, networking, research presentation, etc.) in the Australasian Fluid Mechanics Society after an extended career break.

Statement of Need (0.3 weighting)

A short (150 words) statement on the need for this grant including any financial or other support to be provided by the applicant's supervisor and/or institution.

Funding Costs requested (0.2 weighting)

Complete the provided funding table with the actual or estimated travel and accommodation costs and the registration type being requested (full, student etc.) with a brief (100 words total) justification of costs.

Schedule 1 comprises the application form for submissions.

6. Judging process

A panel convened by the AFMS Executive and including representative(s) from the Women in Fluid Mechanics Sub-Committee will determine the successful applicants for the Return-to-Work Grants using the assessment sheet provided as Schedule 2 to this document as the basis for identifying grant recipients.

Up to 10 awards, consisting of up to five (5) full and up to five (5) part grants will be made. The actual number, and type of grant awarded, is at the discretion of the panel and contingent upon AFMS funds being available for disbursement in the AFMS financial year.

7. Announcement and notification process

A call for applications for the AFMS Return-to-Work Grants will be made via the website of both the AFMS and the AFMC Local Organising Committee, and emailed to registered users of the Women in Fluid Mechanics email / newsletter list (open to all AFMS members). The call will be made at least six (6) months in advance of the start of the AFMC. The deadline for applications will be three (3) months before the commencement of the AFMC. All applicants will be notified via email of the outcomes no later than two (2) months from the commencement of the AFMC. Successful applicants will be invited to have their names listed on the AFMS website as grant winners.

*Prepared by the Women in Fluid Mechanics Sub-committee of the AFMS, August 2019
Approved at October 2019 Council Meeting*

Schedule 1: Application Form

Return-to-Work Grant
to participate in the Australasian Fluid Mechanics Conference (AFMC)

Application Form

Name:

Institution:

Position*:

Residing and working in Australasia (Y/N):

Type of Grant being applied for (Full / Part):

Type and length of leave*:

* collected for internal use only; position, type and length of extended leave will not impact grant assessment.

Statement on how this grant will benefit your Return-to-Work transition (0.5 weighting)

In no more than 200 - 250 words explain how this grant and attendance at the AFMC will help you re-establish your research network and engagement with the Australasian Fluid Mechanics community and help continue your academic career.

Statement of need (0.3 weighting):

In no more than 150 words describe why you require this grant to attend the AFMC. Include all, if any, additional support financial or otherwise, who will be receiving from your supervisor / institution.

Funding Costs requested (0.2 weighting):

List your actual or estimated costs for travel, accommodation and registration, and the amount requested through the grant.

Item	Description of Item	Actual / Estimated Cost	Amount Requested
Conference Registration			
Travel			
Accommodation			

Schedule 2: Judges' Assessment Sheet

Return-to-Work Grant
to participate in the Australasian Fluid Mechanics Conference (AFMC)

Assessment Sheet

Name:

Institution:

Position*:

Residing and working in Australasia (Y/N):

Type of Grant being applied for (Full / Half):

Type and length of leave*:

Criterion	Notes (optional)	Score awarded
Statement on benefit of the grant: clear description of how research and research engagement has been impacted by extended leave. Clear description of how attending the AFMC will help re-engage applicant with research community and broader networks with long term benefits articulated.		/50
Statement of need: clear description on why a grant is needed. Clear description of the support, if any, provided by supervisors and institution to attend AFMC.		/30
Funding costs requested: Clear description of funding levels requested that meet grant criteria.		/20
		/100

Overall Comments (optional)

Name of assessment panel member: