



Edith Cowan University UniSuper Development Fund



As participants in Australia’s first Pilot of the Athena SWAN Charter, ECU has joined forces with UniSuper who will provide a contribution towards the cost of professional development in the form of two \$2,500 Awards for ECU staff who have had parental/carer breaks – a group which suffers significant setbacks in retirement and financial independence.

Scheme Categories

Edith Cowan University UniSuper Development Fund		
Apply for \$2,500		
Purpose	Open to	Criterion
To provide a professional development opportunity for an ECU staff member who has had parenting and caring responsibilities and faces/has faced career disadvantages as a result.	Academic and professional staff can self-nominate.	1.1 Provide examples of a clearly defined work break as a result of parental/carers leave which inhibited career progression, demonstrating how funds would be used for a specified work related professional development opportunity. 1.2 Refer to detailed career objectives for the future in alignment with the existing role or role being aspired to. 1.3 2 referees required and endorsement of relevant Line Manager.

Role of the Office of the Deputy Vice-Chancellor (Strategic Partnerships) and UniSuper

- Advertise and promote the Scheme and provide administrative support to the process;
- Organise the Assessment Panel each year and arrange for all nominations to be provided to the Committee in a timely manner for assessment;
- Agree on the outcomes of the process and finalise recommendations.

Please send your questions regarding the Edith Cowan University UniSuper Development Fund to athenaswanaustralia@ecu.edu.au.

Definitions

Work break

The nominee must be able to demonstrate:

- They have had parenting or carers leave for a period of approximately 6 months; or
- The equivalent or more spent on cumulative small breaks* due to caring or parenting responsibilities.

Note: Leave as referred to above includes but is not restricted to employment history with ECU and should have been within the preceding 10 years of nomination.

*Breaks of more than 6 months for other reasons will also be considered on a case by case basis.

Eligibility Criteria

- This Scheme is open to full-time, part-time and sessional ECU staff members with a UniSuper membership.
- Endorsement of relevant Line Manager.
- ECU staff currently on parenting or carers leave are eligible to apply in all categories.

Nominations

The Office of the Deputy Vice-Chancellor (Strategic Partnerships) in partnership with UniSuper will call for nominations.

- Nominations must be submitted through the nomination form;
- Submissions must be received by the specified due date; and
- Any queries should be directed to Senior Analyst, Office of the Deputy Vice-Chancellor (Strategic Partnerships) via email athenaswanaustralia@ecu.edu.au.

Nomination Requirements

1. Your details as nominee (name, job title, work area, telephone number and email address).
2. **Please complete the template included in the Nomination Form** – Include statements relating to how you are a suitable recipient for the category in alignment with the relevant criterion (limit of **1000 words in total** typed in Arial 11 font).
 - a. Clearly refer to **specific examples** where applicable;
 - b. Address the **specified criterion** as per the Nomination template.
3. Referees endorsements – details of either one or two people who support this nomination (name, job title, work area or external organisation and email address).
4. Line Manager endorsement – the relevant Line Manager must support the nomination based on the strategic priorities of the area.
5. Completed Nomination Forms are to be provided by COB on the specified deadline via email to athenaswanaustralia@ecu.edu.au.
6. Additional supporting evidence may accompany the nomination form and statement but the total size of the submission email will not exceed 10MB.

Selection Committee

ECU's Deputy Vice-Chancellor (Strategic Partnerships) and members of UniSuper will nominate four panel members to consider and make recommendations on the nominations.

The Committee has the authority to:

- Seek further evidence from such persons it deems necessary to evaluate the nominations; and
- Reserves the right not to recommend an award if, in its assessment, there is no nomination of sufficient merit.

The Executive Officer will present the nominations and any other relevant information to the Selection Committee who:

- a) Will assess all nominations;
- b) May request further information from whomever it deems necessary to evaluate the nominations;
- c) Will vet nominated events where applicable to ensure value of staff attendance where appropriate; and
- d) Will forward its recommendations to the Deputy Vice-Chancellor (Strategic Partnership) for approval.

Decision Making

The Deputy Vice-Chancellor (Strategic Partnership) will review the recommendations from the Selection Committee and decide upon the winners. This decision will be final. Outcomes will be posted on the ECU Athena SWAN website/SAGE Page and UniSuper ECU webpage.

Communication

The Deputy Vice-Chancellor (Strategic Partnerships) will send a global staff email to announce recipients to the ECU community.

Method of Payment – Funding towards work related professional development

Note: The funds will not be advanced upfront, but you can incur expenditure up to the value of the category funding within a twelve month period of being awarded the funds. If Fringe Benefits Tax (FBT) applies to the invoice/payment request, the FBT will form part of the allocated awarded amount so you would only be eligible to spend a net-of-FBT amount.

Recipients will receive awarded monies (as per the specified amount applied for in the Nomination Form) according to ECU's financial processes.

- Reimbursement or direct payment of the expense through the ECU Accounts Payable system or via a University Corporate Credit Card.
- Reimbursement or payment of the expenses will occur, in agreement with the official notification letter of the category success, upon submission of the following documents to the Senior Analyst, Office of the Deputy Vice-Chancellor (Strategic Partnerships):
 - Tax Invoice/s; and
 - 100% Business Use Declaration Form (if FBT is not applicable). The form can be accessed through ECU's Finance Forms Kiosk:
<http://intranet.ecu.edu.au/staff/centres/finance-and-business-services/forms-procedures-and-templates>
- Alternatively, payment of the expenses can be made directly by the recipient's respective Business Unit, for example using a departmental University credit card. Subsequently, for recoup, the Business Unit would need to submit the above documents to the Senior Analyst, Office of the Deputy Vice-Chancellor (Strategic Partnerships) and details of the flexfield (e.g. 84000.1400.xxxx.SA.06.01).
- If Fringe Benefits Tax (FBT) applies to the invoice/payment request, the FBT will form part of the allocated awarded amount so the applicant would only be eligible to spend a net-of-FBT* amount. Nominees will need to contact the University Taxation Team via tax@ecu.edu.au to identify if their intended purchase will attract FBT and to obtain an FBT quote. More information on FBT is contained below; however please note that where FBT applies the tax (for the 2018 FBT Year) is at a rate of 47% thus approximately halving the value of the award. It is recommended that recipients use the awarded funds to cover expenses that do not attract FBT so as to maximise the benefits of the fund.
- Purchases and expenditure must fit within normal University policy and procedures including TAS approvals etc. Any equipment purchases will be the property of the University and will need to be managed in accordance with the University's Asset Policy.
- If the funds are not spent in the specified time period or the category recipient leaves the employ of ECU before fully incurring expenditure up to the value of the awarded funds, the remaining portion will be forfeited.

* Additional Payroll Tax Cost of 5.5% will apply to the fringe benefit that will be costed to the same flexfield as the FBT.