



Government of **Western Australia**
Department of **Jobs, Tourism, Science and Innovation**



2020 Applicant Information Pack

Engagement

Chevron Science Engagement Initiative of the Year

Applications close: Wednesday 29 April 2020, 10:00am (AWST)

Applications must be submitted to the Department of Jobs, Tourism, Science and Innovation at science@jtsi.wa.gov.au by 10:00am (AWST) on Wednesday 29 April 2020.

Late applications or changes to applications will not be accepted after the advertised closing date and time.

Introduction

The Premier's Science Awards (Science Awards) recognise and celebrate the achievements of the Western Australian science community. Award recipients exemplify the outstanding scientific research, science engagement and study efforts taking place in the State.

For the purposes of the Science Awards, the term 'science' encompasses applied and pure science and includes engineering, new technologies and mathematics. Applications for any category can include achievement in any of these disciplines.

The 2020 Science Awards are supported by the Western Australian Government and proudly sponsored by Chevron, ExxonMobil, Shell and Woodside.

The Awards are also supported by Curtin University, Edith Cowan University, Murdoch University, The University of Notre Dame, and The University of Western Australia.

In 2020, there are five competitively-assessed categories across scientific research, science engagement and study. This document outlines the requirements for applicants in the **Chevron Science Engagement Initiative of the Year** category.

Chevron Science Engagement Initiative of the Year: \$10,000

The Chevron Science Engagement Initiative of the Year recognises an initiative that has made an outstanding contribution to community awareness, interest and/or participation in science in Western Australia.

Application Process

The selection of the award recipients is a difficult process given the high calibre of all candidates. The comparability of the applications is therefore critical to the selection of winners.

The applicant must meet the required format and the information requirements that have been established for their application to be considered by the judging panel. An application not complying with the requirements will be considered ineligible.

Applications must be submitted using the required forms, available on the Department of Jobs, Tourism, Science and Innovation website (www.jtsi.wa.gov.au/ScienceAwards). **The application contact must ensure the correct forms are completed, the required format is followed and word limits are observed.**

An application contact must be nominated as part of the application process.

The documentation required is:

1. *Application Form – Engagement.*
2. *Endorsement Form – Engagement.*
3. *Evaluation Criteria Form – Engagement.*

For further information contact Luke Foppoli, Project Officer, Department of Jobs, Tourism, Science and Innovation by email at science@jtsi.wa.gov.au or by phone on 6277 2987.

Step 1: Eligibility

The application contact must complete the *Application Form – Engagement* and sign the applicant declaration confirming eligibility to apply.

Organisations or individuals whose initiative has previously won the Chevron Science Engagement Initiative of the Year or its previous iteration can reapply if the application is for a new and different initiative.

Previous applicants are eligible to apply, however applications should not be a resubmission from a previous year. Applicants can only apply for the same category for up to two consecutive years, and are required to take a one year gap before re-applying thereafter. Please ensure your application is current and reflects any changes to guidelines or evaluation criteria.

If the science engagement initiative is chosen as a finalist, the application contact will be required to provide evidence that the provider of the initiative is based in Western Australia.

For individuals this is evidence of Australian citizenship or permanent residence. For entities or organisations this is evidence of a registered ABN with a main business location of Western Australia.

Step 2: Application endorsement

The application contact should obtain endorsement for the application through the *Endorsement Form – Engagement*.

The endorser confirms that the application is true and correct. An individual can endorse multiple applicants for the same category.

Type of engagement provider	Endorser
Part of a larger group or organisation.	An appropriate senior member of that group or organisation, such as the CEO, Head of the Research Group or similar.
Independent engagement provider.	An appropriate senior member of an organisation that has funded the initiative or is a beneficiary of the initiative's work.

Step 3: Evaluation criteria

The *Evaluation Criteria Form – Engagement* should be completed providing a maximum 600 word response for each of the three evaluation criteria. Claims and impact should be justified and must be supported by clearly verifiable quantitative and qualitative evidence. Unsubstantiated or unverifiable statements will not be considered during the selection process. All sections of the form should be completed in detail.

Eligible applications will be evaluated and ranked against the **equally weighted criteria** of:

1. leadership and excellence;
2. impact; and
3. collaboration.

The application contact should ensure the application:

- provides responses to the criteria that are coherent, well-structured and written in plain English;
- is current and reflects any changes to guidelines or evaluation criteria;
- avoids repetition and is proofread by someone else before submitting;
- avoids jargon and defines necessary technical language and abbreviations;
- supports claims with quantitative and qualitative evidence/data;
- avoids the inclusion of webpages and links to audio files, as judges may only review hard copies of application documents; and
- is prepared with adequate time allowed as late submissions will not be accepted.

Step 4: Submission documentation

The relevant required documentation should be collated and the application submitted to the Department of Jobs, Tourism, Science and Innovation at science@jtsi.wa.gov.au by **10:00am (AWST) on Wednesday 29 April 2020**.

Any materials other than those requested will not be provided to the judging panel and will, therefore, not be considered in the evaluation process.

The format for the required documentation is:

1. Completed and signed *Application Form – Engagement* (Word, signature page PDF Scan).
2. Completed and signed *Endorsement Form – Engagement* (PDF Scan).
3. Completed *Evaluation Criteria Form – Engagement* (Word).

Naming Conventions

All documents must be clearly titled with the applicant's name, followed by the document name e.g. InitiativeNameApplication.doc
InitiativeNameEndorsement.pdf

Separate forms apply for applicants in the Research and Aboriginal STEM Student award categories. Please ensure you use the correct forms for your chosen award category when applying.

General Information

The following information should be read before an application is prepared.

Decision making process

Applications will be evaluated by a Premier's Science Awards judging panel. Evaluation of applications will be based on the application's alignment with the evaluation criteria.

The judging panel reserve the right to request additional evidence to support claims against the evaluation criteria to assist it in making its decision. The judging panel may also seek advice from individuals with expertise in the area under consideration to assist with evaluation.

The judges' recommendations are final. The deliberations of the judging panel and all related information and material will be kept strictly confidential, subject to the requirements of the *Freedom of Information Act 1992*. The judging panel reserves the right not to recommend a winner or finalist for a particular category.

Successful and unsuccessful applicants will be notified by an electronic letter.

Freedom of Information

Applicants are informed that the Department of Jobs, Tourism, Science and Innovation is subject to the *Freedom of Information Act 1992*, which provides a general right of access to records held by Western Australian State and Local Government agencies.

Further information on the operation of the Freedom of Information Act can be obtained from <http://www.jtsi.wa.gov.au/freedom-of-information> or by contacting the Department's FOI Coordinator at foi@jtsi.wa.gov.au.

Use of application materials

All materials provided are accepted on the understanding that the Department of Jobs, Tourism, Science and Innovation will only use or disclose such material:

- in the process of determining the recommended winner and finalists for a category;
- for the purposes of informing the public about the award outcomes;
- in any publicity concerning the Science Awards;
- in any publicity concerning the promotion of science; and
- in other instances where information collected may be disclosed without consent, where authorised or required by law.

All award-related information, material provided and material created by the Department of Jobs, Tourism, Science and Innovation through the Science Awards program, such as media statements, interviews, videos and photographs remain the property of the Department of Jobs, Tourism, Science and Innovation.

Tax information

In some instances, the Australian Taxation Office views prize money as assessable income. An award recipient is advised to discuss any potential taxation implications with their financial advisor, or the Australian Taxation Office (13 28 61).

Obligations of award recipients

Award recipients of the Premier's Science Awards are expected to participate in public engagements promoting science to the wider community.

The Department will actively coordinate the participation of the 2020 award recipients by facilitating links with existing science engagement opportunities and scheduled National Science Week activities. The Department may also invite finalists to participate in science engagement opportunities.

The Department encourages award winners to promote their success through newsletters, websites, tweets and by other means. The Department will provide information to support award winners in these promotions. Recipients are required to acknowledge sponsors when mentioning the award. Contact the Department of Jobs, Tourism, Science and Innovation to discuss the use of logos and other material.

In the event award recipients are contacted by the media, advice should be sought from the Department of Jobs, Tourism, Science and Innovation prior to interviews. Information provided to the media must appropriately acknowledge your category sponsors and the date the award was granted. The Department of Jobs, Tourism, Science and Innovation strongly encourages all award recipients to seek advice prior to speaking to members of the media.

The Department will contact the 2020 award recipients to discuss the proposed activities following the award ceremony.

END OF INFORMATION PACK