

New Zealand Federation of Graduate Women
Harriette Jenkins Awards

P O Box 6566, Dunedin 9059, New Zealand
smwilliams8@clear.net.nz

Application Pack

Thank you for your interest in the NZFGW Harriette Jenkins Awards.

This pack contains the following pages:

- Rules
- Application form (2 pages)
- Application guidelines and checklist
- Privacy statement
- Confidential referee's report form

Please make two extra copies of the Rules and the confidential referee's report form. Forward a copy of the Rules and the confidential referee's report form to each of your nominated referees.

Applications must be completed on the forms provided in the pack, otherwise the application may be considered invalid.

I look forward to receiving your application before 30 September. Please allow yourself plenty of time to complete your application.

Sheila Williams
Secretary
NZFGW Charitable Trust Board

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Rules for Harriette Jenkins Awards

The purpose of the Fund is to encourage members of NZFGW to carry out or complete a piece of research, or to further their studies at a university or other tertiary institution in New Zealand or through an overseas institution, provided the work is undertaken while the applicant is resident in New Zealand. Any qualification sought must be recognised by the International Federation of University Women (IFUW).

Rules

1. The awards may be made by the Board of the NZFGW Charitable Trust (the Board) at its discretion to a suitable applicant or applicants.
2. Awards will be made as the Fund permits. The value of each award may be up to \$2,000.
3. The award is to be used for incidental expenses connected with the awardee's project, such as books, equipment, child or family care or travel within New Zealand.
4. Applicants must be NZFGW members whose current financial membership is of at least six months duration. The application must be endorsed to this effect by the president of the applicant's branch of NZFGW, or, where the applicant is an independent member, endorsed by the national president of NZFGW.
5. Each applicant must complete the application form and submit:
 - (i) evidence of her acceptance in a training or retraining course, or an outline of the research being undertaken;
 - (ii) a detailed budget of the planned expenditure for the project, stating the incidental expenses expected to be covered by the award;
 - (iii) evidence to show that the award would enable her to study for, or complete, a particular project within a set period of time;
 - (iv) a brief outline of the work she hopes to pursue in the future;
 - (v) names of two referees who can provide confidential reports. One of these should be an academic adviser to the project.
6. The Board shall set up a selection committee of at least three persons. This committee shall consult with the NZFGW National President and make recommendations to the Board.
7. Selection for an award will be based on:
 - (i) scholastic ability and organisational skills;
 - (ii) motivation for the research or course of study;
 - (iii) the value of the study or research to personal goals and to the New Zealand community.
8. An award shall not be made if, in the opinion of the Board, applicants are not of acceptable standard.
9. A short written report to the NZFGW Charitable Trust is required at the conclusion of the project.
10. Applicants successful in one round of awards may not apply for an award in the subsequent round. In making awards preference will be given to those applicants who have not previously received this award.
11. Applications close on 30 September each year.

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Application Form

Name _____ Date of Birth _____

Postal Address _____

Phone (day) _____ (evg) _____ (cell) _____

Fax _____ email _____

Qualifications: Degree _____ Institution _____ Date _____

Degree _____ Institution _____ Date _____

NZFGW Membership: Branch _____ Date of joining _____

Brief title of your planned project or course of study _____

Approximate start date _____ Approximate finish date _____

Have you previously received a Harriette Jenkins Award? Yes [] No []

If yes please state date and project _____

Do you hold any current awards or are you applying for any? Yes [] No []

If yes, please list the awards

Attach a detailed budget for the planned expenditure for the project.

Amount of money requested _____

Attach a comprehensive proposal incorporating the details set out on the checklist sheet:

Signed: _____ Date: _____

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Application Form Page 2

Referees:

Enter the names and contact details of two referees who have agreed to send a confidential report directly to NZFGW. Please provide each of these people with a copy of the pages headed "Referee's Confidential Report Form" and "Rules for Harriette Jenkins Award."

1 _____	2 _____
_____	_____
_____	_____
_____	_____
Phone _____	Phone _____
Email _____	Email _____

Please tick this box if you wish to have receipt of your application acknowledged. (Please supply an email address.)

Application forms of successful applicants will be retained on file. All other material will be destroyed unless the applicant requests its return by ticking this box and supplying a stamped, addressed envelope of a suitable size.

NZFGW Branch President's Declaration:

I attest that _____ has been a member of _____ Branch of NZFGW for a period in excess of six months.

Signed: _____ President
_____ Date

Please ensure that all sections of this form are complete before posting to the address above.

Please do not send applications by email.

Closing date 30 September.

Signed: _____ Date: _____

Please sign both pages to attest to the accuracy of the information provided.

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Application Guidelines and Checklist

The following information must be submitted with your application.

THIS CHECKLIST MUST BE ATTACHED.

- U The two-page application form completed in all respects and then signed by your NZFGW branch president.
- U A detailed budget of the planned expenditure for your research or course of study. You should clearly define the incidental expenses that you expect to have reimbursed from the Harriette Jenkins Awards fund.
- U A comprehensive proposal providing:
 - o a detailed statement of your planned project or course of study;
 - o evidence of your enrolment or acceptance in a course, or of your acceptance to undertake research, the name of the institution, and the name of your supervisor;
 - o your reasons for applying for the award and a statement about how the award will enable you to study for, or complete, the project within a set period of time;
 - o an explanation of how your project will assist you to achieve your personal goals and how it will benefit the NZ community; and
 - o a brief outline of the work you hope to pursue in the future, using your research or study.

Supporting papers should be on A4 paper and should not be bound, to allow for photocopying.

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Privacy Act

The information you have supplied in your application to the New Zealand Federation of Graduate Women for a Harriette Jenkins Award will be used solely for the purpose of assessing your application for the award for which you are applying. Personal information contained in this application will be made available only to the members of the selection committee/Trust Board.

Where references are sent direct to the selection committee/Trust Board by the referee, or given to the applicant in a sealed envelope to be attached to the application, the references will be considered confidential to the application and will not be released to the applicant without the written authorisation of the referee.

Name of applicant:

(please print)

- I agree to the above conditions in respect to my application.
- I have read and understand the regulations/rules/criteria for the award and agree to abide by them.
- Should my application be successful, I agree to allow my name and photograph to be used for publicity purposes in the media, including the NZFGW magazine Graduate Women, during the tenure of the Award.

Signed: _____ Date: _____

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Referee's Confidential Report Form

NAME OF CANDIDATE: _____

The selection committee requests your candid opinion of the applicant with reference to:

- scholastic ability;
- motivation to complete the project;
- ability to keep within the planned time line for their research or study; and
- the value, relevance and benefits of the research to the university and/or the wider New Zealand community.

Please return your report directly to the address above, by the relevant closing date:
30 September.

Please note that if this report arrives after the closing date it could cause the application to be deemed invalid.

Referee's name: _____

Relationship to applicant (tutor, supervisor, mentor, friend, etc)

Professional Position and Department or Institution

Address _____

Signature _____ Date _____

Please use an additional page if necessary. If sending your report by email or facsimile, please post a signed, hard copy as well.