

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

Conference Grant for Early Career Women Academic Staff - Information

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 \$5,000 per grant. The funds will be transferred to a bank account nominated by the recipient.

3. Closing dates

30 April and 30 September

Applications, which must be received by the closing date, can be emailed to awards@wgweducationaltrust.nz or posted to the Waikato Graduate Women Awards Committee, PO Box 148, Hamilton 3240.

4. Eligibility criteria

Applicants must:

- a. be women in the first six years of their academic career;
- b. be employed at least 0.6 FTE in an academic position at Bethlehem Tertiary Institute, Toi Ohomai Institute of Technology, the University of Waikato or Waikato Institute of Technology;
- c. provide evidence that they have a paper accepted in their field at the international conference for which they are applying for the Grant;
- d. have insufficient institutional funding available to them to attend the conference;
- e. be a New Zealand citizen, or have held permanent residence for at least two years.

5. Application process

Applicants must provide:

- a. evidence of having a paper accepted at the conference;
- b. a summary of the total costs in attending the conference and the sum applied for;
- c. a summary of up to 300 words on the benefits to the applicant and her TEO of attending the conference;
- d. evidence of New Zealand citizenship, or permanent residence of at least two years;
- e. name and contact details of two referees (one preferably should be her line manager).
Referees should send their reference directly to the Trust.

6. Selection

- a. The Awards Committee of the WGEWT will administer the grant;
- b. The number of grants is 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 grant will be made;
- c. The Committee's decision is final.

7. Awarding

Grant winners will be informed in June for April applications, and in November for September applications.

8. Recipient report requirement

Within six weeks of attending the conference, grant recipients must provide the Waikato Graduate Women Educational Trust with a report of up to 200 words. The Trust may use the report for publicity. The Trust may request that any funds not expressly used for the intention of this grant be refunded.