

**Waikato Graduate Women Educational Trust**  
**Ngā Raukura Wāhine Mātauranga o Waikato**

**Conference Award for Early Career Women Academic Staff**

**1. Purpose**

To enable women academic staff members to attend and present a paper at an international conference in their field, for which no other funding is available to them.

**2. Funding available:** Up to \$3,000.

**3. Closing Dates:** 30 April and 30 September.

Applications must be sent to the Waikato Graduate Women Awards Committee, P.O. Box 148, Hamilton 3240, by the due date.

Applicants are responsible for ensuring that their referees send their confidential references by the due date, using the form provided on the Academic Awards page of the Waikato Graduate Women Educational Trust website.

**4. Eligibility Criteria**

Applicants must:

- a) be women in the first six years of their academic career;
- b) be employed at least 0.6 in an academic position at Bethlehem Tertiary Institute, Toi Ohomai Institute of Technology, the University of Waikato or Waikato Institute of Technology;
- c) have had a paper accepted in their field at the particular international conference for which they are applying for the Award, and provide evidence of acceptance;
- d) have no institutional funding available to them to attend the conference;
- e) be holders of New Zealand citizenship, or have held permanent residence for at least two years.

**5. Application process**

Applications must include:

- a) evidence of acceptance of a paper at the conference;
- b) a brief summary of costs involved in attending the conference and the sum applied for;
- c) a summary of up to 200 words, of the benefits to the applicant and her institution of attending the conference;
- d) evidence of New Zealand citizenship, or permanent residence of at least two years;
- e) names and contact details of two referees.

**6. Selection**

The Awards Committee of the Waikato Graduate Women Educational Trust will administer the Award. The Committee's decision is final.

The number of awards will be subject to availability of funds and the standard of applications.

If, in the opinion of the Committee, applications are not of an acceptable standard, no award will be made.

**7. Awarding**

Award winners will be informed in June for April applications, and at the end of October for September applications.

**8. Recipient report requirement**

Within six weeks of attending the conference, award recipients must provide a report of up to 200 words, to the Waikato Graduate Women Educational Trust. The report may be used by the Trust for publicity.