



Australia Awards

# Australia Awards Scholarships

## Allison Sudradjat Prize

### Guidelines

## **ALLISON SUDRADJAT PRIZE**

### **Purpose**

This document provides guidance to scholars who receive an Allison Sudradjat Prize and to other stakeholders who are responsible for administering the Prize.

### **Background**

Allison Sudradjat was the Minister Counsellor in Indonesia for the Australian Agency for International Development, AusAID. She died tragically on 7 March 2007 as a result of a plane crash in Yogyakarta, Indonesia.

Allison was deeply passionate about education as one of the pillars of development. In her 18 years with AusAID she poured her significant energy into education activities. This included managing the scholarships program during her first posting to Indonesia from 1992 to 1995 and overseeing the first intake of Australian Leadership Awards scholars from Indonesia in 2006.

Allison dedicated her life to humanitarian work. Her intellectual and practical approach to the challenges of development was truly extraordinary. Allison led Australia's humanitarian response to some of the region's worst disasters in recent years, including the 2004 Indian Ocean tsunami.

Allison was one of AusAID's most dedicated officers. She had an extraordinary impact on her colleagues, both in Canberra and at the two Australian missions in Indonesia and PNG where she spent 10 years working to improve the lives of people in those two countries. She was an inspirational leader and people looked to her with great respect, admiration and fondness.

In Allison's memory, each year, six Australian Awards Scholarship awardees who are outstanding scholars and current or emerging leaders also receive an Allison Sudradjat Prize. Four are awarded in Indonesia where Allison was based in the early- to mid-1990s and from 2005-2007, and two are awarded in Papua New Guinea where Allison was based at the AusAID Port Moresby office from 1996-2001. Individuals do not apply for the Prize.

### **Prize entitlements**

1. Allison Sudradjat Prize recipients receive the entitlements of their Australia Awards Scholarship, plus the following benefits:
  - up to A\$25,000 (including management fee) to undertake additional activities related to their course of study
  - guest at a farewell function to be held in Jakarta for Indonesian awardees or Port Moresby for Papua New Guinean awardees
  - invitations to attend extra functions in Australia and opportunities to meet with influential Australians during their period of study.

2. The activities may consist of one, or a combination, of the following:
  - A work attachment with an organisation in the awardee's home country, Australia or, if applicable, a third country
  - Research, fieldwork or conferences
  - A post-doctoral placement
  - Professional mentoring
  - Other degree-related activities
3. The activities may be undertaken in Australia, Indonesia, Papua New Guinea, or a relevant third country. The activities can be undertaken either during the awardee's period of studies or within six months of completing their studies.

### **Summary of the Allison Sudradjat Prize process**

1. The **awardee** develops a proposal for activities to be undertaken as part of their Prize (template enclosed in these Guidelines).
2. The **awardee** forwards the proposal with supporting documentation (if any) to the **DFAT Managing Contractor**.
3. The **DFAT Managing Contractor** checks the proposal for completeness and compliance with the Allison Sudradjat Prize Guidelines.
4. The **DFAT Managing Contractor** forwards the awardee's proposal to the relevant **DFAT office in Indonesia or PNG** for review and approval, or advice on refinements to be made by the **awardee** before approval can be given.
5. The **DFAT Managing Contractor** advises the awardee of the outcome following consideration of their proposal.
6. The **DFAT Managing Contractor** arranges direct payment for approved activities or reimburses awardee upon submission of receipts/statutory declaration.

### **Awardee's responsibilities**

1. Allison Sudradjat Prize recipients need to take the following steps to ensure they obtain the maximum benefit from this prestigious Prize:
  - i. Submit a proposal describing the additional activities which they intend to undertake to best use the available funds. The awardee should submit their proposal to the DFAT contractor responsible for managing the Prize at least six months prior to completion of their studies.
  - ii. The Proposal should be created using the template included in these Guidelines, including:
    - a. Proposed activity/activities and approximate dates
    - b. Relevance to the awardee's studies and/or future career
    - c. Relevance to their home organisation or country

- d. Indicative costs for the activities (a pro forma is included with the Proposal template – *copy attached*). Note that the Prize entitlement includes the management fee
  - e. Attach any supporting documentation.
- iii. Forward the proposal to the DFAT Managing Contractor at least six months prior to completion of their studies:

*For Indonesia proposals:*

Coffey International Development  
Daniel Hunt  
Deputy Director, Australia Awards Indonesia  
Email: [dan.hunt@australiaawardsindonesia.org](mailto:dan.hunt@australiaawardsindonesia.org)  
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*For PNG Proposals:*

Steve Buckley  
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- iv. The DFAT Managing Contractor will provide the proposal to the DFAT office in the relevant country for consideration. The DFAT office will either approve the proposal or provide advice on refinement that the awardee will need to make to the proposal before it can be approved. Once a proposal has been approved, the DFAT Managing Contractor will advise the awardee of the outcome.
2. If an awardee's proposal requires amendment following initial approval, the awardee may apply to amend their proposal following the steps outlined above.
  3. The DFAT Managing Contractor will assist the awardee with the logistics of participating in the activities under the Prize, as appropriate.
  4. Awardees cannot request the use of the Allison Sudradjat Prize funds until such time that DFAT has approved the proposal (or subsequent amendment/s).
  5. The awardee will not receive Allison Sudradjat Prize funds in advance. The DFAT Managing Contractor will pay the expenses on behalf of the awardee where possible. Awardees must submit receipts to claim reimbursement for expenses not paid directly by the Managing Contractor. Where receipts are not available for expenses being claimed, the awardee must complete a Statutory Declaration.

7. If the awardee is on- Scholarship (i.e. still undertaking studies) at the time of undertaking the Allison Sudradjat Prize activity, expenses incurred (e.g. meals or incidentals) which would otherwise be covered by the Scholarship's Contribution to Living Expenses will not be reimbursed.
8. Where an activity involves the awardee remaining in or returning to Australia after the expiry date of their student visa, the awardee will need to apply for an extension of the student visa while still in Australia. The awardee can request from DFAT Canberra (through DFAT's Managing Contractor) a letter of support for their visa application.

## **Administrators' roles and responsibilities**

### DFAT

1. DFAT Canberra will provide funding of up to A\$25,000 (including management fee) for each recipient of the Allison Sudradjat Prize to be managed by its Managing Contractor.
2. If the awardee requires an extension to their student visa (subclass 576) DFAT Canberra will provide a letter of no-objection for the awardee to include in their visa application.
3. DFAT Canberra will provide advice to the DFAT Managing Contractor if an awardee's proposal is outside the scope of the Allison Sudradjat Prize Guidelines.

### DFAT Managing Contractor

1. The DFAT Managing Contractor (MC) will provide information to the awardees about their additional entitlement and responsibilities under their Prize.
2. The MC will ensure the proposal is complete and compliant with the scope of the Allison Sudradjat Prize Guidelines and forward it to the relevant DFAT office in Indonesia or PNG to approve the proposal or provide advice for further refinement of the proposal by the awardee before the proposal can be approved.
3. The MC will advise the awardee of the outcome following consideration of their proposal.
4. The MC will assist with arranging the activities and pay upfront costs where appropriate (e.g. conference registration, airfares, accommodation, etc). The MC will not reimburse any expense incurred by the awardee without appropriate records of the expense (e.g. receipt or Statutory Declaration).
5. All expenditure must be finalised within 6 months of the awardee completing their studies under the Australia Awards Scholarship.
6. The MC will be responsible for monitoring and reporting on the expenditure of the Allison Sudradjat Prize entitlements.



Australia Awards

**Australian Awards Scholarships  
Allison Sudradjat Prize**

**PROPOSAL**

<b>Student Details</b>			
<b>Name</b>			
<b>Home country</b>	Indonesia / PNG	<b>DFAT ID</b>	
<b>Email address</b>			
<b>Supervisor/Student Contact Officer's Details</b>			
<b>Institution</b>			
<b>Supervisor/Student Contact Officer</b>		<b>Phone No.</b>	
<b>Email</b>			
<b>List your proposed activities (include approximate dates):</b>			

**Outline the relevance of the proposed activities to your studies and/or future career:**

**Outline the relevance of the proposed activities to the development needs of your country:**

## Allison Sudradjat Prize

### INDICATIVE COSTS OF PROPOSED ACTIVITIES

*Note:* Attach quotations, bookings, referee reports, etc to support your proposal, where available.

<b>Activity</b>	<b>Timeframe (approx)</b>	<b>Place</b>	<b>Costs (approx)</b>
<i>Example</i> <i>HIV Aids Conference</i>	<i>June 2013 (during Scholarship)</i>	<i>Port Moresby</i>	<i>Conference rego</i> \$2,500 <i>Airfares</i> \$1,500 <i>Accommodation</i> \$500 <i>Meals &amp; incidentals (only if the awardee is no longer on scholarship)</i> <u>          N/A</u> <b>TOTAL</b> \$4,500
<i>One other health-related conference</i>	<i>During period of Scholarship</i>	<i>Regional</i>	<i>\$5,000</i>
<i>Two months work placement in an Australian NGO</i>	<i>Within 3 mths of completing studies</i>	<i>Australia</i>	<i>Itemise costs</i> <b>TOTAL</b> \$10,000
<i>Visa fees, health checks, etc for return to Australia</i>			<i>500</i>
<i>Professional mentoring</i>	<i>After completing studies</i>	<i>Jakarta</i>	<i>\$3,000</i>
<i>Management cost</i>			
<i>Overseas Student Health Cover (OSHC)</i>	<i>1 month</i>	<i>Australia</i>	<i>\$50</i>



**Awardee**

I have read and understood the Guidelines for use of the Allison Sudradjat Prize.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Print and sign the proposal and forward it to the Managing Contractor at the address below

**Managing contractor:**

**OFFICE USE**

**DFAT Managing Contractor**

Comments on the proposal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What services we will need to provide to the awardee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**DFAT Post in-country**

Proposal Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Decision:**

Approved; or

Approved with the following minor adjustments:

\_\_\_\_\_  
\_\_\_\_\_

Need to resubmit because

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_