



Australia Awards

The Department of Foreign Affairs and Trade  
**Australia Awards Fellowships Round 18**

# Guidelines



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# Summary of Changes for Round 18

## IMPORTANT

A number of changes have been made to the Australia Awards Fellowships program for Round 18 aimed at further supporting and strengthening effective partnerships between Australian organisations and overseas counterparts. Before submitting an application, please read these Guidelines carefully and note the following changes:

- General:
  - The list of eligible countries has been updated. Australian organisations are required to align their application with the eligible countries (Section 2.3).
  - Priority will be given to applications addressing the development priority areas (Section 2.4).
  - Successful applicants can implement Fellowships over two financial years (July 2022 to June 2023 and July 2023 to 2024).
  - Australian organisations will be limited to submitting 5 applications.
  - Australian organisations can attend an online Industry Briefing. Information about the briefing will be on the Fellowships section of the DFAT website.
  - Increase to Fellow's living allowance to a maximum of \$94.53 per day (Section 4.6).
  - Maximum amount of funding has increased from \$30,000 to \$ 34,500 per Fellow (Section 1.1 and 4.1)
- Selection:
  - The selection criteria has been redesigned and will now appear directly in the application form for applicants to complete.

# Australia Awards Fellowships - Round 18 Guidelines

Please read these Guidelines carefully as they include important updates in relation to the application process and requirements.

## Round 18 Key Dates

28 October 2022 (9.00am AEDT)

Applications open online (<http://fellowships.smartygrants.com.au/>)

22 January 2023 (11.59pm AEDT)

Applications close online

**Applications must be submitted ONLINE** via: <http://fellowships.smartygrants.com.au/>

PLEASE NOTE: You have until 11.59pm (AEDT) on the closing date to submit your online application. Late or incomplete applications will not be accepted for assessment.

Emailed or faxed applications will not be accepted for assessment.

April 2023

\* Subject to change                      Successful/unsuccessful Australian organisations notified.

Information

[www.dfat.gov.au/australia-awards/pages/fellowships.aspx](http://www.dfat.gov.au/australia-awards/pages/fellowships.aspx)

[www.dfat.gov.au](http://www.dfat.gov.au)

[www.australiaawards.gov.au](http://www.australiaawards.gov.au)

Email: [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au)

# Glossary of Terms and Acronyms

## Definitions

### **Activity Completion Report**

The report submitted to DFAT by the AHO within 45 days of the completion of the Fellowship reporting on the outcomes of the program and acquitting the funding. This is a mandatory requirement of the Agreement Deed.

### **Applicant**

An Australian organisation submitting an application for Australia Awards Fellowships funding.

### **Australia Awards**

Australia's overarching Awards program which includes Fellowships, scholarships and short courses administered by DFAT, the Department of Education, and the Australian Council for International Cultural Research.

### **Australian organisation**

An Australian organisation (with an ABN) submitting an application for Australia Awards Fellowships funding.

### **Australian Host Organisation (AHO)**

An Australian organisation (with an ABN) whose application for Fellowship funding has been successful.

### **Fellow**

An individual from an eligible developing country, nominated by the AHO and overseas counterpart organisation, participating in an Australia Awards Fellowship.

### **Fellowship**

Australia Awards Fellowships provide short-term opportunities for in-Australia study, research and professional development activities, hosted by Australian organisations.

### **Fellowship Completion Survey**

The survey undertaken by all Fellows online through SmartyGrants on completion of their Fellowship activities.

### **Funding Agreement Deed**

Agreement signed between DFAT and the Australian organisation that defines the program/activities, timeframe, financial and other responsibilities of each party.

### **Mixed-mode Delivery**

Delivery of the Fellowship using various modes including in-Australia, in Australian offshore campuses or locations, in overseas counterpart institutions and through distance or online learning.

### **Overseas Counterpart Organisation**

The overseas organisation(s) that works in partnership with the Australian organisation.

### **Post**

Australian Diplomatic Mission (High Commission or Embassy) with DFAT representation.

### **Priority Development Areas**

Priorities for the development partnership between the DFAT and partner countries.

### **Record of Understanding**

The agreement signed between DFAT and an Australian Government agency that defines the program/activities, timeframe, financial and other responsibilities of each party.

### **SmartyGrants**

DFAT's online application system.

### **Whole of Government**

Public service agencies working across portfolio boundaries to achieve a shared goal and an integrated government response to particular issues.

## Abbreviations and Acronyms

<b>ACR</b>	Activity Completion Report
<b>DFAT</b>	Department of Foreign Affairs and Trade
<b>ABN</b>	Australian Business Number
<b>Home Affairs</b>	Department of Home Affairs
<b>AHO</b>	Australian Host Organisation
<b>MoU</b>	Memorandum of Understanding
<b>DoE</b>	Department of Education
<b>RoU</b>	Record of Understanding

# Australia Awards Fellowships Cycle





# 1. Australia Awards

Australia Awards are an Australian Government initiative bringing together prestigious international scholarships, Fellowships and short courses administered by the Department of Foreign Affairs and Trade (DFAT), and the Australian Centre for International Agricultural Research. Australia Awards managed by DFAT are provided as part of Australia's development program.

The overall goal of DFAT's Australia Awards is to support partner countries to progress their development goals and have positive relationships with Australia that advance mutual interests. Australia Awards support emerging leaders to undertake study, research and professional development activities that build skills, knowledge and people to people links with the aim of contributing to the long-term development needs of Australia's partner countries.

The Awards strive to develop leadership potential and stimulate lasting change by empowering a global network of talented individuals through high-quality education experiences in Australia and overseas. Australia Awards Scholars and Fellows return home with new ideas, knowledge and networks, and the ability to make a significant contribution to their home countries as leaders in their field. Through the Awards, alumni develop links to Australia and Australians, helping to build positive relationships between individuals, organisations and businesses in Australia and partner countries.

The Australia Awards administered by DFAT include: Australia Awards Scholarships; Australia Awards Pacific Scholarships; Australia Awards Fellowships; and Australia Awards Short Courses.

## 1.1 Australia Awards Fellowships

Australia Awards Fellowships offer eligible Australian organisations, from all sectors, the opportunity to deepen and broaden their links with leaders and professionals in developing countries by hosting Fellows from overseas partner organisations. Australian organisations identify their relevant development expertise and submit a Fellowship proposal with an overall aim of:

- strengthening partnerships and links between Australian organisations and partner organisations in developing countries, in support of Australia's strategic development objectives; and
- increasing the capability and professional development of selected Fellows to advance priority development issues bilaterally, sub-regionally and/or regionally.

The program is designed to complement Australia's individual bilateral and regional development programs and long-term scholarships by offering future leaders and mid-career professionals who will be in a position to advance priority development and foreign affairs issues on their return home. Fellowship activities aim to provide high-quality training, exchange of expertise, skills and knowledge, and opportunities to enhance networks on issues of shared interest. Activities can include a combination of short-term study and/or training, research, professional attachments and networking experiences.

Funding of up to \$34,500 per Fellow is offered on a competitive basis to Australian organisations to host Fellows from eligible countries for activities delivered both in Australia and offshore for between minimum 2 weeks and maximum 52 weeks, the majority (over 70%) of the Fellowship must be conducted in Australia. Australian organisations must demonstrate commitment to the program and ongoing collaboration by providing a co-contribution to the Fellowship costs.

## 1.2 Australia's Development Program

The development program is a key aspect of Australia's national power and helps to advance our interests and values. It works alongside our foreign policy, trade, economic and security engagement to promote a stable, peaceful and prosperous region, where rules and sovereignty are respected. It helps communities lift themselves out of poverty and disadvantage and tackle the shared challenges facing our region of climate change, COVID-19 and strategic context.

Australia's assistance is focused on our region, recognising that 22 of our 26 closest neighbours are still developing, and that our futures are deeply intertwined. Through the development program, we are building stronger and more meaningful partnerships in the Pacific and Southeast Asia, founded on mutual trust and respect, and shared values of fairness and equality.

### 1.3 Gender equality

Supporting practical initiatives to advance gender equality and the human rights of women and girls, in their diversity, are key tenets of Australia's approach to development. DFAT applies the twin-track approach, of targeted action and mainstreaming. Gender inequalities that are particularly challenging or where progress is slow are addressed through specific initiatives (targeted), and gender equality is integrated across all areas and sectors of DFAT's work (gender mainstreaming).

Priority areas for advancing gender equality are women's leadership and decision-making, economic security, safety, and access to quality services (including education), as well as sexual and reproductive health and rights, and the Women, Peace and Security agenda.

Fellowship proposals must ensure that they do not exacerbate gender inequalities and contribute, in some way, to the achievement of gender equality. Please see below for more detail:

- [Gender Equality and Women's Empowerment Strategy](#)
- [Gender Equality and Women's Empowerment in DFAT's Aid Program—Good Practice Note](#)
- [Gender Equality Investment-Level Strategy Development Good Practice Note](#)
- [Supporting gender equality through DFAT health security investments](#)

### 1.4 Disability inclusion

Disability inclusion continues to be a cross-cutting priority of Australia's engagement on foreign policy, human rights, development and humanitarian action. Australia's disability inclusion strategy, *Development for All: Strategy for strengthening disability-inclusive development in Australia's aid program*, provides a framework to strengthen disability-inclusive development in Australia's development program.

Disability-inclusive development provides opportunities for people with disabilities to participate on an equal basis with others and realise their full potential. This enables countries to harness the potential contribution of all citizens, maximising opportunities for poverty reduction and sustainable economic growth. Effectively addressing the needs of those who experience greatest vulnerability, including people with disabilities, provides the bedrock for social cohesion and contributes to a resilient and prosperous region.

As a party to the [United Nations Convention on the Rights of Persons with Disabilities](#) (CRPD), Australia has committed to supporting other countries implement the CRPD, including through ensuring our development programs and humanitarian efforts are inclusive of and accessible to people with disabilities.

Australia adopts a twin-track approach to disability-inclusive development which includes a:

1. Mainstream approach – including people with disabilities as participants and beneficiaries of general development investments, particularly in sectors identified as key opportunities in *Development for All*.
2. Targeted approach – targeting people with disabilities in development initiatives designed specifically to benefit people with disabilities.
  - [Disability Social Inclusion – Indo-Pacific Health Security](#)

Fellowship proposals should consider including people with disabilities to ensure broader systems, policies and services include and benefit people with disabilities.

## 1.5 Building resilience: climate change and disaster risk reduction

Climate change is a major focus of the Government's agenda, including a range of new initiatives as part of the development program. These include:

- climate change adaptation and resilience across the Pacific region and
- partnerships in Southeast Asia to help countries transition to net zero.

Australia has committed to building climate and disaster resilience in vulnerable countries and sectors in our region. At COP26, Australia announced \$2 billion in climate finance for 2020-2025, a doubling of Australia's 2015-2020 pledge.

The 2015 Paris Agreement is premised on donors transparently contributing funds (as measured by the 'Rio Markers') so that developing countries have the resources needed to adapt to the serious impacts of climate change.

The Sendai Framework for Disaster Risk Reduction calls for a multi-hazard approach to disasters and inclusive risk-informed decision-making, with seven global targets including reducing mortality, economic loss, damage to critical infrastructure, and increasing international cooperation.

Fellowship proposals should seek to maximise the integration of climate and disaster risk through the early and ongoing consideration of climate adaptation and mitigation, disaster risk reduction, preparedness, and resilience-building opportunities as well as the impacts of climate change on their activities.

These considerations are particularly important in highly vulnerable sectors like agriculture; water, sanitation and hygiene (WASH); health; and infrastructure. Sectors such as governance, economic governance, social protection, and education can also directly or indirectly contribute to building climate and disaster resilience.

DFAT's [Climate Change Action Strategy](#) outlines the objectives of integrating climate change through the development program and drives both targeted climate-specific investments across the development programme and mainstreaming of climate action in key sectors. Further information on DFAT's [humanitarian assistance and partnerships](#) are online.

## 1.6 Engagement with First Nations Australians

The Australian Government is committed to embedding the perspectives, experiences, and practices of First Nations Australians into our foreign policy. The Australia Awards Fellowship programs offers a unique opportunity to showcase Australia's modern diversity and the rich heritage of First Nations people to participating Fellows from our partner countries. Where appropriate, Fellowship proposals should consider how they can support engagement with First Nations Australians in their relevant priority development area ([section 2.4](#)).

Further detail is available in the [Indigenous Diplomacy Agenda](#).

### NOTE

- *All Fellowship proposals should explore opportunities to promote gender equality and disability inclusive development in the design of the Fellowship. Where appropriate, Fellowship proposals should consider how they can support engagement with First Nations Australians in their relevant priority development area (section 2.4).*

## 2. Eligibility for an Australia Awards Fellowship

### 2.1 Eligibility of applicants

Australian organisations in partnership with overseas counterpart organisations in eligible developing countries are invited to apply for an Australia Awards Fellowship. For Round 18, DFAT will consider Australian organisations with new or emerging partnerships with overseas counterparts eligible to apply for a Fellowship. Applicants seeking funding to support the establishment of new organisational links will need to demonstrate a strong understanding of the country and context in which they propose to work.

Australian organisations **must** be legal entities with an Australian Business Number (ABN). Examples include:

- **Australian organisations, institutions and businesses** — e.g. research centres, higher education providers, vocational education and training providers, peak bodies, Australian chambers of commerce, community groups, private sector, non-government organisations, media, professional associations and industry bodies.
- **Australian Government departments** — (Federal, State/Territory and local), government agencies, statutory authorities, and Government Business Enterprises.

#### NOTE

*Overseas counterpart organisations and individuals are not eligible to apply for Australia Awards Fellowships. They may, however, initiate contact with their Australian counterpart to explore the latter's interest in applying for a Fellowship.*

*Study opportunities for individuals from developing countries are available under the Australia Awards Scholarships [www.australiaawards.gov.au](http://www.australiaawards.gov.au)*

### 2.2 Eligibility of participants

#### Overseas Counterpart Organisations

The counterpart organisation(s) cannot be an international arm or branch of the Australian organisation, nor can it be under the same overarching international organisation or international consortium as the Australian organisation. The counterpart organisation must operate and reside in an eligible country.

#### Fellows

Australia Awards Fellowships target senior officials and mid-career professionals, who, in the short to medium term, will be in a position to advance priority development and foreign affairs issues on their return home. To be eligible, all Fellows nominated by Australian organisations must:

- be a minimum of 18 years of age at the time of commencing the Fellowship;
- not have Australian permanent resident status or be applying for permanent residency;
- be a citizen of and residing in an eligible developing country. The Fellow's country of citizenship and residency may differ;
- not be current serving military personnel;
- not be married or engaged to, or be a de facto of a person who holds, or is eligible to hold, Australian or New Zealand citizenship or permanent residency;
- have been working in their country of citizenship or residency and in an area relevant to the Fellowship activities preceding the date of the proposed commencement of their Fellowship;

- be able to satisfy all requirements determined by the Department of Home Affairs for a visa ([see Section 6.13](#)) for further information);
- be able to participate in the nominated Fellowship activities at the time and for the duration proposed by the Australian organisation;
- be able to travel without family members as DFAT will only fund and provide visa support letters for individual Fellows, not their family members; and
- have an adequate level of English language ability to be able to fully participate in the program, including an ability to complete the Fellow's Completion Survey at the conclusion of their Fellowship. AHOs are responsible for ensuring Fellows have an adequate level of English language ability or must implement appropriate measures to enable Fellows to fully participate in and benefit from the Fellowship activities (e.g. translation services). DFAT does not recommend using translation services for multilateral Fellowships where use of translation services may compromise learning outcomes or where English language capabilities differ substantially amongst Fellows.
- If successful in their application AHOs should consult with the relevant DFAT post in their selection of candidates for Fellowships (in some instances there may be candidates who Posts may be able to identify as high calibre potential Fellows.

## 2.3 Eligible countries

Australian organisations may nominate Fellows who are citizens of the following countries:

<b>Pacific</b>	Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Wallis and Futuna.
<b>Southeast Asia</b>	Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste and Vietnam
<b>South Asia and Middle East</b>	Bangladesh, Bhutan, India, Iraq, Jordan, Maldives, Mongolia, Nepal, Pakistan, Palestinian Territories and Sri Lanka
<b>Africa</b>	Botswana, Democratic Republic of Congo, Egypt, Ghana, Kenya, Madagascar, Malawi, Mauritius, Morocco, Mozambique, Namibia, Nigeria, Rwanda, Senegal, South Africa, Tanzania, Uganda, Zambia and Zimbabwe.
<b>Europe</b>	Ukraine

Australian organisations are required to align their application with eligible countries (Section 2.3).

## 2.4 Priority areas

Fellowship proposals for Round 18 must align with the following six priority areas:

- **Climate change and resilience (including green energy transition):** Fellowships covering climate change and resilience issues including (but not limited to) remediation and prevention programs and short courses; carbon-credit market awareness, as well as transition to low carbon intensive economies and supply chains. Green energy transition including Fellowships in new energy production, distribution and storage opportunities such as hydrogen, solar, wind, lithium and pump hydro are also areas within scope.
- **Health and health security:** Fellowships covering health including in the area of sexual and reproductive health and rights; health system strengthening including a focus on non-communicable disease; and health security. These could include Fellowships focused on post-COVID recovery approaches, but also systems strengthening, epidemiological mapping and strengthening of systems in preparation for future pandemics, as well as Fellowships focused on building or re-building health workforce capacities.
- **Gender equality and social inclusion:** Fellowships targeting gender equality and women's and girls' empowerment. These could include proposals for Fellowships in legal and regulatory reform (that eliminates discrimination and advances de jure equality), responding to and eliminating sexual and gender-based violence; gender-responsive social protection; women's economic empowerment, including access to finance and gender-responsive business enabling environments; women's leadership; equitable access to quality essential services (education, training, health); or the Women, Peace and Security agenda.
- **Digital Economy (including cyber and critical technology engagement):** Fellowships with a focus on the digital economy and future architecture and environment needed to deliver prosperity, protection and long-term capability. This could include future-proofing critical assets, technologies and industries and technological obsolescence.
- **Maritime and the Blue Economy:** Fellowships with a focus on maritime cooperation and development – leading to longer term prosperity, protection of environment and maritime cooperation, including in areas such as environmental management and reduction of plastic pollutants. Applications could also focus on outcomes for future development of the blue economy including in areas such as maritime policy, resource management, maritime law and protection, meteorological surveying, as well logistics, cold supply chain and transition to sustainable green energy maritime supply chain networks.
- **Infrastructure and connectivity:** Fellowships that will attract and develop talent from regional partners, with the goal of working on design and delivery of high quality, sustainable climate resilient infrastructure that meets the connectivity needs of the region. This could include a focus on infrastructure standards, construction oversight, infrastructure financial management, planning and project management to ensure infrastructure investment is transparent, value for money and meets real needs.

Priorities will be given to applications addressing the development priority areas (Section 2.4).

## 3. Fellowship Application Process

The following section provides information and guidance on completing the application for a Fellowship.

### 3.1 Application Form

Fellowship applications must be submitted online via [SmartyGrants](#).

**NOTE: Applications for Round 18 will open 28 October 2022 (9.00am AEDT) and close 22 January 2023 (11.59pm AEDT)**

Applicants must complete all sections marked mandatory. These include a detailed Fellowship proposal; responses to the Selection Criteria; full Fellows list including reserve Fellows, a detailed activity table; and a detailed budget.

Australian organisations are expected to work closely with their counterpart organisation(s) and prospective Fellows to develop the application. Counterpart organisation(s) are required to provide documentation as part of the application as evidence of support for the Fellowship and potential impact of Fellowship activities upon return home.

### 3.2 Overseas Counterpart Organisation(s)

Applicants must list all partner countries, Overseas Counterpart Organisations and the number of reserve and nominated Fellows and explain how the Fellowship relates to the counterpart organisation and the relevant priority development issue.

Applications must include contact details for all Overseas Counterpart Organisations as well as letters of support from the counterparts on official letterhead. The letters must be signed by a senior representative of the organisation, who will not be a nominated or reserve Fellow. The letter of support should address the following:

- confirm support for the Fellowship application;
- detail the expected outcomes and benefits for the counterpart organisation(s) and the Fellows through participation in the Fellowship;
- explain how the counterpart organisation(s) will support Fellows to use their skills, knowledge and networks upon return home; and
- Applicants may also attach documents that will support the application, such as copies of Memoranda of Understanding or other formal agreements where relevant.

### 3.3 Fellowship Proposal

#### Program Type

Fellowships may be bilateral or multi-country:

- **Bilateral** — involving Fellow(s) in counterpart organisation(s) from one eligible overseas country only.
- **Multi-country** — involving Fellows from a number of counterpart organisation(s) and eligible overseas countries.



### 3.4 Funding type

For Round 18, applicants will receive single year funding only, up to a maximum of \$450,000 per Fellowship. Funding can be implemented over two financial years (July 2022 to June 2023 and July 2023 to June 24).

### 3.5 Fellowship duration and activities

Applicants may include a variety of modes of delivery that are available in Australia, in Australian off-shore campuses or locations, in overseas counterpart institutions and through distance or online learning.

- Fellowships must be between **minimum 2 weeks and maximum 52 weeks duration with a minimum of 70% of the activities taking place in Australia**. Travel time to and from Australia cannot be included in the calculation of the 2-week minimum.
- AHOs must implement their Fellowships within the 12-month period from receiving their funding.
- Where the Australian organisation is requesting DFAT funding for follow-up activities in the partner country(ies), the activities must **begin within three months and conclude within six months** of completing the Fellowship activities in Australia.

Fellowship activities may include an appropriate combination of the following types of activities to achieve the Fellowship's objectives:

- short-term study and/or training;
- professional development;
- networking and work experience activities.

Examples include: management and leadership training, peer-to-peer learning, policy dialogue, work attachments, specialised research, seminars and site visits, conference participation, a study tour, program meetings and visits or a combination of these.

#### **IMPORTANT**

*It is important that applicants clearly demonstrate that the proposed activities and delivery approaches are appropriate and contribute to the overall objectives and expected outcomes of the Fellowship.*

### 3.6 Fellowship Budget

Applicants must include a detailed budget, including co-contribution amounts from the Australian organisation and counterpart organisation(s) ensuring that requests for funds are reasonable and promote [value for money](#) while delivering outcomes. There is an expectation that Australian organisations demonstrate commitment to the partnership and Fellowship program through a co-contribution.

Funding is **not available for**:

- scoping and design exercises;
- courses of study that result in formal academic qualifications (e.g. Graduate Diploma, Masters or PhD);
- translation and interpretation related activities or English language training;
- conference attendance only - a program of complementary activities must be included in the Fellowship design;
- costs that have already been incurred prior to the selection of the Fellowships; or
- visits to counterparts where no substantive technical activities are proposed.

More information on eligible costs can be found in [Section 4](#).



**NOTE**

*Fellowship funding is not to be used to fund participation in Fellowship activities by Australian permanent residents, citizens or their spouses.*

### 3.7 Submission conditions

The Australian organisation is responsible for the submission of their application. In order to show fairness to applying Australian organisations, **DFAT will not accept applications after the advertised closing date and time.**

Commencing in Round 18, Australian organisations will be limited to submitting 5 applications on same ABN. If more than 5 applications are submitted from one organisation, DFAT will only consider the first 5 received (by date and time). It is expected that large organisations, as an entity, will ensure only 5 applications are submitted. If you would like to submit 5 applications for Round 18, you're able to include up to 15 Fellows per application (i.e. total of 75 Fellows for the 5 applications).

Applicants who fail to provide all information, in the format specified, may result in their application being considered as a non-conforming application and therefore will not be considered for funding. DFAT reserves the right to seek clarification of non-conforming applications.

### 3.8 Nominated and Reserve Fellows

All nominated and reserve Fellows must be named in the application and DFAT Divisions and overseas Posts will be consulted on the list during the selection process. **As part of the consultation process with DFAT bilateral areas, there may be changes to nominated and/or reserved Fellows for AHOs to incorporate in their Fellowship.** Australian organisations can nominate up to 15 Fellows per application. DFAT may agree to a higher amount of nominated Fellows on a case by case basis if the application is successful from the selection process. In the event that nominated Fellows are unable to participate in the Fellowship, the AHO **can only draw from the reserve Fellow list** and must seek prior written approval from DFAT to replace nominated Fellows with reserve Fellows.

The reserve Fellow list should include sufficient numbers and appropriate composition to allow, as far as practicable, 'like for like' replacement in the event that nominated Fellows are unable to participate. The reserve Fellow list should reflect the composition of nominated Fellows, in terms of counterpart organisation(s), gender and country (for multilateral Fellowships).

### 3.9 Tips for completing your application

- Ensure that the Fellowship aligns with DFAT's list of eligible countries (Section 2.3).
- Note that priority is given to applications addressing the priority development areas. Ensure that the activities planned for the Fellowship relate to the development priority area the Fellowship is focused on (or clearly demonstrate links to a specific partner country priority that falls outside these areas). This will provide a clear line of sight when the application is being assessed and assist in working towards the Fellowships outcomes;
- Applications with Fellows from more than one country should ensure that the Fellowship aligns with the priorities for all countries included in the application. If it is not a priority for one country, it is advisable to leave it out of the application as this could adversely affect the outcome of the application or reduce the scope of the Fellowship.
- Be realistic in relation to what the Fellowship can achieve through the activities being completed;
- The activities of the Fellowship should correlate in achieving the outcome. Outcomes that are too broad or longer term make the application hard to assess, as the activities do not necessarily relate to the outcome that the Fellowship is trying to achieve;
- It is important to clearly demonstrate how the links with counterpart organisations will continue in the future. Fellowships should aim to strengthen partnerships and links between Australian and partner organisations in support of Australia's development program objectives. If this is not demonstrated, the overall purpose of a Fellowship has not been achieved;
- Consider the Fellows you are nominating and ensure they are the correct nominees for the

Fellowship to achieve the outcome. Fellows should be current and future leaders and mid-career professionals who will be in a position to advance priority development areas on their return home;

- Ensure that the diversity (gender, age and disability), is suitable for the Fellowship and taken into consideration. It should be demonstrated that the gender balance has been considered and why the gender balance is appropriate for the priority area of the Fellowship, for example empowering women in governance;
- Past performance/compliance does have an impact on the assessment of applications. It is important to ensure that all conditions of the Agreement are adhered to from previous rounds, including those reports are returned by their due date e.g. Activity Completion Report. Organisations who do not comply with the Agreement could be adversely affected;
- If submitting multiple applications please ensure that each answer is unique, and that text is not copied across several applications with similar themes.

### 3.10 Key Documents

In preparing a Fellowships proposal, Australian organisations should draw on the following resources, as relevant to the Fellowship proposal:

#### Country/Region documentation:

- [Country Briefs](#)
- [Where we deliver Australia's development program](#)

#### Thematic documentation:

- [Climate change | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
- [Australia's international support for gender equality | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
- [Australia's International Cyber and Critical Tech Engagement \(internationalcybertech.gov.au\)](#)
- [Australia's assistance for health | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
- [Indo-Pacific Centre for Health Security \(dfat.gov.au\)](#)
- [Environment and sea law | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
- [Australia's development program | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
- [Australia's assistance for disability-inclusive development | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)

## 4. Eligible Costs

### 4.1 Fellowships Activity Budget

The Fellowship may only be used to fund costs associated with Fellows' participation in the eligible Fellowship activities in Australia and a limited range of activities in the partner country (see [Section 4.2](#)). The maximum amount of funding available is \$ 34,500 per Fellow, inclusive of partner country activities and program overhead fee.

Any further program costs must be allocated to the AHO and/or Overseas Counterpart Organisation as co-contributions (see [Section 4.12](#)). Funding can only be used for the purposes for which it was awarded as outlined in the Agreement Deed, and not for any other organisational purposes.

#### NOTE

*Organisations are expected to provide an accurate and detailed budget that promotes value for money and delivers outcomes for DFAT. Applicants must maintain adequate financial systems capable of accurately capturing and recording all costs applicable to the project, including not only DFAT funded activity specific costs but co-contribution amounts (financial and in-kind) as well.*

*Clear documentation and the articulation of calculation methodologies used to derive budget figures should be available in the event the organisation is selected for review by the DFAT Internal Audit Branch.*

### 4.2 Activity-specific costs—costs you can claim for the in-Australia Fellowship activities

The below costs are eligible to be claimed as part of the Fellowship budget proposal, and include maximum rates for Fellows' accommodation and daily living allowance, and for personnel fees (lecturers/trainers etc.). Costs over and above these amounts are expected to be covered by the AHO and/or counterpart organisation as a co-contribution.

### 4.3 Travel

Return economy airfares from the Fellow's home country's international hub to the airport closest to the institution/organisation where they will be studying (i.e. domestic travel within a Fellow's home country will not be funded by DFAT). Fellows are to travel by the most direct route and are entitled to "best fare of the day", which is the cheapest economy class fare.

The AHO must advise the travel agent that once the ticket is purchased, it cannot be varied without the approval of the AHO to ensure the Fellow comply with their visa conditions and conditions outlined in the Acceptance of Award Letter.

Unless unavoidable, stopovers are not permitted. If unavoidable, DFAT will pay reasonable accommodation costs that have been pre-approved by the Fellowships Secretariat.

Fellows' in-Australia transport costs (i.e. taxi, trains, bus, and domestic flights within Australia) directly related to approved activities will be funded.

## 4.4 Course Costs

Fees for engaging lecturers/trainers/experts to undertake tuition/training for Fellows will be funded up to a **maximum hourly** rate of \$150.

### NOTE

*Accurate budgeting is vital.*

*Personnel fees must reflect the skill level and true hourly rate for engaging the person to deliver course content. The AHO must be able to articulate calculation methodologies as this may be reviewed if the Fellowship is selected for audit.*

## 4.5 Accommodation

The maximum accommodation rates for Fellows are listed in the table below: <sup>1</sup>

State/Territory	Daily Rate	State/Territory	Daily Rate
Australian Capital Territory	\$168	South Australia	\$157
New South Wales	\$198	Tasmania	\$147
Northern Territory	\$220	Victoria	\$173
Queensland	\$175	Western Australia	\$180

### NOTE

*For accommodation bookings longer than four weeks, the Australian organisation should negotiate a lower rate than the daily rates listed above and show value for money in the requested budget line item.*

## 4.6 Fellows' Living Allowance

A maximum allowance of \$94.53 per Fellow per day can be claimed.

## 4.7 Insurance

Overseas Student Health Cover (OSHC) for Fellows for the entire period of the Fellowship in Australia. OSHC is insurance to assist international students meet the costs of medical and hospital care that they may need while in Australia. Please see [Section 6.17](#) for more information.

Travel insurance covering lost luggage and personal effects, flight delays, cancellation costs, lost or stolen travel documents, or returning home early, is a matter for the AHO and/or Fellow.

## 4.8 Additional assistance for disability

Additional assistance/assistive devices may be requested to support Fellows' with disability (e.g. for Fellows who are visually or hearing impaired, or have restrictions on their mobility, or may require a personal assistant or assistive equipment). Please see [Section 6.15](#) for more information.

<sup>1</sup> ATO Taxation Determination TD 2022/10 – employee's annual salary \$133,450 and below.

## 4.9 Welcome to Country Ceremony

In keeping with the practice of showing respect for the traditional custodians of a particular region or area, organisations are encouraged to budget for a 'Welcome to Country' protocol to be performed at the commencement of the Fellowship. DFAT will fund up to \$650 to cover the service.

## 4.10 Costs you can claim for activities in partner countries

Only activities with a clear and substantive technical focus will be supported in partner countries, for example, visits to the counterpart(s) to:

- support the Fellows to implement their return to work plans;
- support Fellows to transfer skills to colleagues and staff;
- deliver further on-the-job training and/or mentoring; and
- support AHO staff and Fellows to collaborate on the development of products, services or research resulting from the initial Fellowship activities in Australia.

Budgets should include a breakdown of costs for partner country activities which may include:

- accommodation costs;
- return economy class airfares from the nearest Australian capital city to the international hub in the partner country for AHO personnel. (DFAT will provide funding for the "best fare of the day", which is the cheapest economy class fare);
- training courses – including seminars, field work or workshops; and
- course materials.

DFAT will **NOT** fund visits to counterparts for the following types of activities:

- relationship building exercises;
- monitoring and evaluation;
- Agreement management or scoping work for future Fellowships; or
- to undertake other business unrelated to the specific Fellowship or Fellows.

Items such as living allowance and or cost for mobilising the Fellows in their partner country will **NOT** be funded and will be a co-contribution from the AHO or the counterpart organisation.

Staff salaries for the duration overseas are **not** eligible for funding by DFAT and must be a co-contribution from the AHO or counterpart. AHO representatives are expected to obtain comprehensive medical insurance for the period of any DFAT funded activities overseas, at the AHO's own cost.

The final decision on what constitutes an eligible activity rests with DFAT. If you are not sure, please contact Fellowships Secretariat at: [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au)

## 4.11 Program overhead fee

An additional amount of 10 percent of the total DFAT funds requested, with an **upper limit of \$25,000**, may be requested in the Fellowship budget as 'Overhead Fee'. The intention of the overhead fee is to account for any unforeseen expenses and part of administration costs.

Individual administrative costs may be counted as a co-contribution but are not covered by DFAT beyond the Program Overhead Fee. Please note that organisations are not required to acquit the amount of Program Overhead Fee claimed.

## 4.12 Co-contribution

Fellowships program does not fund the total cost of a Fellowship, therefore requires cost-sharing in the form of co-contributions from the Australian host and overseas counterpart organisations involved. Co-contribution is an important principle of the Fellowships program. The Australian organisation must demonstrate its commitment to the proposed Fellowship through a contribution from its own financial resources and/or cost-sharing with counterpart organisation(s) in the partner country.

*Co-contributions should be considered carefully because they provide evidence of a commitment on both sides to the joint activity.* Co-contributions for course costs should be seriously considered by Australian organisations.

The following costs cannot be requested from DFAT and must be allocated in the proposed budget to the Australian organisation as a co-contribution.

Co-contribution and cost-sharing may be as funding or in-kind contributions include the following:

- accommodation and travel costs for staff, trainers and experts engaged in the Fellowship activities in Australia;
- administrative and support costs (e.g. pastoral care, program management and administration etc);
- course development costs including preparation time by lecturers and experts, and the development of course materials. These costs should form part of the co-contribution. Where similar programs have been delivered in the past, some efficiencies would be expected;
- communication costs, including internet and phone access for Fellows;
- monitoring and evaluation activities;
- follow-up activities that fall outside the scope of those eligible under [Section 4.10](#)
- hospitality costs (e.g. catering including for networking events or receptions);
- office accommodation;
- office/operating expenses;
- professional Indemnity Insurance (if required);
- staff salaries and allowances engaged in managing or training/lecturing/consulting for the program;
- extra-curricular activities for Fellows;
- translation and interpretation services;
- medical checks, police checks or working with vulnerable people checks;
- visa expenses;
- living allowance in partner countries; and
- cost for mobilising the Fellows in partner countries.

The final decision on eligible costs rests with DFAT. If you are not sure, please contact Fellowships Secretariat at: [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au)

#### 4.13 Additional budget related information – Mixed mode delivery option

Applicants may include a variety of modes of delivery that are available in Australia, in Australian off-shore campuses or locations, in overseas counterpart institutions and through distance or online learning. The majority of the Fellowship (minimum 70%) will be conducted in Australia.

DFAT will only fund AHO's travel and accommodation, training courses – including seminars, field work or workshops and cost of course materials. The rest of the program delivery cost in the partner country(ies) should be borne by AHOs/Counterpart organisations through co-contribution.

##### **NOTE**

*The Australian Tax Office is responsible for administration of Australia's taxation system. Australian organisations are encouraged to seek independent advice from the Australian Tax Office on possible tax implications of Fellowship funding.*

## 5. Selection

Each application will undergo a compliance check and shortlisting by the Fellowships Secretariat against the Round 18 Guidelines and Selection Criteria. Only compliant applications will progress through to the assessment stage ([Section 5.3](#)).

Australia Awards Fellowship applications will be **assessed and selected on a competitive basis against the Selection Criteria at Table 1**. When addressing the selection criteria you should address the relevant aspects of each criterion, you **do not** need to address each of the issues identified for consideration.

Fellowships Secretariat, DFAT's overseas diplomatic missions and relevant thematic desks provide comments and an assessment score (see **Table 2**) on each relevant Fellowship application to assist with assessment of the applications. An Australia Awards Fellowships Selection Panel (AAFSP) with senior representation from DFAT will consider all relevant assessment information, including assessment scores, and make the final decision. **The decision is final and no communication regarding the deliberations or outcomes will occur.** DFAT retains discretion to consider allocation of Fellowships in line with the Australian Government's strategic priorities and regional focus.

The AAFSP is conducted on a confidential basis and its members must not discuss matters relating to the assessment of any Fellowship proposal with any party. Applicants must not seek contact with any members of the AAFSP and any such contact will be considered a breach of confidentiality and may result in DFAT removing the application of the Australian organisation concerned. AAFSP members will be required to declare any conflicts of interest.

Applicants who have been selected by the AAFSP will be requested to provide a detailed activity table and confirmation of nominated and reserve Fellows if there are any changes following consultation from bilateral areas. Funding will be contingent on DFAT receiving and approving this information and Agreement negotiations.

DFAT will email all successful and unsuccessful applicants regarding the outcome of their applications following finalisation of the selection process. DFAT will publish the names of successful Australian organisations and the number of participating Fellows by country for Round 18 on the DFAT website.

### NOTE

*Please note that past performance will be considered when selecting applicants for Round 18.*



## 5.1 Table 1: Selection criteria

### (1) Fellowship Alignment – 30% (500 words)

*How does the Fellowship align with six priority areas identified and relevant DFAT country and regional programs?*

In answering this criterion, the following should be considered:

- how does the Fellowship contribute to at least one of the six priority development issues;
- how does the Fellowship contribute to shared priorities with proposed partner country(ies).

### (2) Fellowship Outcome – 30% (500 words)

*How will the Fellowship build relationships and deliver outcomes between Australian and partner institutions and individual Fellows?*

In answering this criterion, the following should be considered:

- the development outcome(s) that the Fellowship is intended to support and how it will build capacity, skills and knowledge to advance the outcome(s) and the partner organisation;
- why the Fellowship approach is appropriate to build capacity and meet specific needs of Fellows in the partner organisation;
- strategies for maintaining and strengthening partnerships and linkages following the Fellowship with the partner organisation and Fellows;
- engagement with government, private and civil society sectors, both in Australia and in-country, including through co-funding.

### (3) Organisational Capability – 30% (500 words)

*How will AHO effectively manage contractual and other program requirements?*

In answering this criterion, the following should be considered:

- track record of the AHO in meeting contractual and other requirements for Australia Awards and other programs;
- how AHO and partner organisations (including those with new linkages) demonstrate viability and commitment to the Fellowship, including the value add and/or comparative advantage the AHO has in delivering the Fellowship;
- policies, processes and internal controls that are in place to allow the organisation to meet contractual and other program requirements (on fraud, CP and PSEAH) including overall project management, risk management, fellow management/oversight and records management;
- how the AHO maintains a proper and reliable financial management system (including appropriate supporting records) to support project management and accurate acquittal reporting (including co-contributions);
- how the AHO has utilised the lessons learnt from previous Fellowships and other programs to address past performance concerns (if applicable);
- flexible delivery modes and innovative approaches such as split site study (in-Australia and in-country) as well as distance and online learning to improve the effectiveness of the Fellowship and promote best practice; and
- access to on-award activities (that enhance Fellows' experience and establish linkages with Australia) and support alumni engagement opportunities.

**(4) Value for Money – 10% (no written response is required)**

This criterion is calculated on the basis of the formula below that takes into consideration the estimated cost of the Fellowship per day in Australia compared to the cost of other applications per Fellow per day in Australia.

In addition to the estimated cost of the Fellowship, value for money (VfM) will be determined by considering the following issues:

- respondents' contribution to achieving outcomes and objectives (financial or other contributions e.g. co-contributions);
- respondent's performance history as determined by referee checks and performance information; and
- any risks associated with a proposal or a respondent as determined through the assessment process or due diligence checks.

<b>TOTAL SCORE =</b>	Applicants Score	X 90%	Lowest cost (per Fellow per day in Australia) across all applications	x 10%
	_____		_____	
	Highest Technical Score		Applicants total DFAT funds requested	
			(per Fellow per day in Australia)	
	<b>(Technical score)</b>		<b>(Value for Money Score)</b>	

## 5.2 Table 2: Selection criteria Scoring scale

No	Evaluation Scoring Scale
5	<b>Excellent</b> Individual Criteria requirements have been exceeded in most areas and relevant value-adding services or products have been offered. Most claims are fully substantiated with highly relevant examples.
4	<b>Very Good</b> Individual criteria requirements are exceeded in some areas and addressed to a high standard in others. Most claims are substantiated with relevant examples.
3	<b>Good</b> Individual Criteria requirements have been met to the standard expected in most areas. Most claims are substantiated with relevant examples.
2	<b>Fair</b> Individual Criteria requirements have been met but to a low standard. Some claims are substantiated with relevant examples. The response is passable, but there are major shortcomings or deficiencies.
1	<b>Poor</b> Individual Criteria requirements have been inadequately dealt with in most or all areas. Claims are inadequately substantiated.
0	<b>Not rated</b> Individual Criteria requirements have been not addressed or have been inadequately dealt with in most or all areas. Claims are not substantiated.

## 5.3 Selection Criteria Checklist

In order for your application to be considered and undergo assessment, the following criteria **MUST** be met:

COMPLIANCE CRITERIA	Y/N
Australian Host Organisation?	
Does the proposal align with the eligible countries (Section 2.3)	
Does the proposal align with the priority areas (Section 2.4)	
Is the duration of the Fellowship between 2 weeks and 52 weeks?	
Is the counterpart organisation/s from an eligible country/ies?	
The overseas counterpart organisation is NOT an international arm or branch of the Australian organisation?	
Letters of Support are provided from ALL counterpart organisations and are from an eligible country?	
The number of nominated and reserve Fellows on the letter of support from the counterpart organisation matches the number of nominated and reserve Fellows in the application form?	

### NOTE:

*If an organisation submits more than 5 applications only the first 5 compliant applications (submitted by time and date) will be assessed*

## 5.4 Due Diligence

The Due Diligence Framework is part of DFAT's broader risk management approach and is a structured approach for assessing a potential delivery partner's ability to deliver in line with DFAT's policy requirements. In addition to the compliance checks outlined in Section 5.3, the Secretariat will perform due diligence checks on applications. The Secretariat will check whether a Due Diligence assessment has previously been completed for the applicant to assess their suitability. If a current assessment does not exist, the Secretariat will complete a due diligence assessment to determine the applicant's suitability before their application moves to the next stage for shortlisting. Due diligence assessment is not required for Australian Education Institutions (e.g. universities), non-Government organisations accredited under DFAT's Australian NGO Cooperation Program and Australian Government Agencies.

## 6. Fellowships Management

### 6.1 How to use the Fellowships Guidelines

This Guidelines document provides guidance on how to manage the Australia Awards Fellowships. You, as an AHO should be familiar with its contents and have a good understanding of your role and responsibility. You are responsible for all aspects of the Fellowship delivery and management, including all official, personal and commercial arrangements (including Fellows' travel, payment of allowances, health insurance and accommodation).

#### **IMPORTANT AUDIT INFORMATION**

*It is essential that funding recipients maintain adequate financial systems and records to support accountability and acquittal of funds for audit purposes.*

DFAT uses SmartyGrants, an internet-based data management system, to manage all aspects of the Fellowship. You as an AHO will be provided access to this database to electronically enter and store data, manage the acquittal process on completion of the Fellowship and submit the Activity Completion Report at the end of the Fellowship.

This handbook provides guidance on using SmartyGrants at each stage of the process.

### 6.2 Management Responsibilities

#### **Australian Host Organisations**

- Return signed Acceptance of Award Offer letters
- Enters into contractual agreement with DFAT and provides a tax invoice for funding
- Arrange medical insurance for Fellows (OSHC)
- Make travel and accommodation arrangements for Fellows
- Deliver a Pre-departure briefing
- Deliver Arrival briefing for Fellows
- In-Australia management of all Fellowship activities and Fellows' welfare
- Deliver a departure briefing
- Ensure Fellows submit the Fellows Completion Survey
- Deliver activities in partner country (if applicable)
- Submit an Activity Completion Report online and on time in SmartyGrants
- Return any unspent funds by the due date.

#### **Overseas Counterpart Organisations**

- Support Fellows upon their return to implement new learning.

#### **Global Programs and Partnerships Branch (DFAT)**

- Compliance checks of applications, due diligence checks of AHOs and shortlisting of applications.
- Briefing preparation for AAFSP meeting.
- Issue Agreements to successful AHOs
- Issue Acceptance of Award Offer letters to successful Fellows
- Disburse Fellowship funding to successful AHOs.

## Fellows

- Sign and return Acceptance of Award Offer Letter and Work Plans to the AHO
- Apply for visa to travel to Australia in a timely manner
- Comply with the conditions set out in the Award Offer Letter while in Australia and on Fellowship
- Complete and submit Fellows Completion Survey
- Undertake additional activities on their return to their home country (if applicable) and provide feedback by completing an additional part to their Fellows Completion Survey
- Participate in follow up surveys if requested
- Become part of the Australia Awards alumni network
- Have ongoing links with Australian organisations

## 6.3 Agreement

Depending on the type of organisation DFAT will enter into either a:

- **Funding Agreement (GA)** – All other organisations, including State government agencies, non-government organisations, private companies, higher education providers, research centres, professional associations, etc., will enter into a Funding Agreement with DFAT.
- **Record of Understanding (ROU)** – Successful Commonwealth entities will sign a RoU with DFAT. Activity schedules may be signed under umbrella RoUs where these are in place between DFAT and Australian Government entities. For other Commonwealth agencies, DFAT will enter into a standalone RoU or agreements except where there may be a benefit to put in place an umbrella RoU.

All successful applicants are known as AHO in the Agreement/ROU.

The Agreement must be signed and returned to the Fellowships Secretariat by the nominated due date together with the following documents:

- Tax Invoice
- Signed Fellows Acceptance of Award letters
- Vendor Creation Form (if required)

Agreements/RoUs includes the Activity Proposal and detailed budget for delivery of Fellowship activities, including the timeframe, financial and other responsibilities and obligations of each party. Agreements or RoUs must be finalised/signed within 14 days of the date upon which the first draft is forwarded to the successful Australian organisation. Tranche payments for Funding Agreements will be based on DFAT's risk assessment of the activity proposal.

## 6.4 Fellows Acceptance of Award

Each Nominated Fellow is required to sign and return a copy of the Acceptance of Australia Awards Fellowship, Child Protection Code of Conduct and a pre-departure return to work plan, to their AHO (and DFAT) to formally accept the Fellowship.

A signed copy of the Acceptance of Australia Awards Fellowship and Letter of Offer is used to support the Fellow's application for their Student Visa (subclass 500).

If the Fellow decides not to accept the Fellowship offer, they should advise the AHO and employer immediately. **Fellows are required to write “unable to accept” at the bottom of the letter and return it to the Australia Host Organisation who will return it to DFAT on their behalf.**

The AHO is responsible for all aspects of the Fellowship delivery and management, including all official, personal and commercial arrangements (including Fellows' travel, payment of allowances, health insurance and accommodation).

**NOTE**

*Any changes to the Activity Proposal in the signed Agreement Deed or RoU, including changes to activities and costs (total Fellowship funds requested cannot be changed), require prior approval from DFAT, and signing a Deed of Amendment by the DFAT delegate and the organisation.*

## 6.5 Pre-Departure and Arrival Briefing

AHOs must ensure that the following briefings are provided to each Fellow:

- A pre-departure briefing for the Fellow before they leave their home country is essential. The briefing will outline information about their training including advice on child protection PSEAH, fraud and safely living in Australia developed pre-departure guidelines to assist the AHO in the delivery of pre-departure briefings.
- An arrival briefing within the first three days of arrival of the Fellow in Australia on the Fellow's obligations as a Fellowship Awardee, including their responsibility to ensure their safety and well-being during their stay in Australia; and
- Before the Fellow departs Australia, the AHO must provide a departure briefing which seeks the Fellow's feedback and views on their Fellowship training program, and ensuring each Fellow completes their **Fellow Completion Survey** online here [SmartyGrants](#)
- At the conclusion of any DFAT funded follow-up activities in-Country, AHOs must ensure each Fellow completes part 2 of the Fellows Completion Survey providing feedback on the activities.

**IMPORTANT INFORMATION**

*The AHO must document and if requested, be able to provide evidence that these briefings have occurred, including details of how, what, when and where these briefings were provided.*

## 6.6 Fellow conditions

The AHO must ensure that Fellows are aware of and understand the conditions of the Fellowship as outlined in their letter of offer. The conditions include:

- to undertake and complete the Fellowship within the start and end dates and to return home on completion of the Award
- to participate in all activities associated with the Fellowship, submit all work required for the course and provide feedback on the Fellowship via the Fellow Completion Survey
- that while in Australia to act in a manner that will not bring disrepute to themselves, their family, country or DFAT
- to obey the laws of the Commonwealth of Australia and its States and Territories
- to satisfy all visa requirements determined by the Department of Home Affairs, as set out on the [website](#) and abide by the conditions of their visa
- not to hold another Australia Award at the same time as their Fellowship
- to reside continuously in Australia for the duration of the Fellowship
- to cooperate with the collection of information related to Fellowship awardees (e.g. surveys) and provide DFAT with their contact details to facilitate tracer studies and alumni activities on completion of the Fellowship
- to complete the return to work plan and return it to their AHO along with a signed copy of the Acceptance of Australia Award Fellowship
- to complete a Fellow Completion Survey at the conclusion of the Fellowship activities in Australia and, if relevant, on conclusion of any follow-up activities in their home country
- that they understand their personal information will be handled in accordance with the Privacy Act 1988 (Cth). Personal information will be collected and used by DFAT for the purposes of administration, evaluation and promotion of the Fellowship, to manage any welfare or critical incidents affecting a Fellow and for the administration, evaluation and promotion of DFAT Australia Awards activities. Fellow's personal information may be included in media releases, DFAT's publications on the internet relating to the Fellowships program or other development

activities and promotional material, including on social media. Personal information may be disclosed by DFAT to other entities including, but not limited to, Australian government agencies (including immigration authorities); Australian Ministers and Parliament; Australian education institutions or training organisations; partner organisations (including managing contractors and sub-contractors), medical practitioners and insurers; contractors engaged by DFAT to assist with the administration or evaluation of the Fellowship, the Australia Awards or other DFAT activities; and the Australia Awards Alumni Network. DFAT may disclose personal information to the Fellow's home government or other overseas recipients. Fellows acknowledge and agree that DFAT will not take any steps to ensure overseas recipients do not breach the Privacy Act before disclosing personal information, the Fellow will not be entitled to redress from DFAT for any breach of the Privacy Act by the overseas recipient, and the Fellow consent to DFAT disclosing the Fellow's information on that basis.

- they have read and understood the privacy statement contained in the Australia Awards Fellowships Guidelines ([Section 8.1](#)), and that DFAT's privacy policy contains further information about how personal information will be managed, including how to access and seek correction of personal information and how to make a complaint about DFAT's privacy practices.
- for images in which they, and/or their child/ward, appear to be used for the publications and public relations activities noted below, or in relation to DFAT. Any images of their child/ward will be used in accordance with DFAT's Child Protection policy and Use of Images and Social Media guidance note available on the DFAT [website](#). In particular, they note that this may include use in print and electronic media, including the Internet and official social media platforms for the purpose of:
  - publicising the programs and services independently and in conjunction with other departments and agencies;
  - informing stakeholders of changes and events in DFAT's areas of responsibility; and
  - familiarising the public with the role and structure of the DFAT.
- that DFAT may terminate the Fellow's Award at any time if:
  - they fail to participate in the Fellowship;
  - they fail to undertake the Fellowship in a way that DFAT or the AHO considers to be satisfactory
  - they fail to comply with the laws of Australia
  - DFAT becomes aware of any behaviour or illegal activity by the Fellow prior to the offer of the Fellowship that was not disclosed to the AHO at the time of their application or prior to signing the offer letter and which, in DFAT's opinion, would have resulted in the application being rejected had it been disclosed; or
  - DFAT becomes aware of any action prior to the Fellow being mobilised to Australia or while in Australia which, in its opinion, is contrary to the intent of the Fellowship program including without limitation, any action that would indicate that they may breach the return home rule, such as applying to change their visa status
- that they have read and understood DFAT's Child Protection Policy and agree to comply with the policy for the duration of the Fellowship; and that they have read and signed the DFAT Child Protection Code of Conduct attached to the Offer letter.



## 6.7 Completion report and funds acquittal

- An Activity Completion Report (ACR) must be submitted to DFAT as specified in the Agreement Deed/RoU (or as otherwise agreed in writing by both parties)
- The ACR requires the AHO, participating Fellows and overseas counterpart organisation(s) to report on the outcomes of the Fellowship. The ACR includes a financial acquittal pro forma which must be used for acquitting the funding including return of unspent funds (GST inclusive)
- Performance history of a Fellowship applicant is an important indicator of value for money. Please note that the AAFSP will consider previous program performance when awarding funding. An AHO's failure to submit completed ACRs on time (including return of unspent funds) in the previous round will result in a performance penalty applied to the AHO's final score
- The ACR, including the financial acquittal, must be submitted via [SmartyGrants](#) within 45 days of the end of the Fellowship
- AHOs must maintain adequate financial systems capable of accurately capturing and recording project costs for Fellows participating in the Fellowship.

### NOTE

*DFAT is not obligated to provide an invoice for the return of Fellowship program's unspent funds as the return of unspent funds does not constitute a separate supply. The return of unspent funds represents an adjustment to the original supply.*

## 6.8 Fellows completion survey

As a part of the ACR, Fellows are required to submit a Fellows Completion Survey. The survey is designed to assist DFAT with its monitoring and evaluation of the Fellowships program.

It is confidential, mandatory and AHOs are required to facilitate Fellows participation in the survey. The survey is available online in [SmartyGrants](#). Host organisations need to provide Fellows their relevant Fellowship Application ID number (e.g. PR180100) to enable them to complete the survey.

Fellows will be expected to submit an additional survey on completion of any activities in their home country (Fellows Completion Survey Part 2) as well as a follow-up survey six months after their return home. The Fellows Completion Survey Part 2 survey is available online in [SmartyGrants](#).

## 6.9 Risk Management

If approved, the Agreement Deed requires funding recipients to consider a number of safeguards such as child protection, anti-terrorism, anti-corruption, work health and safety, fraud control and risk management. It is expected that AHOs will have a management plan, including management of potential risks and may be required to produce evidence of a risk matrix. Prior to signing AHO's must assess their capacity to meet the expectations.

It is expected that AHOs ensure they have reasonable measures in place to exercise 'duty of care' and ensure the safety and well-being of Fellows during their stay in Australia. AHOs must notify DFAT of any circumstances that may affect the Fellows' capacity to successfully complete their Fellowship or if a Fellow fails to comply with any of the conditions detailed in the Fellow's Acceptance of Award letter of offer.

AHOs must undertake to use all reasonable efforts to ensure that none of the program funds are used to provide support to individuals or entities associated with terrorism.

Further information about listed persons and entities is available from the DFAT [website](#). A full list of listed persons and entities is also available from the DFAT [website](#). A register of listed 'terrorist organisations' for the purposes of the Commonwealth Criminal Code is available from [National Security Australia](#).

## 6.10 Fraud

DFAT takes all possible steps to ensure that Australian Government funds are used appropriately to deliver effective development assistance, and treats all attempted, alleged, detected and suspected fraud seriously.

DFAT defines fraud as dishonestly obtaining a benefit, or causing a loss, by deception or other means.

AHOs are responsible for preventing and detecting Fraud. AHOs must ensure that their employees, agents, representatives and subcontractors do not engage in any Fraudulent Activity.

If an AHO becomes aware of any fraud involving any activities funded in whole or in part with a contribution made under the Agreement, the AHO must report the matter to DFAT within 5 business days. The AHO must investigate the alleged Fraud at the AHO's cost and take actions in accordance with DFAT's instructions.

Where an investigation determines that there has been fraud, the AHO must

- Take all reasonable steps to recover funds lost to fraud
- Refer the matter to the appropriate law enforcement authority
- If requested by DFAT reimburse funds lost to fraud and follow all reasonable directions, and
- Keep DFAT update on progress made to respond to the fraud.

DFAT has a 'zero tolerance' attitude of inaction to any attempts to gain a benefit fraudulently from the Australian Government. DFAT has the right to vary or reverse any decision regarding an Australia Award made on the basis of incorrect or incomplete information.

### **IMPORTANT INFORMATION**

*Funding recipients must maintain adequate financial systems and records to support accountability and acquittal of project funds for audit purposes.*

## 6.11 Preventing Sexual Exploitation, Abuse and Harassment and Child Protection

DFAT has a Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and a Child Protection Policy. Fellows and host organisations must act in accordance with and comply with both policies. Fellows are also required to sign the CP Code of Conduct section of their Fellows Acceptance of Award letter of offer to acknowledge that they have read and understood these policies. DFAT's PSEAH Policy is located at: [www.dfat.gov.au/pseah](http://www.dfat.gov.au/pseah) and DFAT's Child Protection Policy is located at: [www.dfat.gov.au/childprotection](http://www.dfat.gov.au/childprotection).

If a Fellow is involved in a sexual exploitation, abuse or harassment incident, or child protection incident in Australia either as a survivor/victim or alleged perpetrator, Incident Management process applies. All allegations or incidents of sexual exploitation, abuse and harassment, or child protection must be reported to DFAT through the [seah.reports@dfat.gov.au](mailto:seah.reports@dfat.gov.au) or [childwelfare@dfat.gov.au](mailto:childwelfare@dfat.gov.au) mailboxes. Incidents if warranted will be reported to law enforcement.

Allegations will be handled in accordance with relevant Australian Commonwealth, State and Territory Laws and with DFAT policies via a notification form.

DFAT reserves the right to terminate a Fellow's Award, including if the Fellow conducts themselves in a manner which is considered to have transgressed acceptable Australian community standards.

## 6.12 PSEAH and Child Protection reporting

There is a requirement for all Fellows or Host Organisations to report any PSEAH or CP allegations (substantiated or not) directly to DFAT through the [seah.reports@dfat.gov.au](mailto:seah.reports@dfat.gov.au) or [childwelfare@dfat.gov.au](mailto:childwelfare@dfat.gov.au) via a notification form

DFAT reserves the right to terminate a Fellow's Award, including if the Fellow conducts themselves in a manner which is considered to have transgressed acceptable Australian community standards.

## 6.13 Visas

All Fellows must travel to Australia on a valid visa supported by DFAT. Home Affairs is the Australian agency responsible for visas to enter Australia.

To ensure visa applicants obtain the most up-to-date information about all aspects of the lodgement and processing of their (DFAT sponsored) Student visa (subclass 500) applications, they can be referred to the Home Affairs website [Subclass 500 Student visa \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au/subclass-500-student-visa).

Applications must be lodged online and note there is no charge for a DFAT sponsored Student visa (subclass 500). Visa applicants should allow adequate time for the visa to be processed. Home Affairs advises that in some circumstances processing of the application may take up to **three months** if further medical and character assessments are required. Information on medical requirements by country is also available on the Home Affairs website at: [Health examinations](https://www.homeaffairs.gov.au/health-examinations).

The length of the visa will be determined by the Fellowship start and end date in Australia. Applicants are expected to leave Australia on the first available/most reasonable flight home on completion of their course.

DFAT does not provide letters of support for the granting of visas for applicants' family members. DFAT will, however, provide a letter of support for a carer to accompany a Fellow with disability where required.

Please note that DFAT staff (in any location) are not available to assist in arranging visas, customs clearances, travel/accommodation bookings or meetings and appointments.

## 6.14 Health Insurance

AHOs must maintain adequate arrangements for health insurance for the duration of the Fellow's stay in Australia as a condition of their visa. This is by payment of Overseas Student Health Cover (OSHC). AHOs must purchase OSHC on behalf of the Fellows. OSHC is offered by five health insurance providers currently subscribed to a Deed of Agreement with the Commonwealth Department of Health. More information can be found at: [Overseas Visitors & Overseas Students \(privatehealth.gov.au\)](https://www.privatehealth.gov.au/overseas-visitors-and-overseas-students)

## 6.15 Support for people with disability

There are specific strategic goals for the Australian Development program that relate to people with disability and DFAT's [Development for All 2015-2020: Strategy for strengthening disability-inclusive development in Australia's aid program](#) aims to ensure that people with disability are included in and benefit equally from Australia's development assistance.

This commitment is fully reflected in Australia Awards Fellowships. DFAT strives to ensure accessibility for people with disability throughout the Fellowship process from pre-departure activities, the on-Fellowship experience, completion and alumni engagement.

DFAT's aim is that all participants with disability are properly supported to enable their participation on an equal basis with all other participants.

Under Australian law, disability includes physical, intellectual, psychiatric, sensory, neurological and learning disability, physical disfigurement, and the presence in the body of disease-causing organisms. More information on the Australian definitions of disability and rights of people with disability in Australia is available on the Australian Human Rights Commission's website: [Disability Rights](https://www.humanrights.gov.au/disability-rights).

## 6.16 Travelling with a carer

Additional assistance may be requested to support Fellows with disability e.g for Fellows who are visually or hearing impaired, or have mobility requirements, or may require a personal assistant/carers or assistive equipment.

DFAT will fund the return travel, visa costs and health cover, accommodation and living allowance for the personal assistants/carers for the period of the Fellowship.

## 6.17 Visas for carers

DFAT will provide a letter of support to the Department of Home Affairs confirming that the carer is applying for a visa to support an Australia Awards Fellowship recipient.

## 7. Welfare and Critical Incidents

A welfare or critical incident is a clearly defined event or situation that may happen to a Fellow while they are undertaking a Fellowship that adversely affects or has the potential to adversely affect the Fellow's ability to successfully complete their Fellowship.

### 7.1 Welfare Incidents

A range of situations may qualify as welfare incidents including:

- any incident where a complaint is lodged or a Fellow is otherwise accused, of harassment, sexual harassment bullying, sexual abuse or sexual exploitation
- any incident where a Fellow lodges a complaint or otherwise alleges they have been the victim of harassment, sexual harassment bullying, sexual abuse or sexual exploitation
- any time that a Fellow is diagnosed with a serious or chronic illness (including mental illness), or admitted to hospital in a non-emergency situation
- any time a Fellow is referred for counselling
- any time a Fellow is the victim of crime
- any time that a Fellow notifies that a member of their immediate family has died overseas
- a natural disaster that occurs outside Australia and may affect the Fellow (i.e. in the home-country).

AHOs must notify DFAT Fellowships by email at [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au) as soon as they become aware of any welfare incident that has the potential to affect the Fellows' ability to successfully complete their Fellowship.

All email notifications must have the following subject line:

WELFARE INCIDENT – Fellows name – Fellowship application ID (e.g. WELFARE INCIDENT – Smith – R180000).

### 7.2 Critical Incidents

The following events or situations are always critical incidents:

- any suspected breach of Australian laws which results in the Fellow being questioned, detained or charged with any criminal offence
- any time that a Fellow is the victim of a crime in Australia
- any incidence of domestic violence involving a Fellow, either as a victim or a perpetrator
- any time that a Fellow is admitted to hospital in an emergency and is in a serious condition.
- the death of a Fellow while they are participating in a Fellowship.

AHOs must notify DFAT Fellowships Secretariat by email at [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au) immediately when they become aware of a critical incident that adversely affects or has the potential to adversely affect the Fellows ability to successfully complete their Fellowship.

All email notifications must have the following subject line:

CRITICAL INCIDENT – Fellows name – Fellowship application ID (e.g. CRITICAL INCIDENT – Smith – R180000).

### 7.3 Death of an Australia Awards Fellowships Fellow

If a Fellow dies in Australia, DFAT expects all parties to demonstrate appropriate cultural sensitivity, act with discretion and professionalism, and strictly comply with the additional responsibilities outlined below:

- Implement the wishes of the Fellow's next of kin, where possible
- If required, liaise with the Police and/or hospital about the circumstances of the death
- This above information must be passed on to the Fellowships team at DFAT as it is received by the AHO.

The AHO will not contact the relevant High Commission or Consulate directly in response to the death of the Fellow without first informing the Fellowships team at DFAT who will facilitate any such discussions.

If repatriation of the Fellow's remains is required, AHOs in consultation with the Fellowships team at DFAT seek advice from the Diplomatic/Consular representative concerning the requirement for returning the body to the Fellow's home country.

If costs are to be incurred in arranging repatriation of remains or funeral services in Australia, AHOs must inform the Fellowships team at DFAT in writing, in advance, of all arrangements and costs.

## 8. Other Information

### 8.1 Privacy

The [Privacy Act 1988](#) governs the handling of personal information by Australian Government agencies. DFAT's privacy policy is available on the website at: [Privacy](#).

The Agreement Deed or the Record of Understanding will require the AHO to adhere to the Privacy Act, including compliance with DFAT's privacy obligations (which may differ from those which the AHO operates under). The AHO should understand DFAT's purpose in collecting personal information is to manage the Australia Awards Fellowships program and DFAT Australia Awards, manage any welfare or critical incidents affecting Fellows, for promotion of the Australia Awards Fellowship program and DFAT Australia Awards and to keep in touch with the Fellows regarding post-Fellowship activities such as Australia Awards Alumni networking. The AHO also agrees to advise the Fellows that their personal information may be included in media releases, DFAT's publications on the internet relating to the Fellowships program or other development activities and promotional material, including on social media. The AHO agrees to ensure that Fellows consent to DFAT collecting personal information, including sensitive information, about them and using and disclosing that information as necessary, for the purposes noted above. This includes, but is not limited to, DFAT disclosing information to other government agencies including the Department of Home Affairs or third parties such as medical practitioners, insurers and contractors and sub-contractors if required. The AHO must obtain consent from the Fellow for DFAT to disclose personal information to overseas recipients. The consent must be provided on the understanding that DFAT will not take any steps to ensure overseas recipients do not breach the Privacy Act before disclosing personal information, the Fellow will not be entitled to redress from DFAT for any breach of the Privacy Act by the overseas recipient, and the Fellow consent to DFAT disclosing the Fellow's information on that basis.

### 8.2 Disclaimer

The Australian Government will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with these Guidelines, or arising from any ambiguity, discrepancy or error contained in an application.

The Australian organisation is responsible for all costs incurred in the preparation and lodgement of their applications.

### 8.3 False or misleading information

Applicants should be aware that giving false or misleading information to the Commonwealth is a serious offence under the Criminal Code Act 1995 (Cth).

Applications may be disregarded, offers revoked or a program terminated if DFAT believes that false or misleading information formed a component of an application.

### 8.4 Conflict of Interest

The Australian Public Service (APS) Code of Conduct (section 13(7) of the Public Service Act 1999) requires that APS employees disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their APS employment. It is also in the interests of all employees that the firms and people we do business with are confident that we act in accordance with the Code of Conduct and do not make improper use of information.

There is also obligation under the Public Service Regulations 1999 on employees not to disclose any information about public business or anything of which the employee has official knowledge and, under the Crimes Act 1914, it is an offence for an employee to publish or communicate such information. Applicants are required to disclose any conflict of interest that may impact on their application.

## 9. Media Guide

For successful applicants, promoting your fellowship through news articles and social media are great ways to highlight your programs achievements. They can be published at any time and are easily reproduced through our DFAT channels.

### 9.1 Promoting your Australia Awards Fellowships

It's never too early to think about ways to promote your Fellowship (including before your Fellows arrive!). This document includes some suggestions to help you get started and also provides guidance about how to reference the Australian Government's support for your program and how to use our branding.

We will send you a copy of the **Australia Awards Fellowships Promotions Pack** after you sign the agreement. This promotion pack includes logos and templates that are ready for you to create several co-branded communications products.

The pack includes a template for a media release, certificate, Fellow profile, as well as Australia Awards Fellowship logos.

Please remember, as part of your Agreement you are required to seek DFAT approval of any external communications. The Australia Awards team is keen to help by promoting your Fellowship (where possible) through our channels.

### 9.2 Logos and co-branding

It is important that the Australian Government's contribution is recognised, and for Fellows to know they have received a prestigious Australia Award. We ask that you co-brand course materials and promotion items where possible. The Australia Awards Fellowships logo has been provided in the Promotions Pack for your use.

For products using your own branding please include the Australia Awards logo in the following order of prominence:

1. AHO logo
2. Australia Awards Fellowship logo, or
3. AHO logo
4. Partner organisation logo
5. Australia Awards Fellowship logo

If you use one of the Australia Awards branded templates provided in the Promotions Pack we ask that you do not alter the position of the Australia Awards Fellowship logo.

A more detailed Australia Awards Branding Style Guide is available on request.

### 9.3 Promoting your Fellowship

#### Media releases

Sending out a media release prior to the commencement of your Fellowship is a great way to let people know about your organisation and your program's objectives. A shell template for drafting co-branded media releases has been included in your **Promotions Pack** which includes a compulsory Australia Awards Fellowships disclaimer. The template also provides some key messages, which we encourage you to use.

Clearance - please send all media releases to [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au) for clearance with a **minimum of two days'** notice prior to releasing.



### Offering an ‘exclusive’ to a local newspaper or journalist

Proactive placement of a story is a good way to gain coverage. You might like to consider inviting a local journalist to an event which provides good photo opportunities, for example, a function where Fellows are in traditional dress, or a meeting with local government representatives. You may like to set up a meet and greet with Fellows participating in field work or arrange for a local journalist to interview one of your outstanding Fellows.

### Articles for websites or newsletters

News articles published through your own print and electronic channels are a great way to highlight your program's achievements. They can be published any time and are easily reproduced through our DFAT channels. Your own channels might include your organisation's website, your partner's website, your newsletters, or relevant industry publications.

Please send any communication products you think DFAT might be interested in cross promoting to [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au). We may publish the content on the DFAT or Australia Awards websites, in electronic newsletters, Annual Reports etc. or use social media to link to your website.

### Social Media

We strongly encourage you to use social media (Twitter, Facebook, Instagram, YouTube etc.) to promote your Fellowship. Of course, if you share content with us we can forward to our many followers. We will keep an eye out for #AustraliaAwards or @AustraliaAwards but please email us if we missed anything or you want to alert us to upcoming events or stories.

- **Twitter** – Australia Awards is on Twitter! Please follow us and link to us by using our twitter handle @AustraliaAwards. When hash tagging please use #AustraliaAwards. We can re-tweet messages to a wide audience. Please ask your Fellows to follow us too!
- **Facebook**– Please be sure to “like” our Australia Awards Facebook page and stay up to date with Australia Awards news. When referring to Australia Awards on Facebook please use the hash tag #AustraliaAwards Fellowships.
- **Instagram** – we are also on Instagram @australiaawards. Please follow us and remember to use the hashtag #AustraliaAwards Fellowships when posting your photos.
- **YouTube** – DFAT has its own YouTube channel including an Australia Awards playlist. We would be very happy to assist you in planning a video of your Fellowship and may be in a position to collaborate and upload content to our site. We have a suite of branding and co-branding elements especially for this purpose. Check out the DFAT YouTube channel and Australia Awards playlist for examples of our current videos.

### Fellow profiles

You may like to consider profiling one or more of your outstanding Fellows. First-hand stories often make great news content, providing a personal account of a Fellow's experience. Consider using Fellows who are comfortable being interviewed, have an interesting background, are high profile in their country of origin, or thought to be leaders in their fields.

Included in your **Promotions Pack** are a set of standard questions you can give to your Fellows to assist them with drafting their own profiles, which you can then edit. A good photo will lift a written profile and may help with securing external media placement. Examples of profiles can be found on the Australia Awards website. See below for more information on photos.

Please send profiles you would like DFAT to consider promoting to: [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au)

Please include links to where the profiles have been uploaded on your own channels. Also send us relevant photo captions and photo by-lines, e.g. courtesy University of Sydney.

## 10. Activity Completion Report (ACR)

AHOs must submit to DFAT an Activity Completion Report (ACR) within forty-five (45) days of completion of the Fellowship activities.

It is the AHO's responsibility to ensure that all sections of the ACR are completed and submitted in SmartyGrants by the due date.

The ACR is comprised of the following sections:

- Fellows Details
- Activity Summary
- Follow on Activities
- Media and Communication Activities
- Additional Information/Comments
- Funding Acquittal

### NOTE

*DFAT is not obligated to provide an invoice for the return of Fellowship program's unspent funds as the return of unspent funds does not constitute a separate supply. The return of unspent funds represents an adjustment to the original supply.*

The ACR must be completed and submitted to DFAT online using SmartyGrants.

### 10.1 Accessing the Activity Completion Report

The following steps outline the process involved in submitting an ACR in SmartyGrants.

- Log into SmartyGrants via this URL: -<http://fellowships.smartygrants.com.au/Round18>
- Navigate to "My Submissions" page
- Complete the ACR that is sitting below your submitted Australia Awards Fellowships Application form.

As you complete each section of the Activity Completion report you will be able to navigate to the next page, previous page, save your progress and close the report and return to complete later by selecting one of the following options.

 Previous Page	Save Progress	Save and Close	Next Page 
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## 10.2 Completing your Activity Completion Report (ACR)

Please note the following:

- Fields which have been identified with an \* are mandatory.
- Free text fields are limited to a maximum of 500 words.

## 10.3 Country and Fellows Details

List the Country of Citizenship and number of male/female Fellows.

Country *	Number of Female Fellows *	Number of Male Fellows *	Number of Other Fellows
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 line per country  Enter Country and number of fellows. Select "Add More" to add additional countries.	Must be a whole number. If none, enter '0'.	Must be a whole number. If none, enter '0'.	Indeterminate/Intersex/Unspecified
Total:	Total:	Total:	

+ -

Add More

The  will allow you to edit, delete or add additional countries.

## 10.4 Actual Fellows List

List all Fellows who participated in the in-Australia component of the Fellowship. Please ensure that when entering **telephone numbers** and **email addresses** that you have confirmed with each Fellow **they are current**.

Name *	Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name as it appears on Passport			
Date of Birth *	<input type="text"/>		
Must be a date			
Gender *	<input type="text"/>		
Does the Fellow have a disability? *	<input type="text"/>		
Country of Residence *	<input type="text"/>		
Country of Citizenship *	<input type="text"/>		
Current Employer *	<input type="text"/>		
Current Position *	<input type="text"/>		
Address (home address preferred) *	Address		
	<input type="text"/>		
	Suburb/Town	State/Province	Postcode Country
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	<input type="text"/>		
Must be an email address			
Alternative Email	<input type="text"/>		
To enable us to stay in touch, please provide an alternative to the Fellow's work email address in the event the Fellow changes employers.			
Phone	<input type="text"/>		

+ -

Add More

### NOTE

*Information entered into the Actual Fellows List will be used by DFAT to keep in touch with Fellows. It is important that particular attention is paid to ensuring that all contact details are current.*

## 10.5 Activity Summary

**Objectives and Expected Outcomes** –provide an updated list of objectives and expected outcomes for the Fellowship, if there have been any changes during the course of the Activity, and summarise briefly why there were changes (including expected outcomes in relation to gender, disability and private sector linkages).

Word count:  
No more than 500 words

To what extent did the Fellowship meet its objectives and achieve its intended outcomes?

- Extent to which objectives were met \*
- ☐ Exceeded objectives / achieved all outcomes and more
  - ☐ Fully met objectives / achieved intended outcomes
  - ☐ Partly met objectives / achieved some intended outcomes
  - ☐ Did not meet objectives / did not achieve intended objectives
- [Clear](#)

## 10.6 Achievement Against other intended outcomes

\* indicates a required field.

### Gender Equality

To what extent did the Fellowship meet its objectives and achieve its intended outcomes relating to Gender Equality?

- Extent to which Gender Equality objectives and outcomes were met \*
- ☐ Exceeded objectives / achieved all outcomes and more
  - ☐ Fully met objectives / achieved intended outcomes
  - ☐ Partly met objectives / achieved some intended outcomes
  - ☐ Did not meet objectives / did not achieve any intended outcomes
  - ☐ Did not have any objectives or outcomes relating to Gender Equality
- [Clear](#)

Please explain what you achieved relating to Gender Equality \*

Must be no more than 250 words

## 10.7 Follow-on Activities

Describe any follow-on activities resulting from the completed Activity and how they were funded.

Please describe how you intend to continue your relationship with your counterpart(s) and/or Fellows in the future. \*

Word count:

Please provide details - Word Limit 500

Do you have any specific follow-on activities planned with the Fellows or Counterpart(s) in the next 12 months? \*

- ☐ Yes  
☐ No  
[Clear](#)

If yes, what kind of activities?

- ☐ Visit to counterpart organisation  
☐ Joint publication  
☐ Conference  
☐ Workshop with Fellows  
☐ Ongoing joint research  
☐ Monitoring the Activity's impacts (M&E)  
☐ Coaching or mentoring - in person  
☐ Coaching or mentoring - online or teleconferencing  
☐ New Memorandum of Understanding  
☐ Other

## 10.8 Media and Communications Activities

**Attention** Please complete each question as required. Some parts of this section may be disabled as they are dependent on the answers provided in the previous question.

Please use this section to upload any photographs you may have taken during the Fellowship, including photos DFAT may use in publicising Australia Awards Fellowships providing a detailed description of each photo in the text box provided.

### Media and Communications Activities

\* Indicates a required field.

Have you or the Fellows undertaken any media or communications activities in relation to this Fellowship? \*

- ☐ Yes  
☐ No  
[Clear](#)

If you have selected "No" to this questions all other Media and Communications questions will be disabled.

### Communications Activities (Not Applicable)

This section has been disabled because of your response to question: "Have you or the Fellows undertaken any media or communications activities in relation to this Fellowship?" on page 6

If yes, please indicate which types of activities (tick as many options as applicable).

If yes, please indicated which types of activities (tick as many options as applicable).

- ☐ Media Release  
☐ Article on your organisation's website  
☐ Article on overseas counterpart's website  
☐ Social Media (i.e. Twitter, Facebook, YouTube, Instagram)  
☐ Blog  
☐ Newspaper article or feature  
☐ Radio interview  
☐ Television interview  
☐ Industry publication/journal  
☐ International media (press or broadcast)  
☐ Other

## 10.9 Additional Information/Comments

Please provide here any other information/comments you consider relevant in assessing the benefits of the completed Activity or the likely benefits of similar Activities in the future. Feedback received from other sources can also be provided here.

Information / Comments

Attach Files

Attach a file:  No file chosen

Use this to attach any relevant documents or media

### REMEMBER

*An asterisk \* indicates that the field is mandatory and must be completed before submitting your ACR.*

## 10.10 Acquittal

Each AHO must provide a financial acquittal report, recording the actual amount of spending by the AHO against the agreed budget. Under the terms of the Agreement AHOs are required to **return any unspent funds**, to DFAT within 30 days of receiving notification from DFAT that the acquittal has been assessed.

### ATTENTION

*When completing the Acquittal Template, please ensure the actual expenditure is identified against each line item even if the actual expenditure has exceeded the funds provided by DFAT.*

*Recent audit findings have identified serious issues and weaknesses in relation to the accuracy and validity of financial acquittal statements. This has resulted in organisations being suspended from future funding rounds until such time as they can demonstrate they have resolved any issues identified by DFAT's internal audit team.*

*Enter the amount (GST inclusive) approved by DFAT in SmartyGrants under “**Total DFAT Approved**”, and ensure it matches with the Funding received by the AHO (in your Tax invoice).*

*Enter the amount (GST inclusive) incurred by DFAT in SmartyGrants under “**Total DFAT Incurred**”,*

*Enter the amount of unspent funds to be returned (GST inclusive) in SmartyGrants under “**Difference**”.*

Column 1	Column 2	Column 3	Column 4
	<b>Total DFAT Approved *</b>	<b>Total DFAT Incurred *</b>	<b>Difference *</b>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	This amount is calculated	This amount is calculated	This amount is calculated

## 10.11 Certification

Please enter information requested.

### Certification

Section 1

AHOs must complete the GST Adjustment Note template if any unspent funds occur.

GST Adjustment Note Template (Return of Administered Unspent Funds)

I certify that the contents of the ACR are true and correct \*

I certify that the amounts, shown under Financial Acquittal as having been incurred and funded through the Fellowship in support of the approved Activity, are true and correct. \*

Chief Executive Officer or Duty Authorised Officer/Fellowship Manager \*

Title First name Last name

Name of the Chief Executive Officer of the AHO or an officer duly authorised to sign on behalf of the AHO

Position Held \*

Date of Certification \* dd/mm/yyyy

### NOTE

*Timely submission of the ACR is your legal obligation as per the signed agreement.*

*The DFAT Audit team may examine whether your organisation has complied with the provisions of the signed agreement, of which ACR is an important component.*

*You will be listed as a debtor to the Commonwealth until the unspent funds are returned, which may also affect your future funding application.*



### **Guidelines on Returning Administered (Unspent) Funds**

This form is to be completed when any ADMINISTERED funding is being returned to DFAT. Which includes AID funds, non Aid funds, DAP funds or funds related to fraudulent activity.

DFAT is ***not obligated*** to provide an invoice/tax invoice for any return of funds as the return of funds does not constitute a separate supply. The return of funds represents an adjustment to the original supply. The effect of the adjustment note is to adjust the original invoice (supply).

It is the responsibility of the supplier/grant recipient to ensure they comply with Australian GST requirements (where applicable) and it is not appropriate for DFAT to provide advice on these matters. Suppliers/grant recipients should seek their own professional advice where necessary.

**The purpose of this GST Adjustment Note is to comply with Australian GST obligations as per GST Ruling 2000/1A - Addendum - Goods and Services Tax.**

The **amount** being returned to DFAT must equal the **"balance due"** as per the below adjustment note

#### **Where to return funds**

##### **Via Direct Credit**

Account Title:	<b>DFAT Official Administered Payments Account</b>
BSB No:	092009
Account No:	110310
SWIFT Code:	RSBKAU2S (Only required for payments being made from outside of Australia)
Bank:	Reserve Bank of Australia (RBA)
Branch	London Circuit, Canberra

Where funds are being returned to DFAT in US\$, the following additional information is required:

##### **Correspondent bank**

Account with Institution: FRNYUS33  
Account Number: 021083116  
Account Name: Reserve Bank of Australia (RSBKAU2S)

##### **Deposit Description**

The deposit description should be a maximum of 15 characters and in a recognisable format for DFAT. This should contain DFAT's project (aidworks agreement number e.g **69142**) / ROU number / Grant agreement number / DAP grant Number / Application number (e.g.R14-0125) or Fraud Case Number.

##### **Remittance notification & Enquiries**

Remittance notification and the Adjustment note must be sent to:

**Email:** [accounts.receivable@dfat.gov.au](mailto:accounts.receivable@dfat.gov.au)

Queries about both refunds and this form should be directed to:

**Email:** [accounts.receivable@dfat.gov.au](mailto:accounts.receivable@dfat.gov.au)

### ***NOTE***

***Any funds remaining from an Australia Awards Fellowship at the completion of a Fellowships-funded Activity must be returned to DFAT.***



