



**NCSEHE**

National Centre for Student  
Equity in Higher Education



**Curtin University**

# EQUITY FELLOWSHIP PROGRAM

2024 Round: Application Pack

Make tomorrow better.

[ncsehe.edu.au](https://ncsehe.edu.au)

# Acknowledgement of Country

The National Centre for Student Equity in Higher Education (NCSEHE) and Curtin University acknowledge the First Nations people of this country and pay our respects to Elders past, present and future.

We deeply respect their cultural, spiritual and educational practices and aspire to learn from their ways of working.

Curtin University is honoured and grateful to have the privilege to maintain campuses on Whadjuk and Wungatha Country.

## Equity Fellowship: Application Process

The Equity Fellowship Application must include the following:

1. **Covering letter:** A brief letter from the applicant.
2. **Cover page:** A cover page using the template provided – *2024 NCSEHE Equity Fellowship Application Form* (Attachment B) – including required signatures.
3. **Proposal:** Three (3) pages addressing the issue(s) to be examined, including:
  - The *issue(s)* to be research or addressed.
  - The *rationale* for the project.
  - The *capacity* of the applicant to undertake the project.
  - A *plan* of activities to address the issues.
  - An *approach* to identifying and involving other researchers and practitioners, including the commitment to establish an *Expert Reference Group* for the project.
  - An approach to sharing expertise during a proposed engagement activity.
  - Intended *outputs* from the Equity Fellowship, including an (i) Interim Report and (ii) Final Report.
  - The strategy for *disseminating* the outputs and ensuring impact.
4. **Timeline and Fellowship Outputs Table and Budget:** Complete the templates in Attachment A, including:
  - *Timeline & Fellowship Outputs:* A timeline for key milestones (*Aims* and *Deliverables*), such as: Initiation; Interim Report; Engagement Activities; and Presentation at the 2024 NCSEHE Fellows Forum.
  - *Budget:* Include a budget (to the nearest \$1,000 excl. GST).
5. **Response to Selection Criteria:** Two (2) pages addressing the selection criteria (refer to Section 4.4 of the *Equity Fellowship Program – 2024 Round: Guidelines*).
6. **Letter of Support:** A brief letter of support from the applicant's home institution (university) endorsing the application and outlining how the institution will support the applicant. This letter should be from the Vice-Chancellor or a delegate.
7. **Curriculum Vitae:** The applicant's curriculum vitae (no page limit) and *summary page*.
8. **A high resolution digital photograph.**
9. **Referees:** The names and contact details of two referees. Please note that references are not to be included with the application.

**Proposal Documentation:** The **Application Pack** (this document) and **Guidelines** for the 2024 Round of the NCSEHE Equity Fellowship are available at:

<https://www.ncsehe.edu.au/grants-and-fellowship/equity-fellowship-program/>

## Attachment A: Timeline and Fellowship Outputs and Budget Template

## Timeline and Fellowship Outputs Template

Activity/Milestone	Time period	Location	Aims	Deliverables	People

(Please add rows in as necessary)

## Budget

Item	Total Cost
Salary + On-Costs (Fellowship % of FTE)	
Research Support (e.g., transcription, focus group or survey costs)	
Travel (e.g., research travel, travel for engagement activities)	
Project Outputs (e.g., editing, graphics, printing, other publication costs)	
Other costs (e.g., data acquisition, registrations for conferences)	
Sub-total (excluding GST)	
<b>GST</b>	
<b>Total</b> (including GST)	

**Note:** Please provide specific budget items and costs under each cost category above.

(Please add rows in as necessary)

## Attachment B: 2024 NCSEHE Equity Fellowship Application Form

# 2024 NCSEHE Equity Fellowship Application Form

## Applicant Contact Details

Title	
First Name	
Last Name	
Position	
Faculty / Organisational Unit	
Institution	
Institution's Postal Address	
Email Address	
Telephone Number	

## Proposed Fellowship Details

Project Title	
Abstract of Proposed Equity Fellowship (Max. 160 words)	
Alignment with the objectives of the Equity Fellowship Program (Max. 300 words)	
Research Focus (Please use key words)	
Educational Issue(s) to be Addressed (Please use key words)	



## Equity Fellows Program Privacy Notice

We must comply with the Australian Privacy Principles ('APPs') contained in the *Privacy Act 1988 (Cth)* when handling all personal information provided for application purposes.

### Collection of Personal Information

As part of the application process, the National Centre for Student Equity in Higher Education (NCSEHE) collects the personal information provided in the Equity Fellows Program Application documentation.

### How We Use Personal Information

Personal information is collected to assess eligibility for an Equity Fellowship, and to report on activities in relation to the NCSEHE Equity Fellowship Program. We will also use this information to:

- maintain an ongoing relationship with applicants, and / or
- invite applicants to relevant events and programs.

### Privacy Consent

By applying for an Equity Fellowship, the applicant acknowledges and consents to the NCSEHE disclosing their personal information to others. The NCSEHE may also publish successful applicants' personal information (including photo provided; excluding telephone contact details) in media releases, presentations, and any promotional materials on the NCSEHE website.

The NCSEHE will not use or disclose personal information for any other purpose unless permitted by the *Privacy Act 1988 (Cth)*.

The Equity Fellows and their respective institutions will be required to enter into an agreement with the NCSEHE. The conditions of funding will be specified in the agreement. The agreement will specify the outcomes of the Fellowship to be achieved, the payment arrangements, conditions of the funding including financial and performance reporting requirements, requirements regarding variation to agreements, acquittal of funding and other related issues.

In the case of work placements by Equity Fellows, their home institution will be required to enter into an agreement with the hosting organisation. The agreement will specify the length of the placement, work schedule, and pattern of attendance.

### Submission

Submissions are due on **Thursday, 28 September 2023** before 8pm (AWST).

Please submit this application to: [ncsehe@curtin.edu.au](mailto:ncsehe@curtin.edu.au) (Re: Equity Fellowship).

### Applicant's Declaration

I apply as an Equity Fellow and agree to the terms and conditions of the Fellowship.

I confirm that I have read, acknowledge, and accept the Privacy Notice and Privacy Consent in this form.

Signature:		Date:	
------------	--	-------	--

## Head of Faculty's / Organisational Unit's Support for Application and Authorisation

I support this application on the basis of the attached documentation. I undertake to support this applicant in the activities associated with the Equity Fellowship in accordance with the attached statement of institutional support.

I confirm that the information above is true and correct and that the applicant named on this form is currently a staff member of this institution.

I confirm that I have read, acknowledge and accept the Privacy Notice and Privacy Consent in this form.

Name:			
Organisational Unit/Faculty/Institution:			
Signature:		Date:	

## Vice-Chancellor's / Chief Executive Officer's Declaration

I support this application on the basis of the attached documentation. I undertake to support this applicant in the activities associated with the Equity Fellowship in accordance with the attached statement of institutional support.

I confirm that the information above is true and correct and that the applicant named on this form is currently a staff member of this institution.

I confirm that I have read, acknowledge and accept the Privacy Notice in this form.

Name:			
Institution:			
Signature:		Date:	

## Details of Institutional Contact Officer for Equity Fellowships

Name:			
Position:			
Email address:			
Telephone:		Fax:	