



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



2023 Applicant Information Pack

Engagement

Science Engagement Initiative of the Year

Applications close: 10:00AM (AWST) on Thursday 27 April 2023

Applications must be submitted and endorsed online at <https://psa.grantplatform.com> by 10:00AM (AWST) on Thursday 27 April 2023.

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

Introduction

The Premier's Science Awards (the 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 Awards, the term 'science' encompasses all fields of science, including natural, medical, applied and technological science, engineering and mathematics. Applications for any category can include achievement in any of these disciplines.

The Awards are a proud initiative of the Western Australian government. The Premier's Science Awards program is sponsored by:

- Gold Sponsors: Shell and Woodside
- Silver Sponsor: DUG
- Bronze Sponsors: CSIRO and Pawsey Supercomputing Centre
- University Sponsors: Curtin University, Edith Cowan University, Murdoch University, The University of Notre Dame Australia, The University of Western Australia
- Sector Sponsor: Telethon Kids Institute
- Community Partners: Scitech, The Western Australian Museum
- Media Partner: The West Australian

In 2023, there are six competitively-assessed categories across scientific research, engagement and study. This document outlines the requirements for applicants in the **Science Engagement Initiative of the Year** category.

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

The 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 very competitive 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 and endorsed online by visiting the link <https://psa.grantplatform.com>. **The applicant must ensure that the: online application and endorsement is submitted before the closing date and time; appropriate documentation is included (see below), the required format is followed and word limits are observed.**

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

An application not complying with either of the requirements established below will be considered ineligible.

The documentation required is:

1. Completed and electronically submitted Application – Engagement
2. Completed and electronically submitted Endorsement – Engagement

For further information contact Tessa Finlen, Project Officer, STEM Strategy and Coordination, Department of Jobs, Tourism, Science and Innovation by email at science@jtsi.wa.gov.au or by phone on 08 6277 2870

Step 1: Eligibility

The applicant must complete the online application process for the *Engagement* category and complete the applicant declaration confirming eligibility to apply.

Organisations or individuals whose initiative has previously won the 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: Evaluation Criteria

The Evaluation Criteria within the online form 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. impact;
2. collaboration;
3. leadership and excellence.

The application contact should ensure the application:

- provides responses to the criteria that are succinct, 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
- is prepared with adequate time for the endorsement the process allowed, as late or unendorsed submissions will be deemed ineligible.

Step 3: Submission of Documentation and Declaration

The application and endorsement must be completed at <https://psa.grantplatform.com> by **10:00AM (AWST) on Thursday 27 April 2023.**

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 electronically submitted Application - Engagement.
2. completed and electronically submitted Endorsement – Engagement.

Naming Conventions

All documents must be clearly titled with the initiative's name, followed by the document name e.g. InitiativeNameAttachment.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.

Prior to the submission of the application, the application contact must complete a Declaration stating that; the information supplied is true, accurate and not misleading to the best of their knowledge; that the initiative is based in Western Australia and is being delivered in Western Australia; granting the permission to use any materials submitted for the purposes of the selection process and that it may be used for publicity purposes; and that appropriate endorsement will be obtained.

Step 4: Application Endorsement

The application contact should obtain endorsement for the application within the online form.

Prior to the submission of the application, the application contact will be asked to provide the name and email address of a suitable endorser.

Once the application has been submitted, the endorser will receive an automated email asking them to log in to the online form and complete the endorsement of the application before the closing date and time, confirming that the application is true and correct, and is supported by the applicant's management.

An individual can endorse multiple applicants for the same category and the following table provides guidance on who can endorse an application:

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.

It is the applicant's responsibility to ensure that they allow sufficient time for the endorser to complete the online endorsement before the closing date and time.

The application contact will receive an email notification advising them once the application has been endorsed. If a notification has not been received, it is the applicant's responsibility to follow up with the endorser to ensure the endorsement has been completed before the closing date and time.

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 (the Department) 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 (FOI) Act can be obtained from the [Department of Jobs, Tourism, Science and Innovation](#) 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 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 Awards
- in any publicity concerning the promotion of science
- 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 through the Premier's Science Awards program, such as media statements, interviews, videos and photographs remain the property of the Department.

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, such as National Science Week activities.

The Department may facilitate links between 2023 award recipients and existing science engagement opportunities. The Department may also invite finalists to participate in science engagement opportunities.

The Department encourages award winners to promote their success through newsletters, websites, social media and tweets and by other means. The Department will provide information to support award winners in these promotions. Please contact the Department 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 prior to interviews. Information provided to the media must appropriately acknowledge the Premier's Science Awards program and the date the award was granted. The Department strongly encourages all award recipients to seek advice prior to speaking to members of the media.

The Department will contact the 2023 award recipients to discuss any proposed activities following the awards ceremony.

END OF INFORMATION PACK