

NZFGW (Otago Branch) TRAVEL AWARDS APPLICATION PACK

NZFGW (Otago Branch) Travel Awards were established by the committee of NZFGW (Otago Branch) as a 1990 commemorative project to enable women who are members of the Otago Branch of NZFGW to present original work at national and international conferences.

Applications close each year on 15 March, 15 June, and 15 August.

Read all the material supplied in this Application Pack so that you are conversant with both the ethos and the procedures associated with NZFGW (Otago Branch) Travel Awards. If you decide to apply for a Travel Award, allow yourself plenty of time to assemble material and complete your application.

Submit each page of your application on a separate sheet of A4 paper. To allow for photocopying, the sheets must not be bound or stapled and must maintain the margins of the Application Form. Sign or initial each sheet of paper submitted.

The following items are included in this Application Pack.

- Introductory page with list of contents (this page)
- NZFGW (Otago Branch) Travel Awards Description and Criteria for Eligibility (2 pages)
- Who should apply for a NZFGW (Otago Branch) Travel Award? (1 page)
- The prescribed form for NZFGW (Otago Branch) Travel Award Application (4 pages)
- Guidelines for making a NZFGW (Otago Branch) Travel Award application (1 page).



New Zealand Federation of Graduate Women Inc (Otago Branch)

NZFGW (OTAGO BRANCH) TRAVEL AWARDS: DESCRIPTION AND CRITERIA FOR ELIGIBILITY

These awards were established by the committee of NZFGW (Otago Branch) as a 1990 commemorative project to enable women to present original work at national and international conferences.

Preference will be given to recent post-graduate or post-doctoral women establishing a career in a new field, who may not have access to other sources of funding, and/or who have a personal income level insufficient to support such travel.

Each award is a maximum of \$2,500.

1. Closing dates for applications are 15 March, 15 June, and 15 August.
2. Notification may take up to eight weeks after closing date.
3. Applicants must be fully paid up financial members of NZFGW (Otago Branch) for at least the twelve months immediately prior to the application date.
4. The award is only available to residents of Otago and Southland.
5. Successful applicants may not apply for a subsequent travel award.
6. Recipients of an Otago Daphne Purves Award, or of an Otago Branch or national NZFGW or IFUW award with a value greater than NZ\$1000 will not be eligible to apply for a Travel Award for at least four years after accepting the previous award.
7. Applicants must apply on the prescribed application form (currently dated *November, 2011*) to which no changes may be made in formatting or length. If additional material is appended to the Application it must not exceed, in length or content, the limits set in the Guidelines for making an NZFGW (Otago Branch) Travel Award application (currently dated *November, 2011*). If these requirements are disregarded the application will be considered invalid.

8. Awards cannot be granted retrospectively.
9. No awards will be made if there are no suitable applicants.
10. Awards will not be paid out until the following evidence of planned conference attendance and participation have been received by the committee: a copy of travel tickets and a copy of the conference organisers' acceptance of a poster, a paper or another presentation.
11. Travel award recipients are required to submit a 600-800 word report within a month of their return from the conference.
12. Awards are made by the Branch Committee on recommendations received from this Award's Selection Panel. Branch Committee decisions are final. If further correspondence and/or communications are received they will be circulated to all members of the Selection Panel and the relevant subcommittees of the Branch Committee, and brought to the attention of the Branch Committee.

Obtain an Application Pack by downloading from <http://fgw.org.nz/>, or by writing to NZFGW (Otago Branch), PO Box 6334, Dunedin North, Dunedin 9059.

Who should apply for an NZFGW (Otago Branch) Travel Award?

Any Otago Branch member who is presenting original work at a conference, and has been a fully paid-up member for at least the six months prior to application, may apply for a Travel Award.

The conference she wishes to attend may have an academic or a professional focus, or may serve some other purpose. The important thing is that an applicant for a Travel Award will be able to present something of her work at the conference she attends.

Although preference will be given to recent post-graduate or post-doctoral women establishing a career in a new field, eligibility is not restricted to these groups of women. We recognise that it is difficult for a woman to judge in advance which connections or activities will be productive in enabling her to learn from others, advance her ideas, share her expertise, and be noticed positively.

We are interested in applicants' circumstances and prospects because our support is based on notions of charity rather than on notions of reward. Women who cannot access funding from other sources and/or have a low personal income and/or have little discretion in spending their income may be given preference over those who have, or have had, significant opportunities for support.

While membership of NZFGW (Otago Branch) gives eligibility to apply for support when presenting original work at a conference, it does not give a right to such support. In all decision-making, the Branch endeavours to affirm NZFGW goals of seeking to improve the status of women and girls, to promote lifelong education, and to enable graduate women to use their expertise to effect change.



New Zealand Federation of Graduate Women Inc (Otago Branch)

NZFGW (Otago Branch)
TRAVEL AWARD APPLICATION

Name in full (with title):

Date of birth:

Address:

Telephone numbers: (Home)

(Daytime)

Email:

Degree(s) held with place(s) and year(s) conferred:

Length of residence in Otago/Southland:

Income Record the following information concerning your financial situation, in New Zealand dollars:

Personal gross income/financial support for current year: NZ\$

Source (e.g. wages, salary, scholarship, etc.):

Household gross income for current year if different from above: NZ\$

Annual amount of any compulsory student debt repayments: NZ\$

Current status: If a student, state the degree for which you are enrolled. If employed, give the title of your position, your full- or part-time status, and your employer's name and address.

Dependents: Record each dependent's relationship to you, age, and extent of financial dependency on you.

Please list conferences or events at which you have presented your work, with year(s), and with an indication of the source and amount of any financial support you received.

Please declare all funding applications you have made, or may make, for the conference for which you are making this application. List all outcomes in dollars (i.e. NZ\$).

**Please state the total number of your publications:
Give details of the most relevant.**

Please name the conference you wish to attend:

Dates:

Place:

Name of organising body:

Frequency of conference:

Please give known and estimated expenses:

TOTAL: NZ\$.00

Amount requested as Travel Award: NZ\$.00

Please state whether you will present a paper, a poster or another type of presentation, and give its title and abstract (or a synopsis of the abstract if longer than 200 words).

Please state any special or unusual benefits of attending this particular conference.

Please give names, addresses, email addresses, and telephone numbers of two referees:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

Please act to ensure that your Application is supported by a written referee's report from one of the two referees sent INDEPENDENTLY to:

The Convener, Travel Awards Selection Panel: Confidential
NZFGW (Otago Branch), P O Box 6334, Dunedin North, Dunedin 9059

Privacy Statement

The information you have supplied in your Travel Award Application to the Otago Branch of NZFGW will be used solely for the purpose of assessing your application. Personal information contained in this application and in references from your nominated referees will be made available only to members of the Travel Awards Selection Panel. General information about your project and relevant experience will be made available to the Branch Committee as required during their process of final decision.

Any other correspondence and/or communications regarding the Application will be circulated to all members of the Selection Panel and the relevant subcommittees of the Branch Committee, and brought to the attention of the Branch Committee (see Clause 11, Travel Awards Description and Criteria for Eligibility document).

If your application is successful, we shall confirm with you the wording of the announcement of your success. We shall make your abstract(s) and Report(s) available at NZFGW (Otago Branch) meetings and may use them for publicity purposes in the media, the Otago Branch *Newsletter* and website, and IFUW and NZFGW publications and websites.

Name of applicant (Please print): _____

Please sign and date the following Privacy Statement.

- I agree to the conditions of the Privacy Statement printed above in respect to my application for an NZFGW (Otago Branch) Travel Award.
- Should my application be successful, I agree to allow my name, abstract(s), Report(s) and information approved by me to be available at NZFGW (Otago Branch) meetings and used for publicity purposes in the media, the Otago Branch *Newsletter* and website, and IFUW and NZFGW publications and websites.

Signed: _____ Date: _____

Please sign and date the following verification statement.

- I have read and understood the regulations and procedures of the NZFGW (Otago Branch) Travel Awards as described in the Description and Criteria for Eligibility document, in the prescribed Application form, and in the other information and guidelines given in the NZFGW (Otago Branch) Travel Awards Application Pack (currently dated *November, 2011*) and I agree to abide by them.

Signed: _____ Date: _____

Send your Application to:

The Convener, Travel Awards Selection Panel: Confidential,
NZFGW (Otago Branch), P O Box 6334, Dunedin North, Dunedin 9059

Guidelines for making an NZFGW (Otago Branch) Travel Award application

Read our questions carefully and edit your responses to fit the spaces provided. No changes may be made to either the length or format of the Application form provided. If you cannot edit your response(s) to fit the space(s) given, you may append one extra page with up to 600 words describing your project, research, and/or relevant aspects of your situation. Note, though, that we prefer to receive applications edited to fit the prescribed form.

Submit each page of your Application on a separate sheet of A4 paper, each signed or initialed. Secure the pages with a clip, rather than with binding or staple, and maintain the Application Form margins in answering each question. If the prescribed form is changed or more than one extra page is appended or any answer encroaches on the margins of the page, the additional information will not be circulated to the Selection Panel members and/or your application will be judged invalid.

The following notes may help you assemble, edit and report your responses to the questions we ask.

Responses to the questions on the first page of the application form

Be unabashed and straightforward in telling us about your circumstances, noting that we require responses to our questions about incomes to be given in New Zealand dollars as well as by source description. If you think a response may raise queries, describe any extenuating circumstances.

Responses to the questions on the second page of the application form

It is our expectation that applicants will have applied to institutional Departments, Divisions and other professional and funding groups for the travel and conference allowances for which they are eligible and will know the outcomes *before* they apply for a NZFGW (Otago Branch) Travel Award.

When we ask for details of publications, we are requesting only the title, publisher and year of publication or the equivalent information for journal or conference proceedings publications.

When stating your expenses, focus on travel, conference registration and accommodation. Incidentals (food, insurance, etc.) should not be included in your total costs as they are assumed for all projects and receipts for them are not considered for re-imbursments. In its decision-making, the Selection Panel will take into account the lowest known current fare to your destination.

Responses to the questions on the third page of the application form

As Travel Awards were established to enable women to present original work, we expect an abstract for paper, poster or other presentation to have been sent already to the conference organisers. A copy of this abstract (or a synopsis of it if it is longer than 200 words) is what we require. If your Award application is successful, we shall ask for evidence that your presentation has been accepted.

We offer Travel Awards because we know that conference attendance assists women to hear speakers influential in their fields, network with colleagues, meet possible employers, and have their research and practice informed by the insights of others and responses to their own presentations. In answering our question on the benefits of attending the conference, state such things only briefly and focus on any special or unusual benefits to be derived from attending this conference.

Note that most people who agree to be referees will be glad to receive a copy of the Description and Eligibility Criteria and the Application form for the awards for which they are named as referees.

Responses to the requests on the fourth page of the application form

Remember to sign and date as indicated to show that you have read and understood the Privacy Statement and to sign and date again to show that you have read and understood the NZFGW

(Otago Branch) Travel Awards Description and Criteria for Eligibility and all other information in the Travel Awards Application Pack (currently dated *November, 2011*).