

## **James Cook University (JCU)**

### **VICE CHANCELLOR'S GENDER EQUITY PROJECT FUND**

## **GUIDELINES**

### **INTRODUCTION**

The Vice Chancellor's Gender Equity Project Fund provides financial support for targeted projects led by professional and academic staff at JCU. The fund will support projects that can inform the annual objectives in JCU's Integrated Dynamic Plan, contributing directly to JCU's strategic pillar of *Empowering Our People*. The Fund reflects JCU's values of *Excellence* and *Integrity* by proactively identifying and acting on barriers to women's careers.

The purpose of the fund is to:

- help bridge real or perceived gaps between JCU policy and staff experience.
- advance professional and academic practice through the implementation of recommendations for practical improvements to current University programs, initiatives and/or practices; and
- foster collaboration and knowledge exchange between stakeholders within JCU to collectively promote gender equity.

This funding is for projects that should not normally be funded by Colleges, Institutes or Divisions. Note: If a project is assessed as ineligible under the Fund, but is recommended as part of ongoing JCU work, it will be referred to the relevant College or Division for resourcing.

JCU's Gender Equity Advocacy and Reference (GEAR) team will provide advice on the priorities for the Gender Equity Project Fund and may be successful applicants.

### **FUNDING**

The Fund will provide up to \$30,000, with between 1 and 6 projects expected to be funded per year. Minimum grant is \$1,000; maximum grant is \$20,000.

### **INDICATIVE TIMELINE 2025**

The Fund Guidelines and calls for EOI/applications available by April 9.  
The Fund will open for EOI to be submitted by May 6.  
Iterative feedback will be provided to applicants between May 7 – May 23.  
Applications to be submitted by June 6.  
Successful applicants will be notified by June 20.  
Projects should commence by July 15 and be completed by November 30.  
Project reports submitted by December 15.

### **ELIGIBILITY**

#### **Applicant**

The applicant (Chief Investigator) must be a staff member with a continuing or fixed-term employment contract.

## **ELIGIBLE EXPENSES**

Funds may be used for:

- Time spent on delivering the project by a chief investigator or team members (e.g. buying out time)
- Materials/travel required to deliver the project
- Support to access or produce qualitative or quantitative data
- Development of a resource or tool
- Other requirement by agreement with Chancellery

## **ASSESSMENT PROCESS**

All interested people are invited to submit an EOI outlining the proposed project.

Feedback will be provided, with applicants invited to progress to the next stage of submitting an application.

Applications will be assessed by the Assessment Panel in accordance with the selection criteria.

Requests for an appeal against a decision of the Panel can only be made on the basis of process. The VC has sole discretion in determining if an appeal should be considered and the appropriate process for consideration.

## **SELECTION CRITERIA**

The project application will be assessed by an Assessment Panel according to the selection criteria below:

Criteria 1: Relevance of project to JCU's strategic priorities

Criteria 2: Project outline (including objectives, milestones, budget and risk assessment.)

Criteria 3: Literature review and context (including a survey of similar/relevant projects undertaken at other universities)

Criteria 4: Chief Investigator or Project team CV or capacity statement.

Members of the Assessment Panel will be approved by the Vice Chancellor, with Assessment Panel recommendations being made to the Vice Chancellor for decision.

## **REPORTING**

Awardees must provide a Project Report to the University that details the project delivery and outcomes, benefits, learnings and budget acquittal.

## **ACCEPTANCE OF OFFER**

Applicants will be notified of the Assessment Panel's decision by Chancellery and a Letter of Offer email will be provided that outlines the conditions of the funding. The funding will be transferred to the ORGU account code of the successful applicant.

## EXPRESSION OF INTEREST: VICE CHANCELLOR'S GENDER EQUITY PROJECT FUND

<b>Name of Project</b>	
<b>Chief Investigator</b>	
<b>College/Institute/Directorate</b>	
<b>Proposed \$ Request</b>	

<b>1.Selection Criteria 1 – Relevance of Project to JCU's priorities – up to 200 words</b>
Outline the relevance of the Project to JCU's gender equity priorities.

<b>2.Selection Criteria 2 – Project outline – up to 300 words</b>
Outline the issue/question the project is seeking to address.

<b>3.Selection Criteria 3 – Sector Review – up to 500 words</b>
Outline any similar/relevant work undertaken at other universities that you are aware of that can inform this project design and delivery.

<b>4.Selection Criteria 4 – Chief Investigator/Project Team CV or capacity statement – up to 300 words</b>
Outline the human resources / experience available and any capability gaps that may exist.

Please email the EOI form to [vc@jcu.edu.au](mailto:vc@jcu.edu.au)

## Application Form: VICE CHANCELLOR'S GENDER EQUITY PROJECT FUND

Name of Project	
Chief Investigator	
College/Institute/Directorate	
Total Amount Requested	

<b>1.Selection Criteria 1 – Relevance of Project to JCU's priorities – 200 words</b>
Outline the relevance of the Project to JCU's gender equity priorities.

<b>2.Selection Criteria 2 – Project outline – up to 1000 words</b>
Include objectives, milestones, budget and risk assessment.

<b>3.Selection Criteria 3 – Literature Review – up to 1000 words</b>
Provide a review of the literature, including a survey of similar/relevant projects undertaken at other universities. (for example @ <a href="#">WSU</a> or through <a href="#">SAGE</a> )

<b>4.Selection Criteria 4 – Chief Investigator/Project Team CV or capacity statement – up to 500 words</b>
Outline the human resources / experience that will enable the project to be successfully delivered.

Please email the application form to [vc@jcu.edu.au](mailto:vc@jcu.edu.au)

## Project Report: VICE CHANCELLOR'S GENDER EQUITY PROJECT FUND

<b>Name of Project</b>	
<b>Chief Investigator</b>	
<b>College/Institute/Directorate</b>	
<b>Total Amount Requested</b>	

<b>1. Project delivery and outcomes – up to 250 words</b>
Outline how the delivery of the project compared to project outline. (activities undertaken/milestones met)

<b>2. Project benefits/learnings – up to 1000 words</b>
Outline the outcomes of the project. (outputs, benefits and learnings).

<b>3. Project budget acquittal – up to 250 words</b>
Outline the funding acquittal. (Unused funds may be retained at discretion of Chancellery)