

Griffith University
PARENTAL RESEARCH ASSISTANCE PROGRAM
Guidelines

PURPOSE

The Griffith University Parental Research Assistance Program (PRAP) replaces the pre-existing Advance Queensland scheme designed to support women researchers to return to their research after parental leave, which has now been discontinued.

Although primarily directed at women, the PRAP extends the opportunity to non-binary and male applicants who have approved parental leave.

This program supports Griffith's research and people related strategic commitments by:

- Supporting our commitment to investing in professional development for early and mid-career researchers by allowing eligible women extra time and resources to support their research. (Griffith University Strategic Plan 2020-2025).
- Supporting a pipeline of future women leaders in research to contribute to our target of 50% women at academic levels D and E.
- Enhancing research continuity and productivity and mitigating the impact of career interruptions.
- Supporting the University's commitment to gender diversity.
- Fulfilling our *Griffith Athena SWAN Action Plan 2018-2024* commitment.

The PRAP underpins these strategies by supporting researchers in maintaining their research momentum following approved parental leave and encouraging the retention of researchers in their chosen field at Griffith. This will be done through the provision of funding to employ another researcher, technician or research/laboratory assistant while the Primary Researcher is on parental leave.

The PRAP:

- encourages researchers to return to their research careers following parental leave;
- ensures the investment made in researchers and their research is maximised by supporting continuity of research and career momentum; and
- supports gender equity in research, particularly where female researchers are under-represented in senior roles.

ELIGIBILITY CRITERIA

Applications are invited from parents who meet the following criteria:

- Applicants must commence approved parental leave on or after 1 August 2022 and intend to resume research duties following the period of parental leave. Applicants not returning to work following parental leave are not eligible for this scheme.
- Applicants must submit their applications to internalgrants@griffith.edu.au no later than 4 weeks prior to the period of parental leave.

- Applicants must have been awarded their PhD. Applicants who have not been awarded their Research Doctorate are not eligible to apply.
- Applicants **must** reside in Australia for the full term of the grant whether having permanent resident status or not.
- Applicants must be a Griffith University academic staff, within Academic levels A to E or equivalent, with any of the following types of appointment:
 - A confirmed continuing academic appointment that is full time or fractional at least 0.5 full-time equivalent, and with the conduct research as all, or part, of their duties; **or**
 - A confirmed contract academic or research fellowship appointment with an end-date that is no less than 18 months from the application date, that is full time or fractional at least 0.5 full-time equivalent, and with the conduct of research as all, or part, of their duties.
 - Applications can be submitted by academic staff or research fellows who have not had a contract appointment confirmed for the period of the PRAP grant, however a grant **will not** be awarded if confirmation of appointment is not received by the PRAP commencement date.
- Griffith University Adjunct staff are not eligible to apply.
- Applicants are required to discuss their application with their Research Centre/Institute Director or Head (Deputy) of School or Dean Research prior to submission, to promote alignment of planning and support and to ensure the requested support aligns with the circumstances of Applicant.
- The Research Centre/Institute Director or Head (Deputy) of School or Dean Research must assign a senior researcher/mentor to check in with the applicant to track their return to work to make sure it's going well and advise on any other support that might assist the applicant?
- Endorsement of the application by Head of Element or Group Dean Research is a requirement.

FUNDING

The applicant's Element or Group Dean Research Office is required to provide 50% of the funding to support the PRAP. It is the applicant's responsibility to seek the advice from their Head of Element, before submission, on who will provide the 50% contribution.

The PRAP is open continuously with applications considered and assessed as they are submitted. Applications will continue to be accepted until the funding pool is exhausted, or until 31 December each year if the funds are not exhausted.

The PRAP is designed to provide research assistance for the Primary Researcher while they are on, or return from, approved parental leave. The funding provides assistance for the Primary Researcher only and may not be used to support backfilling of the Researcher's position.

- Funding of up to \$30,000 is available through the program to support the applicant.
- This funding will contribute to the salary of a research support person such as a research technician or a research/ laboratory assistant to maintain the research momentum of the project

while the applicant is on approved parental leave, and/or when they resume their research following approved parental leave.

- The funding cannot be used to substitute the salary (part or full) of an existing person employed to assist the researcher prior to the submission of the PRAP application.
- Where the applicant has a 1.0 FTE appointment, they may apply for up to \$30,000 for any approved parental leave period. For fractional appointments, funding requests should be prorated (i.e. 0.5 FTE could apply for up to \$15,000 in support).

APPLICATION SUBMISSION INSTRUCTIONS

The PRAP application form must be completed and submitted in full, including any required attachments.

The form must be endorsed by either the Head of Element or Dean Research, who is responsible for providing the 50% contribution to support the PRAP, before submission.

Applications can be submitted anytime via email to internalgrants@griffith.edu.au.

The PRAP application form can be downloaded from Office for Research - Internal Grants webpage <https://www.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants>.

ASSESSMENT

Assessment is undertaken on the basis of eligibility, as described above.

In assessing the application, the Office for Research will ensure that the request is aligned with the circumstances of the Applicant and in doing so may seek further information from the Applicant or their Element.

CONDITIONS of AWARD

- Funds not expended by the PRAP project end date will be returned to the DVCR and appropriate Academic Group budget unless a requested extension has been approved by the Office for Research. Requests must be received by the Office for Research, via internalgrants@griffith.edu.au, one (1) month before the project end date.
- A Final report is required within 3 months from PRAP end date. A report template is available on the Office for Research [website](#) - *scroll to Reporting Requirements*. Final reports must be endorsed by the Head of School or Research Centre/Institute Director or Academic Group Dean Research then emailed to the Office for Research via internalgrants@griffith.edu.au.

Information Privacy Principle

Griffith University collects, stores and uses personal information only for the purpose of administering research grants. The information collected will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information, consult the University's [Privacy Plan](#).