

## TMOS Carer Scholarship Policy and Procedure

### Purpose

The Centre is dedicated to the implementation of the IDEA Framework and its associated policies and procedures, and the appropriate, transparent, and impactful expenditure of the IDEA annual budget.

The Centre recognises that caring responsibilities can present major barriers in the undertaking of a Centre member's role and participation in professional development.

This policy, referenced in the Participation and Inclusion Policy, is in support of Centre members who incur additional financial costs to undertake their role in the workplace, due to caring responsibilities.

### Objective

To remove the extraordinary financial barriers that members (particularly sole carers, primary carers, and persons from minority and underrepresented groups) face when participating in professional development events, such as external training and conferences. It also aims to support centre members who incur additional financial costs due to caring responsibilities to undertake their role.

### Scope

The scholarship can be used for activities organized by the center for its members. It operates within Australian Tax Office (ATO) regulations and rulings, adheres to university policy, and only supports expenditure that would meet the 'reasonable person test'.

### Definitions we use for this policy

- **Sole Carer** – a person with sole responsibility for supporting daily living activities and meeting the essential needs of a dependent child or adult.
- **Primary Carer** - the person with more responsibility as a function of time spent on supporting daily living activities and meeting the essential needs of a dependent child or adult.
- **Person with Care** – the person with equal shared or lesser time commitment on supporting daily living activities and meeting the essential needs of a dependent child or adult.
- **Dependent Child** – is a person under 16 years of age
- **Dependent Adult** – is a person over 16 years of age that requires assistance from another adult as they are unable to protect their own interests and/or unable to adequately meet their own essential needs.
- **Minority and underrepresented groups** –Women, Indigenous Australians, LGBTQIA+ persons, and disabled persons.

## Carer Scholarship Guidelines

- The Centre commits to \$10,000 per annum over the life of the Centre (\$70,000) to fund Scholarships for Centre members. This allocation will be reviewed annually.
- Scholarships will normally be open for applications approximately 12 weeks before a Centre conference or 2 weeks before a workshop.
- Scholarships will not be more than \$1,000 (2023).
- Applicants do not need to request permission from their supervisor to apply for the Scholarship.
- All Centre members (excluding AIs, PIs) can apply to the Scholarship.
- Applications will be reviewed by the IDEA Committee.
- Scholarships will be prioritised for funding based on need and the role to be performed at the event.

When we talk about the **need** (which is weighted at 80%) we prioritise this as the following:

- A. Sole carers of Dependent Children or Dependent Adults
- B. Students, interns, those in casual roles
- C. Early Career Researchers (Academic A-B), those on part-time (less than 0.8 FTE) appointments, professional staff below HEW8/ANUO8
- D. Mid-career and senior researchers (Academic C-E), including Chief Investigators and professional staff HEW8/ANUO8 or above
- E. Primary Carers are prioritised over Persons with Care, and persons from minority and underrepresented groups are prioritised above other demographic groups.

When we talk about the **role** (which is weighted at 20%) we prioritise this as the following:

- A. Service such as organisation and management of the event
  - B. Speaking at the event, including workshops
  - C. Presenting a poster at the event
  - D. Attending the event
- Applicants are required to answer honestly to the best of their knowledge, their demographic details, their caring situation, their carer stage, role in the Centre, their anticipated role at the event, and agree to complete a short survey following the event to assess the merit of this Carers Scholarship program
  - Applicants understand that the information they provide will be used for the purposes of assessing scholarships, and for no other purpose.
  - Applicants have the option of sharing their application with their Node Director should they be unsuccessful through this program.
  - Applications will be reviewed and selected by a sub-group of the IDEA Committee using the criteria set out above.
  - Successful applicants are awarded a Scholarship, which may or may not occur income tax. It is the recipient's personal responsibility to report their Scholarship to the ATO, if required, and seek independent advice from a registered tax agent if needed.

- Unsuccessful applicants will have the option to be referred to their Node Directors for support within their university policies, in alignment with the Centre’s Participation and Inclusion Policy.
- There is no limit on the number of times a person applies, or the number of successful Carers Scholarships a Centre member can be awarded.
- Applicants will be informed of the decision 2-4 weeks from the date of application.
- The funds will be delivered to you by direct bank transfer
- By accepting this scholarship, you agree to using the scholarship appropriately
- If there is a change in circumstances after approval of the funding, meaning that the funding is no longer required for the proposed activity, the applicant must immediately notify TMOS. Applicants will be advised if they are still eligible for the Travel Scholarship.

### Type of costs covered may include:

Scholarships are available for reasonable costs relating to care of dependants where existing care arrangements are not available. These may include:

- Travel costs and expenses for the dependant
- Additional care costs:
  - Travel costs for a relative or other person to accompany the applicant and care for the dependent while the applicant is working
  - Hire of a carer at the location of the work commitment
  - Hire of a nurse or carer while the applicant is traveling for work

For questions about this policy or other related support please contact [team@tmos.org.au](mailto:team@tmos.org.au) addressed to the current IDEA Officer.

### Document Versions

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