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| Australia Awards Fellowships (Health Security)Guidelines |



Contents

[Eligibility Criteria and Requirements for Australia Awards Fellowships (Health Security) 4](#_Toc496014455)

[Definitions 7](#_Toc496014456)

[Abbreviations and Acronyms 8](#_Toc496014457)

[1 Australia Awards 10](#_Toc496014458)

[1.1 Australia Awards Fellowships (Health Security) 10](#_Toc496014459)

[1.2 Australian Aid Program 11](#_Toc496014460)

[1.3 Key documents 11](#_Toc496014461)

[2 Eligibility for a Australia Awards Fellowships (Health Security) 12](#_Toc496014462)

[2.1 Eligibility of applicants 12](#_Toc496014463)

[2.2 Eligibility 12](#_Toc496014464)

[3 Application Process 14](#_Toc496014465)

[3.1 Australia Awards Fellowships (Health Security) Duration 14](#_Toc496014466)

[4 Submitting a Fellowship application 15](#_Toc496014467)

[4.1 Application form 15](#_Toc496014468)

[4.1.1 Overseas Counterpart Organisation(s) 15](#_Toc496014469)

[4.1.2 Fellowship proposal 15](#_Toc496014470)

[4.1.3 Funding Type 16](#_Toc496014471)

[4.1.4 Australia Awards Fellowship Activities 16](#_Toc496014472)

[4.1.5 Fellowship Budget 16](#_Toc496014473)

[4.2 Submission conditions 16](#_Toc496014474)

[4.2.1 Nominated Fellows 17](#_Toc496014475)

[4.3 Tips for completing your application 17](#_Toc496014476)

[5 Eligible costs 18](#_Toc496014477)

[5.1 Fellowships activity budget 18](#_Toc496014478)

[5.2 Activity-specific costs—costs you can claim for the in-Australia Fellowship activities 18](#_Toc496014479)

[5.2.1 Travel 18](#_Toc496014480)

[5.2.2 Course costs 18](#_Toc496014481)

[5.2.3 Accommodation 19](#_Toc496014482)

[5.2.4 Fellows’ living allowance 19](#_Toc496014483)

[5.2.5 Insurance 19](#_Toc496014484)

[5.2.6 Additional Assistance for Disability 19](#_Toc496014485)

[5.2.7 Welcome to Country Ceremony 19](#_Toc496014486)

[5.3 Program overhead fee 20](#_Toc496014487)

[5.4 Co-contribution 20](#_Toc496014488)

[6 Selection 22](#_Toc496014489)

[6.1 Table 1: Selection criteria 23](#_Toc496014490)

[6.2 Table 2: Selection criteria Scoring Scale 24](#_Toc496014491)

[6.3 Compliance Criteria 25](#_Toc496014492)

[7 Fellowship management 26](#_Toc496014493)

[7.1 Funding arrangements 26](#_Toc496014494)

[7.2 Pre-Departure and Arrival Briefings 27](#_Toc496014495)

[7.3 Completion report and funds acquittal 27](#_Toc496014496)

[7.4 Risk Management 27](#_Toc496014497)

[7.5 Fraud 28](#_Toc496014498)

[7.6 Visas 28](#_Toc496014499)

[7.6.1 Health Insurance 28](#_Toc496014500)

[7.7 Child Protection 29](#_Toc496014501)

[8 Fellows with Disability 30](#_Toc496014502)

[8.1 Support for people with disability 30](#_Toc496014503)

[8.2 Travelling with a carer 30](#_Toc496014504)

[8.3 Visas for carers 30](#_Toc496014505)

[9 Other information 31](#_Toc496014506)

[9.1 Privacy 31](#_Toc496014507)

[9.2 Disclaimer 31](#_Toc496014508)

[9.3 False or misleading information 31](#_Toc496014509)

[9.4 Conflict of Interest 31](#_Toc496014510)

# Eligibility Criteria and Requirements for Australia Awards Fellowships (Health Security)

**IMPORTANT**

The Department of Foreign Affairs and Trade will offer a targeted round of the Australia Awards Fellowships, focussing on health security – specifically combatting drug resistance in the Greater Mekong Subregion. Australia’s health security is linked to the health security of countries in the Indo-Pacific region – in an inter-connected world diseases do not respect borders. A major disease outbreak could have severe health and economic implications for all countries in the region, including Australia, potentially disrupting trade, investment and people movement, and setting back growth and development. The Australian Government’s Health Security Initiative is investing AUD300 million over five years to contribute to the prevention and containment of communicable disease outbreaks with the potential to cause adverse economic impacts on a national, regional or global scale. This initiative will build resilient and sustainable human and animal health systems and strengthen regional preparedness for existing and emerging health threats. In the Indo-Pacific, such threats include highly pathogenic avian influenza and drug-resistant forms of tuberculosis and malaria.

**Before submitting an application, please read these Guidelines carefully and note the following requirements and eligibility criteria**:

* Australia Awards Fellowships (Health Security) Eligibility Criteria and Requirements:
	+ The development priority issue focus for the Australia Awards Fellowships (Health Security) is **health security capacity and strengthening** **in the Greater Mekong Subregion.**
	+ Australian organisations eligible to apply for this Australia Awards Fellowships (Health Security) are limited to: Australian Universities, Australian Medical Research Institutes, and Australian NGO Cooperation Program (ANCP) Accredited NGOs.
	+ The maximum number of Fellows per Fellowship is six.
	+ The maximum cost per Fellow is AUD30,000.00.
	+ The Fellowship Program must include attendance of the [Malaria World Congress](http://www.worldmalariacongress.org/), in Melbourne, 1-5 July 2018.
	+ The Fellowship Program must be between 10 and 21 calendar days.
	+ This will be a one-step selection process. Eligible Australian organisations - *at the time of application* - will be required to submit a list of Fellows, confirm the Fellow’s availability to attend the Fellowship program, and detail the Fellowship activities.
	+ The list of eligible countries for Australia Awards Fellowships (Health Security) include those in the Greater Mekong Subregion, specifically: **Cambodia, Laos, Myanmar, Thailand and Vietnam, and China (Yunnan Province only).**
	+ The Australia Awards Fellowships (Health Security) will be limited to single-year funding.
	+ The Australia Awards Fellowships (Health Security) will be limited to 100% of activities being delivered and conducted in Australia.
* Fellowship Management:
	+ Health Insurance – Australian Host Organisations must obtain Overseas Health Cover (OSHC) for all Fellows.
	+ Child Protection – Fellowship recipients must act in accordance with the DFAT Child Protection Policy principles and sign the Code of Conduct attached to their Acceptance of Award letter of offer.
	+ The Acceptance of Award letter of offer replaces the visa support letter.
	+ Activity Completion Reports, including financial acquittals, must be completed within 45-days of the Fellowship end date.

In order for your application to be assessed the following criteria **MUST** be met:

|  |  |
| --- | --- |
| **COMPLIANCE CRITERIA – AUSTRALIA AWARDS FELLOWSHIPS (HEALTH SECURITY)** | **Y/N** |
| **Australian Host Organisation** |  |
| Is the duration of the fellowship between 10 and 21 calendar days. |  |
| The Fellowship in Australia commencement dates occur on or between 16 and 30 June 2018. |  |
| No more than six Fellow per application have been nominated. |  |
| The Fellowship activity program includes attendance of the Malaria World Congress in Melbourne, 1-5 July 2018. |  |
| The Fellowship Application clearly addresses the development priority issue relating to Australia’s objectives to promote health security capacity and strengthening, including combatting drug-resistant malaria in the Greater Mekong Subregion.  |  |
| The Fellowship activities occur in Australia and will be completed within the duration of the Fellowship. |  |
| The Australian Host Organisation is an Australian University, Australian Medical Research Institute or ANCP Accredited NGO |  |
| **Overseas counterpart organisation** |  |
| Is the counterpart organisation/s from an eligible country/ies. |  |
| The overseas counterpart organisation is NOT an international arm or branch of the Australian organisation (e.g. Australian National University campus based in Dhaka). |  |
| Letters of Support are provided from ALL counterpart organisations and are from those in the Greater Mekong Subregion, specifically: **Cambodia, Laos, Myanmar, Thailand and Vietnam, and China (Yunnan Province only).** |  |
| The name of nominated Fellows on the Letter of Support matches the name of nominated Fellows in the application form. The name of nominated Fellows on these documents must match the name on the nominated Fellow’s passport. |  |
| The nominated Fellows have confirmed their ability to attend the Fellowship confirmed in the Letter of Support and application. |  |

If you answer **NO** to any of the questions above, your application will be deemed non-compliant and will not be assessed.

Australia Awards Fellowships (Health Security) Guidelines

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| **Please read these Guidelines carefully as they include important updates in relation to the application process and requirements.** |
| **Australia Awards Fellowships (Health Security) 2017 Key Dates** |
| **30 October 2017** |  | Applications open online (http://fellowships.smartygrants.com.au/) |
| **5 December 2017(4pm AEST**) |  | Applications close**Applications must be submitted ONLINE** via: <http://fellowships.smartygrants.com.au/>PLEASE NOTE: You have until 4pm (AEST) on the closing date to submit your application.**Late or incomplete applications will not be considered for evaluation.**Emailed, faxed applications will not be accepted for evaluation. |
| **March 2018\*****\* Subject to change** |  | Successful/unsuccessful Australian organisations notified. |
| **16 June 2018** |  | Earliest date that Australia Awards Fellowships (Health Security) activities can commence. |
| **30 June 2018** |  | Latest date that Australia Awards Fellowships (Health Security) activities can commence. |
| **Information** |  | [www.dfat.gov.au/australia-awards/pages/fellowships.aspx](http://www.dfat.gov.au/australia-awards/pages/fellowships.aspx)[www.dfat.gov.au/](http://www.dfat.gov.au/)[www.australiaawards.gov.au](http://www.australiaawards.gov.au)Email: health.policy@dfat.gov.au  |

Definitions

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| **Activity Completion Report** |  | The report submitted to DFAT by the Australian Host Organisation within 45 days of the completion of the Fellowship reporting on the outcomes of the program and acquitting the grant funding. This is a mandatory requirement of the Grant Agreement Deed. |
| **Applicant** |  | An eligible Australian organisation submitting an application for Australia Awards Fellowships funding. |
| **Australia Awards** |  | Australia’s overarching Awards program which includes fellowships, scholarships and short courses administered by DFAT, the Department of Education and Training, and the Australian Council for International Agricultural Research. |
| **Australian Host Organisation** |  | An eligible Australian organisation (with an ABN) whose application for Fellowship funding has been successful. |
| **Australian NGO Cooperation Program**  |  | The Australian NGO Cooperation Program (ANCP) is an annual grants program that supports Australian NGO community development programs which directly and tangibly alleviate poverty and promote sustainable economic growth in developing countries. |
| **Fellow** |  | An individual from an eligible country, nominated by the Australian Host Organisation and overseas counterpart organisation, participating in an Australia Awards Fellowship. |
| **Fellowship** |  | Australia Awards Fellowships provide short-term opportunities for in-Australia study, research and professional development activities, hosted by Australian organisations.  |
| **Grant Agreement Deed** |  | The legally binding agreement signed between DFAT and the Australian organisation that defines the program/activities, timeframe, financial and other responsibilities of each party. |
| **Overseas Counterpart Organisation** |  | The overseas organisation(s) that works in partnership with the Australian organisation. |
| **Post** |  | Australian Diplomatic Mission (High Commission or Embassy) with DFAT representation. |
| **Priority Development Issue** |  | The development priority for the Australia Awards Fellowships (Health Security) is identified in the section *Eligibility Criteria and Requirements for the Australia Awards Fellowships* (Health Security) on page 4. |
| **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. |
| **Whole of Government** |  | Public service agencies working across portfolio boundaries to achieve a shared goal and an integrated government response to particular issues. |

Abbreviations and Acronyms

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| --- | --- | --- | --- | --- | --- | --- |
| **ACR** |  | Activity Completion Report |  | **DIBP** |  | Department of Immigration and Border Protection |
| **ABN** |  | Australian Business Number |  | **MoU** |  | Memorandum of Understanding |
| **AHO** |  | Australian Host Organisation  |  | **RoU** |  | Record of Understanding |
| **DFAT** |  | Department of Foreign Affairs and Trade |  |  |  |  |

Australia Awards Fellowships (Health Security) Cycle

# 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), the Department of Education and Training (DET), and the Australian Centre for International Agricultural Research (ACIAR). Australia Awards managed by DFAT are provided as part of Australia’s overseas aid program.

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

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

The Australia Awards administered by DFAT comprise several complementary activities; Australia Awards Scholarships (long-term awards), Australia Awards Pacific scholarships, Australia Awards Fellowships, supplementary programs for scholarship recipients (such as the Allison Sudrajat Awards), and short course awards.

##  Australia Awards Fellowships (Health Security)

Australia Awards Fellowships (Health Security) is a targeted Fellowship round that will offer eligible Australian organisations the opportunity to host Fellows from overseas partner organisations working in the field of health security, in particular the management of drug resistant malaria in the Greater Mekong Subregion. Australian organisations with relevant health security expertise are encouraged to submit a Fellowship proposal with an overall aim of:

* strengthening health security capacity links and partnerships between Australian organisations and partner organisations in Greater Mekong Subregion countries; and
* increasing the capacity of Greater Mekong Subregion countries to advance health security issues of shared interest at the country, sub-regional and regional levels.

The program is designed to complement Australia’s individual bilateral aid programs and long-term scholarships by offering short-term flexible Fellowship placements.

Fellowships target current and future leaders and mid-career professionals who will be in a position to advance health security issues on their return home. Fellowship activities aim to provide high-quality training, exchange of expertise, skills and knowledge, and opportunities to enhance networks on issues of shared interest.

Activities can include a combination of short-term study and/or training, research, professional attachments and networking experiences.

**The Australia Awards Fellowships (Health Security) must include the Fellow’s attendance at the** [**Malaria World Congress**](file:///C%3A%5CUsers%5Csstern%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CAUFERA6Q%5CAustralia%20Award%20Fellowships%20%28Health%20Security%29)**, in Melbourne, 1-5 July 2018.**

Grant funding of up to AUD30,000 per Fellow is offered on a competitive basis to eligible Australian organisations to host Fellows from eligible countries for activities delivered in Australia for between 10 - 21 calendar days. Australian organisations must demonstrate commitment to the program and ongoing collaboration by providing a co-contribution to the Fellowship costs.

## Australian Aid Program

The Australian Government’s aid program aims to promote prosperity, reduce poverty and enhance stability with a strengthened focus on the Indo-Pacific region. The purpose of the aid program is to promote Australia’s national interests by contributing to sustainable economic growth and poverty reduction. In order to achieve these outcomes, the Australian aid program focuses on achieving two development outcomes: strengthening private sector development and enabling human development.

This Australia Awards Fellowships (Health Security) is funded under Australia’s overseas aid program. In addition to the Fellowship proposal meeting specific eligibility criteria related to health security, the proposal should also broadly align with the overall aims of the Australian Government’s development policy [*Australian aid: promoting prosperity, increasing stability, reducing poverty*](http://dfat.gov.au/about-us/publications/Pages/australian-aid-promoting-prosperity-reducing-poverty-enhancing-stability.aspx).

The policy identifies the Australian Government’s priority areas for the aid program, and in line with this policy, Fellowship proposals may consider:

* how private sector links can contribute to achieving the Fellowship’s objectives;
* how Fellowship activities can contribute to empowering women and girls, promoting gender equality, helping to close broader social and economic gender gaps and addressing barriers to women’s participation and the program.
* how the proposed Fellowship activities can contribute to promoting disability-inclusive development. There are two main ways in which the Fellowship can do this — in the design and content of the Fellowship activities and by ensuring that barriers to people with disabilities participating in Fellowships are addressed.
* Funding is available to support Fellows who may have additional needs as a result of disability.

##  Key documents

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

* [Australia aid: promoting prosperity, reducing poverty, enhancing stability](http://dfat.gov.au/about-us/publications/Pages/australian-aid-promoting-prosperity-reducing-poverty-enhancing-stability.aspx)
* [Australia Awards Global Strategy](http://dfat.gov.au/about-us/publications/Pages/australia-awards-global-strategy.aspx)
* [DFAT Country Briefs](http://dfat.gov.au/geo/pages/countries-and-regions.aspx)
* [Gender equality and empowering women and girls](http://dfat.gov.au/aid/topics/investment-priorities/gender-equality-empowering-women-girls/Pages/gender-equality-empowering-women-girls.aspx)
* [Development for All 2015-2020: Strategy for strengthening disability-inclusive development in Australia’s aid program](http://dfat.gov.au/about-us/publications/Pages/development-for-all-2015-2020.aspx)
* [Health for Development Strategy 2015-2020](http://dfat.gov.au/about-us/publications/Pages/health-for-development-strategy-2015-2020.aspx)
* [The Coalition’s Policy for a Safe and Prosperous Australia](https://cdn.liberal.org.au/pdf/policy/2016%20Coalition%20Election%20Policy%20-%20A%20Safe%20and%20Prosperous%20Australia.pdf)
* [Creating shared value through partnership - Department of Foreign Affairs and Trade](http://dfat.gov.au/about-us/publications/aid/Pages/creating-shared-value-through-partnership.aspx)

# Eligibility for a Australia Awards Fellowships (Health Security)

## Eligibility of applicants

Eligible Australian organisations in partnership with overseas counterpart organisations in eligible developing countries are invited to apply for an Australia Awards Fellowships (Health Security).

Australian organisations **must** be legal entities with an Australian Business Number (ABN) and be an:

* Australian University, or
* Australian Medical Research Institution, or
* Australian NGO Cooperation Program Accredited NGO.

**Note**

**Overseas counterpart organisations** and **individuals** are not eligible to apply for Australia Awards Fellowships. They may, however, initiate contact with their Australian counterpart to explore the latter’s interest in applying for a Fellowship grant. Study opportunities for individuals from developing countries are available under the Australia Awards Scholarships program. [www.australiaawards.gov.au](file:///C%3A%5CUsers%5Ckrobert4%5CAppData%5CRoaming%5CMicrosoft%5CWord%5Cwww.australiaawards.gov.au).

## Eligibility

Australia Awards Fellowships (Health Security) is only available to Fellows and counterpart organisations in the Greater Mekong Subregion. **These countries include Cambodia, Laos, Myanmar, Thailand and Vietnam, and China (Yunnan Province only).**

Overseas counterpart organisations

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

**Fellows**

Australia Awards Fellowships (Health Security) target senior officials and mid-career professionals, who, in the short to medium term, will be in a position to advance the priority development issue 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 residence status or be applying for permanent residency;
* be a citizen of and residing in an eligible Australia Awards Fellowships (Health Security) 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 of the Department of Immigration and Border Protection for a visa ([see section 7.6](#SectionSixFour) for further information);
* be able to participate in the Fellowship activities at the time, and for the duration proposed;
* 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. Australian Host Organisations are responsible for ensuring Fellows have an adequate level of English language ability or must implement appropriate measures to enable Fellows to fully participate in and benefit from the Fellowship activities (e.g. translation services). *DFAT does not recommend using translation services for multilateral Fellowships where use of translation services may compromise learning outcomes or where English language capabilities differ substantially amongst Fellows*.

Where a Fellow has been nominated in more than one successful application, AHOs may be asked to determine which Fellowship the nominated Fellow is best suited to.

# Application Process

Fellowship applications must be submitted online via SmartyGrants at [http://fellowships.smartygrants.com.au](http://fellowships.smartygrants.com.au/)/

Australian Organisations will be limited to submitting one application, with no more than six fellows nominated. The application should include the nominated Fellows, a confirmation of their availability to attend the Fellowship, and a detailed activity table of the proposed program.

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

Applicants must complete all sections of the application form marked as mandatory. These include a detailed Fellowship proposal, the selection criteria, number of nominated and reserve Fellows, and a detailed budget. Applicants must also include a letter of support from the overseas counterpart organisation(s).

Applications for the Australia Awards Fellowships (Health Security) will open on **30 October 2017** and will close **5 December 2017**.

Each application will undergo a compliance check by DFAT against the Australia Awards Fellowships (Health Security) Guidelines and eligibility criteria and requirements. Only compliant applications will progress through to the assessment stage. A Selection Panel will moderate the Fellowships application scores and comments received from Posts and Thematic Areas and select applications to receive grant funding.

Funding will be contingent on DFAT receiving and approving this information and Grant Agreement negotiations.

## Australia Awards Fellowships (Health Security) Duration

* Fellowships must be between **10 - 21 calendar days duration with 100% of the activities taking place in Australia.** Travel time to and from Australia cannot be included in the calculation of the 10-21 days. All activities must be completed within the duration of the Fellowship.
* The Australia Awards Fellowships (Health Security) Fellowships cannot commence **before 16 June 2018** or **after 30 June 2018**.

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

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

Examples include: management and leadership training, peer-to-peer learning, policy dialogue, work attachments, specialised research, seminars and site visits, and conference participation.

**For Australia Awards Fellowships (Health Security), it is a mandatory requirement that the Fellows attend the** [**Malaria World Congress**](http://www.worldmalariacongress.org/)**, in Melbourne, 1-5 July 2018.**

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

# Submitting a Fellowship application

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

## Application form

Fellowship applications must be submitted online via SmartyGrants at [http://fellowships.smartygrants.com.au](http://fellowships.smartygrants.com.au/)/

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

Applicants must complete all sections marked mandatory. Applicants are required to complete all questions under the selection criteria along with details of the nominated Fellows, a confirmation of the Fellow’s availability to participate in the Fellowship, details of the proposed program and a detailed budget.

### Overseas Counterpart Organisation(s)

Applicants must list all eligible partner countries, Overseas Counterpart Organisations and the number of nominated Fellows, and explain how the Fellowship relates to the counterpart organisation and the relevance to the Australia Awards Fellowships (Health Security) priority.

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

* confirm support for the Fellowship application;
* detail the expected outcomes and benefits for the counterpart organisation(s) and the Fellows through participation in the Fellowship; and
* explain how the counterpart organisation(s) will support Fellows to use their skills, knowledge and networks upon return home.

Applicants may also attach documents that will support the application, such as copies of Memoranda of Understanding or other formal agreements where relevant.

### Fellowship proposal

Program Type

Fellowships may be bilateral or multilateral:

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

Aid program priority area

**The specific development priority for the Australia Awards Fellowships (Health Security) concerns health security capacity and strengthening, including the management of drug resistant malaria in the Greater Mekong Subregion. Applicants must clearly detail in their Fellowship proposal how the proposed Fellowship aligns and addresses this priority.**

Fellowship proposals must also broadly align with the overall aims of the Australian Government’s development policy [*Australian aid: promoting prosperity, increasing stability, reducing poverty*](http://dfat.gov.au/about-us/publications/Pages/australian-aid-promoting-prosperity-reducing-poverty-enhancing-stability.aspx)  and the Australia Awards Fellowships program (see Section 1).

### Funding Type

AHOs applying in the Australia Awards Fellowships (Health Security) round can only elect to receive single-year funding.

### Australia Awards Fellowship Activities

Delivery of the Australia Awards Fellowships (Health Security) Fellowship will be limited to 100% of activities being delivered and conducted in Australia.

**It is a mandatory requirement that the Fellows attend the** [**Malaria World Congress**](http://www.worldmalariacongress.org/)**, in Melbourne, 1-5 July 2018.**

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

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

Examples include: management and leadership training, peer-to-peer learning, policy dialogue, work attachments, specialised research, seminars and site visits, and conference participation.

**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.**

### Fellowship Budget

Applicants must include a detailed budget, including co-contribution amounts from the Australian organisation and counterpart organisation(s) ensuring that requests for funds are reasonable and promote [value for money](http://dfat.gov.au/aid/who-we-work-with/value-for-money-principles/Pages/value-for-money-principles.aspx) while delivering outcomes. There is an expectation that Australian organisations demonstrate commitment to the partnership and Fellowship program through a co-contribution.

A sample budget and budget tips can be found on the Australia Awards [website](http://dfat.gov.au/about-us/publications/Pages/australia-awards-fellowships-sample-budget.aspx).

Funding is **not available for**:

* scoping and design exercises;
* courses of study that result in formal academic qualifications (e.g. Graduate Diploma, Masters or PhD);
* translation and interpretation related activities or English language training;
* conference attendance only - a program of complementary activities must be included in the Fellowship design;
* costs that have already been incurred prior to the selection of the Fellowships; or
* visits to counterparts.

More information on eligible costs can be found in [Section 5](#_Eligible_costs)

**NOTE**

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

##

## Submission conditions

In this Australia Awards Fellowships (Health Security) round, Australian organisations will **be limited to submitting one application and a maximum of six Fellows per application**.

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

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

### Nominated Fellows

Details of the nominated Fellows are required in the Fellowship application. **DFAT reserves the right not to accept the nomination of any new fellows once the application is submitted.** It is critical that Australian Host Organisations confirm the proposed Fellow’s availability to participate in the Fellowship at the time of application.

## Tips for completing your application

* Ensure that the Fellowship and the planned activities align with priority area set out in these Guidelines.
* Be realistic in relation to what the Fellowship can achieve taking into consideration the activities being completed and the timeframe.
* The activities of the Fellowship should correlate in achieving the outcome. Outcomes that are too broad or longer term make the application hard to assess, as the activities do not necessarily relate to the outcome that the Fellowship is trying to achieve.
* It is important to clearly demonstrate how the links with counterpart organisations will continued into the future. Fellowships should aim to strengthen partnerships and links between Australian and partner organisations in support of Australia's [economic diplomacy](http://dfat.gov.au/trade/economic-diplomacy/Pages/economic-diplomacy.aspx) and [public diplomacy](http://dfat.gov.au/people-to-people/public-diplomacy/Pages/public-diplomacy.aspx) objectives. This targeted round specifically relates to health security. If this is not demonstrated, the overall purpose of a Fellowship has not been achieved.
* Consider the Fellows you are nominating and ensure they are the correct nominees for the Fellowship to achieve the outcome. Fellows should be current and future leaders and mid-career professionals who will be in a position to advance the priority development issue on their return home.
* Ensure that the gender balance is suitable for the Fellowship and taken into consideration. It should be demonstrated that the gender balance has been considered and why the gender balance is appropriate for the priority area of the Fellowship.

# Eligible costs

## Fellowships activity budget

The Fellowship grant may only be used to fund costs associated with Fellows’ participation in the eligible Fellowship activities in Australia (see section 5.2). The maximum amount of funding available is AUD30,000 per Fellow, inclusive the program overhead fee. Any further program costs must be allocated to the Australian Host Organisation and/or Overseas Counterpart Organisation as co-contributions ([see section 6.5](#_Co-contribution—costs_Australian_or)). Grant funding can only be used for the purposes for which it was awarded as outlined in the Grant Agreement Deed, and not for any other organisational purposes.

**NOTE**

Organisations are expected to provide an accurate and detailed budget that promotes value for money and delivers outcomes for DFAT. Applicants must maintain adequate financial systems capable of accurately capturing and recording all costs applicable to the project, including not only DFAT funded activity specific costs but co-contribution amounts (financial and in-kind). Clear documentation and the articulation of calculation methodologies used to derive budget figures should be available in the event the organisation is selected for review by the DFAT Internal Audit Branch.

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

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

### Travel

Return economy airfares from the Fellow’s home country’s international hub to the airport closest to the institution/organisation where they will be studying (i.e. domestic travel within a Fellow’s home country will not be funded by DFAT). Fellows are to travel by the most direct route and are entitled to the “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.

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

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

### Course costs

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

The registration cost for the [Malaria World Congress](http://www.worldmalariacongress.org/registration/) may be included as part of the course cost.

The cost of providing training material can be included as part of course cost.

Room/venue hire will be covered under course cost.

Please note course development costs including preparation time by lecturers and experts, and the development of course materials will not be funded. These costs should form part of the co-contribution.

DFAT will also not fund salaries for staff engaged to manage the program.

**NOTE**

Accurate budgeting is vital. DFAT will only fund the Australian Host Organisation’s personnel time for lecturing/training **where that role is outside the normal duties of the staff member.**

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

### Accommodation

The maximum accommodation rates for Fellows are listed in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **State/Territory** | **Daily Rate**  | **State/Territory** | **Daily Rate**  |
| Australian Capital Territory | $200 | South Australia   | $183 |
| New South Wales | $216 | Tasmania | $154 |
| Northern Territory | $252 | Victoria | $201 |
| Queensland  | $231 | Western Australia | $224 |

**NOTE**

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

### Fellows’ living allowance

A maximum allowance of $82.20 per Fellow per day can be claimed.

### Insurance

Overseas Student Health Cover (OSHC) for Fellows for the entire period of the Fellowship in Australia. OSHC is insurance to assist international students meet the costs of medical and hospital care that they may need while in Australia. Please see section 7 for more information.

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

### Additional Assistance for Disability

Additional assistance/assistive devices may be requested to support Fellows’ with disability (e.g. for Fellows who are visually or hearing impaired, or have restrictions on their mobility, or may require a personal assistant or assistive equipment). Please see section 8 for more information.

### Welcome to Country Ceremony

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

The final decision on what constitutes an eligible activity rests with DFAT. If you are not sure, please contact: health.policy@dfat.gov.au .

## Program overhead fee

An additional amount of 10 per cent of the total DFAT funds requested, to an **upper limit of $15,000**, may be requested in the Fellowship budget as ‘Overhead Fee’. The intention of the overhead fee is to account for any unforeseen expenses and part of administration costs.

**The maximum amount an organisation can request as a program overhead fee is $15,000.**

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.

**NOTE**

**To the best of our knowledge at the time of publication, DFAT understands that the Fellows’ living allowance is not liable for income tax:**

Item 7 of the table in section 842-105 of the Income Tax Assessment Act 1997 provides that if you are a foreign resident pursuing in Australia a course of study or training and in Australia for the sole purpose of pursuing that course, the following amounts are exempt from income tax: your ordinary income, and your statutory income, by way of a scholarship, bursary or other educational allowance, provided by the Commonwealth.

**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 grant funding –** [**ww.ato.gov.au**](http://WWW.ATO.GOV.AUww.ato.gov.au).

##

## Co-contribution

Fellowships program does not fund the total cost of a Fellowship, therefore requires cost-sharing in the form of co-contributions from the Australian host and overseas counterpart organisations involved. Co-contribution is an important principle of the Fellowships program. The Australian organisation must demonstrate its commitment to the proposed Fellowship through a contribution from its own financial resources and/or cost-sharing with counterpart organisation(s) in the partner country. *Co-contributions should be considered carefully because they provide evidence of a commitment on both sides to the joint activity*.

Co-contributions for course costs should be seriously considered by Australian organisations.

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

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

* accommodation and travel costs for staff, trainers and experts engaged in the Fellowship activities in Australia;
* administrative and support costs (e.g. pastoral care, program management and administration etc);
* communication costs, including internet and phone access for Fellows;
* monitoring and evaluation activities;
* follow-up activities;
* hospitality costs (e.g. catering including for networking events or receptions);
* office accommodation;
* office/operating expenses;
* professional Indemnity Insurance (if required);
* extra-curricular activities for Fellows;
* translation and interpretation services;
* medical checks, police checks or working with vulnerable people checks; and
* visa expenses.

The final decision on eligible costs rests with DFAT.

# Selection

Australia Awards Fellowship applications will be assessed and selected on a competitive basis against the Selection Criteria at Table 1.

DFAT’s overseas diplomatic missions and relevant thematic desks provide comments on each relevant Fellowship application to assist with consideration of the applications. A selection panel will make the final decision. **The decision of the selection panel will be based on the selection criteria. The decision is final and no communication regarding the deliberations or outcomes will be entered into.**

The Selection l is conducted on a confidential basis and Selection Panel 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 Selection Panel and any such contact will be considered a breach of confidentiality and may result in DFAT removing the application of the Australian organisation concerned. Selection Panel members will be required to declare any conflicts of interest.

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 Australia Awards Fellowships (Health Security) on the DFAT website.

## Table 1: Selection criteria

|  |
| --- |
| *Selection Criteria 1:* **FELLOWSHIP ALIGNMENT – 30% (500 Words)*****How does the Fellowship align with priorities identified for Australia Awards Fellowships (Health Security) 2017?***In answering this criterion, the following should be considered:* how the Fellowship will support Australia’s interest to promote health security capacity and strengthening including in combatting drug resistant malaria in the Greater Mekong Subregion.
* How the Fellowship will integrate - to achieve maximum value and impact for the learning program - the Fellow’s attendance

of the Malaria World Congress, Melbourne, 1-5 July 2018.In answering this criterion, the following may be considered:* the principles and priorities identified in the [Australia Awards Global Strategy](http://dfat.gov.au/about-us/publications/Pages/australia-awards-global-strategy.aspxhttp%3A/dfat.gov.au/about-us/publications/Pages/australia-awards-global-strategy.aspx) which provides the strategic framework for the program;
* Australia’s Aid priorities in county regions as identified in the Fellowship Guidelines under eligible countries. Additional information can be found in [Australia’s Aid Policy](http://dfat.gov.au/about-us/publications/Pages/australian-aid-promoting-prosperity-reducing-poverty-enhancing-stability.aspx);
* cross cutting aid priorities for Australia’s aid program, including private sector development, empowering women and/or disability–inclusive development; and
* the Department’s [economic diplomacy](http://dfat.gov.au/trade/economic-diplomacy/Pages/economic-diplomacy.aspx) and [public diplomacy objectives](http://dfat.gov.au/people-to-people/public-diplomacy/Pages/public-diplomacy-strategy.aspx).
 |
| *Selection Criteria 2:* **FELLOWSHIP OUTCOME – 30% (500 words)*****How will the Fellowship support the Australian Governments priorities in eligible countries to progress health security objectives and build relationships with Australia that advance mutual interest?***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;

and* engagement with government, private and civil society sectors, both in Australia and in–country, including through co–funding.
 |
| *Selection Criteria 3:* **ORGANISATIONAL CAPABILITY – 25% (300 words)*****How will the Australian Host Organisation effectively manage contractual and other program requirements?***In answering this criterion, the following should be considered:* track record of the Australian Host Organisation in meeting contractual and other requirements for Australia Awards and other programs;
* how AHO and partner organisations 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 including overall project management, risk management, scholar 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).
 |
| *Selection Criteria 4:* **VALUE FOR MONEY – 15% (no written response is required)**This criterion is calculated on the basis of the formula below that takes into consideration the estimated cost of the Fellowship per day in Australia compared to the cost of other applications per fellow per day in Australia.In addition to the estimated cost of the Fellowship, value for money will be determined by considering the following issues: * respondents’ contribution to achieving outcomes and objectives (financial or other contributions e.g. co–contributions);
* respondent’s performance history as determined by referee checks and performance information; and
* any risks associated with a proposal or a respondent as determined through the assessment process or due diligence checks.
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TOTAL SCORE =** | Applicants Score | **x 85%** | **+** | Lowest Cost (per fellow per day in Australia across all applications | x 15% |
| Highest Technical Score | Applicants total DFAT funds requested  |
|  |  |  | (per Fellow per day in Australia) |  |
| **(Technical Score)** |  |  | **(Value for Money Score)** |  |

## Table 2: Selection criteria Scoring Scale

|  |  |
| --- | --- |
| Score | Description |
| **10** | **Superior in meeting requirements:** Proposal is highly convincing and credible. Proposal demonstrates superior capabilities, capacity and experience relevant to, or understanding of, the requirements of the Selection Criteria. Comprehensively documented with all claims fully substantiated.  |
| **8-9** | **Outstanding in meeting requirements:** Proposal complies, is convincing and credible. Proposal demonstrates outstanding capability, capacity and experience relevant to, or understanding of, the requirements of the Selection Criteria. Some minor lack of substantiation but the Organisation’s overall claims are supported.  |
| **6-7** | **Adequate in meeting requirements:** Proposal complies and is credible but not completely convincing. Proposal demonstrates good capability, capacity and experience, relevant to, or understanding of, the requirements of the Selection Criteria. Organisation’s claims have some gaps.  |
| **4-5** | **Marginal - does not meet requirements but may be adaptable:** Proposal has minor omissions. Organisation demonstrates only a marginal capability, capacity and experience relevant to, or understanding of, the requirements of the Selection Criteria.  |
| **1-3** | **Poor - does not meet requirements:** Proposal is unconvincing. Proposal has significant flaws in demonstrating the Organisation’s capability, capacity and experience to, or understanding of, the requirements of the Selection Criteria.  |

## Compliance Criteria

In order for your application to be assessed the following criteria **MUST** be met:

|  |  |
| --- | --- |
| **COMPLIANCE CRITERIA – AUSTRALIA AWARDS FELLOWSHIPS (HEALTH SECURITY)** | **Y/N** |
| **Australian Host Organisation** |  |
| Is the duration of the fellowship between 10 and 21 calendar days |  |
| The Fellowship in Australia commencement dates occur on or between 16 and 30 June 2018 |  |
| No more than six Fellow per application have been nominated. |  |
| The Fellowship activity program includes attendance of the Malaria World Congress in Melbourne, 1-5 July 2018 |  |
| The Fellowship Application clearly addresses the development priority issue relating to Australia’s objectives to promote health security capacity and strengthening, including combatting drug-resistant malaria in the Greater Mekong Subregion.  |  |
| The Fellowship activities occur in Australia and will be completed within the duration of the Fellowship |  |
| The Australian Host Organisation is an Australian University, Australian Medical Research Institute or ANCP Accredited NGO |  |
| **Overseas counterpart organisation** |  |
| Is the counterpart organisation/s from an eligible country/ies? |  |
| The overseas counterpart organisation is NOT an international arm or branch of the Australian organisation (e.g. Australian National University campus based in Dhaka)? |  |
| Letters of Support are provided from ALL counterpart organisations and are from those in the Greater Mekong Subregion, specifically: **Cambodia, Laos, Myanmar, Thailand and Vietnam, and China (Yunnan Province only).** |  |
| The name of nominated Fellows on the Letter of Support matches the name nominated Fellows in the application form. The name of nominated Fellows on these documents must match the name on the nominated Fellow’s passport. |  |
| The nominated Fellows have confirmed their ability to attend the Fellowship confirmed in the Letter of Support and application. |  |

If you answer **NO** to any of the questions above, your application will be deemed non-compliant and will not be assessed.

**NOTES:**

If an organisation submits more than one application, only the first compliant application (submitted by time and date) will be assessed.

# Fellowship management

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

**IMPORTANT AUDIT INFORMATION**!

Please note that DFAT Internal Audit Branch conducts a rolling program of audits on the Australia Awards Fellowship program and grant recipients may be selected for audit. The objective of these audits is to provide assurance that grant recipients are complying with their responsibilities for the management of DFAT-funded Australia Awards Fellowships, as defined in the fellowship grant agreement(s) and guidelines. These audits review all aspects of the grant including compliance with the terms of the grant agreement, Activity Completion Reporting, the project acquittal (including co-contribution amounts), project and financial management (including risk management), and fellow management and oversight. It is essential that grant recipients maintain adequate financial systems and records to support accountability and acquittal of project funds.

## Funding arrangements

Grant recipients will be required to sign a legally-binding funding agreement setting out the terms and conditions of the grant and the requirement to provide a **completion report and financial acquittal within 45 days** of the completion of the Fellowship.

DFAT will enter into either a Grant Agreement Deed or Record of Understanding (RoU) with successful Australian organisations. The type of agreement with DFAT will vary according to the type of Australian organisation.

State government agencies, non-government organisations, private companies, higher education providers, research centres, professional associations, etc., will enter into a Grant Agreement Deed with DFAT.

Grant Agreement Deeds/RoUs include the Activity Proposal and detailed budget for delivery of Fellowship activities, including the timeframe, financial and other responsibilities and obligations of each party. Grant Agreement Deeds or RoUs must be finalised/signed within 14 days of the date upon which the first draft is forwarded to the successful Australian organisation.

Grants will usually be disbursed as a single advance payment within 30 days following signing of the Grant Agreement Deed/RoU by both parties, and DFAT receiving a valid tax invoice from the Australian organisation.

**NOTE**

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

## Pre-Departure and Arrival Briefings

Australian Host Organisations must ensure that the following briefings are provided to each Fellow:

* Before the Fellow leaves their home country, a pre-departure briefing on essential information required for the Fellow to complete their training program in Australia, including advice on living safely in Australia;
* Within the first three days of arrival of the Fellow in Australia, an arrival briefing on the Fellow’s obligations as a Fellowship Awardee, including their responsibility to ensure their safety and well-being during their stay in Australia; and
* Before the Fellow departs Australia, a departure briefing that seeks the Fellow’s feedback and views on their Fellowship training program.

**The AHO must document and if requested, be able to provide evidence that these briefings have occurred.**

## Completion report and funds acquittal

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

The ACR requires the Australian Host Organisation, participating Fellows and overseas counterpart organisation(s) to report on the outcomes of the Fellowship. The ACR includes a financial acquittal pro forma which must be used for acquitting the grant funding including return of unspent grant funds (GST inclusive) and accrued interest.

Performance history of a Fellowship applicant is an important indicator of value for money. Please note that the selection panel will consider previous program performance when awarding grant funding

The ACR, including the financial acquittal, must be submitted via email to health.policy@dfat.gov.au, within 45 days of the end of the Fellowship. Any unspent funds will be returned after the completion of the funding agreement.

AHOs must maintain adequate financial systems capable of accurately capturing and recording project costs.

**NOTE**

Unspent Fellowship funds and any interest accrued from the funding grant must be returned to DFAT in accordance with the terms set out in the Grant Agreement Deed or RoU. DFAT is not obligated to provide an invoice for the return of Fellowship program’s unspent funds as the return of unspent funds does not constitute a separate supply. The return of unspent funds represents an adjustment to the original supply.

## Risk Management

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

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

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

Further information about listed persons and entities is available from the DFAT [website](http://www.dfat.gov.au/sanctions/consolidated-list.html). A full list of listed persons and entities is also available from DFAT [website](http://www.dfat.gov.au/icat/UNSC_financial_sanctions.html). A register of listed ‘terrorist organisations’ for the purposes of the Commonwealth Criminal Code is available from [National Security Australia](http://www.nationalsecurity.gov.au).

## Fraud

DFAT takes all possible steps to ensure that Australian Government funds are used appropriately to deliver effective aid and development, 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.

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

## Visas

All Fellows must travel to Australia on a valid visa supported by DFAT. The Department of Immigration and Border Protection (DIBP) is the Australian agency responsible for visas to enter Australia.

To ensure visa applicants obtain the most up-to-date information about all aspects of the lodgement and processing of their Student visa (subclass 500) applications, they can be referred to the DIBP website <http://www.border.gov.au/Trav/Visa-1/500->

Applications must be lodged online. Visa applicants should allow adequate time for the visa to be processed. DIBP 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 DIBP website at: [Health examinations](http://www.border.gov.au/Trav/Visa/Heal/meeting-the-health-requirement/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.

###  Health Insurance

Australian Host Organisations must maintain adequate arrangements for health insurance for the duration of the Fellow’s stay in Australia as a condition of their visa. This is by payment of Overseas Student Health Cover (OSHC). AHOs must purchase OSHC on behalf of the Fellows. OSHC is offered by five health insurance providers currently subscribed to a Deed of Agreement with the Commonwealth Department of Health. More information can be found at: [Department of Health | Overseas Student Health Cover](http://www.health.gov.au/internet/main/Publishing.nsf/Content/Overseas%2BStudent%2BHealth%2BCover%2BFAQ-1)

## Child Protection

DFAT has clear and strict policies in relation to managing and reducing risks of child abuse and child exploitation.

Fellowship recipients must act in accordance with the DFAT Child Protection Policy principles and sign the Code of Conduct attached to their Acceptance of Award letter of offer. If a Fellow is involved in a child protection incident in Australia, the Scholarships and Alumni Branch Welfare and Critical Incident Management process applies. Allegations of child abuse or child exploitation involving a Fellow will be handled in accordance with relevant Australian Commonwealth, State and Territory laws, subject to an order of a Court should an allegation be proven against an awardee, this would result in the termination of the Fellowship and return to their country.

Child abuse and exploitation includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which may result in potential or actual harm to a child’s health and welfare. For more information on DFAT’s Child Protection Policy see: [Child Protection](http://dfat.gov.au/childprotection).

Australian Host Organisations must ensure they provide a copy of their DFAT-compliant Child Protection Policy to the Australia Awards Fellowship recipients and ensure they have signed the Child Protection Code of Conduct attached to the Fellows Acceptance of Award letter of offer.

# Fellows with Disability

## Support for people with disability

There are specific strategic goals for the Australian aid 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](http://dfat.gov.au/about-us/publications/Pages/development-for-all-2015-2020.aspx) aims to ensure that people with disability are included in and benefit equally from Australia’s development assistance.

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

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

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

## Travelling with a carer

Additional assistance may be requested to support Fellows with disability e.g for Fellows who are visually or hearing impaired, or have restrictions on their mobility, or may require a personal assistant/carer 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.

## Visas for carers

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

# Other information

## Privacy

The [Privacy Act 1988](http://www.oaic.gov.au/privacy/privacy-act/the-privacy-act) governs the handling of personal information by Australian Government agencies. DFAT’s privacy policy is available on the website at: [Privacy](http://dfat.gov.au/about-us/about-this-website/pages/privacy.aspx).

The Grant 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 the secondary purpose is to keep in touch with the Fellows regarding post-Fellowship activities such as Australia Awards Alumni networking. The AHO also agrees to advise the Fellows that the Australian Government may produce media releases in Australia and in the Fellow’s home country. Fellows’ personal information may also be included in DFAT’s hard copy publications and on the internet relating to the Fellowships program or other development activities (including in promotional material).

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 purpose noted above.  This includes, but is not limited to, DFAT disclosing information to other government agencies including the Department of Immigration and Border Protection or third parties such as medical practitioners, insurers and managing contractors and sub-contractors if required.

## Disclaimer

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

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

## 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 it is the belief of DFAT that false or misleading information has formed a component of an application.

## Conflict of Interest

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

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

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

