



**Graduate
Women
Otago**

Kā Wāhine Whakapūmau o Ōtākou

TRAVEL AWARDS APPLICATION PACK

GWO (Graduate Women Otago) Travel Awards were established by the committee of the then NZFGW (Otago Branch) as a 1990 commemorative project to enable women who are members of the (now) GWO to present original work at national and international conferences.

Applications close each year on **15 March, 15 June, and 15 September**.

Read all the material supplied in this Application Pack so that you are conversant with both the ethos and the procedures associated with GWO Travel Awards. If you decide to apply for a Travel Award, allow yourself plenty of time to assemble your material and complete your application.

The following items are included in this Application Pack.

- Introductory page with list of contents (this page)
- GWO Travel Awards Description and Criteria for Eligibility (2 pages)
- The prescribed form for GWO Travel Award Application (5 pages)
- Who can apply for a GWO Travel Award? (1 page)
- Guidelines for making a GWO Travel Award application (2 pages)



DESCRIPTION AND CRITERIA FOR ELIGIBILITY

These awards were established by the committee of the then NZFGW (Otago Branch) as a 1990 commemorative project to enable women to present original work at national and international conferences.

Preference will be given to recent postgraduate or post-doctoral women establishing a career in a new field, who may not have access to other sources of funding, and/or who have a personal income level insufficient to support such travel.

Each award is a maximum of **\$3,000**.

1. Closing date for applications are **15 March, 15 June, and 15 September**.
2. Notification may take up to eight weeks after closing date.
3. Applicants must be fully paid-up financial members of GWO **for at least six months** immediately prior to the application date.
4. The award is available only to residents of Otago and Southland.
5. Successful applicants may not apply for a subsequent GWO Travel Award.
6. Recipients of an Otago Daphne Purves Award for of a GWO or Graduate Women New Zealand or Graduate Women International award with a value greater than NZ\$1,000 will not be eligible to apply for a GWO Travel Award for at least four years after accepting the previous award.
7. Applicants must apply on the prescribed application form (currently dated *July 2023*) to which no changes may be made in length. If additional material is appended to the application, it must not exceed, in length or content, the limits set in the Guidelines for making a GWO Travel Award application (currently dated *July 2023*). If these requirements are disregarded the application will be considered invalid.
8. Awards cannot be granted retrospectively.
9. No awards will be made if there are no suitable applicants.

10. **Awards will not be paid out until the following evidence of planned conference attendance and participation have been received by the committee:** a copy of travel tickets and a copy of the organisers' acceptance of a poster, a paper, or another presentation.
11. Travel award recipients are required to submit a 200-300 word report within a month of their return from the conference.
12. Awards are made by the GWO Committee on recommendations received from this Award's Selection Panel. **GWO Committee decisions are final.** If further correspondence and/or communications are received, they will be circulated to all members of the Selection Panel and the relevant subcommittees of GWO and brought to the attention of the GWO Committee.



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TRAVEL AWARD APPLICATION

Name in full:

Date of birth:

Address:

Mobile number:

Email:

Degree(s) held with places(s) and Year(s) conferred:

Length of residence in Otago/Southland:

Income: Record the following information concerning your financial situation, in NZ\$

- **Personal gross income /financial support for current year: NZ\$**
- **Source (e.g. wages, salary, scholarship etc.):**
- **Household gross income for current year if different from above; NZ\$**
- **Annual amount of any compulsory student debt repayments: NZ\$**

Current status: If a student, state the degree for which you are enrolled. If employed, give the title of your position, your full or part-time status, and your employer's name.

Dependents: Record each dependent's relationship to you, age, and extent of financial dependency on you.

Please list conferences or events at which you have presented your work, with year(s), and with an indication of the source and amount of any financial support you received.

Please declare all funding applications you have made, or may make, for the conference for which you are making this application. List all in NZ\$.

Please state the total number of your publications:

Give details of the most relevant.

Please name the conference you wish to attend:

Dates:

Place:

Name of organising body:

Frequency of conference:

Please give known and estimated expenses:

TOTAL: NZ\$

Amount requested as Travel Award: NZ\$

Please state whether you will present a paper, a poster, or another type of presentation, and give its title and abstract (or a synopsis of the abstract if longer than 200 words).

Please state any special or unusual benefits of attending this particular conference.

Please give names and contact details for two referees:

- **Name**
- **Email**
- **Phone**

- **Name**
- **Email**
- **Phone**

Please ensure that your application is supported by a written Referee's Report from one of the two referees sent INDEPENDENTLY to:

The Convenor, GWO Travel Awards Selection Panel: Confidential

At admin@gwotago.co.nz

Privacy Statement

The information you have supplied in your Travel Award Application to GWO will be used solely for the purpose of assessing your application. Personal information contained in this application and in references from your nominated referees will be made available only to members of the Travel Awards Selection Panel. General information about your project and relevant experience will be made available to the GWO Committee as required during their process of final decision.

Any other correspondence and/or communications regarding the application will be circulated to all members of the Selection Panel and the relevant subcommittees of GWO and brought to the attention of the GWO Committee (see Clause 12, Travel Awards Description and Criteria for Eligibility document).

If your application is successful, we shall confirm with you the wording of the announcement of your success. We shall make your abstract(s) and report(s) available at GWO meetings and may use them for publicity purposes in the media, the GWO Newsletter and website, and GWNZ and GWI publications and websites.

Name of applicant: Please sign and state the following Privacy Statement:

- I agree to the conditions of the Privacy Statement printed above in respect to my application for a GWO Travel Award.

If my application is successful, I agree to allow my name, abstract(s), Report(s) and information provided approved by me to be available at GWO meetings and used for publicity purposes with the media, the GWO Newsletter and website, and GWNZ and GWI publications and websites.

Signed: _____

Date: _____

Please sign and date the following verification statement.

- I have read and understood the regulations and procedures of the GWO Travel Awards as described in the Description and Criteria for Eligibility document, in the prescribed Application form and in the other information and guidelines given in the GWO Travel Awards Application Pack (currently dated *July 2023*) and I agree to abide by them.

Signed: _____

Date: _____

Send your Application to:

The Convenor, GWO Travel Awards Selection Panel: Confidential

At admin@gwotago.co.nz

Who can apply for a GWO Travel Award?

1. Any GWO member who is presenting original work at a conference **and** has been a fully paid-up financial members of GWO **for at least six months** immediately prior to the application date, may apply for a Travel Award.
2. The conference she wishes to attend may have an academic or a professional focus or may serve some other purpose. The important thing is that an applicant for a Travel Award will be able to present something of her work at the conference she attends.
3. Although preference will be given to recent post-graduate or post-doctoral women establishing a career in a new field, eligibility is not restricted to these groups of women. We recognise that it is difficult for a woman to judge in advance which connections or activities will be productive in enabling her to learn from others, advance her ideas, share her expertise, and be noticed positively.
4. We are interested in applicants' circumstances and prospects because our support is based on the notions of charity rather on notions of reward. Women who cannot access funding from other sources and/or have a low personal income and/or have little discretion in spending their income may be given preference over those who have, or have had, significant opportunities for support.
5. While membership of GWO gives eligibility to apply for support when presenting original work at a conference, it does not give a right to such support. In all decision-making, GWO endeavours to affirm GWNZ goals of seeking to improve the status of women and girls, to promote lifelong education, and to enable graduate women to use their expertise to effect change.

Guidelines for making a GWO Travel Award application

Read our questions carefully and edit your responses in the spaces provided. No changes may be made to the length, or the format of the Application form provided. Please note that the length of the spaces provided for answers are considered to be as much a part of the formatting as the questions, margins etc. If you cannot edit your response(s) to fit the space(s) given, you may append one extra page with **up to** 600 words, describing your project, research, and/or relevant aspects of your situation. Please note we much prefer to receive applications edited to fit the prescribed form. If you append more than one extra page to your application, it will be considered invalid.

1. Responses to the questions on the first page of the application form

Be unabashed and straightforward in telling us about your circumstances, noting that we require questions about incomes to be given in NZ\$ as well as by source description. If you think a response may raise queries, describe any extenuating circumstances.

2. Responses to the questions on the second page of the application form

It is our expectation that applicants will have applied to institutional Departments, Divisions and other professional funding groups for the travel and conference allowances for which they are eligible and will probably know the outcomes *before* they apply for a GWO Travel Award.

When we ask for details of publications, we are requesting only the title, publisher and year of publication or the equivalent information for journal or conference proceedings publications.

When stating your expenses, focus on travel, conference registration and accommodation. Incidentals including food, insurance, conference dinners, etc., should not be included in your total costs as they will not be taken into account by the Selection Panel. In its decision-making, the Selection Panel will take into account the lowest known current fare to your destination.

3. Responses to the questions on the third page of the application form

As Travel Awards were established to enable women to present original work, we expect an abstract for paper, poster, or other presentation to have been sent already to the conference organisers. A copy of this abstract (or a synopsis of it if it is longer than 200 words) is what we require. If your Award application is successful, we shall ask for evidence that your presentation has been accepted.

We offer Travel Awards because we know that conference attendance assists women to her speakers influential in their fields, network with colleagues, meet possible employers, and have their research and practice informed by the insights of others, so please state such things only briefly and focus on special or unusual benefits to be derived from attending this conference.

Note that most people who agree to be referees will be pleased to receive a copy of the Description and Eligibility Criteria and the Application form for the awards for which they are named as referees.

4. Responses to the questions on the fourth page of the application form

Remember to sign and date as indicated to show that you have read and understood the Privacy Statement and to sign and date again to show that you have read and understood the GWO Travel Awards Description and Criteria for Eligibility and all other information in the Travel Awards Application Pack (currently dated *July 2023*).