

# GMO Guide: How do I Manage my Australia Award Fellowship?

This GMO Guide refers to the Funding Agreement for the Australian Government's Department of Foreign Affairs and Trade (DFAT) Australia Awards. More information on the scheme is available at the [Australia Awards website](#).

Researchers should note that DFAT places additional requirements on the Australia Award Fellowships that are unique to the Scheme and which are not common with other externally funded grants. As such, particular care should be given to reviewing the below and ensuring compliance with the various requirements.

## *Part 1: Action Required for Project Setup*

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### ▪ **Risk Management**

Comprehensive risk management principals must be applied to all Australia Award projects at a project level. These principals ensure that safeguard provisions and other project risks have been adequately considered and documented.

#### ➤ **Action Required:**

The Grants Management Office (GMO) will shortly provide you with a project risk matrix. Please complete the matrix and return to the GMO in order to complete the project setup process.

### ▪ **Medical Insurance Requirements**

Fellows funded through the Australia Award program are required to have medical insurance- this may have formed part of your requested funding or will be met by the visiting fellow. Proof of this coverage must be retained by the GMO.

#### ➤ **Action Required:**

Please forward evidence of the medical insurance policy covering any visiting Fellows to the GMO in order to complete the project setup process. This documentation will be kept with the project record.

### ▪ **Record Keeping**

DFAT requires researchers holding Australia Award Fellowships to maintain full, accurate and transparent project records, particularly around documenting budget calculations and co-contributions from external sources.

#### ➤ **Please note:**

You would most likely have already provided the GMO with evidence of how you developed the project budget, as well as budget calculations, at the application stage. If additional evidence is required, the GMO will contact you to request the necessary documentation.

## *Part 2: Action Required During the Project*

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### ▪ **Participant Briefings**

DFAT requires Australia Award recipients to attend three separate briefings as part of the project as follows:

**1. Pre-Departure Briefing:** At least one month before the Fellow leaves their home country; a pre-departure briefing should take place. The pre-departure briefing should include information on completion of the training program in Australia, including advice on living safely in Australia.

➤ **Action Required:**

Provide email confirmation to the GMO that this has occurred, and any accompanying documentation if available.

**2. Arrival Briefing:** Within the first three days on arrival of the Fellow in Australia, an arrival briefing covering awardee obligations should take place. The arrival briefing should cover your responsibility to ensure your own safety and well-being during their stay in Australia.

➤ **Action Required:**

Provide email confirmation to the GMO that this has occurred, and any accompanying documentation if available.

**3. Departure Briefing:** At least three days before the Fellow departs Australia, the Fellow should attend a departure briefing to provide feedback on their Fellowship training program.

➤ **Action Required:**

Provide email confirmation to the GMO that this has occurred, and any accompanying documentation if available.

### **Part 3: Action Required at Project Completion**

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▪ **Activity Completion Report and Certification**

➤ **Action Required:**

Upon completing the project, Australia Award recipients should:

1. Download and complete the DFAT Activity Completion Report Template (<http://www.dfat.gov.au/people-to-people/australia-awards/Pages/australia-awards-fellowships.aspx#resources>)
2. Provide the completed Activity Completion Report to the GMO for review and submission to DFAT.
3. In addition, the report needs to be reviewed by an appropriate person within your school/centre/unit. The reviewer needs to be an appropriately qualified person who can confirm the information presented in the report is accurate. They can reply via email- a certification email template for their response is available at the end of this guide.
4. Provide the certification to the GMO to be kept with the project record.

#### **What do I need to include in my Activity Completion Report?**

- ✓ A brief outline of the Activity and more detailed outcomes compared with the project objectives, development impact, sustainability of linkages and lessons learned.
- ✓ A final funds acquittal (*more details on the acquittal requirements are provided at section 17.2 of the DFAT funding agreement*).

## Activity Completion Report Certification Template

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Dear XXX (appropriate person within the School/Centre/Unit),

As you would be aware, I recently completed my Department of Foreign Affairs and Trade Australia Award Fellowship. As part of the fellowship, I am required to complete an Activity Completion Report (attached), which must be certified by someone in the School/Centre/Unit in order to confirm the report accurately represents the research undertaken.

Could you please confirm the attached report accurately reflects the work that was undertaken in the School/Centre/Unit? The below template can be copy/pasted into an email and used to guide your response, though please feel free to make as many adjustments as relevant.

The completed template should be emailed to the GMO Director (Daniel Owens- [d.owens@unsw.edu.edu.au](mailto:d.owens@unsw.edu.edu.au) with your signature block intact)

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Dear Daniel,

**"Insert AAF project title"**

Thank you for the opportunity to review the "Activity Completion Report" of the [insert month and year] Fellowship program conducted by the [insert school/centre name].

I reviewed this report against the original application.

I note that the report addresses the program's activities and achievements against the goals and objectives proposed in the application. The report provides detail of the activities undertaken by Fellows in-country and during the period of study in Sydney. The report details the significant involvement in the program of a diverse range of organisations, services and individuals. In particular, the program exploited the opportunity to involve people living with X and people from a range of at risk communities.

The report provided critical reflection on the achievements, challenges and opportunities of this program and in consideration of future programs. This reflection also demonstrated that the program leaders were open to feedback and were willing to address this.

The report also includes feedback from the Fellows. While the Fellows consistently provided positive ratings of the program, their reports also provide specific detail of their experiences and responses to the program.

The report also includes reflection from the counterpart organisation allowing for consideration of this perspective.

The reports provide a financial statement in relation to acquittal of funds against a number of categories of expenditure. The report details relative small over- or under-spends in four categories. The reports notes that \$X was identified as being required to be returned to [sponsor].

In summary, the report of this program indicates that the activities undertaken by Fellows directly align with those proposed in the application. The report provides a detailed analysis of the program with recommendations (drawn from a range of perspectives) on how to refine some elements of the program for future activities.

I would congratulate the program leaders on a successful program that was very positively evaluated and offer additional congratulations for a thorough report that addresses all key areas.

Yours sincerely  
[insert signature block]