

SCHEDULE A: CAREER CONTINUITY FOR RESEARCHERS WHO ARE PRIMARY CARERS GUIDELINES

This Schedule is pursuant to the [Gender Equity in Research policy](#), and these guidelines support the [Diversity and Inclusion policy](#), [Professional Development \(Academic Staff\) procedure](#) and the [Leave and Public Holidays procedure](#).

The Career Continuity for Researchers who are Primary Carers (CCRPC) Program aims to improve the retention and advancement of primary carers in research, by mitigating the impacts that parental or carer's leave can have on research activity. In doing so, it supports the achievement of a number of objectives from Deakin's strategic plan, *LIVE the Future*, including:

- **I1** Grow research capacity, depth and quality
- **V2** Build employee capacity, capability and productivity
- **E2** Deliver services, resources and facilities to enable an engaged, inclusive, productive and satisfied University community

The CCRPC Program is founded on the following principles:

1. As an Employer of Choice for Gender Equality¹, Deakin is committed to providing paid leave, flexible work, and other arrangements to help staff reconcile work and family responsibilities.
2. Deakin recognises that parental and/or carer responsibilities, the taking of extended periods of leave, and reintegration post leave, can present significant challenges in a developing research career.
3. Supporting the success of researchers who are primary carers will contribute to a greater diversity in our senior academic ranks (level D, level E and leadership roles).
4. Greater diversity gives Deakin a competitive edge in research development, organisational leadership, and talent attraction.
5. Supporting individual staff requires tailored responses, to accommodate the broad range of individual and organisational circumstances, underpinned by a sound plan to support the researcher's career aspirations and the development of research at Deakin.
6. Support will be in the form of targeted funding on a needs basis taking into consideration the need for continuity in a research program.

Funding rationale

When a staff member at Deakin takes maternity leave, the leave is *centrally* funded so that the work area can provide back-fill for the staff member's duties. While typically *teaching* and *service* responsibilities will need to be reallocated or backfilled directly, the notional *research* time portion of the central funding could be applied to co-fund the CCRPC Program. A researcher and their Head of School or Institute Director will complete the CCRPC application to apply for additional funding for research continuity for the applicant.

Funding Goals

- To enable researchers to maintain ongoing research programs
- To enable researchers to meet the requirements of externally funded projects and/or deliver key outcomes to external partners
- To enable researchers to minimise the impact of extended leave on their research track record
- To support researchers to transition to leave and then reintegrate back to research activity

¹ <https://www.wgea.gov.au/lead/employer-choice-gender-equality>.

Application Process

The applicant and their Head of School/Institute Director must complete the [Career Continuity for Researchers who are Primary Carers Program Application Form](#) and submit to the [DVCR Office](#) no less than eight weeks prior to the taking of leave.

The Deputy Vice-Chancellor, Research in consultation with the Chief Financial Officer will determine the amount of funding available each year, and will advise the faculties and institutes annually of:

- The amount of funding in the pool
- Any additional criteria to access the funding.

Advice

- Your [Client Partner](#) can help with providing advice about leave and preparation of a Keeping In Touch Plan.
- [Deakin Research](#) provide support with funding applications and partnership strategies, performance reporting and guidelines for responsible research.
- **Previous recipients** recommend that applicants:
 - plan early and think ahead to what stage they want to be at when they return,
 - try to keep goals simple and focused on a strategic outcome,
 - be more strategic in goals to ensure career continuity,
 - be clear about what the role of RF or RA will be,
 - make sure that suitable staff are available for any funded position as well as supervision of the funded position.

Eligibility

The CCRPC Program is available to researchers who take a period of parental or carer's leave (including birth-related or adoption related leave) which is three months or greater.

For this guideline, "researcher" means an academic staff member with a research allocation at a minimum 20% EFT, including staff who also undertake teaching and service, or those in research-only positions.

Assessment Criteria

If the Head of School or Institute Director supports this request, they will forward it to the Deputy Vice-Chancellor (Research) or nominee, who will consider applications according to the following criteria:

- Need for the funding to continue research with an external partner or funding body.
- Need for continuity in field work or data collection to maintain samples, progress longitudinal studies or complete publications/presentations.
- Capacity of researcher to deliver high quality research outcomes.
- Research capacity gained by funding key return to work activities and support.
- Feasibility and benefit of the proposed support – is it practical to implement, does it address the goals of the program?

Budget items supported

The CCRPC program provides funding to support research-related activity, during a staff member's leave and as they transition to and from leave. The Deputy Vice-Chancellor (Research) or nominee is willing to consider any budget items that are required by the individual researcher to maintain their research program during leave and/or reinvigorate their program when they return to work. These guidelines are not prescriptive about the support that can be requested and researchers are encouraged to consider their own circumstances and goals as they tailor the request. Examples of the types of support may include (but are not limited to):

- Funding for a Research Assistant or Technical Assistant or Administrative Assistant, dependent on the type of research and area of need for support that the individual might have, e.g. to continue field work, undertake coordination tasks, undertake literature reviews, support preparation of publications and presentations, undertake tasks in preparation for the researcher's return to work.*
- Support for a Postdoctoral Fellow to assist with maintenance of PhD student projects.*
- Employment of a Research Assistant or Postdoctoral Fellow (part-time or full-time) to manage a grant or large contract commitment.*
 - Funding to extend contracts for fellowship recipients who are taking extended parental/carer's leave.
 - Funding for conference travel to support the researcher to reconnect with their networks and find out about the latest developments in their field upon their return to work.

**Careful consideration needs to be given to how these staff will be managed and supervised. The proposed manager needs to have the time available to supervise and direct staff.*

Support provided by local area (Faculty/Institute/School/SRC)

Applicants should discuss their plans with their manager and Head of School (or equivalent). It is expected that the applicant's local area will provide additional support to the applicant.

This support may include providing staff time to supervise the applicant's RA/Postdoc, additional mentoring, professional development opportunities, co-contributions to costs or other support tailored to the needs of the applicant.

Co-contributions to costs and estimates of in-kind should be included in the budget.