



**Australia Awards**  
Fellowships

Department of Foreign Affairs and Trade

# Australia Awards

## Fellowships

Round 21 Guidelines



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## Round 21: Summary of Changes

### IMPORTANT

Changes have been made to the Australia Awards Fellowships program for Round 21. Before applying, please read these Guidelines carefully.

The table below outlines the major changes made between Round 20 Guidelines (updated August 2025) and this Round 21 Guidelines:

Section	Amendment / Deletion/ Clarification / Addition
<a href="#">Page 7</a>	<a href="#">Amendment and Clarifications: Key dates</a>
	- Round 21 activity window: 1 September 2026 to 29 March 2028 - In Australia activity not before January 2027
<a href="#">Page 8</a>	<a href="#">Addition: Acronyms</a>
	- Australia Awards Fellowship Selection Panel (AAFSP), - Overseas Counterpart Organisation (OCO), - Australia Awards Global Support Unit (GSU)
<a href="#">Page 11</a>	<a href="#">Amendment: Figure 1. Australia Awards Fellowships Cycle</a>
<a href="#">1.4</a>	<a href="#">Addition: Australia's Humanitarian Policy and Humanitarian Engagement</a>
<a href="#">1.6</a>	<a href="#">Amendment: Disability equity and rights</a> - Australia's International Disability Equity and Rights Strategy: Advancing equity to transform lives
<a href="#">2.5</a>	<a href="#">Removal of:</a> Nauru as an eligible country <a href="#">Addition of:</a> Ethiopia and Sierra Leone
<a href="#">2.5</a>	<a href="#">Clarification:</a> Eligible countries may subject to change based on DFAT International Development priorities
<a href="#">3.4</a>	<a href="#">Removal of:</a> Funding can be implemented over 2 financial years
<a href="#">3.6</a>	<a href="#">Clarification:</a> Travel time to and from Australia does not count toward the required two-week minimum stay in Australia.
<a href="#">4.1</a>	<a href="#">Removal of:</a> Final tips for completing your application
<a href="#">4.3</a>	<a href="#">Amendment to Travel:</a> DFAT covers return economy airfares, including from Fellows regional airport, and may also cover public transport (over 250 km) to/from the airport in their home country, with prior GSU approval.
<a href="#">4.5</a>	<a href="#">Amendment: Daily Living Allows Rate</a> Addition: Examples 1, 2 and 3 of deductions Clarification: Deductions for meals provided to Fellow(s)- Deduction cannot exceed the daily rate for Fellow - Clarification of daily meal calculations
<a href="#">4.11</a>	<a href="#">Clarification and Description:</a> In-Partner Country Activities
<a href="#">4.11</a>	<a href="#">Clarification and Amendment:</a> Group Travel for In-Partner Country activities Addition example of travel covered under "Group Travel"
<a href="#">4.13</a>	<a href="#">Clarification: Costs that CANNOT be claimed</a> - Group Activities inclusions and exclusions - Addition of visas for AHO staff travelling to partner countries - conferences for in-partner country activities - fees for engaging external lecturers or experts in partner-country - clarification accommodation for OCO, Fellow or Carer not covered in-partner country(ies)
<a href="#">5.1</a>	<a href="#">Clarification compliance criteria:</a> application cannot exceed 15 <b>DFAT</b> funded Fellows
<a href="#">5.4</a>	<a href="#">Clarification:</a> Due Diligence conducted by the GSU
<a href="#">6.2.1 – 6.2.2</a>	<a href="#">Clarification:</a> Contacting Australian Diplomatic Offices (overseas) and Department of Foreign Affairs and Trade.
<a href="#">6.3</a>	<a href="#">Clarification:</a> Matrix for Connecting with DFAT
<a href="#">6.4</a>	<a href="#">Clarification:</a> Updated table on roles and responsibilities

Section	Amendment / Deletion/ Clarification / Addition
8.1	<u>Clarification: Disability Carer Agreement</u> Addition - An AHO may be required to sign a Disability Support Agreement for a Fellow who identifies with a disability
10	<u>Amendment: PSEAH and Child Protection</u> - Carers are required to sign both PSEAH and the CP Code of Conduct in the Disability Carer Agreement. Updated PSEAH wording
11	<u>Clarification: Agreements &amp; Payments</u> Update to Grant Agreement and Payments process
14	<u>Clarification: Return of Unspent (Administered) Funds Form</u> - Updated process - Inclusion of a transaction listing and invoices for audit and acquittal
16	<u>Clarification: Media Guide</u> - Inclusion of publications and research papers

## Round 21: Key Information and Dates

### Round 21

Part 1: Australian Organisation to submit applications for assessment via SmartyGrants

Part 2: Successful applicants will be asked to nominate Fellows and Reserve Fellows and provide additional breakdown of budget line items.

Part 1: Application	Dates
Round 21 opens	3 November 2025
Round 21 closes	16 January 2026 (11.59pm AEDT) <i>no extensions possible</i>
Round 21 outcome – notifications to successful and unsuccessful applicants.	From July 2026

Part 2: For Successful Applications	Dates
First batch of grant payments made	*From September 2026
Second batch of grant payments made	*From January 2027
Supplementary Information Form opens	*From September 2026
Supplementary Information Form closes	Six (6) months prior to Fellow's mobilisation to Australia/ start date in Australia

\*Indicative timelines

Program Key Dates	Date
Round 21 Fellowship activity window (After fully executed Grant Agreement)	September 2026 – 29 March 2028
In Australian Activity Start date	1 January 2027**
Fellow Certificate request must be submitted	At least four (4) weeks before finalisation of the Fellowship in Australia component.
Round 21 tranche acquittals must be submitted	A minimum of 21 days before payment due dates specified in Grant Agreement
Round 21 Activities must be completed by	29 March 2028 (No extension possible)
Fellow Activity Completion Survey	Within 30 days of fellowship in-partner country activity end date
Round 21 Final Activity Reports must be completed	Within 30 days of fellowship activity end date
Round 21 Acquittals must be completed	Within 30 days of fellowship activity end date
All Grant Agreements expiry date	13 May 2028 i.e. 45 days after last possible activity (29 March 2028) (No extension possible).

Program limitations	Period
In-Australia activities	Minimum of two (2) weeks
In-Partner Country activities	To commence within four (4) months of the finalisation of the in-Australia activities Must be shorter in duration than the in-Australia activities
Fellowship Program length (includes all elements (In-Australia and In- Partner Country activities))	Cannot exceed 52 weeks

***\* Supplementary Information Forms require a detailed budget, nomination of fellows and detailed itinerary of Australia and in partner country activities.***

***\*\*No program can commence in Australia activities before January 2027. This is based on timing of announcement of application outcomes and a minimum of 6 months period for nomination and approval of nominated and reserve Fellows.***

### **Need more information?**

See: Australia Awards Fellowships | Australian Government Department of Foreign Affairs and Trade  
[Applying for an Australia Awards Fellowship | Australian Government Department of Foreign Affairs and Trade](#) or

Email: [fellowships@australiaawards.org](mailto:fellowships@australiaawards.org)



## Glossary of Terms and Acronyms

- **Activity Completion Report (ACR)**

The Activity Completion Report (ACR) details the achieved outcomes of the program and is submitted to Department of Foreign Affairs and Trade (DFAT) by the Australian Host Organisation within 30 days of the completion of the Fellowship.

- **Applicant**

An 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 and the Australian Centre for International Agriculture Research (ACIAR).

- **Australia Awards Fellowships Selection Panel (AAFSP)**

- The AAFSP assesses applications, incorporating feedback from specialist policy (thematic) areas and Australian Overseas Consulates and Embassies to ensure alignment with strategic objectives.

- **Australian Organisation**

An Australian Organisation (with an ABN) submitting an application for Australia Awards Fellowships.

- **Australian Host Organisation (AHO)**

An Australian Host Organisation (with an ABN) whose application for Fellowship funding has been successful.

- **Department of Foreign Affairs and Trade (DFAT) Thematic Areas and Desks**

Specialist policy (thematic) areas and geographical monitoring (desks) sections within DFAT's headquarters in Australia.

- **Carer**

Personal assistant required to support Fellows with disabilities

- **Fellow**

An individual from an eligible country, nominated by the Australian Host Organisation and Overseas Counterpart Organisation, and approved by DFAT, to participate in an Australia Awards Fellowship.

- **Fellowship**

Australia Awards Fellowship program providing short-term opportunities for in-Australia study, research, and professional development activities, hosted by Australian Host Organisations.

- **Fellowship Completion Survey**

The mandatory survey undertaken by all Fellows online through SmartyGrants on completion of their Fellowship activities.

- **Financial Acquittal Statement (FAS)**

The Financial Acquittal Statement (FAS) details how grant funds have been spent as is submitted via <http://fellowships.smartygrants.com.au/> by the Australian Host Organisation within 30 days of the completion of the Fellowship. This is a mandatory requirement of the Grant Agreement.

- **Australia Awards Global Support Unit (GSU)**

Administrative team which supports the grant application, selection, and agreement management process, including entering into agreements directly with the AHOs.

- **Fellowship Grant Agreement (Grant Agreement)**

Agreement signed between the GSU and the Australian Host Organisation that defines the program/activities, timeframe, financial and other responsibilities of each party.

- **Micro-credentials**

Micro-credentials are short, concentrated training courses that are flexible, innovative, timely, and based on industry needs.

- **Mixed-mode Delivery**

Delivery of the Fellowship using various modes including in-Australia, Australian Host Organisations offshore campuses or locations, in-Partner Country(ies) activities and through distance or online learning.

**Official Development Assistance (ODA)**

- Government aid that promotes and specifically targets the economic development and welfare of developing countries.

- **Overseas Counterpart Organisation (OCO)**

The Overseas Organisation(s) that works in partnership with the Australian Host Organisation and co-funds the program costs.

- **Post**

Australian Diplomatic Mission (High Commission or Embassy) in partner countries with DFAT representation.

- **Priority Development Areas**

Priorities for the development partnership between DFAT and partner countries.

- **SmartyGrants**

DFAT's online application system. – see via <http://fellowships.smartygrants.com.au/>

- **Whole of Government (WofG)**

Public service agencies working across portfolio boundaries to achieve a shared goal and an integrated government response to particular issues.

## Other Abbreviations and Acronyms

<b>AAFSP</b>	Australia Awards Fellowships Selection Panel
<b>ABN</b>	Australian Business Number
<b>CP</b>	Child Protection
<b>DFAT</b>	Department of Foreign Affairs and Trade
<b>Home Affairs</b>	Department of Home Affairs
<b>PSEAH</b>	Protection from Sexual Exploitation Abuse and Harassment

## Enquiries and Support

Email the Australia Awards Global Support Unit (GSU), Australia Awards Fellowships team, at: [fellowships@australiaawards.org](mailto:fellowships@australiaawards.org)

Please include in email subject line:

1. Application Number: R#####
2. Request being made
3. Name of AHO

For example: R201000 – Change in program start date – name of Australian Host Organisation

## Australia Awards Global Support Unit (GSU)

From Round 21, DFAT will manage the implementation of Australia Awards through its newly established Global Support Unit (GSU). The GSU, on DFAT's instruction will lead the grant application, selection, and agreement management process, entering into agreements directly with the AHOs. DFAT's role includes providing input and maintaining policy direction, while the GSU administers the AAF program.

Figure 1: Australia Awards Fellowships Cycle

#	Stage	Task
1	APPLICATION	<p>Australian Organisation to submit Fellowship Application online through SmartyGrants, completing selection criteria and providing Fellowship overview and proposed budget.</p> <p>Individuals and international organisations cannot apply.</p>
2	SELECTION	<p>GSU conducts eligibility checks.</p> <p>Posts and DFAT Thematic areas assess and score Fellowships proposals against criteria 1 and 2.</p> <p>GSU assesses and scores Fellowship proposals against criteria 3.</p> <p>GSU will engage an independent moderator to review all assessments and provide a report with recommendations to the Australia Awards Fellowships Selection Panel for consideration.</p> <p>Australia Awards Fellowships Selection Panel (AAFSP) makes final selection.</p>
3	NOTIFICATION	Australian Organisations advised of outcome
4	OFFERS	<p>Offers made to successful applicants (now identified as AHOs).</p> <p>GSU and AHO to review and negotiate budget and activities.</p> <p>GSU and AHO sign grant/contractual agreement.</p> <p>AHO issue tax invoice to GSU for agreed value of activities.</p>
5	FUNDING	<p>GSU disperses funding to AHO on receipt of correctly issued tax invoice. This may be for the full grant amount, or the first tranche payment.</p>
6	SUPPLEMENTARY INFORMATION FORM SUBMISSION AND FELLOW NOMINATIONS	<p>No later than six months before Fellowship commences, successful AHO to submit Supplementary Information Form through SmartyGrants.</p> <p>Supplementary Information Form includes detailed budget, detailed itinerary of in-Australia and in-partner country activities and provide details of nominated Fellows and reserve Fellows.</p>
7	APPROVALS OF FELLOWS	<p>GSU to advise approval of nominated and reserve Fellows as provided by AHO through the Supplementary Information Form.</p> <p>DFAT issues Letters of Offer for signature by approved nominated Fellows.</p> <p>Fellows return signed Award Offer Letter, Code of Conduct forms and provide Work Plan to AHO. AHO uploads these into SmartyGrants.</p>
8	PRE-DEPARTURE	<p>Fellows apply for visa to travel to Australia.</p> <p>AHO arranges:</p> <ul style="list-style-type: none"> <li>▪ medical insurance for Fellow</li> <li>▪ travel and accommodation</li> <li>▪ delivers pre-departure briefing to Fellows.</li> </ul>

#	Stage	Task
9	ON-FELLOWSHIP	<p>AHO TO:</p> <ul style="list-style-type: none"> <li>▪ provide arrival briefing</li> <li>▪ manage all Fellowship activities</li> <li>▪ manage all Fellow welfare/critical incidents</li> <li>▪ order welcome packs and certificates</li> <li>▪ provide departure briefing.</li> </ul> <p>Fellows to:</p> <ul style="list-style-type: none"> <li>▪ undertake all activities.</li> </ul>
10	PARTNER COUNTRY ACTIVITIES	<p>AHO to:</p> <ul style="list-style-type: none"> <li>▪ deliver activities in partner country (online/hybrid/face to face)</li> <li>▪ assist Fellows with completion of activities</li> <li>▪ support Fellows to submit the Fellow Completion Survey.</li> </ul> <p>Fellows to:</p> <ul style="list-style-type: none"> <li>▪ undertake all activities</li> <li>▪ finalise Fellow Completion Survey.</li> </ul>
11	POST FELLOWSHIP	<p>AHO TO:</p> <ul style="list-style-type: none"> <li>▪ submit an Activity Completion Report and Financial Acquittal Statement through SmartyGrants</li> <li>▪ complete Return Unspent Form and submit to GSU (if applicable)</li> <li>▪ send Remittance Advice for unspent funds to GSU (if applicable - and only once told do so by GSU following acceptance of Financial Acquittal Statement)</li> <li>▪ manage ongoing relationship/activities with Fellows and OCO.</li> </ul>
12	ALUMNI	<p>Fellows will become part of the Australia Awards Alumni Network.</p> <p>Fellows to forge and maintain ongoing links with AHOs, and Australian contacts established during the Fellowship.</p>

# 1 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), and the Australian Centre for International Agricultural Research (ACIAR).

The Australian Government recognises that education develops skills and knowledge, builds enduring links between people, nations, institutions, and has the power to influence positive change.

The goal of Australia Awards is to support partner countries to progress their long-term development goals and have positive relationships with Australia that advance mutual interests, in line with global, bilateral and regional agreements. Australia Awards offer the next generation of global leaders an opportunity to undertake study, research and professional development activities in Australia 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.

Australia Awards recipients return home with new ideas and knowledge, and the ability to make a significant contribution to their home countries as leaders in their field. Australia Awards also demonstrate Australia's commitment to providing equitable education opportunities for individuals to enable their contribution to national development outcomes and economic growth. For Australia, the Awards build an engaged and influential global network of leaders, advocates and change-makers and establish a network of alumni across the world. Australia Awards also contribute to the productivity of Australia and the development of people-to people links between Australia, our regional partners and the broader international community.

The Australia Awards administered by DFAT include Australia Awards Scholarships; Australia Awards Pacific Scholarships; Australia Awards Fellowships and Australia Awards Short Courses.

## 1.1 Australia Awards Fellowships

The Australia Awards Fellowships program is a competitive grants program providing short-term development opportunities in Australia that develop influential networks to advance development outcomes in partner countries by:

- increasing the capacity of mid-career and senior officials in the region who are positioned to lead priority development and foreign affairs outcomes in partnership with Australia
- developing and strengthening institutional partnerships and people-to people links across the region and beyond between Australian and overseas counterpart organisations.

Australia Awards Fellowships are open to applications from eligible Australian organisations from all sectors including but not limited to the private enterprise, not-for-profit organisations, universities and tertiary institutions, research institutions, Non-Government Organisations, or peak industry bodies.

Australia Awards Fellowships offer eligible Australian organisations the opportunity to deepen and broaden their links with leaders and professionals in Official Development Assistance (ODA) eligible countries by hosting Fellows from Overseas Counterpart Organisations (OCO).

The program is designed to complement Australia's individual bilateral and regional development programs and long-term scholarships. For more details on country priorities, please refer to the DFAT website, including individual Development Partnership Plans (DPP), at: [Publications | Australian Government Department of Foreign Affairs and Trade](#).

Fellowship activities aim to provide access to 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.

Australia Awards Fellowships range between 2-52 weeks, commencing in Australia, followed by in-partner country activities focused on implementation and exchange of expertise, skills and knowledge. The duration of the in-partner country(ies) must not exceed the duration of activities in Australia.

Funding of up to \$34,500 per Fellow is offered on a competitive basis. AHOs must demonstrate commitment to the program and ongoing collaboration by providing a co-contribution to the Fellowship costs.

On 20 May 2023, Quad Leaders announced the Quad Infrastructure Fellowships Program (QIFP). The QIFP seeks to share Quad countries' world-class infrastructure expertise with the region's infrastructure practitioners through infrastructure Fellowships. Through coordinated programs Quad countries will support more than 1,800 of the region's infrastructure practitioners to design, build and manage quality infrastructure in their home countries. Australia will contribute 260 mid-career professional placements and 160 senior government executive Fellowships to candidates from Southeast Asia, South Asia, and Pacific Island countries, including some Fellowships through the Australia Awards Fellowships.

## 1.2 Australia's Development Program

Australia's international development program is a key tool of statecraft and helps to build regional resilience. It works alongside our foreign policy, trade, economic and security engagement to promote a peaceful, stable, and prosperous region. A region that is predictable—where differences are resolved by international law and norms, and where we can cooperate, trade, and thrive. To achieve this requires sustainable development and lifting people out of poverty.

As profound global challenges reshape our world, development needs across the Indo-Pacific and beyond are intensifying. Australia stands with its partners. Australia's [International Development Policy](#) sets the long-term direction for Australia's development program. It guides how Australia works with partners to advance a peaceful, stable, and prosperous future for our region – ensuring the program is responsive to today's complex and interconnected challenges.

Among its key commitments, the policy identifies ambitious targets and action on climate change through boosts in investment and access to specific climate expertise, as well as a nature-positive focus for activities. Australia has also developed new strategies that reaffirm and strengthen the centrality of gender equality and disability equity and rights to Australia's foreign policy. And we are implementing a new humanitarian policy to guide Australia's engagement internationally, ensuring we have an adaptable, responsive framework that responds to humanitarian need and builds resilience.

Australia's development program is delivered through country and regional planning, articulated in DPPs. Country and regional plans translate into action the development priorities we share with our partners. DPPs are prepared with our partner countries, in consultation with broader stakeholders, identifying agreed Australian Government activities to be delivered through country and regional programs and investments.

Australia's assistance is focused on our region, recognising that 22 of our 26 closest neighbours are still developing, and that our futures are deeply intertwined. Through the development program, we are building stronger and more meaningful partnerships in the Pacific and Southeast Asia, founded on mutual trust and respect, and shared values of fairness and equality.

The Australia Awards program is part of how we support our partners to connect with Australia through the development program. We are committed to creating more opportunities for the region's future leaders and better harnessing the expertise of alumni from our programs to invest further in this connectivity.

## 1.3 Building resilience: climate change and disaster risk reduction

Climate change is the greatest shared threat to all countries. It is a global systemic crisis that is disrupting trade, causing water and energy shortages, increasing risks of pandemics, conflict and displacement, and reversing progress in the fight against poverty. The impacts from climate change and disasters are growing more severe and are outpacing our collective ability to manage risk.

Australia is committed to implementing an ambitious climate agenda and increasing environmental protection, both at home and with our partners, to achieve a net-zero and nature-positive world. Climate change action is at the heart of Australia's [International Development Policy](#), which commits us to do

more to help partners achieve their commitments under the Paris Agreement and accelerate global ambition to address the climate crisis.

The policy aims to significantly increase the number of investments with a climate objective, and ensure climate and disaster risks and opportunity analysis inform all our programs regardless of the sector or region. Our investments will align with partner country climate priorities. Complementing our work on climate resilience, we will expand support for environmental protection and biodiversity conservation.

Fellowship proposals should seek to address climate and disaster risk through anticipatory action and ongoing consideration of the context and impact of a changing climate. Proposals should also consider disaster risk reduction, preparedness, and resilience-building opportunities. Proposals should demonstrate how they will maximise and contribute to mitigation, adaptation or disaster resilience efforts.

This is relevant for proposals in all sectors, as to be effective and sustainable, Australia's development program has to focus on delivering climate resilient outcomes, regardless of region, country or sector. However, these considerations are particularly important in highly vulnerable sectors like agriculture (food security); water, sanitation and hygiene (WASH); health; and infrastructure.

For further information: [Climate change](#)

## 1.4 Humanitarian engagement

Australia's humanitarian efforts aim to save lives, alleviate suffering, build resilience, and uphold human rights and dignity in crises.

Our 2024 [Australia's Humanitarian Policy](#) outlines how Australia harnesses its resources and expertise to better prepare for and respond to humanitarian crises, now and in the future. It prioritises readiness, rapid response, advocacy and protection of those most in need, with a particular focus on the Indo-Pacific region.

The Policy highlights Australia's role in reinforcing global commitments to international humanitarian law. It also underlines the importance of directing Australia's efforts at the root causes of humanitarian need, envisaging a world where humanitarian assistance is needed less often.

The Humanitarian Policy fulfils a commitment under Australia's International Development Policy. It connects to Australia's development and foreign policy efforts to tackle poverty, address climate change, build resilience and work towards greater peace, stability and prosperity.

For further information: [Australia's Humanitarian Policy: Making a difference for people in crisis](#)

## 1.5 Gender equality

Supporting practical initiatives to advance gender equality and the human rights of women and girls—in all their diversity—is a core tenet of Australia's development approach as reflected in the [International Development Policy](#). Australia supports a **twin-track approach** to achieve gender equality. Targeted approaches specifically tackle gender inequalities, and mainstream approaches consider gender equality in all policies, initiatives, and activities. A combination of these approaches is critical to achieving gender equality, ensuring gender equality is both a standalone priority and a cross-cutting issue.

Gender equality refers to equal rights, responsibilities, and opportunities for women, men, girls, and boys. DFAT recognises that gender inequality stems from unequal power relations, compounded by discrimination, gaps in laws and institutions, and social norms. Therefore, DFAT's work on gender equality seeks to transform restrictive gender norms affecting women, men, and non-binary individuals.

Australia's [International Gender Equality Strategy](#) identifies priority areas for advancing gender equality:

- Ending sexual and gender-based violence (SGBV) and promoting sexual and reproductive health and rights (SRHR)



- Supporting gender-responsive peace and security efforts
- Delivering gender-equitable climate action and humanitarian assistance
- Promoting women's economic equality and inclusive trade
- Strengthening locally led approaches to women's leadership.

Fellowship proposals must ensure that they do not exacerbate gender inequalities and contribute, in a meaningful way, to the achievement of gender equality.

For further information:

- [Australia's International Gender Equality Strategy](#)
- [Gender equality and women's empowerment in the aid program](#)
- [Gender Equality Investment-Level Strategy Development - Good Practice Note](#)
- [Gender Equality, Disability and Social Inclusion analysis - Good Practice note](#)

## 1.6 Disability equity and rights

Disability equity and rights is a cross-cutting priority as reflected in Australia's [International Development Policy](#).

Disability equity promotes equal participation and opportunity for people with disabilities, enabling them to realise their full potential. This inclusive approach allows countries to harness the contributions of all citizens, supporting poverty reduction and sustainable economic growth. Effectively addressing the needs of those experiencing the greatest vulnerability-including people with disabilities-lays the foundation for social cohesion and contributes to a resilient and prosperous region.

As a party to the [United Nations Convention on the Rights of Persons with Disabilities \(CRPD\)](#), Australia is committed to supporting other countries in implementing the CRPD. This includes ensuring that our development and humanitarian programs are inclusive of, and accessible to, people with disabilities.

Australia adopts a twin-track approach to disability-inclusive development:

- Mainstreaming approach - including people with disabilities are included as participants and beneficiaries of general development investments
- Targeted approach – targeting people with disabilities in development initiatives designed specifically to benefit people with disabilities.

In line with Australia's [International Disability Equity and Rights Strategy](#), priority areas include:

- Invest in partnerships and movements
- Addressing discrimination and exclusion
- Promoting the preconditions for inclusion
- Supporting equity in humanitarian assistance and climate action
- Strengthening the evidence base.

Fellowship proposals should actively consider the inclusion of people with disabilities to ensure broader systems, policies, and services are inclusive and beneficial. For further information:

- [Australia's International Disability Equity and Rights Strategy: Advancing equity to transform lives](#)

## 1.7 Engagement with First Nations Australians

The Australian Government is committed to embedding the perspectives, experiences, and interests of First Nations Australians into our foreign policy. The Australia Awards Fellowship programs offer a unique opportunity to highlight Australia's modern diversity and the rich heritage of First Nations people to participating Fellows from our partner countries. Where appropriate, Fellowship proposals should consider how they can support embedding First Nations perspectives in foreign policy and achieving, where applicable, the objectives of the Indigenous Diplomacy Agenda in their relevant priority development area.

For further information: [Indigenous Diplomacy Agenda | Australian Government Department of Foreign Affairs and Trade](#)

## 2 Eligibility for an Australia Awards Fellowships

### 2.1 Eligibility of applicants (Australian organisations)

Australian organisations in partnership with Overseas Counterpart Organisations (OCO) in eligible developing countries are invited to apply for an Australia Awards Fellowship.

Australian organisations must demonstrate commitment to the partnership and Fellowship program through a co-contribution.

Applicants must be Australian Organisations **who are** legal entities with a current Australian Business Number (ABN). Examples include:

- **Australian organisations, institutions, and businesses** — for example but not limited to private sector, research centres, higher education providers, vocational education and training providers, peak bodies, Australian chambers of commerce, community groups, non-government organisations, media organisations, professional associations, and industry bodies.
- **Australian Government departments** — (Federal, State/Territory and local), government agencies, statutory authorities, and Government Business Enterprises.

### 2.2 Conflict of Interest or Personal gain

Where the AHO or OCO staff have existing private, financial or other material personal interests with nominated or reserve Fellows, that could, or could be seen to, benefit either party in a way that is in excess to the outcomes of the Fellow, a conflict of interest should be declared and submitted to DFAT for clearance/ approval.

Where the nominated or reserve Fellow or Carer could, or could be seen to, make a personal financial gain (outside of the standard Fellowship entitlements), the nominated Fellow must submit a conflict of interest to DFAT for clearance.

### 2.3 Overseas Counterpart Organisations (OCO)

OCOs may wish to demonstrate commitment to the partnership and Fellowship program by making a co-contribution such as providing office or class space or covering internal travel costs to attend in-country activities.

OCOs 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 OCO must operate and reside in an eligible country.

DFAT will consider new or emerging partnerships with OCOs. AHOs seeking funding to support the establishment of new organisational links with OCO's will need to demonstrate a strong understanding of the country and context in which they propose to work. OCOs cannot be an individual.

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*NOTE: OCOs or individuals are not eligible to apply directly for Australia Awards Fellowships. They may, however, initiate contact with their AHO to explore the latter's interest in applying for a Fellowship.*

*Study opportunities for individuals from developing countries are available under the Australia Awards Scholarships [www.australiaawards.gov.au](http://www.australiaawards.gov.au).*

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## 2.4 Fellows

Australia Awards Fellowships target senior officials and mid-career professionals, who, in the short to medium term, will be in a position to advance priority development and foreign affairs issues on their return home. To be eligible, all Fellows nominated by AHOs must:

- be a minimum of 18 years of age at the time of commencing the Fellowship;
- not be an Australian citizen or be applying for Australian citizenship -this includes dual citizenship where one of the citizenships is Australian
- not have Australian permanent resident status or be applying for Australian permanent residency;
- be a citizen of and residing in an eligible developing 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 determined by the Department of Home Affairs for a visa;
- be able to participate in the nominated Fellowship activities at the time and for the full duration proposed by the AHO, except in exceptional circumstances, where approved by the GSU and DFAT;
- 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, including an ability to complete the Fellow's Completion Survey at the conclusion of their Fellowship.
  - Note: AHOs 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 Multi-country Fellowships where use of translation services may compromise learning outcomes or where English language capabilities differ substantially amongst Fellows.
- If successful in their application, AHOs should consult with the relevant Australian Embassy or High Commission in their selection of candidates for Fellowships (in some instances, the Embassy or High Commission may be able to identify as high calibre potential Fellows).

## 2.5 Eligible countries

Australian organisations are required to align their application with eligible countries and may nominate Fellows who are citizens of the following ODA eligible countries:

Region	Country
<b>Pacific</b>	Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Wallis and Futuna.
<b>Southeast Asia</b>	Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Thailand, Timor-Leste and Vietnam.
<b>South Asia and Middle East</b>	Bangladesh, Bhutan, India, Maldives, Mongolia, Nepal, Pakistan, and Sri Lanka, Iraq, Jordan and State of Palestine.
<b>Africa</b>	Botswana, Democratic Republic of Congo, Ethiopia, Egypt, Ghana, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Morocco, Mozambique, Namibia, Nigeria, Rwanda, Senegal, Sierra Leone, South Africa, Tanzania, Uganda, Zambia and Zimbabwe.
<b>Caribbean</b>	Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, Saint Vincent and the Grenadines and Suriname.
<b>Europe</b>	Ukraine.

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**Please Note:** Eligible countries may subject to change based on DFAT International Development priorities

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## 2.6 Priority areas

Fellowship proposals must clearly **align** with **ONE (only)** of the following six priority areas:

#	Priority Area	Description
1	<b>Climate change, adaptation, resilience and green energy (including critical mineral mining)</b>	Fellowships covering climate change adaptation, resilience, climate science, energy transition and nature-based solutions including (but not limited to); blue carbon and carbon-market, climate resilient and regenerative agriculture, climate smart water, sustainable ocean economy and sustainable mining for critical minerals, as well as transition to low emissions intensive economies, building clean energy supply chains and hydrogen economy.
2	<b>Health</b>	Fellowships covering health in the areas of communicable diseases, non-communicable diseases, including mental health; sexual and reproductive health and rights; health system strengthening, including building workforce capacity; health security including

#	Priority Area	Description
		pandemic prevention, preparedness and response, and One Health approaches
3	<b>Gender equality, disability equity and social inclusion</b>	Fellowships targeting gender equality and women's and girls' empowerment, and/ or disability equity and social inclusion. These could include proposals for Fellowships in legal and regulatory reform (that eliminates discrimination and advances equality), disability inclusive policy and budgeting; responding to and eliminating sexual and gender- based violence; gender-responsive and/ disability inclusive social protection; economic empowerment of women and/or people with disabilities, including access to finance and gender-responsive business enabling environments; leadership of women and/or people with disabilities; equitable access to quality essential services and investing in systems strengthening (education, training, health); equitable access to infrastructure or the Women, Peace and Security agenda.
4	<b>Digital Economy, cyber resilience, and media engagement</b>	Fellowships with a focus on the digital economy and future architecture and environment needed to deliver prosperity, protection, and long- term capability. This could include cyber capacity building or future-proofing critical assets, technologies and industries and technological obsolescence. Fellowships with a focus on enhancing the viability and capability of the media sector and journalism are also welcome. This could include digital resilience and transformation of media organisations, practical use of generative artificial intelligence and digital tools such as social media and other web-based platforms, digital storytelling and innovative audience analysis.
5	<b>Maritime and the Blue Economy</b>	Fellowships with a focus on maritime cooperation and development – leading to longer term prosperity, protection of environment and maritime cooperation, including in areas such as, environmental management and reduction of plastic pollutants. Applications could also focus on outcomes for future development of the blue economy including in areas such as maritime policy, resource management, maritime law and protection, meteorological surveying, as well logistics, cold supply chain and transition to sustainable green energy maritime supply chain networks.
6	<b>Infrastructure and connectivity</b>	Fellowships that provide Indo-Pacific countries with skills and relationships that support development and management of quality, resilient and sustainable infrastructure, and connectivity. This could include telecommunications, clean energy, disaster resilience, logistics, public private partnerships (PPPs), procurement, infrastructure pricing and cost estimation, project planning and management, infrastructure standards, aviation, telecommunications, energy, ports, broadcasting, and transport.

## 3 Fellowship Application Process

### 3.1 Application Form

Fellowship applications must be submitted online via [SmartyGrants](#)

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*NOTE: Round 21 will open on 3 November 2025 and close on 16 January 2026 (11.59pm AEDT). No extension is possible.*

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### 3.2 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 DFAT believes that false or misleading information formed a component of an application.

### 3.3 Framing your application

- Applicant Australian organisations are expected to work closely with their OCOs to develop the application and co-funded budget.
- Applicant Australian organisations must complete all sections marked mandatory. These include a detailed Fellowship proposal; responses to the Selection Criteria; total number of Fellows, an activity table; and a budget outline.
- Applicant Australian organisations must list all partner countries, OCOs and explain how the Fellowship incorporates the OCO(s) and the relevant priority development issue.
- Applications must include contact details for all OCOs, and GSU/DFAT may contact them to check their willingness to engage in the Fellowship. OCO cannot be individuals.
- All Fellowship applications should explore opportunities to promote gender equality and disability equity in the design of the Fellowship.
- All Fellowship applications must include an Australian organisation co-contribution.
- Where appropriate, Fellowship proposals should also consider how they can support engagement with First Nations Australians ([Section 1.7](#)).
- All applications will be assessed using the criteria outlined in [Section 5](#).

Fellowships may be bilateral or multi-country:

- Bilateral — involving Fellow(s) in OCOs from one eligible overseas country only.
- Multi-country — involving Fellows from a number of OCOs from eligible overseas countries.

### 3.4 Maximum funding available

Successful applicants will receive funding up to a maximum of \$517,500 per Fellowship. The maximum amount of funding available per Fellow is \$34,500 inclusive of in-partner country(ies) activities and program overhead fee. Each application is limited to 15 DFAT funded Fellows.

Category	Number of Fellows	Total Funding
Maximum funding per Fellow	1 x Fellow @ \$34,500	\$34,500
Maximum Funding per Fellowship	15 x Fellow @ \$34,500	\$517,500

### 3.5 Modes of Delivery

Applicants may include a variety of modes of delivery in Australia, in Australian offshore campuses or locations, in-partner country(ies) and through distance or online learning.

### 3.6 Fellowship Duration

- Fellowships must not be greater than 52 weeks in duration with a minimum of two weeks of the activities taking place in Australia.
- Duration of activities in Australia must be longer than duration of in-partner country(ies) activities
- AHO must commence in partner country(ies) activity(ies) within four months of completing the Fellowship activities in Australia.

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*NOTE: Travel time to and from Australia cannot be included in the calculation of the two-week minimum.*

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### 3.7 Fellowship Activities

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 in Australia;
- professional development in Australia;
- networking and work experience activities in Australia;
- seminars in Partner Country(ies);
- field work in Partner Country(ies);
- workshops in Partner Country(ies);
- distance learning post Australian activities.

Examples include management and leadership training, peer-to-peer learning, policy dialogue, work attachments, specialised research, seminars and site visits, conference participation, a study tour, program meetings and visits or a combination of these.

#### 3.7.1 Fellowship activities – are not academic

Fellowships' activities **must not** result in formal academic qualifications (e.g., Graduate Diploma, Master or PhD). Short courses that lead to formal academic qualification are also not permitted.

Micro-credentials, however, will be considered where they have a strong development priority focus and are designed for senior to mid-career professionals.



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**NOTE:**

*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*

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### 3.8 Submission Limits

- To show fairness to all applicants, DFAT will not accept applications after the advertised closing date and time. Only applications submitted online via SmartyGrants by an eligible Australian organisation will be considered.
- Australian organisations will be limited to submitting six (6) applications on the same ABN when seeking funding for multiple development priorities.
- If you submit six applications for Round 21, you are able to include up to 15 DFAT funded Fellows per application.
- There is no limit for the number of AHO/OCO funded Fellows.
- DFAT reserves the right to reject applications that exceed this limit.

### 3.9 Reference Documents

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

- [Australia's International Development Policy | Australian Government Department of Foreign Affairs and Trade](#)

**Country/Region documentation:**

- [Country briefs | Australian Government Department of Foreign Affairs and Trade](#)
- [Where we deliver Australia's development program | Australian Government Department of Foreign Affairs and Trade](#)

**Thematic documentation:**

- [Climate change | Australian Government Department of Foreign Affairs and Trade](#)
- [Disability Equity and Rights | Australian Government Department of Foreign Affairs and Trade](#)
- [Australia's International Disability Equity and Rights Strategy: Advancing equity to transform lives | Australian Government Department of Foreign Affairs and Trade](#)
- [Australia's international support for gender equality | Australian Government Department of Foreign Affairs and Trade](#)
- [Australia's International Gender Equality Strategy](#)
- [Gender equality and women's empowerment in the aid program](#)
- [Gender Equality Investment-Level Strategy Development - Good Practice Note](#)
- [Gender equality, disability and social inclusion analysis – Good practice note](#)
- [Cyber Affairs and Critical Technology | Australian Government Department of Foreign Affairs and Trade](#)
- [Australia's Humanitarian Policy: Making a difference for people in crisis | Australian Government Department of Foreign Affairs and Trade](#)
- [Australia's assistance for health | Australian Government Department of Foreign Affairs and Trade](#)

- [Indo-Pacific Centre for Health Security \(dfat.gov.au\)](https://dfat.gov.au/indonesia/centres/indopacific-centre-for-health-security)
- [Environment and sea law | Australian Government Department of Foreign Affairs and Trade](https://dfat.gov.au/environment-and-sea-law)
- [Australia's development program | Australian Government Department of Foreign Affairs and Trade](https://dfat.gov.au/development-program)
- [Australia's assistance for disability-inclusive development | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](https://dfat.gov.au/assistance-for-disability-inclusive-development)
- [United Nations Convention on the Rights of Persons with Disabilities \(CRPD\)](https://www.un.org/disabilities/convention)
- [Indigenous Diplomacy Agenda | Australian Government Department of Foreign Affairs and Trade](https://dfat.gov.au/indigenous-diplomacy-agenda)
- [The Quad | Australian Government Department of Foreign Affairs and Trade](https://dfat.gov.au/the-quad)

## 4 Eligible Costs

### 4.1 Fellowships Activity Budget

The Fellowship may only be used to fund costs associated with Fellows' participation in the eligible Fellowship activities in Australia and a limited range of activities in the partner country(ies) ([Section 4.3](#)).

The maximum amount of funding available is \$34,500 per Fellow, inclusive of in-partner country activities and program overhead fee.

Any further program costs must be allocated to the AHO and/or OCO(s) as co-contributions. Co-contributions can be cash or in-kind.

See [Section 4.13](#) for a Quick Reference Guide to what DFAT will and will not cover. The final decision on what constitutes an eligible activity or cost rests with DFAT as the AAF policy owner. If you are not sure, please contact GSU through [fellowship@australiaawards.org](mailto:fellowship@australiaawards.org)

Funding can only be used for the purposes for which it was awarded as outlined in the Grant Agreement, and not for any other organisational purposes.

Funding can be moved within budget categories (eg: Transport), however any transfer of funds to another category (eg: Transport to Delivering Course Costs) needs approval by the GSU.

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*NOTE: Accurate budgeting is vital.*

*Applicant Australian organisations are expected to provide an accurate and detailed budget that promotes value for money and delivers outcomes for DFAT and the Australian Government. A detailed budget will need to be submitted by successful Australian Host Organisations in the Supplementary Information Form.*

*Applicant Australian organisations 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) as well.*

*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 GSU. The Financial Acquittal Statement requires invoices and transaction records to be submitted as supporting evidence.*

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### 4.2 Taxation

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 funding.

## Travel to and in Australia

### 4.3 Travel To Australia and In Australia

- Return economy airfares between the regional or international airport closest to the Fellow's home city or town, and to the airport nearest to the location where in-Australia program activities will commence.
- With prior approval from the GSU, DFAT may also cover the cost of travel (using public transport) between the airport and the awardee's place of residence, in the awardee's home country, where the distance is greater than 250km.

- Fellows are to travel by the most direct route and are entitled to “best fare of the day”, which is the cheapest economy class fare.
- DFAT funding can be used to support Fellows to arrive in Australia for a maximum of one rest day before commencing and a maximum of one rest day following the completion of their Fellowship activities in Australia. Approval is required by the GSU for more than 1 day, in exceptional circumstances. This does not include situations where flights are unavailable due to airline scheduling.
- The AHO must advise the travel agent that once the ticket is purchased, it cannot be varied without the approval of the AHO to ensure the Fellows comply with their visa conditions and conditions outlined in the Letter of Offer accepted by the Fellows.
- Unless unavoidable, stopovers are not permitted. If unavoidable, DFAT will pay reasonable accommodation costs that have been pre-approved by the GSU.
- Fellows’ in-Australia transport costs (i.e. taxi, trains, bus, and domestic flights, airport transfers within Australia) directly related to approved activities will be funded and should be clearly listed in the budget.
- Costs associated with travel to apply for an Australian visa, including health / character checks and/or attend pre- departure briefing hosted by an Australian Embassy or High Commission will be funded.

#### 4.4 Accommodation in Australia

The maximum accommodation rates (Australian Dollars) that can be claimed for Fellows are: <sup>1</sup>

State/Territory	Daily Rate	State/Territory	Daily Rate
Australian Capital Territory	\$178	South Australia	\$158
New South Wales	\$198	Tasmania	\$176
Northern Territory	\$220	Victoria	\$173
Queensland	\$181	Western Australia	\$180

#### NOTE

*Accommodation must be at or below 3-4 star rating. Accommodation at the 5 star standard cannot be claimed.*

*For accommodation bookings longer than four weeks, AHOs should negotiate with the venue for a lower rate than the daily rates listed above.*

#### 4.5 Fellow’s living allowance in Australia

A contribution to living expenses of a maximum of \$99.26 per Fellow<sup>2</sup> per day can be claimed. The contribution to living entitlement includes:

Meal	Daily Rate
Breakfast	\$20.87
Lunch	\$23.47
Dinner	\$39.97
Incidentals	\$14.95
Total	\$99.26

<sup>1</sup> ATO Taxation Determination TD 2025/4 – employee’s annual salary \$143,650 and below

<sup>2</sup> DFAT - Australia Awards Scholarship stipend or contributions to living expenses

#### 4.5.1 Deductions for meals provided to Fellow(s)

The Fellow's living allowance entitlement may be deducted for meals organised by the AHO. However, the cost of meal cannot exceed the daily rate as outlined in Section 4.5. The AHO may be required to provide evidence that Fellows received their meals and allowances during the Financial Acquitall process.

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**Example 1:** *The AHO is organising a Welcome Dinner and Farewell Dinner, and breakfast is covered by the accommodation booking. The total meal allowance would exclude 2 dinners, and all breakfasts.*

**Example 2:** *The Fellows will be attending a conference for 4 days as part of the Australian activities. The conference package includes lunches. The total meal allowance would exclude a lunch allowance for the 4 conference days.*

**Example 3:** *The Fellows will be flying from Brisbane to Melbourne on the morning flight with Breakfast provided. The total meal allowance would exclude breakfast for this travel day.*

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## 4.6 Health Insurance

AHOs are responsible for ensuring that all nominated Fellows have appropriate health insurance for the duration of their stay in Australia. In accordance with advice from the [Department of Home Affairs](#), Fellows travelling on a DFAT-sponsored student visa (subclass 500) must maintain **Overseas Student Health Cover (OSHC)** for the entire period of their Fellowship.

OSHC is offered by six health insurance providers currently subscribed to a Grant Agreement with the Commonwealth Department of Health. More information can be found at: [Overseas Visitors & Overseas Students \(privatehealth.gov.au\)](#)

Fellows in prior possession of any other visa, including multiple entry visas, to Australia, must first seek advice from the Department of Home Affairs. Please see [Section 7.3](#) for information on applying for visas for Fellows.

If Department of Home Affairs approves a visa other than a Student Visa (subclass 500), appropriate health insurance must be arranged and paid for prior to travel, covering both the Fellow and any accompanying Carer.

**Note:** Travel insurance is an ineligible cost for DFAT funding.

## 4.7 Additional assistance for disability

Additional assistance/assistive devices may be requested to support Fellows with disability who may have restrictions on their mobility, or require a personal assistant, Carer, or assistive equipment.

The costs associated with providing additional assistance will not count toward the \$34,500 limit per Fellow. Please see [Section 8](#) more information.

## 4.8 Program overhead fee

An additional amount of 10 per cent of the total DFAT funds requested, with an upper limit of \$25,000, may be requested in the Fellowship budget as 'Overhead Fee'. The intention of the overhead fee is to account for any unforeseen expenses and cover part of administration costs which are Fellowship related.

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.

## 4.9 Delivering course costs

Fees for engaging lecturers/trainers/experts to deliver tuition/training or for the costs associated with delivery to Fellows for in-Australia activities will generally be funded up to a maximum of \$200 per hour.

- Fees must reflect the skill level and true hourly rate for engaging the person to deliver course content.
- External experts for in-partner country activities is not covered.

## 4.10 Costs that **cannot** be claimed for Travel to and in Australia

The below costs are **not eligible** for DFAT funding, however, AHOs and OCOs can provide a co-contribution for these expenditures (financial and/ or in-kind).

DFAT funding is **NOT** available for costs associated with the following in Australia:

- scoping and design exercises
- course development costs including the preparation time by lecturers and experts, and the development of course materials
- Fellow and Carer welfare including managing critical incidents and retaining a “duty of care”
- 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
- travel insurance costs covering lost luggage and personal effects, flight delays, cancellation costs, lost or stolen travel documents, or returning home early costs that have already been incurred prior to the selection of the Fellowships.

## In-Partner Country Activities and In-Partner Country Travel

Activities conducted in the partner country should be directly aligned with the participants’ return-to-work plans and demonstrate the practical application of knowledge and skills acquired during the In-Australia component of the program. The purpose of funding is to support the implementation of these applied learnings, rather than to facilitate additional training or the development of new initiatives.

## 4.11 Activities in-partner country(ies)

Fellowship activities must also be undertaken in partner country(ies). Partner country activities may include a variety of modes of delivery such as:

- **seminars:** an educational event focused on interaction, where individuals with common interests gather to discuss, learn, and share ideas
- **field work:** practical work conducted by a researcher in the natural environment, rather than in a laboratory or office
- **workshops:** an interactive meeting in which a group of people goes through a series of activities to solve a problem or work on a project.
- distance learning, on-line or other
- Attendance at Australian **offshore campuses** or OCO locations.

Only activities with a clear and substantive technical focus will be funded by DFAT where conducted in-partner countries, for example, visits to the OCO/s to:

- Support Fellows to implement their Return-to-Work plans;
  - support Fellows to transfer skills to colleagues and staff;
  - deliver further on-the-job training and/or mentoring; and
  - support AHO staff and Fellows to collaborate on the development of products, services or research resulting from the initial Fellowship activities in Australia.
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*NOTE: In-partner country activities must be commenced within four (4) months of completing in-Australia activities and must not be longer in duration than the in-Australia activities.*

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## 4.12 Costs that **CAN** be claimed for in-partner country(ies) activities

DFAT funding **CAN** be used for the following in-partner country expenses for AHO staff for the purposes of delivering in-partner country activities:

- accommodation for AHO staff up to maximum 4 stars, unless otherwise approved in writing by GSU/DFAT
- printing of course materials
- return international economy airfares
- airport transfers for AHO staff in-partner country

### 4.12.1 Group travel for in partner-country activities

DFAT funding **CAN** be used for the following in-partner country group travel expenses:

- group ground or sea transport to activities identified in the partner country activities or return to work plan.
  - For a multi-county program where the Return-to-Work plan includes in-partner country activities in a country other than the country of their residence/citizenship, DFAT funding can cover Fellow's return international economy airfares to attend partner activities not held in their home country.
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*Example: 5 Fellows live in Nadi, Fiji, but In-Partner Country Activities are being held in Suva, Fiji. The 5 fellows plan to catch a bus from Nadi to participate in the activities in Suva. Their bus costs are NOT eligible for DFAT funding and must be covered by AHO or OCO co-contributions.*

*While in Suva, the group meet at a central location where the AHO and OCO have planned outreach activities to local villages and have hired local transport to support the activity. The group transport for the outreach activities CAN be covered with DFAT funding.*

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## 4.13 Costs that **cannot** be claimed to or in-Partner Country(ies)

DFAT will **NOT** fund the following expenses relating in-partner country(ies) activities:

- contribution towards living expenses (e.g. daily allowance) for Fellows, Carers, AHO or OCO staff
- costs related to mobilising the Fellows in their partner country. See Group Travel (**Section 4.11.1**)
- AHO or OCO Staff salaries for the duration of overseas activities.
- comprehensive medical and travel insurance for AHO or OCO Staff, or Fellows or Carers for the period of any DFAT funded activities overseas
- accommodation for Fellows, Carers or OCO staff in-partner country(ies)
- visa fees for AHO staff travelling to partner country/ies
- conference attendance for the AHO Fellows, Carers, AHO or OCO staff

- fees for engaging external lecturers/trainers/experts to deliver tuition/training or for the costs associated with delivery to Fellows .

DFAT will **NOT** fund visits to OCOs for the following:

- visits to OCOs where no substantive technical activities are proposed;
- relationship building exercises;
- monitoring and evaluation;
- agreement management or scoping work for future Fellowships; or
- to undertake other business unrelated to the specific Fellowship or Fellows.

## 4.14 Quick Reference Guide to Expenditure Items

Please refer to the relevant sections in the Australia Awards Fellowship Round 21 Guidelines for further explanation and eligibility criteria.

### In-Australia Expenditure

#### Fellow and Carer Travel Costs

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Australian Student Visa (Subclass 500) Fee	7.3	✓	X
Health and character checks for Australia Student Visa	4.3	✓	✓
Return Economy class travel by most direct route to submit Australian Student Visa Application, or in country pre-departure briefing. <ul style="list-style-type: none"> <li>- ground transport and</li> <li>- domestic flights</li> </ul>	4.3	✓	✓
Return Economy class airfare to Australia by most direct route	4.3	✓	✓
Unavoidable Stopovers including <ul style="list-style-type: none"> <li>- airfares</li> <li>- ground transport to accommodation and return to airport only</li> <li>- accommodation</li> <li>- contribution to living expenses</li> </ul>	4.3	✓	✓
Economy class travel in Australia to attend Australian Fellowship related activities <ul style="list-style-type: none"> <li>- ground transport and</li> <li>- domestic flights</li> </ul>	4.3	✓	✓
All costs noted above are associated with Carer accompanying Fellow with a disability on fellowship <ul style="list-style-type: none"> <li>▪ Airfares</li> <li>▪ Flights</li> <li>▪ Accommodation</li> </ul>	8.1	✓	✓
Carer Visa fee for Visa Subclass 590	8.2	✓	✓
Visa required Character/Health Checks for Carer	8.1	✓	✓
Health Cover (if on Visa Subclass 590 and not able to obtain OSHC) for Carers for duration of Fellowship stay in Australia	8.1	✓	✓



### Fellow and Carer Accommodation in Australia

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Accommodation in Australia is capped as per the daily rate outlined in section 4.5 and at maximum of 3-4 star rating	4.4	✓	✓

### Contribution to Fellow's and Carer's living allowance in Australia

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Contribution to Fellows Living Allowance (\$99.26 per day) in Australia	4.5	✓	✓
Contribution to Living Allowance when in-partner country(ies) that is not home location	4.12	X	✓
Contribution to Living Allowance when in home partner country	4.12	X	✓

### Health Insurance in Australia for Fellows and Carers

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Overseas Student Health Cover (includes Carer or Personal Assistant) for duration of Fellowship stay in Australia, or equivalent health insurance	4.7	✓	✓

### Additional assistance when in Australia for Fellow with disability

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Assistive equipment or reasonable accommodations	8.1	✓	✓

### Program Overhead Fee

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Program Overhead Fee (10% of total DFAT funds requested up to maximum of \$25,000)	4.8	✓	X

### In-Partner Country Expenditure

#### In -Partner Country Activities

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
AHO staff return economy class airfares to Partner Country/ies	4.11	✓	✓
Contribution towards living expenses (e.g. daily allowance) for Fellows, Carers, AHO or OCO staff	4.12	X	✓
AHO staff course delivery in partner activity	4.10	✓	✓
AHO staff accommodation costs in Partner country during delivery of activities	4.11	✓	✓

Description	Australia Awards Fellowship Guidelines	Eligible for DFAT Funding	AHO/ OCO
Printing of Course materials in Partner Country	4.11	✓	✓
Group travel as part of Fellowship activities – for Fellows and/or AHO staff	4.11.1	✓	✓
Accommodation in partner country(is) for Fellows	4.12	X	✓
Visas for AHO staff for partner country visits	4.12	X	✓
Return economy class travel for Fellows travelling to a partner country other than their own to undertake Fellowship-related activities aligned with their return-to-work plan. May include air, ground, or sea transport.	4.11.1	✓	✓

#### 4.15 Summary of Costs **not** covered by DFAT Round 21

Please refer to the relevant sections of Australia Awards Fellowship Round 21 Guidelines for further explanation and eligibility criteria.

#### Costs not covered by DFAT

Description	Eligible for DFAT funding	AHO/ OCO Cost	Fellow Cost
Travel insurance costs	X	✓	✓
Fellow / Carer domestic travel in home country, (Fellow/Carer domestic travel for the purposes of obtaining an Australian visa for their travel to Australia under the Fellowship, and for the purposes of meeting their international flight for departure to Australia to commence their Fellowship CAN be funded by DFAT)	X	✓	X
Fellow / Carer personal travel cost when in Australia	X	X	✓
Any costs associated with applying for any other Australian visas, excluding Student (subclass 500) Visa and Carer visa/s.	X	✓	✓
Accommodation exceeding the daily rate and star rating as per Guidelines	X	✓	✓
Passports	X	✓	✓
Travel or Debit cards	X	✓	✓
Living expenses when in home location	X	✓	✓
Upgrades to Premium economy/ Business or First-class airfares	X	✓	✓
AHO and OCO staff medical and travel insurance	X	✓	X
AHO staff in-Australia travel cost	X	✓	X
AHO and OCO staff daily allowance	X	✓	X
Costs associated with mobilising the Fellows in their partner country	X	✓	X
Any non-Fellow or Carer Overseas Counterpart Organisation (OCO) Staff participation or travel in partner country activities	X	✓	X
AHO or OCO staff salaries for the duration overseas activities	X	✓	X
Course fees for study that result in formal academic qualifications or academic unit	X	✓	X
Lecturers/trainers/experts hourly rates exceeding	X	✓	X

Description	Eligible for DFAT funding	AHO/ OCO Cost	Fellow Cost
\$200 per hour			
Welcome to Country Ceremony costs above \$650	X	✓	X
Conference attendance only	X	✓	X
Venue Hire	X	✓	X
Catering	X	✓	X
Stationery, materials and equipment	X	✓	X
Promotion of program and/ communications support	X	✓	X
Program and/ administration support	X	✓	X
Monitoring and evaluation of program	X	✓	X
Merchandise* excludes Australia Award Fellowship material provided by DFAT	X	✓	X
Internet or Wi-Fi	X	✓	✓
Scoping and design exercises	X	✓	X
Course development costs including: preparation time by lecturers and experts, and design and development of course materials	X	✓	X
Course materials and printing for use in Australia	X	✓	X
Translation and interpretation related activities	X	✓	X
Relationship building exercises; monitoring and evaluation	X	✓	X
Fellows' welfare including managing critical incidents and retaining a "duty of care".	X	✓	X
English language training	X	✓	X

## 5 Fellowship Application Assessment and Selection Process

Each application will undergo mandatory compliance checks ([Section 5.1](#)). Only compliant applications will progress to assessment and then considered for shortlisting.

Applications will then be assessed and selected on a competitive basis against the Selection **Criteria** ([Section 5.2](#)) and Australia Awards Fellowships (AAF) Round 21 Guidelines.

DFAT's overseas diplomatic missions and relevant thematic/geographic desks provide comments and an assessment score against **Selection Criteria 1 and 2** on each relevant Fellowship application to assist with assessment of the applications. The GSU will undertake the assessment of applications against Criterion 3, providing evaluative comments as part of the review process. The GSU will also manage and oversee the moderation process to ensure consistency, transparency, and adherence to assessment standards across all applications.

An Australia Awards Fellowships Selection Panel (AAFSP) chaired by the GSU with senior representation from DFAT will consider all relevant assessment information, including assessment scores, and make the final decision. The decision is final and no communication regarding the deliberations or outcomes will occur. DFAT retains discretion to consider allocation of Fellowships in line with the Australian Government's strategic priorities and regional focus.

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

Applicants will be advised of the outcomes of their applications from July 2026 and successful applicants will be requested to sign a Fellowships Grant Agreement that outlines agreed budget and activities.

Successful applicants will be requested to provide a detailed itinerary and activity table, detailed budget and details of Nominated and Reserve Fellows (including AHO/OCO funded Fellows) via the Supplementary Information Form. AHO's should consult with DFAT's overseas diplomatic offices prior to submitting their Fellow and OCO nominations. The Supplementary Information Form will be added to your Smarty Grants profile.

GSU will email all successful and unsuccessful applicants regarding the outcome of their applications following finalisation of the selection process. Individual feedback on applications cannot be provided due to the volume of applications. DFAT will publish the names of successful AHOs and the number of participating Fellows by country for Round 21 on the DFAT website.

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*NOTE: Please note that AHO past performance will be considered when selecting applicants for Round 21.*

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## 5.1 Compliance Criteria

The application **MUST** meet the below mandatory criteria to be progress to the assessment stage:

### COMPLIANCE CRITERIA

- Provide all information in the specified format
- Application has been submitted by a legal Australian Entity with a current ABN
- Applicant cannot be an individual/ OCO
- Submitting officer is an employee of the Australian Organisation
- Applicant Organisation has not exceeded six applications
- Application cannot exceed 15 **DFAT**-funded Fellows (does not include AHO/OCO funded Fellows)
- Application only covers eligible countries
- Application includes a co-contribution from the Australian Organisation
- In-Partner country activity is included
- Proposal aligns with one of the development priority areas
- A minimum of two weeks is delivered in Australia
- Proposed Fellowship is between two and 52 weeks in duration (this is inclusive of in-Australia, online, and in-partner country(ies) activities) – cannot be longer than 52 weeks in total
- In-Australia activity duration is longer than the in-partner country activity duration
- OCO(s) is/are from an eligible ODA listed country(ies) outlined in Section 2.5
- OCOs 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 OCO must operate and reside in an eligible country.
- Applicant is not listed in the National Redress Scheme (Institutions that have not joined or signified their intent to join the [Scheme | National Redress Scheme](#))
- Applicant is not listed in the proscribed lists:
  - [Anticorruption and Integrity: Sanctions | Asian Development Bank \(adb.org\)](#)
  - [World Bank Listing of Ineligible Firms and Individuals](#)
  - [Terrorist organisations | Attorney-General's Department \(ag.gov.au\)](#)
  - [Consolidated List | Australian Government Department of Foreign Affairs and Trade](#)

GSU reserves the right to seek clarification on non-conforming applications and reject applications that do not meet the compliance criteria or exceed six applications per organisations.

## 5.2 Selection criteria

Selection Criteria	Description
<b>1. Fellowship Alignment – 35%</b>	<p><i>How does the Fellowship align with one of the priority development areas and relevant DFAT country and regional programs?</i></p> <p>In answering this criterion, the following should be considered:</p> <ul style="list-style-type: none"> <li>▪ how does the Fellowship contribute to at least one of the six priority development issues detailed in <a href="#">section 2.6</a>;</li> <li>▪ how does the Fellowship contribute to shared priorities with proposed eligible partner country(ies) – See <a href="#">section 2.5</a>.</li> </ul>
<b>2. Fellowship Outcome – 35%</b>	<p><i>How will the Fellowship build relationships and deliver outcomes between Australian and partner institutions and individual Fellows?</i></p> <p>In answering this criterion, the following should be considered:</p> <ul style="list-style-type: none"> <li>▪ 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;</li> <li>▪ why the Fellowship approach is appropriate to build capacity and meet specific needs of Fellows in the partner organisation;</li> <li>▪ strategies for maintaining and strengthening partnerships and linkages following the Fellowship with the partner organisation and Fellows;</li> <li>▪ engagement with government, private and civil society sectors, both in Australia and in-country, including through co-funding.</li> </ul>
<b>3. Organisational Capability – 30%</b>	<p><i>How will the Australian Organisation effectively manage contractual and other program requirements?</i></p> <p>In answering this criterion, the following should be considered:</p> <ul style="list-style-type: none"> <li>▪ track record of the Australian Organisation meeting contractual requirements for grants and programs;</li> <li>▪ how Australian Organisations and OCOs (including those with new linkages) demonstrate viability and commitment to the Fellowship, including the value add and/or comparative advantage the AHO has in delivering the Fellowship;</li> <li>▪ policies, processes, and internal controls that are in place to allow the organisation to meet contractual and other program requirements (on but not limited to fraud, CP and PSEAH) including overall project management, risk management, Fellow management/oversight, and records management;</li> <li>▪ how the Australian Organisation maintains a proper and reliable financial management system (including appropriate supporting records) to support project management and accurate acquittal reporting (including co- contributions);</li> <li>▪ how the Australian Organisation has utilised the lessons learnt from other programs to address past performance concerns (if applicable);</li> <li>▪ flexible delivery modes and innovative approaches such as split site study (in–Australia and in– country) as well as distance and online learning to improve the effectiveness of the Fellowship and promote best practice; and</li> </ul>

Selection Criteria	Description
	<ul style="list-style-type: none"> <li>access to on-award activities (that enhance Fellows' experience and establish linkages with Australia) and support alumni engagement opportunities.</li> </ul>

### 5.3 Selection criteria: Scoring Scale

Score	Evaluation Scoring Scale
5	<p><i>Excellent</i></p> <p>Individual criteria requirements have been exceeded in most areas and relevant value-adding services or products have been offered. Most claims are fully substantiated with highly relevant examples provided.</p>
4	<p><i>Very Good</i></p> <p>Individual criteria requirements are exceeded in some areas and addressed to a high standard in others. Most claims are substantiated with relevant examples.</p>
3	<p><i>Good</i></p> <p>Individual criteria requirements have been met to the standard expected in most areas. Most claims are substantiated with relevant examples.</p>
2	<p><i>Fair</i></p> <p>Individual criteria requirements have been met but to a low standard. Some claims are substantiated with relevant examples. The response is passable, but there are major shortcomings or deficiencies.</p>
1	<p><i>Poor</i></p> <p>Individual criteria requirements have been inadequately dealt with in most or all areas. Claims are inadequately substantiated.</p>
0	<p><i>Not rated</i></p> <p>Individual criteria have not been addressed or have been inadequately dealt with in most or all areas. Claims are not substantiated.</p>

NOTE: DFAT reserves the right to reject applications that exceed the maximum number of applications per Australian Organisation that is allowed.

### 5.4 Due Diligence

In addition to the compliance checks outlined in [Section 5.1](#), the GSU will perform due diligence checks on applications to determine the applicant's suitability before their application moves to the next stage for shortlisting.

Due Diligence assessment is not required for Australian Education Institutions (e.g., universities), non-Government organisations accredited under DFAT's Australian NGO Cooperation Program, Australian Government Agencies, Commonwealth entities and companies subject to the PGPA Act, and Australian State/Territory Government Departments.

**For more information** <https://www.dfat.gov.au/about-us/publications/due-diligence-framework>

## 6 Fellowships Management

### 6.1 How to use the Fellowships Management Guidelines

This Guidelines document provides guidance on how to manage the Australia Awards Fellowships. You, as an AHO, should be familiar with its contents and have a good understanding of your role and responsibility. You are responsible for all aspects of the Fellowship delivery and management, including all official, welfare, personal and commercial arrangements (including Fellows' travel, payment of allowances, health insurance and accommodation).

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#### *IMPORTANT AUDIT INFORMATION*

*It is essential that funding recipients maintain adequate financial systems and records to support accountability and acquittal of funds for audit purposes.*

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DFAT and the GSU use SmartyGrants, an internet-based grant/data management system, to manage all aspects of the Fellowship. AHOs will be provided access to this database to electronically enter and store data, nominate Fellows and reserves, manage the acquittal process on completion of the Fellowship and submit the Activity Completion Report at the end of the Fellowship.

### 6.2 Pre-Departure and Arrival Briefing

AHOs must provide the following mandatory briefings to each Fellow (and Carer where appropriate):

A **pre-departure briefing** for the Fellow/s before they leave their home country. The briefing must provide information on: Child Protection, PSEAH, fraud, corruption and safely living in Australia. The [Australia Awards Fellowships - Pre-departure guidelines](#) has been developed to assist in the delivery of the briefing;

An **arrival briefing** within the first few days of landing in Australia. The briefing must cover the obligations and conditions of the Fellowship, including the AHO's responsibility to ensure as far as practical the Fellows safety and well-being during their stay in Australia;

A **departure** briefing seeking the Fellow's feedback and views on their Fellowship program.

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*NOTE: The AHO must document and if requested, be able to provide evidence that these briefings have occurred, including details of how, what, when and where these briefings were provided.*

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#### 6.2.1 Australian Diplomatic Post (Overseas)

AHOs should notify the Australian Diplomatic post/s regarding any planned pre-departure sessions in partner countries. The AHO/OCO may wish to invite a DFAT representative to attend the pre-departure briefing or an in-partner country activity. When emailing or contacting the Post, please ensure that you provide them with the Fellowship number (R21#####), project title, number of fellows, date and time of the session, and advise whether the Post is requested to attend as a guest, speaker or other.

#### 6.2.2 Australian Department of Foreign Affairs and Trade (in Australia)

If you wish to invite a DFAT representative to an event during in-Australia activities, please email [fellowships@australiaawards.org](mailto:fellowships@australiaawards.org) with the request, providing the Fellowship Number (R21#####), date, time, location, and what role you would like the DFAT representative to play e.g. guest, speaker/ role of speaker.



### 6.3 Matrix for Connecting with DFAT

Fellowships Stage	Agenda
<b>Before Application</b>	Notify of intent to apply and seek feedback on suitable OCO's or recommendations for OCO partners.
<b>Before Fellowship</b> (for successful Australian Organisations)	<p><b>Seek input early</b> on identifying suitable Fellows and Overseas Collaborating Organisations (OCO's) before submitting the Supplementary Information Form.</p> <p><b>Inform the relevant</b> Australian Embassies, High Commissions and/or Consulates in the Fellow's partner country about pre-departure sessions and invite them to attend (online or in person).</p> <p><b>Notify DFAT and extend an invitation</b> to applicable in-Australia Fellowship events</p>
<b>Duration of Fellowship</b>	Notify the GSU and DFAT regarding any critical incidents or welfare issues that have the potential to affect the Fellows ability to successfully complete their Fellowship, in line with Guidelines <a href="#">Section 10</a>
<b>Post Fellowship</b>	Fellows are encouraged to engage with relevant Posts for Alumni activities, to foster collaboration, and strengthen connections within the broader Australia Awards Alumni network.

### 6.4 Roles and Responsibilities

Responsibility	Role
<b>Australian Host Organisations (AHO)</b>	<p>The AHO is responsible for all aspects of the Fellowship delivery and management, including all official, welfare, critical incidents, personal and commercial arrangements (including Fellows' travel, payment of allowances, health insurance and accommodation).</p> <p>As an AHO you are also responsible for, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Entering into contractual agreement with GSU.</li> <li>▪ Establish/maintain relationship with OCO(s).</li> <li>▪ Providing a tax invoice for funding be sent to <a href="mailto:fellowships@australiaawards.org">fellowships@australiaawards.org</a> when instructed by the GSU.</li> <li>▪ Completing the Supplementary Information Form within the deadline stipulated by the GSU.</li> <li>▪ Submitting signed copies of the Fellow's <i>Acceptance of Award</i> Offer Letter in SmartyGrants.</li> <li>▪ Arranging medical insurance for Fellows (OSHC) and appropriate medical insurance for Carers.</li> <li>▪ Making travel and accommodation arrangements for Fellows.</li> <li>▪ Delivering a pre-departure briefing for Fellows.</li> <li>▪ Ordering Fellow Packs and Certificates from the GSU at least 1 month before in Australia fellowship end date.</li> <li>▪ Delivering an arrival briefing for Fellows.</li> </ul>

Responsibility	Role
	<ul style="list-style-type: none"> <li>▪ In-Australia management of all Fellowship activities and Fellows' welfare including managing critical incidents and retaining a "duty of care".</li> <li>▪ Payment of living allowance (for a maximum of AUD 99.26 per day per Fellow/Carer) for the period of their stay in Australia.</li> <li>▪ Ensuring any payments owed to the Fellow are reimbursed within 10 business days, if not sooner.</li> <li>▪ Delivering an arrival briefing for Fellows at the commencement of the in-Australia component of the Fellowship</li> <li>▪ Ensuring Fellows submit the Fellows Completion Survey.</li> <li>▪ Delivering activities in-partner country.</li> <li>▪ Timely submission of Activity Completion Report via SmartyGrants.</li> <li>▪ AHO Financial Delegate to review and authorise Financial Acquittal Statement</li> <li>▪ Timely submission of Financial Acquittal Statement via SmartyGrants.</li> <li>▪ Timely submission of completed Return of Unspent Funds form and Remittance advice and return of any unspent funds by the due date.</li> <li>▪ Communicate future return-to-work plan with OCO(s).</li> <li>▪ Adhering to the Disability Support Agreement</li> </ul>
<b>Overseas Counterpart Organisations (OCO)</b>	<ul style="list-style-type: none"> <li>▪ Deliver any relevant in-country partner activities.</li> <li>▪ Support Fellows upon their return to implement new learning.</li> </ul>
<b>DFAT</b>	<p>DFAT is responsible for, but not limited to</p> <ul style="list-style-type: none"> <li>▪ AAF policy guidance setting</li> <li>▪ Managing Death of Fellow notifications.</li> <li>▪ Approving external Media Releases, articles and social media content, including organisation's internal newsletters.</li> </ul>
<b>Australia Awards Global Support Unit (GSU)</b>	<p>Responding to all enquiries sent to <a href="mailto:fellowships@australiaawards.org">fellowships@australiaawards.org</a></p> <ul style="list-style-type: none"> <li>▪ Compliance checks of applications.</li> <li>▪ Arranging organisational capability assessment of applicants.</li> <li>▪ Arranging DFAT post and thematic area assessments of applications.</li> <li>▪ Engage an independent moderator to review all assessments and provide a report with recommendations to the AAFSP for consideration</li> <li>▪ Due diligence checks of AHOs.</li> <li>▪ Providing outcome notifications to applicants.</li> <li>▪ Issuance of Grant Agreements to successful AHOs.</li> <li>▪ Arranging post assessments of nominated and reserve Fellow lists.</li> <li>▪ Approval of nominated and reserve Fellow lists.</li> <li>▪ Issuance of Letter of Offer Pack to successful Fellows (including NOLs where required).</li> <li>▪ Disbursing Fellowship funding to successful AHOs.</li> </ul>

Responsibility	Role
	<ul style="list-style-type: none"> <li>▪ Issuance of Australia Awards branded merchandise and Completion Certificates to AHOs.</li> </ul>
<b>Fellow Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Fellows are required to follow the instructions of the AHO and those set out in the <a href="#">Australia Awards Fellowships - Pre-departure guidelines</a>.</li> <li>▪ Adhere to the code of conduct as outlined in their Letter of Offer.</li> <li>▪ Complete the Fellowships Survey</li> </ul>
<b>Carer Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Supporting the fellow according to the Carer Agreement</li> <li>▪ Adhering to the code of conduct</li> </ul>

## 7 Fellows

### 7.1 Nominated and Reserve Fellows - Application Form

- Nominated and Reserve Fellows are not to be identified in the application process. Only the number of expected Fellows needs to be quantified during the application process.
- AHOs can nominate up to 15 DFAT-funded Fellows per application.
- There is no limit on the number of AHO/OCO funded Fellows that can be nominated ([Section 3.8](#)).

### 7.2 Nominated and Reserve Fellows – Supplementary Information Form

AHOs are encouraged to reach out to Australian Embassies and High Commissions prior to identifying Fellows, as they may be able to make suggestions of influential mid-senior career leaders in their fields for consideration.

Following entering into an Agreement with the GSU, and at least six months before travel, AHOs must nominate Fellows and reserve Fellows (including DFAT and AHO or OCO funded) via the Supplementary Information Form. The GSU will open the Supplementary Information Form in SmartyGrants for completion.

On completion of the Supplementary Information Form, Nominated and Reserve Fellows (DFAT and AHO/OCO funded) will be considered by DFAT. Once approved by DFAT, the formal Letter of Offer Pack from DFAT will be distributed by the GSU to AHOs for onforwarding to the selected Fellows for their completion. AHOs are then responsible for uploading this completed documentation into SmartyGrants.

#### 7.2.1 Using the reserve list

If approved Nominated Fellows are unable to participate in the Fellowship, the AHO can only draw from the Reserve Fellow list in the approved Supplementary Information Form but must seek prior written approval from the GSU to replace Nominated Fellows with Reserve Fellows.

Reserve Fellows who are promoted to the Fellowship must be issued with a formal Letter of Offer Pack by DFAT. A Letter of Offer from DFAT for the alternate Fellow(s) will be distributed by the GSU to AHOs for onforwarding to selected Fellows for their completion. AHOs are then responsible for loading this completed documentation into SmartyGrants.

AHO's are NOT to amend previously issued letters (as this is considered fraud). All changes to official correspondence must be made by DFAT.

The Reserve Fellow list should include sufficient numbers and appropriate composition to allow, as far as practicable 'like for like' replacement in the event that Nominated Fellows are unable to participate. The Reserve Fellow list should reflect the composition of Nominated Fellows, in terms of OCOs, gender and country (for multi-country Fellowships).

#### 7.2.2 When the approved reserve Fellow list has been exhausted

In case an AHO does not have a reserve Fellow(s) available to replace a nominated Fellow(s) who has declined their Letter of Offer, the AHO may nominate an alternate Fellow for consideration.

The AHO is to provide the details of the alternate Fellow(s) in writing to the GSU. The GSU will consult relevant DFAT areas for approval and clearance. Once approval is received, the GSU will reopen the Supplementary Information Form for the AHO to add the details of the alternate Fellow.

A Letter of Offer from DFAT for the alternate Fellow(s) will be distributed by the GSU to AHOs for onforwarding to selected Fellows for their completion.

AHOs are then responsible for loading this completed documentation into SmartyGrants.

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NOTE: As part of the approval process, DFAT reserves the right to request changes to the proposed list of Fellows.

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### 7.2.3 AHO or OCO Funded Fellows

AHOs and/ or OCO may wish to expand the number of participating Fellows by electing to fully fund the total participation costs of additional Fellows.

AHO/OCO funded Fellows must, however, also be named in the Supplementary Form to allow relevant DFAT areas to consider and approve them. Once approved, letters of support will also be issued by DFAT through the GSU to assist the AHO/OCO funded Fellow apply for a student visa.

## 7.3 Applying for a Visa for a Fellow

All Fellows must travel to Australia on a valid student (subclass 500) visa (Foreign Affairs or Defence sector) supported by DFAT. Visa fee for student (subclass 500) visa is waived.

Home Affairs 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 (DFAT sponsored) Student visa (subclass 500) applications, they must be referred to the Home Affairs website ([homeaffairs.gov.au](http://homeaffairs.gov.au)).

Fellows in prior possession of any other visa, including multiple entry visas, to Australia, must consult the GSU and Home Affairs seeking advice.

Visa applications must be lodged online. Visa applicants should allow adequate time for the visa to be processed.

Home Affairs 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 Home Affairs website at: 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 following a maximum of one rest day after completion of their Fellowship activities in Australia.

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.

## 7.4 Survey

The AHO must ensure each Fellow completes the *Fellows Completion Survey* through SmartyGrants at the completion of the Fellowship.

## 8 Support for people with disability

There are specific strategic goals for the Australian Development program that relate to people with disability and [DFAT's Australia's International Disability Equity and Rights Strategy: Advancing equity to transform lives](#) 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 disabilities 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](#). An AHO may be required to sign a Disability Support Agreement for a Fellow who identifies with a disability. The AHO will complete a Disability Support Form with their Fellow and submit it to the GSU Disability Advisor for assessment.

### 8.1 Travelling with a Carer

Additional assistance may be requested to support Fellows with disability e.g., for Fellows who have mobility requirements or may require a personal assistant/Carer or assistive equipment.

DFAT will fund the return travel, visa and required character/health examination costs and health cover, accommodation and living allowance for the personal assistants/Carers for the period of the Fellowship.

Carers must complete and sign DFAT Child Protection and DFAT PSEAH Codes of Conduct.

#### **Carer Agreement**

Carers and the Fellows they are supporting must also sign a Carer Agreement. Please contact the GSU to request a copy of the required forms.

### 8.2 Visas for carers

DFAT will issue a No Objection Letter (NOL) to the AHO for issue to the Carer(s). The NOL must be attached to their visa application.

#### **Visa types for Carers**

- If Carer is a dependent (partner, spouse, dependent children) - [Subclass 500 \(Student Visa\)](#)
- If Carer is not a dependent – [Subclass 590 \(Student Guardian Visa\)](#)

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*NOTE: Please be aware Home Affairs has their own process and may request further documentation. Visa conditions, medical and character assessments apply equally to Fellows and their Carers. The issue of a visa to a Fellow does not guarantee the issue of visa to the Carer. Individuals are assessed against the criteria individually.*

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## 9 AHO - Risk Management

### 9.1 Risks

If executed, the Grant Agreement requires funding recipients to consider a number of issues such as prevention of sexual exploitation, abuse and harassment, child protection, anti-terrorism, anti-corruption, work health and safety and fraud control as part of 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 register.

### 9.2 Duty of Care

It is expected that AHOs ensure they have reasonable measures in place to exercise 'duty of care' and ensure the safety and well-being of Fellows and Carers during their stay in Australia, and while undertaking Fellowship activities in the partner country.

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 Letter of Offer, Disability Support Agreement or Disability Carer Agreement and Code of Conduct.

### 9.3 Sanctions

AHOs must undertake to use all reasonable efforts to ensure that Fellowship funds are NOT used to support to individuals or entities associated with terrorism or listed under Australian sanctions laws.

Further information about listed persons and entities is available from the DFAT [website](#). A register of listed 'terrorist organisations' for the purposes of the Commonwealth Criminal Code is available from [National Security Australia](#).

## 10 Welfare and Critical Incidents

A welfare or critical incident is a clearly defined event or situation that may happen to a Fellow or Carer while they are undertaking a Fellowship that adversely affects or has the potential to adversely affect the Fellow's ability to successfully complete their Fellowship.

### 10.1 Welfare Incidents

As outlined in [Section 6.4](#), AHOs are required to manage the welfare of Fellows and Carers whilst participating in the Fellowship.

A range of situations may qualify as welfare incidents including:

- any incident where a complaint is lodged or a Fellow or Carer is otherwise accused, of harassment, sexual harassment bullying, sexual abuse, or sexual exploitation;
- any incident where a Fellow or Carer lodges a complaint or otherwise alleges they have been the victim of harassment, sexual harassment bullying, sexual abuse, or sexual exploitation;
- any time that a Fellow or Carer is diagnosed with a serious or chronic illness (including mental illness), or admitted to hospital in a non-emergency situation;
- any time a Fellow or Carer is referred for counselling;
- any time a Fellow or Carer is the victim of crime;
- any time that a Fellow or Carer notifies that a member of their immediate family has died overseas;
- a natural disaster that occurs outside Australia and may affect the Fellow or Carer (i.e., in the home-country).

AHOs must notify the GSU by email at [fellowships@australiaawards.org](mailto:fellowships@australiaawards.org) as soon as they become aware of any welfare incident that has the potential to affect the Fellows' ability to successfully complete their Fellowship and advise the steps the AHO is taking to manage the situation.

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*All email notifications must have the following subject line:*

*WELFARE INCIDENT – Fellow's name – Fellowship application ID*

*(e.g., WELFARE INCIDENT – Smith – R200000).*

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### 10.2 Critical Incidents

As outlined in [Section 6.4](#) AHOs are required to manage critical incidents that involve Fellows and Carers. The following events or situations are always critical incidents:

- any suspected breach of Australian laws which results in the Fellow or Carer being questioned, detained or charged with any criminal offence
- any time that a Fellow or Carer is the victim of a crime in Australia
- any incidence of domestic violence involving a Fellow or Carer, either as a victim or a perpetrator
- any incidence of sexual assault, sexual abuse or child abuse involving a Fellow or Carer
- any time that a Fellow or Carer is admitted to hospital in an emergency and is in a serious condition
- the death of a Fellow or Carer while they are participating in a Fellowship.

AHOs must notify DFAT by email at [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au) copying in the GSU [fellowships@australiaawards.org](mailto:fellowships@australiaawards.org) immediately when they become aware of a critical incident that adversely affects or has the potential to adversely affect the Fellows ability to successfully complete their Fellowship and advise the steps the AHO is taking to manage the situation.



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*All email notifications must have the following subject line:*

*CRITICAL INCIDENT – Fellow's name – Fellowship application ID*

*(e.g., CRITICAL INCIDENT – Smith – R200000)*

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### 10.3 Death of an Australia Awards Fellowships Fellow or Carer

If a Fellow or Carer dies in Australia, DFAT expects all parties to demonstrate appropriate cultural sensitivity, act with discretion and professionalism, and strictly comply with the additional responsibilities outlined below.

The AHO **must** first inform DFAT **on +61 403 891 562 or +61 478 962 964** who will facilitate discussions with the relevant High Commission or Consulate directly, in addition to requesting a DFAT post to assist with informing the family via the relevant local authorities.

If repatriation of the Fellow's or Carer's remains is required, AHOs in consultation DFAT will seek advice from the Diplomatic/Consular representative concerning the requirement for returning the body to the Fellow's or Carer home country.

If costs are to be incurred in arranging repatriation of remains or funeral services in Australia, AHOs must inform the DFAT team in writing, in advance, of all arrangements and costs.

The AHO in consultation with DFAT will:

- implement the wishes of the Fellow's or Carer's next of kin, where possible;
- if required, liaise with the Police and/or hospital about the circumstances of the death.

### 10.4 Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) and Child Protection

DFAT has a Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and a Child Protection (CP) Policy. Fellows, Carers and AHOs must act in accordance with and comply with both policies.

Fellows are also required to sign both PSEAH and the CP Code of Conduct section of their Fellows *Letter of Offer* to acknowledge that they have read and understood these policies. Carers are required to sign both PSEAH and the CP Code of Conduct in the Disability Carer Agreement. DFAT's PSEAH Policy is located at: [www.dfat.gov.au/pseah](http://www.dfat.gov.au/pseah) and DFAT's Child Protection Policy is located at: [www.dfat.gov.au/childprotection](http://www.dfat.gov.au/childprotection).

DFAT has zero tolerance of sexual exploitation, abuse or harassment (SEAH) or harm to adults or children. It is expected that all individuals participating in this program will comply with this zero-tolerance approach and adhere to DFAT's [Protection from Sexual Exploitation, Abuse and Harassment Policy](#), and Child Protection Policy which sets out expectations in relation to appropriate behaviours and reporting requirements. There is a mandatory requirement for all Fellows or Australian Host Organisations to report any SEAH or Child Protection (CP) incidents directly to DFAT through the [seah.reports@dfat.gov.au](mailto:seah.reports@dfat.gov.au) or [childprotection@dfat.gov.au](mailto:childprotection@dfat.gov.au) via a notification form.

**Notification forms for Sexual Abuse and Harassment (SEAH) and CP incidents can be found through the DFAT website:** [seah-incident-notification-form.docx](#) or [child-incident-notification-form.docx](#)

DFAT reserves the right to terminate a Fellow's participation in the Fellowship, including if the Fellow or Carer conducts themselves in a manner which is considered to have transgressed acceptable Australian community standards.

Any allegations of SEAH and CP will be taken seriously. Allegations will be handled in accordance with relevant Australian Commonwealth, State and Territory Laws and with DFAT policies.

# 11 Agreements & Payments

## 11.1 Fellowship Grant Agreement (Grant Agreement)

All organisations, including State government agencies, and Commonwealth entities, non- government organisations, private companies, higher education providers, research centres, professional associations, etc., will enter into a Grant Agreement with GSU.

- All successful applicants are known as the AHO in the Agreement.
- The Grant Agreement must be signed and returned by the nominated due date.
- The Grant Agreement will include the Activity Proposal for Fellowship activities, including the timeframe, financial and other responsibilities, and obligations of each party.
- The Grant Agreement must be finalised/signed within 14 days of the date upon which the first draft is forwarded to the successful AHO.

## 11.2 Tax Invoice

When directed by the GSU Fellowships Team, AHOs are to send through a tax invoice to [fellowships@australiaawards.org](mailto:fellowships@australiaawards.org) by the specified due date.

All values entered in the statement should be AUD and GST exclusive

## 12 Welcome Packs and Fellowship Completion Certificates

### 12.1 Welcome Packs

Each Fellow will receive a Welcome Pack, it is the AHO's responsibility to request welcome packs **at least four (4) weeks** prior to the commencement of their activities in Australia. Requests for Fellow welcome packs can be made at [fellowships@australiaawards.org](mailto:fellowships@australiaawards.org).

### 12.2 Australia Awards Fellowship Completion Certificate for Fellows

Each Fellow will be issued a personalised Australia Awards Fellowship branded certificate at the completion of their Fellowship.

AHOs are asked to complete and forward the "Fellowship Certificate Request" that is available at Fellowships Brand Assets – Australia Awards and return this to the GSU at **least four (4) weeks before finalisation** of the Fellowship to allow certificates to be dispatched to the AHO for distribution.

## 13 Fellowship Acquittals

### 13.1 Fellows Completion Surveys

The AHO must ensure each Fellow completes the Fellows Completion Survey through SmartyGrants as part of their final acquittal.

### 13.2 Activity Completion Report (ACR)

An Activity Completion Report (ACR) must be submitted in [SmartyGrants](#) within 30 days of the Activity End Date as specified in the Grant Agreement (or as otherwise agreed in writing by both parties).

The ACR requires the AHO, Fellows and OCOs to report on the outcomes of the Fellowship. The ACR is comprised of the following sections:

- Fellows Details
- Activity Summary
- Follow on Activities
- Media and Communication Activities
- Additional Information/Comments

It is the AHO's responsibility to ensure that all sections of the ACR are completed.

The performance history of a Fellowship applicant is an important indicator of value for money. Please note that DFAT will consider previous program performance when awarding funding. An AHO's failure to submit completed ACR on time (including return of unspent funds) in the previous round will result in a performance penalty applied to the AHOs final score.

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*NOTE: Timely submission of the ACR is your legal obligation as per the signed Grant Agreement.*

*The DFAT Audit team may examine whether your organisation has complied with the provisions of the signed agreement, of which ACR is an important component.*

*You will be listed as a debtor to the Commonwealth until the unspent funds are returned or acquitted, which may also affect your future funding application.*

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### 13.3 Financial Acquittal Statement (FAS)

AHOs must complete a Financial Acquittal Statement (FAS) via [SmartyGrants](#), recording the actual amount of spending against the agreed budget within 30 days of the end of all Fellowship activities. The Grant funds being acquitted have been expended in accordance with the terms of this Grant Agreement. The Financial Acquittal Statement should be authorised by a Financial Delegate

Once the Financial Acquittal Statement is cleared by the GSU and DFAT, any unspent funds (if applicable) must be returned as soon as possible.

**Do NOT** return any funds until directed to do so by the GSU.

All values entered in the statement should be AUD and GST exclusive.

## 14 Return of Unspent Funds

If unspent funds have been identified for return AHOs are to complete and submit

- Return of Unspent (Administered) Funds form
- the *Remittance Advice* or evidence of payment

Once complete please send these documents to [fellowships@australiaawards.org](mailto:fellowships@australiaawards.org)

The link to the Return of Unspent Funds form is available from the *Financial Acquittal Statement form* in [SmartyGrants](#).

**Do NOT return any funds until directed to do so by the GSU.**

# 15 Fraud and Corruption

## 15.1 Fraud

- DFAT takes all possible steps to ensure that Australian Government funds are used appropriately to deliver effective development assistance, 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.
- AHOs are responsible for preventing and detecting Fraud. AHOs must ensure that their employees, agents, representatives, and subcontractors do not engage in any Fraudulent Activity.
- AHOs will ensure that any third-party subsidiary arrangements entered into for the purpose of this Agreement include a provision equivalent to this section.
- If an AHO becomes aware of any fraud involving any activities funded in whole or in part with a contribution made under the Agreement, the AHO must report the matter to GSU within 5 business days. The AHO must investigate the alleged Fraud at the AHOs cost and take actions in accordance with GSU's instructions.
- Where an investigation determines that there has been fraud, the AHO must:
  - take all reasonable steps to recover funds lost to fraud;
  - refer the matter to the appropriate law enforcement authority;
  - if requested by DFAT reimburse funds lost to fraud and follow all reasonable directions; and
  - keep DFAT updated on progress made to respond to the fraud.
- DFAT does not tolerate inaction to 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 based on incorrect or incomplete information.

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*IMPORTANT INFORMATION: Funding recipients must maintain adequate financial systems and records to support accountability and acquittal of project funds for audit purposes*

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## 15.2 Corruption

GSU takes all possible steps to ensure that Australian Government funds are used appropriately to deliver effective development assistance, and treats all attempted, alleged, detected, and suspected Corrupt Conduct seriously.

GSU defines Corrupt Conduct as the meaning given in [clause 8](#) of the [National Anti-Corruption Commission Act 2022 \(Cth\)](#).

AHOs are responsible for preventing and detecting Corrupt Conduct. AHOs must ensure that their employees, agents, representatives, and subcontractors do not engage in any Corrupt Conduct.

AHOs will ensure that any third-party subsidiary arrangements entered into for the purpose of this Agreement include a provision equivalent to this section.

AHOs acknowledges that they, and their officers, employees, agents, and subcontractors engaged for the purpose of carrying out this Agreement, may be considered a 'Contracted Service Provider' in relation to a 'Commonwealth Contract' for the purposes of Section 13 of the *National Anti-Corruption Commission Act 2022 (Cth)*, and if so subject to investigation by the Commissioner under that Act.

If an AHO becomes aware of any Corrupt Conduct involving any activities funded in whole or in part with a contribution made under the Agreement, the AHO must report the matter within five business days to GSU. The AHO must investigate the alleged Corrupt Conduct at the AHOs cost and take actions in accordance with GSU's (and DFAT's) instructions and otherwise cooperate with DFAT in any action taken by DFAT required or authorised by the *National Anti-Corruption Commission Act 2022 (Cth)*.

Where an investigation determines that there has been Corrupt Conduct, the AHO must:

- take all reasonable steps to recover funds lost to Corrupt Conduct;
- refer the matter to the appropriate law enforcement authority;
- if requested by GSU (or DFAT) reimburse funds lost to Corrupt Conduct and follow all reasonable directions; and
- keep GSU and DFAT updated on progress made to respond to Corrupt Conduct.

DFAT does not tolerate inaction to any attempts to gain a benefit through Corrupt Conduct from the Australian Government. DFAT has the right to vary or reverse any decision regarding an Australia Award Fellowship made based on incorrect or incomplete information.

## 16 Media Guide

For successful applicants, promoting your Fellowship through news articles, newsletters and social media are great ways to highlight your programs achievements. They can be published at any time and are easily reproduced through our DFAT channels.

**All draft communications (media, social media, articles, newsletters etc.) must be submitted to the GSU for DFAT approval at least 21 days prior to the intended release date.**

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*If you are taking photographs of Fellows, Carers, staff or others involved in the Fellowship, either individually or in small groups, and who are clearly identifiable, please ensure you have their consent to use their picture in any DFAT publication or website, or publish them in any other form..*

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### 16.1 Promoting your Australia Awards Fellowship

It's never too early to think about ways to promote your Fellowship (including before your Fellows arrive!). This document includes some suggestions to help you get started and provides guidance about how to reference the Australian Government's support for your program and how to use our branding.

We will send you a link to the **Australia Awards Fellowships Promotions Pack** after you sign the Grant Agreement. This promotion pack includes logos and templates that are ready for you to create several co-branded communications products.

The pack includes a template for a media release, Fellow profile, as well as Australia Awards Fellowship logos.

Please remember, as part of your Grant Agreement you are required to seek DFAT approval of any external communications, and this includes your organisations internal newsletters. The AAFS and Australia Awards team are keen to help promote your Fellowship through our channels when possible.

### 16.2 Logos and co-branding

It is important that the Australian Government's contribution is recognised, and for Fellows to know they have received a prestigious Australia Award. We ask that you co-brand course materials and promotion items. The Australia Awards Fellowships logo has been provided in the Promotion Pack for your use.

For products using your own branding please include the Australia Awards logo in the following order of prominence:

**Option 1:**

1. AHO logo
2. Australia Awards Fellowship logo.

**Option 2:**

1. AHO logo
2. OCO logo
3. Australia Awards Fellowship logo.

If you use one of the Australia Awards Fellowships branded templates provided in the Promotion Pack, we ask that you do not alter the position of the Australia Awards Fellowship logo.

A more detailed Australia Awards Branding Style Guide is available at [Fellowships Brand Assets – Australia Awards](#).



## 16.3 Media products

All draft media products must be sent to [fellowships@australiawards.org](mailto:fellowships@australiawards.org) for DFAT clearance with a **minimum of 21 days'** notice prior to release. This includes all video content/products.

For video releases please share temporary YouTube links to allow clearance.

Please remember to acknowledge DFAT and the Australia Awards Fellowship and include relevant DFAT and Australia Awards Fellowships links.

Please also share any cleared media you think DFAT might be interested in cross promoting to [fellowships@australiawards.org](mailto:fellowships@australiawards.org). We may publish the content on the DFAT or Australia Awards websites, in electronic newsletters, publications, research papers, annual reports etc. or use social media to link to your website.

### 16.3.1 Media releases

A shell template for drafting co- branded media releases has been included in your Promotion Pack which includes a compulsory Australia Awards Fellowships disclaimer. The template also provides some key messages, which we encourage you to use.

### 16.3.2 Offering an 'exclusive' to a local newspaper or journalist

Proactive placement of a story is a good way to gain coverage. You might like to consider inviting a local journalist to an event which provides good photo opportunities, for example, a function where Fellows are in traditional dress, or a meeting with local government representatives. You may like to set up a meet and greet with Fellows participating in field work or arrange for a local journalist to interview one of your outstanding Fellows.

### 16.3.3 Articles for websites or newsletters

Articles published through your own print and electronic channels are a great way to highlight your program's achievements. Your own channels might include your organisation's website, your partner's website, your newsletters, or relevant industry publications.

Please also share any you think DFAT might be interested in cross promoting to [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au). We may publish the content on the DFAT or Australia Awards websites, in electronic newsletters, publications, research papers, annual reports etc. or use social media to link to your website.

### 16.3.4 Social Media

We strongly encourage you to use social media (X Facebook, Instagram, YouTube etc.) to promote your Fellowship. Of course, if you share content with us, we can forward it to our many followers. We will keep an eye out for #AustraliaAwards or @AustraliaAwards but please email us if we missed anything or you want to alert us to upcoming events or stories.

- **X**– Australia Awards is on X (formerly known as Twitter) Please follow us and link to us by using our handle [@AustraliaAwards](https://twitter.com/AustraliaAwards). When hash tagging, please use #AustraliaAwards. We can re-tweet messages to a wide audience. Please ask your Fellows to follow us too!
- **Facebook**– Please be sure to “like” our [Australia Awards Facebook page](#) and stay up to date with Australia Awards news. When referring to Australia Awards on Facebook please use the hash tag #AustraliaAwards Fellowships.
- **Instagram** – we are also on Instagram [@australiaawards](https://www.instagram.com/australiaawards). Please follow us and remember to use the hashtag #AustraliaAwards Fellowships when posting your photos.
- **YouTube** – DFAT has its own YouTube channel including an Australia Awards playlist. We would be very happy to assist you in planning a video of your Fellowship and maybe in a position to collaborate and upload content to our site. We have a suite of branding and co- branding elements especially for this purpose. Check out DFAT YouTube channel and Australia Awards playlist for examples of our current videos.

### 16.3.5 Fellow profiles

You may like to consider profiling one or more of your outstanding Fellows. First-hand stories often make great news content, providing a personal account of a Fellow's experience. Consider using

Fellows who are comfortable being interviewed, have an interesting background, are high profile in their country of origin, or thought to be leaders in their fields.

Included in your **Promotion Pack** is a set of standard questions you can give to your Fellows to assist them with drafting their own profiles, which you can then edit. A good photo will lift a written profile and may help with securing external media placement. Examples of profiles can be found on the Australia Awards website. See below for more information on the photos.

Please send profiles you would like DFAT to consider promoting to: [fellowships@australiaawards.org](mailto:fellowships@australiaawards.org)

Please include links to where the profiles have been uploaded on your own channels. Also send us relevant photo captions and photo by-lines, e.g., courtesy University of Sydney.

## 17 Other Information

### 17.1 Privacy

The [Privacy Act 1988](#) governs the handling of personal information by Australian Government agencies. DFAT's privacy policy is available on the website at: [Privacy](#).

The Grant Agreement will require the AHO to adhere to the Privacy Act, including compliance with GSU and DFAT's privacy obligations (which may differ from those which the AHO operates under). The AHO should understand the GSU and DFAT's purpose in collecting personal information is to manage the Australia Awards Fellowships program and DFAT Australia Awards, including to manage any welfare or critical incidents affecting Fellows or Carers, for promotion of the Australia Awards Fellowship program and DFAT Australia Awards and to keep in touch with the Fellows regarding post-Fellowship activities such as Australia Awards Alumni networking.

The AHO agrees to ensure that Fellows and Carers consent to the GSU (which will be shared with DFAT) collecting personal information, including sensitive information, about them and using and disclosing that information as necessary, for the purposes noted above. This includes, but is not limited to, DFAT disclosing information to other government agencies including the Department of Home Affairs or third parties such as medical practitioners, insurers and contractors and subcontractors if required. The AHO also agrees to advise the Fellows and Carers that their personal information may be included in media releases, DFAT's publications on the internet relating to the Fellowships program or other development activities and promotional material, including on social media.

The AHO must obtain consent from the Fellows and Carers for the GSU and DFAT to disclose personal information to overseas recipients. The consent must be provided on the understanding that DFAT will not take any steps to ensure overseas recipients do not breach the Privacy Act before disclosing personal information, the Fellows and Carers will not be entitled to redress from DFAT for any breach of the Privacy Act by the overseas recipient, and the Fellows and Carers consents to DFAT disclosing the Fellow's and Carer's information on that basis.

### 17.2 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.

Applicant AHO's are responsible for all costs incurred in the preparation and lodgement of their applications.

### 17.3 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. DFAT suppliers are required to uphold similar values and behaviours to those expected of public officials. It is also appropriate to expect other entities and/or individuals doing business or partnering with DFAT to conduct themselves with high standards of ethics such that they consistently act with integrity and accountability. This should be practically demonstrated by emulating the APS Code of Conduct and values as may be relevant to the business undertaking.

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, Fellows and Carers are required to disclose any conflict of interest that may impact on their application.

