



Australia Awards

The Department of Foreign Affairs and Trade

Australia Awards Fellowships Round 20 Application Guidelines



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Summary of Changes to Round 20

IMPORTANT

Changes have been made to the Australia Awards Fellowships program for Round 20. Before submitting an application, please read these Guidelines carefully.

The table below outlines the major changes made between Round 19 and 20 Guidelines:

Section	Amendment / Deletion/ Clarification / Addition
Page 5	Amendment: Key dates
Page 9	Amendment: Figure 1. Australia Awards Fellowships Cycle flowchart
3.1.1	Addition: Conflict of Interest or Personal gain Section
3.4	Addition: Nine ODA Eligible Caribbean countries and Lesotho
3.5	Clarification: Priority category names
4	Amendment: Application Requirements - Summary of amendments to application form - No requirement to attach Letter of Support from OCO. - Budget breakdown by expenditure item is not required excluding Program Overhead Fees and Additional Assistance for Disability Considerations. - List of eligible and ineligible expenditures provided - Program Overhead Fee does not include Additional Assistance for Disability Considerations_
4.7	Amendment: Fellowship duration -Commencement of partner activities within four months from Australian activity end date
4.8.1	Amendment: Fellowship activities -Inclusion of micro-credentials
4.10	Addition: Final tips for completing application
5.3.2	Amendment: Accommodation rates in Australia due to update to ATO Determination
5.3.4	Clarification: Deductions for meals provided to Fellow(s) -Deduction cannot exceed the daily rate for Fellow
5.5.2	Amendment: Activities in Partner countries -Inclusion of costs that can be claimed for in partner country(ies) activities
5.7 & 5.8	Addition: Quick Guide to expenditure items -New expenditure table that specify costs funded by DFAT, AHO/ OCO or Fellow
6.1	Amendment: Compliance criteria to include: - 'Fail to provide all information, in the format specified, or a non-conforming application' - 'Applicant is not an individual/ OCO' - 'Submitting officer is an employee of the AHO' - 'Applicant is not listed in the National Redress Scheme' - Applicant is not listed in the proscribed lists: Anticorruption and Integrity: Sanctions Asian Development Bank (adb.org) World Bank Listing of Ineligible Firms and Individuals Terrorist organisations Attorney-General's Department (ag.gov.au) Consolidated List Australian Government Department of Foreign Affairs and Trade (dfat.gov.au) - Removed 'Requested DFAT funding aligns with eligible costs as outlined in the application guidelines'
9	Amendment: Australia Awards Fellowships Secretariat responsibilities, including -due diligence checks of AHOs -issuance of Australia Awards branded merchandise and Completion Certificates to AHOs - Clarified NOLs will be included in issuance of Letter of Offer pack if required - Removed assisting AHOs
10.2.2	Addition: Fellow approval process after exhaustion of Fellow list
10.5	Deleted: Fellows' responsibilities. Content moved to Pre-Departure Guidelines
11.6	Amendment and Clarification: Pre-Departure and Arrival Briefing -Mandatory requirement for AHOs to deliver briefing to Fellows (and Carers) -Clarification on the time period of arrival briefing for Fellow(s)

Round 20: Key Information and Dates

Round 20 is a two-stage process.

- 1- Australian Organisation to submit applications for assessment via SmartyGrants
- 2- Successful applicants will be asked to nominate Fellows and reserves.

STAGE 1	Dates
Round 20 opens	2 September 2024 AEST
Round 20 closes	13 October 2024 AEDT 11:59PM (No extension possible)
Round 20 outcome – successful and unsuccessful notifications made to all applicants.	From May 2025 for Round 20

STAGE 2	Dates
First batch of grant payments made	From May 2025
Second batch of grant payments made	From 21 July 2025
Nominated and Reserve Fellow supplementary form opens	From 30 June 2025
Nominated and Reserve Fellow supplementary form closes	Six (6) months prior to Fellow's mobilisation to Australia/ start date in Australia

Program Key Dates	Date
<i>Round 20 activity window:</i>	<i>1 October 2025 to 29 March 2027</i>
Round 20 Fellowship activities cannot start before	1 October 2025
Australian Activity Start date	At least one (1) week after program start date to accommodate pre-departure briefing conducted by AHO (<i>Australian Diplomatic Post to be consulted on availability</i>)
Round 20 Activities must be completed by	29 March 2027 (No extension possible)
Round 20 Acquittals must be completed	Within 45 days of fellowship activity end date
All Grant Agreements expiry date	13 May 2027 i.e. 45 days after last possible activity (29 March 2027) (No extension possible).

Program limitations	Period
In-Australia activities	Minimum of two (2) weeks or more
In-Country Partner activities	To be commence within four (4) months of the finalisation of the Australia activities
Fellowship Program length (includes all elements (In-Australia and In-Country Partner activities))	Cannot exceed 52 weeks

Need more information?

See: Australia Awards Fellowships | Australian Government Department of Foreign Affairs and Trade
www.australiaawards.gov.au
 or Email: fellowships@dfat.gov.au

Glossary of Terms and Acronyms

Activity Completion Report (ACR)

The Activity Completion Report (ACR) details the achieved outcomes of the program and is submitted to Department of Foreign Affairs and Trade (DFAT) via <http://fellowships.smartygrants.com.au/> by the Australian Host Organisation within 45 days of the completion of the Fellowship. 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 and the Australian Centre for International Agriculture Research (ACIAR).

Australian organisation

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

Australian Host Organisation (AHO)

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

DFAT Thematic Areas and Desks

Specialist policy (thematic) areas and geographical monitoring (desks) sections within DFAT's Australian Office

Fellow

An individual from an eligible developing country, nominated by the Australian Host Organisation and Overseas Counterpart organisation, and approved by DFAT, who is 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 Host Organisations.

Fellowship Completion Survey

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

Financial Acquittal Statement (FAS)

The Financial Acquittal Statement (FAS) details how grant funds have been spent as is submitted to DFAT via <http://fellowships.smartygrants.com.au/> by the Australian Host Organisation within 45 days of the completion of the Fellowship. This is a mandatory requirement of the Agreement Deed.

Grant Funding Agreement Deed

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

Micro-credentials

Micro-credentials are short, concentrated training courses that are flexible, innovative, timely, and based on industry needs.

Mixed-mode Delivery

Delivery of the Fellowship using various modes including in-Australia, Australian Host Organisations 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 Host Organisation and co-funds the program costs.

Post

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

Priority Development Areas

Priorities for the development partnership between 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. – see via <http://fellowships.smartygrants.com.au/>

Whole of Government (WofG)

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

Abbreviations and Acronyms

AAFS	Australia Awards Fellowships Secretariat
ABN	Australian Business Number
ACR	Activity Completion Report
AHO	Australian Host Organisation
CP	Child Protection
DFAT	Department of Foreign Affairs and Trade
FAS	Financial Acquittal Statement
Home Affairs	Department of Home Affairs
MoU	Memorandum of Understanding
PSEAH	Prevention of Sexual Exploitation Abuse and Harassment
RoU	Record of Understanding

Contacting AAFS

Have questions or concerns:

Email fellowships@dfat.gov.au

Please include in email subject line

1. the relevant Application Number
2. Request being made
3. the name of AHO.

For example: R201000 – Change in program start date – Australian Host Organisation

Figure 1: 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 (ACIAR).

Australia Awards are managed by DFAT and are provided as part of Australia's development program.

The 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 Host Organisations, from all sectors including but not limited to the private enterprise, not-for-profit organisations, the tertiary sector, research institutions, etc, 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 professional opportunities to 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 access to 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 a minimum two weeks and maximum 52 weeks. A minimum of two weeks of Fellowship activities must be conducted /delivered in Australia.

Elements of the Quad Infrastructure Fellowships Program (QIFP) are also offered via the Australia Awards Fellowships Program.

Australian organisations must demonstrate commitment to the program and ongoing collaboration by providing a co-contribution to the Fellowship costs.

1.2 Quad Fellowships

On 20 May 2023, Quad Leaders announced the Quad Infrastructure Fellowships Program (QIFP). The QIFP seeks to share Quad countries' world-class infrastructure expertise with the region's infrastructure practitioners through infrastructure Fellowships. Through coordinated programs Quad countries will support more than 1,800 of the region's infrastructure practitioners to design, build and manage quality infrastructure in their home countries. Australia will contribute 260 mid-career professional placements and 160 senior government executive Fellowships to candidates from Southeast Asia, South Asia, and Pacific Island countries, including some Fellowships through the Australia Awards Fellowships.

2. Australia's Development Program

The development program is a key tool of statecraft and helps to build regional resilience. It works alongside our foreign policy, trade, economic and security engagement to promote a peaceful, stable, and prosperous region. A region that is predictable—where differences are resolved by international law and norms, and where we can cooperate, trade, and thrive. To achieve this, requires sustainable development and lifting people out of poverty.

In August 2023, Australia released a new International Development Policy, setting the long-term direction for Australia's development program. Among its key commitments, the policy identifies ambitious targets and action on climate change through boosts in investments and access to specific climate expertise, as well as a nature-positive focus for activities.

It heralds the development of new strategies that will reaffirm and strengthen the centrality of gender equality, disability and LGBTQIA+ rights to Australia's foreign policy. It also includes a new strategy to guide Australia's humanitarian engagement internationally, ensuring we have an adaptable, responsive framework that responds to humanitarian need and builds resilience.

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.

The Australia Awards program is part of how we support our partners to connect with Australia through the development program. We are committed to creating more opportunities for the region's future leaders and better harnessing the expertise of alumni from our programs to invest further in this connectivity.

2.1 Building resilience: climate change and disaster risk reduction

Climate change is the greatest shared threat to all countries. It is a global systemic crisis that is disrupting trade, causing water and energy shortages, increasing risks of pandemics, conflict and displacement, and reversing progress in the fight against poverty. The impacts from climate change and disasters are growing more severe and are outpacing our collective ability to manage risk.

Australia is committed to implementing an ambitious climate agenda and increasing environmental protection, both at home and with our partners, to achieve a net-zero and nature-positive world. Climate change action is at the heart of the new International Development Policy, which commits us to do more to help partners achieve their commitments under the Paris Agreement and accelerate global ambition to address the climate crisis.

The policy aims to significantly increase the number of investments with a climate objective, strengthen our approach to considering climate and disaster risks and ensure that our bilateral programs align with partner country climate priorities. Complementing our work on climate resilience, we will expand support for environmental protection and biodiversity conservation.

Fellowship proposals should seek to maximise the integration of climate and disaster risk through anticipatory action and ongoing consideration of the context and impact of a changing climate. Proposals should also consider disaster risk reduction, preparedness, and resilience-building opportunities. Proposals should demonstrate how they can maximise and contribute to mitigation, adaptation or disaster resilience efforts.

This is relevant for proposals in all sectors, as to be effective and sustainable, Australia's development program has to focus on delivering climate resilient outcomes, regardless of region, country or sector. However, these considerations are particularly important in highly vulnerable sectors like agriculture (food security); water, sanitation and hygiene (WASH); health; and infrastructure.

Further information on DFAT's climate change action and [humanitarian assistance and partnerships](#) are online.

2.2 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). Gender equality is about equal opportunities, rights and responsibilities for women and men, girls, and boys. DFAT recognises that gender inequality is a

result of unequal power distribution between women and men, exacerbated by ongoing discrimination, weaknesses in laws, policies and institutions and social relations that normalise inequality. Work on gender equality therefore aims to address unequal gender norms that constrain women and men as well as non-binary individuals.

Priority areas for advancing gender equality are women's leadership and decision-making, economic security, safety, and access to quality services and investing in systems strengthening (including education, health), as well as Gender Based Violence, 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](#)
- [Gender Equality, Disability and Social Inclusion analysis - Good Practice note](#)

2.3 Disability equity and rights

Disability equity and rights is a cross-cutting priority of Australia's engagement on foreign policy, human rights, development, and humanitarian action. Australia is developing a new disability equity and rights strategy, building on the existing disability inclusion strategy, Development for All: Strategy for strengthening disability-inclusive development in Australia's aid program.

Disability equity and rights 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.

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

Further information, see [Development for All Strategy](#).

2.4 Engagement with First Nations Australians

The Australian Government is committed to embedding the perspectives, experiences, and interests of First Nations Australians into our foreign policy. The Australia Awards Fellowship programs offer a unique opportunity to highlight 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 embedding First Nations perspectives in foreign policy and achieving, where applicable, the objectives of the Indigenous Diplomacy Agenda in their relevant priority development area.

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

3. Eligibility for an Australia Awards Fellowship

3.1 Eligibility of applicants

Australian Organisations in partnership with Overseas Counterpart Organisations (OCO) in eligible developing countries are invited to apply for an Australia Awards Fellowship.

There is an expectation that Australian organisations demonstrate commitment to the partnership and Fellowship program through a co-contribution.

Applicants must be Australian Organisations **who are** legal entities with a current Australian Business Number (ABN). Examples include:

- **Australian organisations, institutions, and businesses** — for example but not limited to private sector, research centres, higher education providers, vocational education and training providers, peak bodies, Australian chambers of commerce, community groups, non-government organisations, media organisations, professional associations, and industry bodies. New Australian Organisations must be willing to complete the Development [Due Diligence Assessment](#) – see [section 6.4](#).
- **Australian Government departments** — (Federal, State/Territory and local), government agencies, statutory authorities, and Government Business Enterprises.

3.1.1 Conflict of Interest or Personal gain

Where the AHO or OCO staff have existing private, financial or other material personal interests with the nominated Fellows, that could, or could be seen to, benefit either party in a way that is in excess to the outcomes of the Fellow, a conflict of interest should be declared and submitted to DFAT for clearance/ approval.

Where the nominated Fellow could, or could be seen to, make a personal financial gain (outside of the standard Fellowship entitlements), the nominated Fellow must submit a conflict of interest to DFAT for clearance.

NOTE

OCOs or individuals are not eligible to apply directly 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.

3.2 Overseas Counterpart Organisations

Overseas Counterpart Organisations (OCO) organisations may wish to demonstrate commitment to the partnership and Fellowship program by making a co-contribution such as providing office or class space or covering internal travel cost to attend in-country activities.

The OCOs 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 OCO must operate and reside in an eligible country.

DFAT will consider new or emerging partnerships with OCOs. Australian organisations seeking funding to support the establishment of new organisational links with OCO's will need to demonstrate a strong understanding of the country and context in which they propose to work.

3.3 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;
- be able to participate in the nominated Fellowship activities at the time and for the full duration proposed by the Australian Host Organisation (AHO);
- be able to travel without family members as DFAT will only fund and provide visa support letters for individual Fellows, not their family members;
- 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;
 - **Note:** 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 Multi-country 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 whose Posts may be able to identify as high calibre potential Fellows).

3.4 Eligible countries

Australian organisations are required to align their application with eligible countries and may nominate Fellows who are citizens of the following countries:

Pacific	Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Wallis and Futuna.
Southeast Asia	Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Thailand, Timor-Leste, and Vietnam
South Asia and Middle East	Bangladesh, Bhutan, India, Maldives, Mongolia, Nepal, Pakistan, and Sri Lanka Iraq, Jordan and Occupied Palestinian Territories
Africa	Botswana, Democratic Republic of Congo, Egypt, Ghana, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Morocco, Mozambique, Namibia, Nigeria, Rwanda, Senegal, South Africa, Tanzania, Uganda, Zambia, and Zimbabwe.
Caribbean	Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, Saint Vincent and the Grenadines, and Suriname.
Europe	Ukraine

3.5 Priority areas

Fellowship proposals must clearly **align** with **ONE (only)** of the following six priority areas:

- **Climate change, adaptation, resilience and green energy (including critical mineral mining):** Fellowships covering climate change adaptation, resilience, climate science, energy transition and nature-based solutions including (but not limited to); blue carbon and carbon-market, climate resilient and regenerative agriculture, climate smart water, sustainable ocean economy and sustainable mining for critical minerals, as well as transition to low emissions intensive economies, building clean energy supply chains and hydrogen economy.
- **Health:** Fellowships covering health in the areas of communicable diseases, non-communicable diseases, including mental health; sexual and reproductive health and rights; health system strengthening, including building workforce capacity; health security including pandemic prevention, preparedness and response, and One Health approaches.
- **Gender equality, disability equity and social inclusion:** Fellowships targeting gender equality and women's and girls' empowerment, and/ or disability equity. These could include proposals for Fellowships in legal and regulatory reform (that eliminates discrimination and advances de jure equality), disability inclusive policy and budgeting; responding to and eliminating sexual and gender-based violence; gender-responsive and/ disability inclusive social protection; economic empowerment of women and/or people with disabilities, including access to finance and gender-responsive business enabling environments; leadership of women and/or people with disabilities; equitable access to quality essential services and investing in systems strengthening (education, training, health); equitable access to infrastructure or the Women, Peace and Security agenda.
- **Digital Economy, cyber resilience, and media 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 cyber capacity building or future-proofing critical assets, technologies and industries and technological obsolescence. Fellowships with a focus on enhancing the viability and capability of the media sector and journalism are also welcome. This could include digital resilience and transformation of media organisations, practical use of generative artificial intelligence and digital tools such as social media and other web-based platforms, digital storytelling and innovative audience analysis.
- **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 provide Indo-Pacific countries with skills and relationships that support development and management of quality, resilient and sustainable infrastructure, and connectivity. This could include telecommunications, clean energy, disaster resilience, logistics, public private partnerships (PPPs), procurement, infrastructure pricing and cost estimation, project planning and management, infrastructure standards, aviation, telecommunications, energy, ports, broadcasting, and transport.

Preference will be given to applications addressing one of these six development priority areas.

4. Fellowship Application Process

4.1 Application Form

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

NOTE: Round 20 will open 2 September and close 13 October 2024 (11.59pm AEDT)

4.2 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.

4.3 Framing your application

Applicants are expected to work closely with their OCOs and prospective Fellows to develop the application and co-funded budget.

Applicants must complete all sections marked mandatory. These include a detailed Fellowship proposal; responses to the Selection Criteria; total number of Fellows, an activity table; and a budget outline.

All Fellowship applications should explore opportunities to promote gender equality and disability equity in the design of the Fellowship.

Where appropriate, Fellowship proposals should also consider how they can support engagement with First Nations Australians ([Section 2.4](#)).

All applications will be assessed using the criteria outlined in [Section 6](#).

4.4 Overseas Counterpart Organisation(s)

Applicants must list all partner countries, OCOs and explain how the Fellowship incorporates the Counterpart organisation and the relevant priority development issue.

Applications must include contact details for all OCOs, and DFAT may contact them to check their willingness to engage in the Fellowship.

4.5 Program type

Fellowships may be bilateral or multi-country:

- Bilateral — involving Fellow(s) in OCOs from one eligible overseas country only.
- Multi-country — involving Fellow(s) from a number of OCOs from eligible overseas countries.

4.6 Maximum funding available

Successful applicants will receive funding up to a maximum of \$517,500 per Fellowship proposal.

The maximum amount of funding available per individual Fellow is \$34,500¹, inclusive of in-country activities program overhead fee. Each application is limited to 15 DFAT funded Fellows.

Funding can be implemented over two financial years (2024/25 and 2025/26) except where funding is delivered in Tranches. Funding in 2024/25 will only relate to approved infrastructure focused applications that meet the QIFP outcomes.

¹ exclusive of all costs associated with providing additional assistance/assistive devices to support Fellows with disability (see Section 5.7 of the Fellowship Management Guide)

4.7 Fellowship duration

Applicants may include a variety of modes of delivery that are available in Australia, in Australian offshore campuses or locations, at OCOs and through distance or online learning.

- Fellowships must be between a **minimum two weeks and maximum 52 weeks duration with a minimum of two weeks of the activities taking place in Australia**. Travel time to and from Australia cannot be included in the calculation of the two-week minimum.
- AHO must commence a partner country(ies) activity(ies) **within four months** of completing the Fellowship activities in Australia.

4.8 Fellowship activities

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 in Australia;
- professional development in Australia;
- networking and work experience activities in Australia;
- seminars in Partner Country(ies);
- field work in Partner Country(ies);
- workshops in Partner Country(ies);
- distance learning post Australian 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.

NOTE

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

4.8.1 Fellowship activities – are not academic

Fellowships' activities must not result in formal academic qualifications (e.g., Graduate Diploma, Master or PhD). Short courses that lead to formal academic qualification are also not permitted,

Micro-credentials, however, will be considered where they have a strong development priority focus and are designed for senior to mid-career professionals.

4.9 Submission limits

The Australian Organisation is responsible for the submission of their application. To show fairness to all applying Australian organisations, DFAT will not accept applications after the advertised closing date and time. Only applications submitted online via SmartyGrants will be considered.

Australian organisations will be limited to submitting six (6) applications on the same ABN. It is expected that organisations will ensure only six applications are submitted.

If you submit six applications for Round 20, you are able to include up to 15 DFAT funded Fellows per application (i.e., total of 90 Fellows for the six applications). There is no limit for AHO/OCO funded Fellows. DFAT reserves the right to reject applications that exceed this limit.

4.10 Final tips for completing your application

Link to Eligible Countries

- Ensure that the Fellowship aligns with DFAT's list of eligible countries (Section 3.4)
- Does the application align with the development priorities for the nominated country.
- 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 your proposal is not a priority for one of your nominated countries, 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.

No technical jargon

- Use plain English in describing the activities and the intended outcomes.

Address the selection criteria – keep on point

- 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.

Selection of priority development areas

- Applications are required to address a **main** priority development area ([Section 3.5](#)). However, any **secondary** outcome that falls from the proposal should be captured and noted in the application form.
- Ensure the activities planned relate to the main priority area. This will provide a clear line of sight when the application is being assessed and assist in working towards the Fellowships outcomes.

Intersection with International Development Priorities

- Consider if your application can intersect with gender equality, women's empowerment and leadership, disability equity or consider the impacts of climate change.

Outcomes are traceable

- Be realistic in relation to what the Fellowship can achieve through the activities being completed.
- The activities of the Fellowship should directly support the outcomes to be delivered by the Fellowship. 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 into 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.

Fellows

- 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 taken into consideration. Demonstrate 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.

Grant Management Past Performance and Responsiveness

- Past performance/compliance with grant guidelines and deliverable 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 and Financial Acquittal Statement. Organisations who do not comply with the Agreement could be adversely affected.

AI or duplication of text

- If submitting multiple applications please ensure that each answer is unique, and that text is not copied across several applications with similar themes.
- Applicants are not to use generative AI to complete the form.

Budget

- Ensure a co-contribution is made by the AHO, and where possible the OCO.
- Is your budget methodology repeatable?
- Do you already have DFAT funding for this activity? If so, consider nominating a different activity.

Attachments

- Only attach documents to your application that have been requested by DFAT.
- Letters of support or recommendation will NOT be seen or assessed by the selection committee.

What else should you include in your application?

- All Fellowship proposals should explore opportunities to intersection with gender equality, women's empowerment and leadership, disability equity and the impacts of climate change ([Section 4.6](#))
- [Fellowships](#) which support engagement with First Nations Australians and the sharing of perspectives, experiences, and practices on health between Australia's First Nations people and Fellows are also encouraged ([Section 3.4](#)).

4.11 Reference 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 \(dfat.gov.au\)](#)
- [Indigenous Diplomacy Agenda](#)
- [The Quad | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)

5. Eligible Costs

5.1 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 ([Section 5.9.1](#)). The maximum amount of funding available is \$34,500 per Fellow², inclusive of partner country activities and program overhead fee.

Any further program costs must be allocated to the AHO and/or OCO(s) as co-contributions.

See [Section 5.11](#) for a Quick Reference Guide to what DFAT will and will not cover. The final decision on what constitutes an eligible activity or cost rests with DFAT. If you are not sure, please contact the DFAT Fellowships Secretariat at: fellowships@dfat.gov.au.

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

Accurate budgeting is vital.

Organisations are expected to provide an accurate and detailed budget that promotes value for money and delivers outcomes for DFAT and the Australian Government.

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 DFAT.

5.2 Taxation

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.

5.3 Travel To Australia

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 Fellows 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.

5.3.1 Other travel costs

Costs associated with travel to apply for an Australian visa, including Health / character checks and/or attend pre-departure briefing hosted by a DFAT Post will be funded.

Fellows are to travel and return to their home location by the most direct, economical route

² exclusive of all costs associated with providing additional assistance/assistive devices to support Fellows with disability (see [Section 5.7](#)) of the Fellowship Management Guide

5.3.2 Accommodation in Australia

The maximum accommodation rates (Australian Dollars) that can be claimed for Fellows are: ³

State/Territory	Daily Rate	State/Territory	Daily Rate
Australian Capital Territory	\$178	South Australia	\$158
New South Wales	\$198	Tasmania	\$176
Northern Territory	\$220	Victoria	\$173
Queensland	\$181	Western Australia	\$180

NOTE

For accommodation bookings longer than four weeks, AHOs should negotiate with the venue for a lower rate than the daily rates listed above.

5.3.3 Fellow's living allowance in Australia

A contribution to living expenses of \$94.53 per Fellow⁴ per day can be claimed. The contribution to living entitlement includes:

Meal	Daily Rate
Breakfast	\$20.87
Lunch	\$22.35
Dinner	\$38.07
Incidentals	\$14.24
Total	\$94.53

5.3.4 Deductions for meals provided to Fellow(s)

The Fellow's entitlement may be deducted for meals organised by the AHO. However, the cost of meal cannot exceed the daily rate as given in the table in [Section 5.3.3](#).

5.3.5 Insurance

The purchase of Overseas Student Health Cover (OSHC) by AHOs for Fellows will be funded. The OSHC must cover 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 11.5](#) for more information.

Travel insurance is an ineligible cost for DFAT funding.

³ ATO Taxation Determination TD 2024/3 – employee's annual salary \$143,650 and below

⁴ DFAT - Australia Awards Scholarship stipend or contributions to living expenses

5.3.6 Additional assistance for disability

Additional assistance/assistive devices may be requested to support Fellows with disability (e.g., for Fellows who are blind or have low vision, d/Deaf or hard of hearing, or have restrictions on their mobility, or may require a personal assistant, carer, or assistive equipment).

The costs associated with providing additional assistance will not count toward the \$34,500 limit per Fellow.

Please see [Section 14](#) for more information.

5.4 Program overhead fee

An additional amount of 10 per cent 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 cover part of administration costs which are Fellowship related.

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.

5.5 Delivering course costs

Fees for engaging lecturers/trainers/experts to deliver tuition/training to Fellows will generally be funded up to a maximum of \$200 per hour.

Fees must reflect the skill level and true hourly rate for engaging the person to deliver course content.

5.5.1 Activities in partner country(ies)

Fellowship activities must also be undertaken in the partner country. Partner country activities may include a variety of modes of delivery such as:

- **seminars:** an educational event focused on interaction, where individuals with common interests gather to discuss, learn, and share ideas.
- **field work:** practical work conducted by a researcher in the natural environment, rather than in a laboratory or office.
- **workshops:** an interactive meeting in which a group of people goes through a series of activities to solve a problem or work on a project.
- distance learning, on-line or other-
- Attendance at Australian **offshore campuses** or OCO locations

NOTE

In partner country activities must be commenced within four months of completing in-Australia activities

Only activities with a clear and substantive technical focus will be funded by DFAT were conducted 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.

5.5.2 Costs that can be claimed for in partner country(ies) activities

DFAT funding is available to cover AHO staff costs required to conduct and delivery in-partner countries activities, such as economy return airfares, accommodation, course delivery and printing of course material. For a multi-county program, DFAT funding can cover Fellow's return economy airfares to attend partner activities not held in their home country.

5.6 Costs that cannot be claimed

Below costs are not eligible for DFAT funding, however, AHO and OCO can provide a co-contribution for these expenditures (financial and/ or in-kind).

DFAT funding is **NOT** available for costs associated with the following in Australia:

- scoping and design exercises;
- course development costs including the preparation time by lecturers and experts, and the development of course materials;
- course materials and printing
- 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;
- travel insurance costs covering lost luggage and personal effects, flight delays, cancellation costs, lost or stolen travel documents, or returning home early costs that have already been incurred prior to the selection of the Fellowships.

DFAT will **NOT** fund visits to Counterparts for the following:

- visits to Counterparts where no substantive technical activities are proposed.
- 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.
- contribution to living expenses and or cost for mobilising the Fellows in their partner country.
- Australian Host Organisation Staff salaries for the duration overseas activities.
- comprehensive medical and travel insurance for Australian Host Organisation Staff for the period of any DFAT funded activities overseas

5.7 Quick Reference Guide to Expenditure Items

Please refer to the Australia Awards Fellowship Guidelines for further explanation and eligibility criteria.

Have questions? Email: Fellowships@dfat.gov.au

Fellow Travel Costs

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Australian Student Visa (Subclass 500) Fee	10.4	✓	X
Health and character checks for Australia Student Visa	5.3.1	✓	✓
Return Economy class travel by most direct route to submit Australian Student Visa Application	5.3.1	✓	✓
Return Economy class travel by most direct route to attend in-country pre-departure briefing	5.3.1	✓	✓
Return Economy class airfare to Australia by most direct route	5.3	✓	✓
Return Economy class travel to partner countries to attend Fellowship related activities	5.5.2	✓	✓
Unavoidable Stopovers including <ul style="list-style-type: none"> - airfares - ground transport to accommodation and return to airport only - accommodation - contribution to living expenses 	5.3	✓	✓
Economy class travel in Australia to attend Australian Fellowship related activities <ul style="list-style-type: none"> - ground transport and - domestic flights 	5.3	✓	✓

Accommodation in Australia

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Accommodation in Australia is capped as per the daily rate in Guidelines	5.3.2	✓	✓

Contribution to Fellow's living allowance in Australia

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Contribution to Fellows Living Allowance (\$94.53 per day)	5.3.3	✓	✓
Contribution to Living Allowance when in partner country that is not home location	5.6	X	✓

Health Insurance in Australia

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Overseas Student Health Cover (includes Carer or Personal Assistant)	5.3.5 14.1	✓	✓

Additional assistance when in Australia for Fellow with disability

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Assistive equipment	5.3.6	✓	✓
All costs noted above associated with Carer accompanying Fellow with a disability on fellowship	14.1	✓	✓
Contribution to Living Allowance (\$94.53 per day) for Carer	14.1	✓	✓

Program Overhead Fee

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Program Overhead Fee (10% of total DFAT funds requested up to maximum of \$25,000)	5.4	✓	X

In -Partner Country Activities

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Australian Host Organisation (AHO) Staff return economy class airfares to Partner country/ies	5.5.2	✓	✓
AHO Staff course delivery in partner activity	5.5.2	✓	✓
AHO Staff accommodation costs in Partner country during delivery of activities	5.5.2	✓	✓
Printing of Course materials in Partner Country	5.5.2	✓	✓
Group travel as part of Fellowship activities	5.5.2	✓	✓

5.8 Summary of Costs not covered by DFAT Round 20

Please refer to the Australia Awards Fellowship Guidelines for further explanation and eligibility criteria.

Have questions? Email: Fellowships@dfat.gov.au

Costs not covered by DFAT

Description	DFAT	AHO/OCO	Fellow Cost
Travel insurance costs	X	✓	✓
Fellow / Carer domestic travel in home country excluding visa and pre- departure travel costs	X	✓	X
Fellow / Carer personal travel cost when in Australia	X	X	✓
Any costs associated with applying for <u>any other</u> Australian visas, excludes 500 Student Visa.	X	✓	✓
Accommodation exceeding the daily rate as per Guidelines	X	✓	✓
Passports	X	✓	✓
Travel or Debit cards	X	✓	✓
Living expenses when in home location	X	✓	✓
Upgrades to Premium economy/ Business or First-class airfares	X	✓	✓
AHO medical and travel insurance	X	✓	X
AHO Staff in-Australia travel cost	X	✓	X
AHO Staff daily stipend	X	✓	X
Costs associated with mobilising the Fellows in their partner country	X	✓	X

Description	DFAT	AHO/OCO	Fellow Cost
Any Overseas Counterpart Organisation (OCO) Staff in partner country activities	X	✓	X
AHO or OCO Staff salaries for the duration overseas activities	X	✓	X
Course fees for study that result in formal academic qualifications or academic unit	X	✓	X
Lecturers/trainers/experts hourly rates exceeding \$200 per hour	X	✓	X
Welcome to Country Ceremony costs above \$650	X	✓	X
Conference attendance only -	X	✓	X
Venue Hire	X	✓	X
Catering	X	✓	X
Stationery, materials and equipment	X	✓	X
Promotion of program and/ Communications Support	X	✓	X
Program and/ administration Support	X	✓	X
Monitoring and evaluation of program	X	✓	X
Merchandise* excludes Australia Award Fellowship material provided by DFAT	X	✓	X
Internet or Wi-Fi	X	✓	✓
Scoping and design exercises	X	✓	X
Course development costs including: - preparation time by lecturers and experts, and - design and development of course materials	X	✓	X
Course materials and printing for use in Australia	X	✓	X
Translation and interpretation related activities	X	✓	X
Relationship building exercises; monitoring and evaluation	X	✓	X
English language training	X	✓	X

6. Selection

Each application will undergo mandatory compliance checks ([Section 7.1](#)). Only compliant applications will progress to assessment and then considered for shortlisting. Applications will then be **assessed and selected on a competitive basis against the Selection Criteria ([Section 7.2](#)) and Round 20 Guidelines**.

Fellowships Secretariat, DFAT's overseas diplomatic missions and relevant thematic/geographic desks provide comments and an assessment score (Section 7.3) 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 advised between March and June 2025 and requested to sign a grant/contractual agreement that outlined agreed budget and activities.

Successful applicants will be requested to provide a detailed activity table and confirmation of Nominated (including AHO/OCO funded Fellows) and Reserve Fellows in Stage 2 of the application process via a Supplementary Form.

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 20 on the DFAT website.

NOTE

Please note that past performance will be considered when selecting applicants for Round 20

6.1 Compliance Criteria

The application **MUST** meet the below mandatory criteria to be progress to the assessment stage:

COMPLIANCE CRITERIA

- Fail to provide all information, in the format specified, or a non-conforming application
- Application has been submitted by a legal Australian Entity with a current ABN
- Applicant is not an individual/ OCO
- Submitting officer is an employee of the AHO
- Applicant has not exceeded six applications
- Application only covers eligible countries
- Partner country activity is included
- Proposal aligns with one of the development priority areas
- A minimum of two weeks is delivered in Australia
- Proposed Fellowship is between two and 52 weeks in duration
- OCO(s) is/are from an eligible ODA listed country(ies) outlined in Section 4.5
- OCO is NOT an international arm or branch of the applicant's organisation
- Applicant is not listed in the National Redress Scheme (Institutions that have not joined or signified their intent to join the Scheme | National Redress Scheme)
 - Applicant is not listed in the proscribed lists:
 - Anticorruption and Integrity: Sanctions | Asian Development Bank (adb.org)
 - World Bank Listing of Ineligible Firms and Individuals
 - Terrorist organisations | Attorney-General's Department (ag.gov.au)
 - Consolidated List | Australian Government Department of Foreign Affairs and Trade (dfat.gov.au)

DFAT reserves the right to seek clarification on non-conforming applications and reject applications that do not meet the compliance criteria or exceed six applications per organisations.

6.2 Selection criteria

(1) Fellowship Alignment – 35%

How does the Fellowship align with one of priority development areas 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 detailed in [section 4.6](#);
- how does the Fellowship contribute to shared priorities with proposed eligible partner country(ies) – See [section 4.5](#).

(2) Fellowship Outcome – 35%

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%

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 but not limited to 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.

6.3 Selection criteria: Scoring Scale

Score	Evaluation Scoring Scale
5	Excellent 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 provided.
4	Very Good Individual criteria requirements are exceeded in some areas and addressed to a high standard in others. Most claims are substantiated with relevant examples.
3	Good Individual criteria requirements have been met to the standard expected in most areas. Most claims are substantiated with relevant examples.
2	Fair 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	Poor Individual criteria requirements have been inadequately dealt with in most or all areas. Claims are inadequately substantiated.
0	Not rated Individual criteria requirements have been not addressed or have been inadequately dealt with in most or all areas. Claims are not substantiated.

NOTE:

DFAT reserves the right to reject applications that exceed the maximum number allowed

6.4 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 7.1](#), 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, Australian Government Agencies, Commonwealth entities and companies subject to the PGPA Act, and Australian State/Territory Government Departments.

7. Fellowships Management Guidelines

7.1 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, welfare, 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 grant/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, nominate Fellows and reserves, manage the acquittal process on completion of the Fellowship and submit the Activity Completion Report at the end of the Fellowship.

The obligations of all Fellows are outlined in the [Australia Awards Fellowships Pre-departure guide](#).

8. Management Responsibilities

8.1 Australian Host Organisations (AHO)

The AHO is responsible for all aspects of the Fellowship delivery and management, including all official, welfare, critical incidents, personal and commercial arrangements (including Fellows' travel, payment of allowances, health insurance and accommodation). As an AHO you are also responsible for, but not limited to:

- Entering into contractual agreement with DFAT.
- Providing a tax invoice for funding within 10 days of signing the Fellowship agreements.
- Completing the Supplementary Form within the deadline stipulated by the AAFS;
- Attach signed copies of the Fellow's *Acceptance of Award* Offer letter in SmartyGrants against the respective Fellow's name.
- Arranging medical insurance for Fellows (OSHC).
- Making travel and accommodation arrangements for Fellows.
- Delivering a Pre-departure briefing for Fellows.
- Delivering Arrival briefing for Fellows.
- In-Australia management of all Fellowship activities and Fellows' welfare including managing critical incidents and retaining a "duty of care".
- Payment of living allowance (AUD 94.53 per day per Fellow) for the period of their stay in Australia.
- Ensure any payments owed to the Fellow are reimbursed within 10 business days, if not sooner.
- Delivering a departure briefing for Fellows.
- Ensuring Fellows submit the Fellows Completion Survey.
- Delivering activities in partner country (if applicable).
- Ontime submission of an Activity Completion Report via SmartyGrants.
- Ontime submission of Financial Acquittal Statement via SmartyGrants.
- Timely submission of completed Return of Unspent Funds form and Remittance advice and return of any unspent funds by the due date.
- Communicate future return-to-work plan with OCO(s).

8.2 Overseas Counterpart Organisations (OCO)

- Delivers any relevant in-country partner activities.
- Support Fellows upon their return to implement new learning.

9. Australia Awards Fellowships Secretariat (AAFS, DFAT)

The Fellowship Secretariat is responsible for, but not limited to

- Responding to all enquiries sent to fellowships@dfat.gov.au.
- Compliance checks of applications.
- Organisational capability assessment of applicants.
- Due diligence checks of AHOs.
- Briefing preparation for AAFSP meeting.
- Issuance of Agreements to successful AHOs.
- Approval of nominated Fellows and reverse lists.
- Issuance of Letter of Offer Pack to successful Fellows (including NOLs where required).
- Disbursing Fellowship funding to successful AHOs.
- Managing Death of Fellow notifications.
- Approving external Media Releases.
- Issuance of Australia Awards branded merchandise and Completion Certificates to AHOs.

10. Fellows

10.1 Nominated and Reserve Fellows

Nominated and Reserve Fellows are not to be selected until the award of the grant to the AHO. Only the number of expected Fellows needs to be quantified during the application process.

Australian organisations can nominate up to 15 DFAT funded Fellows per application. There is no limit on the number of AHO/OCO funded Fellows that can be nominated ([Section 4.9](#)).

10.2 Nominated and Reserve Fellows – Supplementary Form

If successful, at least six months before travel, AHOs must nominate Fellows and reserve Fellows (including DFAT and AHO or OCO funded) via a Supplementary Form through SmartyGrants. On completion of the Supplementary Form, Nominated and Reserve Fellows (DFAT and AHO/OCO funded) will be considered and approved by DFAT. Once approved, the formal “Acceptance of Award Letter” will be distributed by DFAT to AHOs for onforwarding to the selected Fellows.

NOTE:

As part of the approval process, DFAT may request changes to the proposed list of Fellows

10.2.1 Using the reserve list

If Nominated Fellows are unable to participate in the Fellowship, the AHO can only draw from the Reserve Fellow list but must seek prior written approval from DFAT to replace Nominated Fellows with Reserve Fellows.

Reserve Fellows who are promoted to the Fellowship must be issued with a formal “Acceptance of Award Offer Letter” by DFAT. DFAT requires at least 15 working days’ notice to prepare the required documentation and conduct any relevant consultations. AHO’s are NOT to amend previously issued letters (as this is considered fraud). All changes to official correspondence must be made by DFAT.

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 OCOs, gender and country (for Multi-country Fellowships).

10.2.2 When the approved Fellow list has been exhausted

In case an AHO does not have a reserve Fellow(s) available to replace a nominated Fellow(s) who has declined their Award offer, the AHO may nominate an alternate Fellow for consideration.

AHO is to provide the details of the alternate Fellow(s) in writing to Australia Awards Fellowship Secretariate (AAFS). AAFS will consult relevant DFAT areas for approval and clearance. Once approval is received, AAFS will reopen the Supplementary Form for the AHO to add the details of the alternate Fellow. Please note this process may take DFAT up to four weeks. A Letter of Offer for the alternate Fellow(s) will be issued to the AHO.

10.3 AHO or OCO Funded Fellows

Successful AHOs and/ or the OCO may wish to expand the number of participating Fellows by electing to fully fund the total participation costs of additional Fellows.

AHO/OCO funded Fellows must, however, also be named in the Supplementary Form to allow relevant DFAT areas to consider and approve them. Once approved, letters of support will also be issued by the AAFS to assist the AHO/OCO funded Fellow apply for a student visa.

10.4 Applying for a Visa

All Fellows must travel to Australia on a valid student (subclass 500) visa (Foreign Affairs or Defence sector) supported by DFAT. Visa fee for student (subclass 500) visa is waived.

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 lodgment and processing of their (DFAT sponsored) Student visa (subclass 500) applications, they must be referred to the Home Affairs website (homeaffairs.gov.au).

Applications must be lodged online. 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.

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.

10.5 Fellows Responsibilities - summary

Fellows are required to follow the instructions of the AHO and those set out in the [Australia Awards Fellowship Pre-Departure Guidelines](#).

11. AHO - Risk Management

11.1 Aid Risks

If executed, the Agreement Deed requires funding recipients to consider a number of issues such as prevention of sexual exploitation, abuse and harassment, child protection, anti-terrorism, anti-corruption, work health and safety and fraud control as part of 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 register. Prior to signing AHOs must assess their capacity to meet the expectations.

11.2 Duty of Care

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, and while undertaking Fellowship activities in the partner country.

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*.

11.3 Sanctions

AHOs must undertake to use all reasonable efforts to ensure that Fellowship funds are NOT used to support to individuals or entities associated with terrorism or listed under Australian sanctions laws.

Further information about listed persons and entities is 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](#).

11.4 PSEAH and Child Protection reporting

DFAT has zero tolerance of sexual exploitation, abuse or harassment or harm to adults or children. 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 or childwelfare@dfat.gov.au via a notification form. Notification forms for SEAH and CP incidents can be found through the DFAT website:

<https://www.dfat.gov.au/sites/default/files/seah-incident-notification-form.docx> ;

<https://www.dfat.gov.au/sites/default/files/child-incident-notification-form.docx>.

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. For more information on PSEAH and Child Protection, please see [Section 17.4](#).

11.5 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 six 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 \(privatehealth.gov.au\)](#)

In case of a Fellow holding a visa other than Student Visa, the adequate health insurance cover is to be arranged and paid before travel.

11.6 Pre-Departure and Arrival Briefing

AHOs must provide that the following mandatory briefings to each Fellow (and carer where appropriate):

- A **pre-departure briefing** for the Fellow before they leave their home country (Australian Diplomatic Post to be consulted on availability). The briefing must provide information on: Child Protection, PSEAH, fraud, corruption and safely living in Australia. The [Australia Awards Fellowships Pre-departure Guide](#) has been developed to assist in the delivery of the briefing;
- An **arrival briefing** within the first few days of landing in Australia. The briefing must cover the

obligations and conditions of the Fellowship, including the AHO's responsibility to ensure as far as practical the Fellows safety and well-being during their stay in Australia;

- A **departure** briefing seeking the Fellow's feedback and views on their Fellowship program.
-

NOTE: 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.

11.7 Surveys

The AHO must ensure each Fellow -

- completes Fellows Activity Completion Survey in-Australia before they depart Australia and;
- completes Fellows Activity Completion Survey in-Partner Country at the conclusion of activity(ies).

12. Agreements - AHO

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

- **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.
- **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.

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

The Agreement must be signed and returned to the AAFS by the nominated due date.

The AAFS will return a counter signed copy for AHO's record along with a request to issue a Tax Invoice.

Agreements/RoUs includes the Activity Proposal for 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 AHO.

13. Tax Invoice

When directed by the AAFS, AHO are to send through a tax invoice to fellowships@dfat.gov.au by the specified due date.

The invoice should be issued on AHO letterhead and include:

Title: TAX INVOICE.

To: Department of Foreign Affairs and Trade.

Date issued (on or after the counter signed date by DFAT Delegate on the Grant Agreement).

ABN.

Bank Details.

Program Name.

Grant Agreement Number per the Grant Agreement.

NO GST.

The total grant amount should be the same as the grant amount in the Grant Agreement.

In case of Tranche payments, the total invoice amount should be equal to the relevant Tranche amount in the Grant Agreement.

On AHO letterhead.

14. 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 disabilities 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 Right's Commission's website: [Disability Rights](#).

14.1 Travelling with a carer

Additional assistance may be requested to support Fellows with disability e.g., for Fellows who are blind or have low vision, d/Deaf or hard of hearing 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.

Carers must complete and sign DFAT Child Protection and DFAT PSEAH Codes of Conduct. Please contact the AAFS to request a copy of the required forms.

NOTE

Please be aware Home Affairs has their own process and may request for further documentation. Visa conditions, medical and character assessments applied equally to Fellows and their carers. The issue of a visa to a Fellow does not guarantee the issue of visa to the carer.

Each individual is assessed against the criteria individually.

14.2 Visas for carers

DFAT will issue a No Objection Letter (NOL) to the AHO for issue to the carer(s). The NOL must be attached to their visa application.

14.2.1 Visa types for Cares

If carer is dependent (partner, spouse, dependent children) - [Subclass 500 \(Student visa\)](#) If carer is not a dependent – [Subclass 590 \(Student Guardian Visa\)](#)

15. Fellowship Certificate, Activity Completion Report and Financial Acquittal Statement

Each Fellow will be issued a personalised Australia Awards Fellowship branded certificate.

AHOs are asked to complete and forward the “Certificate Information” template that is available at [Fellowships Brand Assets – Australia Awards to](#) the Fellowship Secretariat **at least four (4) weeks** before finalisation of the Fellowship to allow certificates to be dispatched to the AHO for distribution.

15.1 Activity Completion Report (ACR)

An Activity Completion Report (ACR) must be submitted to DFAT by the AHOs as specified in the Agreement Deed/RoU (or as otherwise agreed in writing by both parties).

The ACR is comprised of the following sections:

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

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 requires the AHO, Fellows and OCOs to report on the outcomes of the Fellowship.
- The 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 AHOs failure to submit completed ACR on time (including return of unspent funds) in the previous round will result in a performance penalty applied to the AHOs final score.
- Must be submitted via [SmartyGrants](#) within 45 days of the Activity End Date per the signed Grant Agreement.

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 or acquitted, which may also affect your future funding application.

15.2 Financial Acquittal Statement (FAS)

AHOs must complete a Financial Acquittal Statement (FAS) via [SmartyGrants](#), recording the actual amount of spending against the agreed budget within 45 days of the end of all Fellowship activities and approved by a Senior Finance Officer employed by the AHO.

- Once the Financial Acquittal is cleared by the AAFS, any unspent funds (if applicable) must be returned to DFAT as soon as possible.

NOTE:

DFAT will not provide an invoice for the return of Fellowship program's unspent funds.

FAS must be submitted via [SmartyGrants](#) within 45 days of the Activity End Date per the signed Grant Agreement.

16. Return of Unspent (Administered) Funds Form

AHOs are to complete and submit a *Return of Unspent (Administered) Funds form* along with Remittance Advice if unspent funds have been identified for return to DFAT.

Do not return any funds to DFAT until directed to do so.

A copy of the *Return of Unspent (Administered) Funds form* is to be sent to accounts.receivable@dfat.gov.au and fellowships@dfat.gov.au.

The link to the form is available from the *Financial Acquittal Statement form* in [SmartyGrants](#). An example of how to complete the form is available in [Appendix A](#).

16.1 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.

AHOs will ensure that any third-party subsidiary arrangements entered into for the purpose of this Agreement include a provision equivalent to this section.

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 AHOs 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 updated on progress made to respond to the fraud.

DFAT does not tolerate 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 based on 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

16.2 Corruption

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 Corrupt Conduct seriously.

DFAT defines Corrupt Conduct as the meaning given in [clause 8](#) of the *National Anti-Corruption Commission Act 2022 (Cth)*.

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

AHOs will ensure that any third-party subsidiary arrangements entered into for the purpose of this Agreement include a provision equivalent to this section.

AHOs acknowledges that they, and their officers, employees, agents, and subcontractors engaged for the purpose of carrying out this Agreement, may be considered a 'Contracted Service Provider' in relation to a 'Commonwealth Contract' for the purposes of Section 13 of the *National Anti-Corruption Commission Act 2022 (Cth)*, and if so subject to investigation by the Commissioner under that Act.

If an AHO becomes aware of any Corrupt Conduct 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 five business days. The AHO must investigate the alleged Corrupt Conduct at the AHOs cost and take actions in accordance with DFAT's instructions, and otherwise cooperate with [DFAT in any action taken by DFAT required or authorised by the *National Anti-Corruption Commission Act 2022 (Cth)*].

Where an investigation determines that there has been Corrupt Conduct, the AHO must:

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

DFAT does not tolerate inaction to any attempts to gain a benefit through Corrupt Conduct from the Australian Government. DFAT has the right to vary or reverse any decision regarding an Australia Award made based on incorrect or incomplete information.

17. 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.

17.1 Welfare Incidents

As outlined in [Section 8.1](#), AHOs are required to manage the welfare of Fellows whilst on award.

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 as soon as they become aware of any welfare incident that has the potential to affect the Fellows' ability to successfully complete their Fellowship and advise the steps the AHO is taking to manage the situation.

All email notifications must have the following subject line:

WELFARE INCIDENT – Fellow's name – Fellowship application ID

(e.g., WELFARE INCIDENT – Smith – R200000).

17.2 Critical Incidents

As outlined in [Section 8.1](#), AHOs are required to manage critical incidents that involve Fellows. 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 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 and advise the steps the AHO is taking to manage the situation.

All email notifications must have the following subject line:

CRITICAL INCIDENT – Fellow's name – Fellowship application ID

(e.g., CRITICAL INCIDENT – Smith – R200000)

17.3 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.

The AHO **must** first inform the **AAFS on +61 466 482 177** who will facilitate discussions with the relevant High Commission or Consulate directly in addition to requesting a DFAT post to assist with informing the family via the relevant local authorities.

If repatriation of the Fellow's remains is required, AHOs in consultation with the Fellowships Secretariat to 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.

The AHO in consultation with the AAFS will

- 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.

17.4 Preventing Sexual Exploitation, Abuse and Harassment and Child Protection

DFAT has a Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and a Child Protection (CP) Policy. Fellows and Host Organisations must act in accordance with and comply with both policies. Fellows are also required to sign both PSEAH and 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 and DFAT's Child Protection Policy is located at: 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 or childwelfare@dfat.gov.au mailboxes. See [Section 11.4](#) for further information. 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

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.

18. 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.

18.1 Promoting your Australia Awards Fellowship

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 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 link to 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, 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 Fellowships Secretariat and the Australia Awards team is keen to help by promoting your Fellowship (where possible) through our channels.

18.2 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 Promotion 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 Promotion 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 at [Fellowships Brand Assets – Australia Awards](#).

18.3 Media releases

Sending out a media release (including social media) 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 **Promotion 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 (including social media) releases to fellowships@dfat.gov.au for clearance with a **minimum of five (5) days'** notice prior to release. This excludes all video content/products which can take up to 3 weeks.

For video releases please share temporary YouTube links to allow clearance.

18.3.1 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.

Please remember to acknowledge DFAT and the Australia Awards and include relevant DFAT and Australia Award links.

18.3.2 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. 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.

18.3.3 Social Media

We strongly encourage you to use social media (X Facebook, Instagram, YouTube etc.) to promote your Fellowship. Of course, if you share content with us, we can forward it 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.

- **X**– Australia Awards is on X (formerly known as Twitter) Please follow us and link to us by using our handle [@AustraliaAwards](https://twitter.com/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](https://www.instagram.com/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 maybe 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 DFAT YouTube channel and Australia Awards playlist for examples of our current videos.

18.3.4 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 **Promotion Pack** is 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 the photos.

Please send profiles you would like DFAT to consider promoting to: 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.

19. Other Information

19.1 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, including to 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 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 subcontractors if required. 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 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 consents to DFAT disclosing the Fellow's information on that basis.

If you are taking photographs of Fellows, staff or others involved in the Fellowship, either individually or in small groups, and who are clearly identifiable, please ensure you have their consent to use their picture in any DFAT publication or website, or publish them in any other form, either print or digital.

19.2 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 lodgment of their applications.

19.3 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. DFAT suppliers are required uphold similar values and behaviours to those expected of public officials. It is also appropriate to expect other entities and/or individuals doing business or partnering with DFAT to conduct themselves with high standards of ethics such that they consistently act with integrity and accountability. This should be practically demonstrated by emulating the APS Code of Conduct and values as may be relevant to the business undertaking.

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 and Fellows are required to disclose any conflict of interest that may impact on their application.

Appendix A

Please send completed form to accounts.receivable@dfat.gov.au and fellowships@dfat.gov.au

To complete the form, below information is required:

- 1- AHO name
- 2- AHO ABN
- 3- AHO Contact name
- 4- AHO Contact email
- 5- Agreement/Project/Programme Name e.g.: R200010 – Enhancing HIV awareness in XXX
- 6- Agreement Number: Grant Agreement Number per the Grant Agreement
- 7- Reason for returning funds i.e., underspend in budget
- 8- Currency: AUD
- 9- Date of return: date the actual return was actioned
- 10- Please note: if any interest has been earned on DFAT funds it must be returned to DFAT
- 11- DFAT contact details: name and email of the person you are in contact with



Australian Government
Department of Foreign Affairs and Trade

Guidelines on Returning Administered (Unspent) Funds

This form is to be completed when **ADMINISTERED** funding is being returned to DFAT. Administered funding includes AID, Non-Aid, DAP funds, COALAR or funds related to fraudulent activity.

DFAT is ~~not obliged~~ 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: DFAT Official Administered Payments Account
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 / COALAR reference / 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 & fellowships@dfat.gov.au

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

Email: accounts.receivable@dfat.gov.au & fellowships@dfat.gov.au



Australian Government
Department of Foreign Affairs and Trade

To: Department of Foreign Affairs and Trade
RG Casey Building, John McEwen Crescent
Barton, ACT, 2600
ABN: 47 065 634 525

GST Adjustment Note

Supplier Details

[Clear Form](#)**Supplier name**

ABC Pty Ltd

Supplier ABN (where applicable)

87 1236 1254 236

Supplier Contact Name

Joe Blog

Supplier Contact Email

Joe.Blog@abc.com.au

Details of returned funds

Agreement / Project / Programme name:

Policy capacity building in health sector in the Pacific.

**Agreement / Project /
Programme number (eg 61945):**

R193952

Reason for returning funds:

Underspend in budget

Currency of funds being returned:

AUD

Date return was actioned:

12/8/2024

	A	B	C = A + B
	Amount (GST exclusive)	GST (if applicable)	Total amount
I. Original amount provided	32,985.00	0.00	32,985.00
II. Less Amount of funding spent	32,685.00	0.00	32,685.00
iii. Interest earned: (if applicable)	0.00	N/A	0.00
Balance Due	300.00	0.00	300.00

DFAT Contact Details

DFAT Contact Name

Aus Awards Fellowships Secretariat

DFAT Contact Email

fellowships@dfat.gov.au

