

GETCO2 CARER FUNDING	
<b>P/P No.</b>	003
<b>Version</b>	V1.1
<b>Location</b>	The University of Queensland   GETCO2 Administering Node
<b>Policy/Procedure Link</b>	N/A
<b>Approved by</b>	Professor Xiwang Zhang, Centre Director   GETCO2
<b>Date Approved</b>	29/01/25
<b>Date Effective</b>	29/01/25
<b>Next Review Date</b>	Annual review
<b>Contact for Assistance</b>	Dr Eloise Larsen, Chief Operating Officer   GETCO2

## 1 Purpose

The ARC Centre of Excellence for Green Electrochemical Transformation of Carbon Dioxide (GETCO2) aims to efficiently convert carbon dioxide into valuable products, such as chemicals and fuels. Led by The University of Queensland, GETCO2 is a \$45M, 7-year collaboration funded by the ARC, university, industry, and government partners. Acting as a focal point for research, training, technology translation and advice, GETCO2 is positioned as a global leader in carbon dioxide transformation. The Centre aims to generate long-term economic, social, and environmental benefits by building capacity and capability to address national and international net-zero obligations.

The objective of the GETCO2 Carer Funding P/P is to outline how the Centre will support and advocate for diversity, accessibility and inclusion in all professional events, meetings, workshops and conferences.

## 2 Scope

Carer Funding is open to GETCO2 members whose professional opportunities are impacted by their primary caregiver role or by their disability.

## 3 Related Documents

GETCO2 Inclusion, Diversity, Equity and Access Plan (IDEA Portfolio)

GETCO2 Mentoring and Professional Development Plan (Capacity Building Portfolio)

GETCO2 Communication, Outreach and Education Plan (Engagement and Partnerships Portfolio)

## 4 Definition

A Primary Caregiver is a person who has primary and sustained responsibility for the care of a family member who is dependent, including children under the age of 18 years, elderly parents and other relatives or family members with a disability or chronic medical condition.

## 5 Procedure

At the ARC Centre of Excellence GETCO2 we advocate for Inclusion, Diversity, Equity and Access in all professional events, meetings, workshops and conferences. GETCO2 will focus on flexible and balanced work/life friendly policies, such as establishing Awards to offset care-giving costs associated with conference attendance or committee work. Applications are welcome from all caregivers and individuals requiring care support, according to their individual circumstances. Applications will be assessed through the IDEA Portfolio on an ongoing basis.

### 5.1 Use of Grant Funds

At GETCO2, we recognise the vital role that carers play in enabling researchers to fully engage in their professional pursuits. Our aim is to utilise grant funds to support carers in various ways, ensuring they have the necessary resources to participate in conferences, professional events, and pursue leadership opportunities which require travel or out-of-business-hours commitment. These awards will provide financial support enabling carers to fully engage in professional events without facing financial barriers.

We will establish Awards aimed at offsetting care expenses and costs associated with conference attendance or committee work. Domestic travel awards, with a maximum value of \$1,000, per centre member per year will be offered to support care and associated costs. International travel awards will be offered, with a maximum value of \$3,000 per centre member per year, with the aim to award 16 Travel Awards by year 4 of the program.

The maximum amount that can be granted is subject to annual budget constraints.

Funds can be used for, but are not limited to, the following:

- Alternative or additional childcare, nanny or carer services associated with travel or out-of-business-hours meetings
- Travel expenses for dependent children
- Expenses associated with providing in-home care for the dependent while the primary care giver is away at an approved event e.g. in-home care services or travel for a family member to provide in-home care
- Accessibility expenses

Grants will not be considered for existing childcare or other related costs of caring.

### 5.2 Application Process

Applications for carer funding will be accessible through the Inclusion, Diversity, Equity and Access (IDEA) Portfolio. The application process will be ongoing, allowing carers to apply for support as needed throughout the year. Key components of the application process include:

- **Applications:** Carers can submit their funding requests to [getco2@uq.edu.au](mailto:getco2@uq.edu.au) providing the following information (up to 300 words):
  - Name & contact details
  - Details of the event that the applicant wishes to attend and why
  - Award amount requested
  - Brief justification/explanation of care expenses - please outline what you will use the funds for and an estimate of costs.
  - Home institution funding – does your institution provide carer's support? Please advise the steps you have taken to apply.

- **Documentation Requirements:** Applicants will be required to provide relevant documentation, such as proof of conference registration and a quote or similar for childcare expenses, to support their funding request. Applicants must confirm that an application has first been made through the carer funding (or similar) program at the individual's home institution, if available.
- **Review and Approval:** Funding requests will be reviewed and approved by the IDEA Portfolio. Decisions will be based on the alignment of the request with the program objectives and the availability of funds.
- **Notification and Disbursement:** Successful applicants will be notified of their funding approval prior to the event. Approved expenses will be administered as Awards through the UQ Node. Carer expenses exceeding the amount granted to a successful applicant must be covered by the applicant.

### 5.3 Payment of Funds

The approval process and payment of funds will be conducted efficiently and transparently to ensure that carers receive timely support.

It is the responsibility of successful applicants to make their own travel and carer arrangements.

By implementing these initiatives and processes, GETCO2 is committed to supporting carers and promoting diversity, accessibility and inclusion in all professional endeavours. Through targeted funding and support mechanisms, we aim to create an inclusive environment where all staff and students have the opportunity to thrive and contribute to our collective success.