

## POSITION DESCRIPTION

**POSITION TITLE:** Grant Portfolio

**TERM:** Nominated Position. Confirmed at the first meeting of each year

**DATE OF LAST REVISION:** 04 April 2024

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### **Outline**

The Grants Portfolio member is responsible for

**1. Develop:**

- a. Coordinate with AAEE Executive and Funding Bodies to determine grants to be offered (number of grants, value of grants, funding sources)
- b. Collaboratively develop grant review and grant award processes, including criteria and guidance, on an ongoing basis.

**2. Review**

- a. Alignment between the grant criteria, grant review process and application guidance
- b. The eligibility of each grant applicant/team to ensure that they meet the criteria.
- c. Feedback to applicants and compile for dissemination.
- d. Review requests and make recommendations for variations to agreements.

**3. Monitor:**

- a. Review the number of grant applications and adjust deadlines as needed
- b. The quality of applications, based on feedback from the panel
- c. The processes associated with the portfolio, noting items for continuous improvement

**4. Coordinate:**

- a. Panels, including:
  - identifying and creating review panels for each grant category
  - establishing a chair for each review panel
  - ensuring redundancy in the case of conflicts of interest or panel members' availability.
- b. Collaborate with the AAEE Grant team to coordinate the recruitment of reviewers to distribute workload and avoid conflicts of interest. Ensure that the Awards portfolio member is a part of the review team.
- c. Establish and coordinate the Grants team to
  - Set dates for each year's process
  - Ensure that the EA-system is aligned with AAEE requirements (inc. grants criteria)
- d. Engineers Australia Technical Society support staff ([learnedsociety@engineersaustralia.org.au](mailto:learnedsociety@engineersaustralia.org.au)) and the AAEE Communications & Engagement portfolio to ensure that Grants are advertised to the AAEE members on a timely basis.
- e. AAEE Executive to discuss and make recommendations to award grants
- f. AAEE President to communicate the outcomes of successful grant winners
- g. Liaise with the Communications and Engagement portfolio to ensure a Grants roadshow takes place. Also, to liaise with the president to ensure that completed grants are presented to ACED.

## **5. Communicate:**

- a. With prior grant winners to seek permission to publish their successful applications on the AAEE website
- b. With applicants to answer queries relating to the grant award processes
- c. With applicants who do not meet the application criteria. Most typically, this relates to applicants not being members of AAEE at the time of application.
- d. With unsuccessful applicants, including collating and providing feedback
- e. Write advertising notices for AAEE members
- f. With Panel chairs to ensure that deadlines are being met and that there are sufficient scores and feedback to make an informed decision and to provide feedback to applicants.

## **6. Other:**

- a. Become a member of the award committee.
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## **ACTIVITIES**

### January

- Coordinate with the Communications & Engagement portfolio to have last year's winners announced on the AAEE website

### February – March

- Review the financial support and grants on offer with the executive committee. Make adjustments to policy and messaging as required. Update the member-facing documentation as required.
- Liaise with the executive committee on timing, dates, and process for the grants.

### April

- Nominations open (typically first week April).

### July

- Host an information session for potential applicants (mid-July). The awards portfolio member should serve on the committee, together with the past president.

### August

- Finalise and confirm the judging panels and chairs (late August).

### September

- Nominations close (soft deadline: typically early September, hard deadline: + 2 weeks from hard deadline if required)
- Applications provided to chairs by EA/AAEE (immediately after hard deadline).
- Grants coordinator reviews applications for eligibility (after hard deadline), communicates any ineligible applicants to the chairs
- Judging takes place (late September).
- Judging moderation by panels (late September to early October)

### October

- Panel scores submitted to the grants coordinator (early October)
- AAEE Grants coordinator submits recommendations to AAEE Executive for discussion at next AAEE Executive meeting (early October)
- AAEE Executive endorses the results (at October meeting).
- Winner's names and judging citations provided to the President
- Embargo awardees informed of successful applications by AAEE President
- Unsuccessful applicants informed of unsuccessful applications by Grants coordinator

### November

- Announce grant winners in newsletter

## **DOCUMENTATION**

The AAEE file depository includes a folder dedicated to the grants portfolio. It includes historic grants processes and lists of potential panel members.

## **REVISION HISTORY**

V1\_2 04042025 Original Version Approved by Executive Committee