
1.0 Introduction

The Hudson Institute recognizes that staff have important roles outside the workplace as well as being valued for their contribution towards achieving the Institute's goals including research excellence and communication to the wider community. One significant challenge for those who have had career disruptions is the effect on their productivity and ability to travel.

2.0 The Hudson Institute of Medical Research Conference Attendance Scheme

The Hudson Gender Equity Travel Award, is offered to staff members who have an eligible career disruption as recognized by the NHMRC guidelines. This award may be in addition to, and on top of, a Hudson Institute or other Travel Award or may supplement the staff members own travel expenses.

Opportunities to apply for funding will be offered three times annually with the first to be concurrent with the Hudson Travel Awards. These will be announced widely in the Hudson e-news. The scheme offers supplements of up to \$2500 for international events and up to \$600 for domestic events. The total funding opportunities available will be dependent on the available Institute funds and the number of awards being offered will be communicated to staff when applications are called.

Criteria*:

- 2.1 **Eligibility:** Any staff member with a career disruption that has restricted travel opportunities will be eligible to apply. Staff applying for this award must be supported by a recommendation from their Centre Head or supervisor.
 - 2.1.1 At Research (Post-Doctoral) level B or C classification according to the Hudson Enterprise Agreement (2015)
 - 2.1.2 Had an eligible career disruption as recognized by the NHMRC guidelines
 - 2.1.3 An ongoing appointment, with expectation of contract renewal
 - 2.1.4 Minimum of 2 years recognized service with the Hudson Institute (including PHI and MIMR service)
- 2.2 **Application:** Applications will be called for in advance of the period covered by the award and will be open to all eligible staff as listed in Item 2.1 who wish to attend a conference or meeting. A form will be provided with the call for applications.
- 2.3 **Selection:** The Hudson Institute Gender Equity committee will select the recipients of the award and their decision will be ratified by the Hudson Executive. All applicants will be informed of the outcome of the selection process and unsuccessful candidates will be encouraged to apply for future awards.
- 2.4 Shortlisted applicants will be invited to discuss their applications with the Gender Equity Committee.

- 2.5 Reporting: Award recipients are required to submit a brief report to the Gender Equity committee after their travel outlining the benefits of their travel to themselves, their research and the Institute. If already providing a travel report for another purpose (ie Hudson Travel Award or Harold Mitchell Foundation Travel Fellowship recipients) the recipient may provide a copy of this report instead. ** Exceptions to these criteria may occur as they relate to the Institute Strategic Plan and at the discretion of the Director.*

3.0 Links to Other Policies

This scheme forms part of the Hudson Institute's commitment to Family Friendly Workplace Policy HR-181.

Part A: Applicant Details

Applicant Name: _____

Email: _____ Centre: _____

Centre Head or Supervisor: _____

Applicant's signature: _____

Are you also applying for a Harold Mitchell Foundation Travel Fellowship, or a Hudson Institute Travel Award? Yes ☐ No ☐

If yes, please only complete Part B below.

Part B: Details of Career Disruption/s

1. Provide a brief description of your Career Disruption/s and eligibility according to NHMRC Guidelines (200 words maximum)

Part C: Experience, Justification, and CV

Do not fill in this section if you are also applying for a Harold Mitchell Foundation Travel Fellowship or a Hudson Institute Travel Award.

Are you applying for the: Domestic Award ☐ International Award ☐

1. List previous opportunities to travel in past 3 years: (150 words maximum)

2. How will you use this travel award? (40%) (400 words maximum)

eg. Conference, laboratories to be visited, other activities...

3. What is the potential benefit of the proposed travel to your current research? (20%) (250 words maximum)

4. What are the potential benefits of the proposed travel to you and to the Hudson Institute? (20%) (250 words maximum)

5. List your achievements relative to opportunity: (20%) (250 words maximum)

6. Please also attach:

- A brief CV including: Current and past grant support including submissions; Patents/Commercial income; Publication list – include in press and in preparation; Invitations to speak; Presentations; Awards; Collaborations; Contribution to the Institute
- A half to one page letter of recommendation from your supervisor indicating support and commenting on the relevance of the proposed activity to your research.

