



Australia Awards

**Allison Sudradjat Prize
Hadi Soesastro Prize**

**Guidelines for
Australia Awards
in Indonesia**

September 2017 V1.1



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1. Background

Australia Awards prizes (‘the Prize’) honour two individuals who have made a significant contribution to Asia-Pacific cooperation and development in particular between Australia and Indonesia, Papua New Guinea and Timor-Leste. These guidelines pertain to the administration of the Alison Sudradjat Prize and the Hadi Soesastro Prize for Indonesian awardees under the Australia Awards in Indonesia program. For guidance on the administration of the Allison Sudradjat Prize in Papua New Guinea, please refer to the Australia Awards in PNG website.



Allison Sudradjat (1966-2007) was the Minister Counsellor in Indonesia for the Australian Agency for International Development (now Department of Foreign Affairs and Trade - DFAT) who died tragically on 7 March 2007 as a result of a plane crash in Yogyakarta, Indonesia. Deeply passionate about education as one of the pillars of development, during her 18 years with DFAT she

poured her significant energy into education activities including managing the scholarships program in her first posting to Indonesia from 1992 to 1995 and overseeing the first intake of Australian Leadership Awards scholars from Indonesia in 2006.

Allison Sudradjat dedicated her life to humanitarian work and she led Australia's humanitarian response to some of the region's worst disasters in recent years, including the 2004 Indian Ocean tsunami. An extraordinary impact was felt by Allison's colleagues, both in Canberra and at the two Australian missions in Indonesia and PNG where she spent 10 years working. She was an inspirational leader and people looked to her with great respect, admiration and fondness.



Professor Hadi Soesastro (1945– 2010) was one of Indonesia's foremost economists and he was well regarded both nationally and internationally and his ‘trail of thoughts can be found in all processes and ideas on architecture of regional cooperation such as ASEAN and APEC, and many other multilateral forums’¹ (Pangestu, 2010).

A tremendous loss was felt with his passing, not only in Indonesia, but also amongst international academics and policy makers. “Professor Soesastro fostered warm relations between Australians and Indonesians,”² was a co-founder of the Centre for Strategic and International Studies (CSIS) and an adjunct professor at the Australian National University. He received an Honorary Doctor of Letters degree from the Australian National University in July 2009.

1 Marie Pangestu Indonesian Minister for Trade 2010

2 Australia's Foreign Minister Bob Carr April 2013

2. Number of prizes awarded

There are four Allison Sudradjat Prizes awarded in Indonesia, identified at the point of selection of Australia Awards recipients. There are also two Allison Sudradjat Prizes awarded in Papua New Guinea each year³.

There are two Hadi Soesastro Prizes awarded annually to Australia Awards and Endeavour Scholarship recipients from Indonesia. Awardees studying at Doctorate level must apply for the Hadi Soesastro Prize while studying in Australia.

The Allison Sudradjat and Hadi Soesastro Prizes are funded by DFAT. Endeavour Scholarships are funded by the Department of Education and Training.

3. Aims and objectives

The aims of Australia Awards are to:

- develop capacity and leadership skills so that individuals can contribute to development in their home country; and
- build people-to-people links at the individual, institutional and country levels.

The objectives of the Prizes are to further contribute to achieving the aims of Australia Awards and honour the memory of Allison Sudradjat and Professor Soesastro by supporting outstanding Award recipients to:

- develop additional knowledge in their field through activities, collaborations and/or further research;
- deepen their exposure to Australian and international leadership in their chosen field; and to
- build links between prize recipients, Australian organisations and prize recipients' home institutions/employers.

³ Allison Sudradjat was based at the DFAT Port Moresby office from 1996-2001



4. Eligibility

All selected Australia Awards recipients are considered eligible for the Allison Sudradjat Prize at the time of final selection by the Australia Awards Joint Selection Team. This is an internal selection process with no application required (other than the original Australia Awards application)

To be eligible to apply for the Hadi Soesastro Prize, applicants must:

- Be a current Australia Awards recipient from Indonesia, undertaking PhD/ Doctorate studies in the areas of Political Economy, International Economic Relations, or a discipline that is a priority for Australia and Indonesia's development cooperation;
- Still have at least 12 months of study to complete when applying; and
- Not be in receipt of an Allison Sudradjat Prize.

Applicants will be expected to demonstrate an understanding of how the further study, conference attendance, research or community project and work-placement can support their future career prospects and contribution to the fields of Political Economy, International Economic Relations, or Development Cooperation in Indonesia, as well as their leadership potential.

5. Hadi Soesastro Prize applications email address

Applications should be submitted by the due date to:

HSPapplications@australiaawardsindonesia.org

6. Prize entitlements

An allocation of up to \$25,000 per awardee will cover all costs and administrative fees relating to further study, conference attendance, research or community project, and/or work-placement (or a combination of these) such as:

- A work attachment with an organisation in the awardee's home country, Australia or, if applicable, a third country⁴;
- Research, fieldwork or conference/s;
- A post-doctoral placement;
- Professional mentoring⁵;
- Community project costs;
- Cost relating to visa extension;
- Travel expenses for re-location (if relocation in Australia is required from where the awardee is currently residing);
- Insurance cover including health (OSHC), personal and public liability insurance for the additional duration of staying in Australia, and any other appropriate insurance; and
- On-going contribution to living expenses (stipend) for period of additional duration of stay in Australia (\$1200 per fortnight paid in advance).

The activities may be undertaken in Australia, Indonesia 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.

⁴ Subject to discussion with the DFAT Managing Contractor. The prize recipient would be asked to demonstrate the relevance of the 'third country' to the development impact in Indonesia.

⁵ To be arranged by the prize recipient. Could take place in a government or non-government organization. The prize recipient would be asked to demonstrate the relevance of the organisation selected to the development impact in Indonesia.

7. Details on possible use of prize funds

Further study

Awardees may undertake postdoctoral research in Australia or Indonesia. If the post-doctoral research position is paid, the Recipient must declare this and not request a stipend (unless the post-doctoral research position pay is less than the stipend of \$1200 per fortnight – in which case the recipient may request a stipend to 'top up' their post-doctoral research position pay to the value of \$1200 per fortnight in total).

Conference Attendance

Awardees may seek out other activities such as conferences and seminars that are specifically relevant and contribute to their study. Conferences and seminars must be attended during the awardees' period of studies or within six months of completing their studies.

Research or community project

Awardees may undertake a research or community project in Australia or Indonesia. The research or community project should be completed during the Recipients' period of studies or within six months of completing their studies. For Endeavour recipients, research or community projects must be undertaken at the completion of their studies.

Work-placement

Awardees may undertake a work-placement in Australia. The work-placement must be taken up immediately after the Awardee's academic program before returning to Indonesia and undertaken at an appropriate organization. If the work placement is paid, the Recipient must declare this and not request a stipend (unless the work placement pay is less than the stipend of \$1200 per fortnight – in which case the recipient may request a stipend to 'top up' their work placement pay to the value of \$1200 per fortnight in total). Awardees are to self-arrange the work-placement. The length of the work-placement enables the participants to deepen their exposure to Australian work practices while still ensuring a timely return home to maximise development impact. The work placement component is also intended to help build long-term links between participating host organisations in Australia and Indonesia. Awardees will leave Australia upon completion of their work-placement, as required by the conditions of their Australia Awards.



8. Prize Ceremony

A ceremony is conducted at Parliament House each year to award the new Allison Sudradjat and Hadi Soesastro Prize recipients. This event usually takes place in March but is subject to change according to the availability of senior DFAT personnel. Prize recipients will be informed of the ceremony via email from the DFAT Managing Contractor.

9. Signing a Deed of Amendment

Once an applicant accepts their Prize, Australia Awards Scholarships recipients are required to sign a Deed of Amendment to their Australia Awards Scholarship contract. Under this deed, recipients must reiterate their agreement to return home on completion of the Prize and acknowledge that their potential Debt to the Commonwealth will be increased by the cost of the Prize if they do not return home for the required length of time (refer to the Australia Awards Scholarships Policy Handbook).

This does not apply to Endeavour Scholarship recipients.

10. Establishment of a separate bank account

Prize recipients are required to establish a separate Australian bank account from their normal day to day transaction bank account. The separate bank account is an important financial control practice and will be specifically for receipt of prize funds from the DFAT Managing Contractor and the payment of proposal costs by the prize recipient. It is recommended that the separate bank account is established as soon as possible after the Prize is awarded.



11. Disbursement of prize funds

The DFAT Managing Contractor will disburse prize funds on a semester basis after the proposal has been approved in writing by DFAT. The DFAT Managing Contractor will notify the prize recipient of the approval by DFAT. Prize recipients are encouraged to submit a proposal for the entire expenditure of prize funds. Given that it can be challenging to prepare a comprehensive proposal particularly for prize recipients who are in the early stages of their studies in Australia, it is acceptable to identify broad categories of expenditure and anticipated cost. For example:

Conference registration fees	\$2,500
Conference travel and accommodation	\$5,000
Stipend during postdoctoral studies (3 months)	\$7,500
Total	\$15,000

Funds will be disbursed on the basis of the total cost of the proposal divided by the number of semesters remaining in Australia by the prize recipient. For example:

Total anticipated cost identified in prize recipient's proposal	\$25,000
Number of remaining semesters in Australia	3
Disbursement to be made per semester	\$8,333

The first disbursement commences after the proposal has been approved by DFAT. Subsequent disbursements occur at 6 month intervals after that. For example:

Scholarship start date	1 February 2018
Scholarship end date	10 December 2019
Proposal approval date	15 May 2018
Number of disbursements planned	3
First disbursement of funds	20 May 2018
Second disbursement of funds	18 November 2018
Third disbursement of funds	19 May 2019

12. Managing records during the Prize period

It is **absolutely essential** that the prize recipient maintains excellent records during the prize period and this includes documentation of all activity expenses. It is recommended that prize recipients conduct an 'internal' acquittal of costs (minimum once per semester) to avoid unnecessarily complex acquittals at the end of the prize period.

For any flights paid for using prize funds, it is required that you keep each flight Boarding Pass and submit these with your receipts at the time of funds acquittal.

For costs incurred in another currency, you will need to maintain records of these costs in Australian dollars. It is recommended that you use an online currency converter and provide a screen shot of the conversion rate with your acquittal. It is required that you do this conversion as close as practical after the activity so that currency conversion rates are current at that time.



13. Funds Acquittal

The prize recipient will be required to submit a Funds Acquittal Report to the DFAT Managing Contractor. The format to be used is in Annex C. The Funds Acquittal Form is to be submitted **no later than one month after the last proposed activity**.

Along with details on the proposed and actual expenditure for each proposal activity the prize recipient is required to scan all associated receipts. Groups of expenses can be summarized on the Acquittal Form for each proposal activity – for example:

Clean Water Conference Mumbai India 13-16 August 2018	
Associated taxi fares (INR3298 = AUD65 – calculated at 20 August 2018)	\$65.00
Taxis in Australia to/from airport	\$115.20

14. Unspent funds

Funds that remain unspent at the end of the proposal activities need to be returned to the DFAT Managing Contractor. Bank account details will be provided to the prize recipient by the DFAT Managing Contractor.

15. Other requirements of the Prize recipient

Newsworthy story

In addition to the Funds Acquittal, the Prize Recipient is asked to provide the DFAT Managing Contractor with at least one newsworthy story (and good quality photo) from the proposal activities, which is suitable to provide to DFAT for publication. The DFAT Managing Contractor is able to provide editing assistance if required.

Survey

Completion of a survey is also required which will be available online through *Survey Monkey* (details to be provided by the DFAT Managing Contractor).

16. Proposal submission process in summary

- The prize recipient develops a proposal for activities to be undertaken (see Annex C);
- The prize recipient forwards the proposal with supporting documentation to the DFAT Managing Contractor;
- The DFAT Managing Contractor checks the proposal for completeness and compliance with the Prize Guidelines – may require communication with the prize recipient for further information on the proposal and/or request revision to the proposal;
- The DFAT Managing Contractor forwards the prize recipient's proposal to the relevant DFAT office in Indonesia or PNG for review and approval;
- The DFAT Managing Contractor advises the prize recipient of the outcome following consideration of their proposal;
- The DFAT Managing Contractor arranges semester payments to the prize recipient;
- Prize recipient acquits prize funds no later than one month after the last activity.

Remember, Allison Sudradjat Prize recipients are decided at the point of selection by the Australia Awards Joint Selection Team – you don't need to do anything extra. For the Hadi Soesastro Prize, you can only apply for this if you are an Australia Awards or Endeavour Award Doctorate student from Indonesia in Australia already. The application round opens in September and closes in December. Contact the Student Contact Officer at your University if you are interested in applying.

17. Gender and people with a disability

The Australian Government is committed to gender equality and has identified gender equality as a critical cross-cutting theme within the aid program. Enhancing the lives of people with disabilities is listed as one of the ten key objectives in the Australian Government's framework for the aid program.

The Australia Awards Allison Sudradjat Prize and Hadi Soesastro Prize will seek to achieve all principles and goals articulated in DFAT's gender and disability strategies and to ensure that the Prizes are inclusive, identifying and encouraging nominations from people with disability and women, as well as facilitating their participation throughout all components of the program.





18. Allison Sudradjat Prize and Hadi Soesastro Prize proposal submission details⁶

Email to:

Michael Bracher

Australia Awards in Indonesia
17 Torrens Street
Braddon, ACT 2612

michael.bracher@australiaawardsindonesia.org

0421 772 614

⁶ Note that Annex B contains the document which doubles as the Allison Sudradjat Prize Proposal Form and the Hadi Soesastro Application Form.

Annexes

Annex A Frequently Asked Questions (FAQ)

Annex B Prize Proposal Form

Annex C Prize Funds Acquittal Form

Annex D Flow-chart of prize administration process

Annex E Roles and Responsibilities

Annex A

Frequently Asked Questions

Q. What is the main difference between the Allison Sudradjat Prize and the Hadi Soesastro Prize?

- A. Firstly these two prizes honour two different people, each for their significant and unique contribution to International Development. Secondly while the Allison Sudradjat Prize is awarded at the same time that either a Masters or PhD applicant is selected for an Australia Award, the Hadi Soesastro Prize is applied for by Australia Awards and Endeavour Awards recipients while they are studying in Australia (in their second or subsequent year). While the Allison Sudradjat Prize is awarded to recipients studying across a wide range of disciplines, the Hadi Soesastro Prize is specifically for awardees studying at the PhD level in the areas of Political Economy, International Economic Relations, or a discipline that is a priority for Australia and Indonesia's development cooperation.

Q. Are both Prizes of equal value?

- A. Yes they are – they are both valued at \$AUD25000

Q. Does the prize recipient receive the money in one lump amount?

- A. No, the prize recipient must have a proposal for expenditure of the money approved by DFAT. The funds are then allocated equally over the remaining semesters that the prize recipient has left in Australia.

Q. Does the prize recipient need to include a management fee in the proposal document?

- A. No, the prize entitlement includes the management fee – so there is no need for the awardee to include this as an identified cost item in the proposal.

Q. Can the prize recipient start to incur costs after they have submitted the proposal?

- A. No, the prize recipient must wait until the DFAT Managing Contractor has informed them that their proposal has been approved by DFAT

Q. Does the prize recipient include stipend payments as part of the identified costs?

- A. If the prize recipient is on-award (i.e. still undertaking studies) at the time of undertaking the 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

Q. What if the prize recipient's proposed activity involves remaining in Australia after the expiry date of my student visa?

- A. The prize recipient will need to apply for an extension of the student visa (subclass 576) while still in Australia. The awardee can request from DFAT Canberra (through DFAT's Managing Contractor) a letter of no-objection to support for their visa application. Prize recipients in this situation are also required to sign a Deed of Amendment to their Australia Awards Scholarship contract. Under this deed, recipients must re-iterate their agreement to return home on completion of the Prize and acknowledge that their potential Debt to the Commonwealth—if they do not return home for at least two years—will be increased by the cost of the Prize. This does not apply to Endeavour Award prize recipients.

Q. How are the prize funds distributed?

- A. Following the approval of the proposal, the total funds will be apportioned on a semester-basis for the duration of the period that the prize recipient is in Australia. For example, if the total cost of the proposal is \$25,000, and the prize recipient has their proposal approved while they are in their second semester of a four semester study program, they will have \$8333 transferred to their nominated bank account each semester.

Q. Does the prize recipient need to acquit costs before another tranche of funds is received?

- A. Definitely. At the end of each semester, the prize recipient will be required to be fully acquit the funds already transferred to the prize recipient. This includes attachment of receipts for funds used. An example of the Funds Acquittal Form is at Annex D.

Q. What if I have not fully spent all of the funds from one period. Does this mean I am not able to receive funds in the next semester?

A. No it does not. The Funds Acquittal Form also allows the prize recipient to provide for proposed expenditure of the funds that are unspent.

Q. Will the DFAT Managing Contractor pay upfront costs – for example conference registration, airfares, accommodation etc?

A. No, because funds are received in advance (after proposal is approved), the prize recipient will have funds to be able to pay costs in advance.

Q. When do applications open for the Allison Sudradjat Prize?

A. They don't. The recipients of the Allison Sudradjat Prize are identified by the Australia Awards Joint Selection Team who provide a recommendation to DFAT for approval. Usually the Allison Sudradjat recipients are the four Australia Awards applicants who have scored the highest mark in the ranking by the Joint Selection Team.

Q. When do applications open for the Hadi Soesastro Prize?

A. In July of each year, the Australia Awards Office in Indonesia will call for applications via student contact officers at Universities hosting Indonesian Australia Awards scholars and via direct email to all current Indonesian Australia Awards scholars. The Department of Education will call for applications from all eligible Endeavour Scholarship recipients. A three month application period between opening of the application round in July and submission closing date in October allows sufficient time for applicants to develop high quality applications.

Q. How does the selection process for the Hadi Soesastro Prize work?

A. The Australia Awards Office in Indonesia will convene and provide secretarial support for a selection panel (including representation from DFAT and the Department of Education). The selection panel will ensure a robust, defensible and transparent process for selecting the best two recipients, and will aim to select one male and one female recipient. Awardees will be advised in writing by DFAT of the outcome of their applications by mid-November. Unsuccessful applicants will be advised in writing by the Australia Awards Office in Indonesia of the outcome of their applications by mid-November.



Annex B

Allison Sudradjat Prize Proposal Form Hadi Soesastro Prize Application Form

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

Prize details <i>(Tick relevant box)</i>	
<input type="checkbox"/>	Allison Sudradjat Prize Proposal
<input type="checkbox"/>	Hadi Soesastro Prize Application
Student details	
Name	
University in Australia	
Course of Study at University in Australia	
Australia Awards OR Endeavour Scholarship ID No.	
Your email address	
Your mobile phone number	
Student contact officer details (not applicable for Endeavour Recipients)	
Name	
Phone number	
Email address	
Supervisor details (if applicable)	
Institution	
Name	
Phone number	
Email address	

Proposed activity detail				
Activity name	Timing	Location	Costs	
Example: ASEAN Economic Conference	June 2015 (during Scholarship)	Indonesia	Conference rego	\$2,500
			Airfares	\$1,500
			Accommodation	\$500
			Meals and incidentals (only if the awardee is no longer on scholarship)	N/A
			Total	\$4,500
One other economic related conference	During period of Scholarships	Regional		\$3,000
Two months of work placement in an Australian NGO	Within 2 months of completing studies	Australia	Itemise costs	\$7,500
Two months post-doctoral placement	After completing studies	Australia	Placement cost	\$2,700
			Airfares	\$1,500
			Living expenses	\$4,800
			Total	\$9,000
Visa fees, health checks, etc. for return to Australia				\$500
Overseas Student Health Cover (OSHC)				\$50
Total cost				

Outline the relevance of the proposed activities to areas of Political Economy, International Economic Relations, or Development Cooperation and how the activities would contribute to the field.

Outline the relevance of the proposed activities to your studies, future career and leadership potential.

Outline the relevance of the proposed activities to your home organisation and the development needs of Indonesia.

Proposed funding instalment.

Awardee

I have read and understood the Allison Sudradjat/Hadi Soesastro Prize Guidelines.

Signature:

Date:

Office use

Australia Awards Office in Indonesia

Comments on the proposal:

What services we will need to provide to the awardee:

Name:

Position:

Signature:

Date:

Panel members

Comments on the proposal:

Name:		Position:	
Signature:		Date:	
Name:		Position:	
Signature:		Date:	
Name:		Position:	
Signature:		Date:	
Name:		Position:	
Signature:		Date:	

Decision by DFAT at Post

- Approved; or
- Approved with the following minor adjustments:

- Not approved

Name:		Position:	
Signature:		Date:	

Annex C

Prize Funds Acquittal Form

Proposal activity	Date	Proposed cost	Actual cost	Comment
Total actual costs			\$	
Total prize funds received			\$	
Total funds to be refunded to DFAT managing contractor			\$	

Annex D

Flow-chart of prize administration process

Allison Sudradjat Prize



Hadi Soesastro Prize



Annex E

Roles and Responsibilities – Prize Administration

Stage in process	Allison Sudradjat Prize	Hadi Soesastro Prize
Application round announced	<p>There is no application process for the Allison Sudradjat Prize – prize recipients are identified by the Australia Awards Joint Selection Team and recommended to DFAT for approval at the time of approval of Australia Awards recipients each year.</p>	<p>DFAT Managing contractor</p> <p>September – sends email advising HSP application round opening to all Australia Awards DOCTORATE students in Australia and to the Student Contact Officer/Sponsored Student Manager in each University</p> <p>Will contact Department of Education to advise all eligible Endeavour Award students of the opening of HSP application round</p> <p>Advises DFAT of this communication</p>
Application submitted		<p>Student</p> <p>September-December Australia Awards in Indonesia DOCTORATE students may want to liaise with their Student Contact Officer regarding the HSP application (if applicable)</p> <p>HSP application is submitted by due date to: HSPapplication@australiaawardsindonesia.org</p> <p>Application period is September to December (specific dates advised in email communication from DFAT Managing Contractor)</p> <p>DFAT Managing contractor</p> <p>December will review HSP application for completeness and compliance</p>
Shortlisting		<p>DFAT Managing contractor</p> <p>December will shortlist up to 6 HSP applications - based on merit but also aiming for equal numbers of females and males. If required, the Australia Awards Office in Indonesia will seek comments from student contact officers or the Department of Education on applicants.</p> <p>DFAT Managing contractor</p> <p>December-January will convene and provide secretarial support for a selection panel</p>

Stage in process	Allison Sudradjat Prize	Hadi Soesastro Prize
<p>Selection</p>	<p>DFAT Managing contractor</p> <p>July will manage the Australia Awards Joint Selection Process to identify Australia Awards in Indonesia recipients. The four recipients with the highest score as judged by the Joint Selection Team are awarded the Allison Sudradjat Prize. There are two females and two males selected each year.</p> <p>DFAT</p> <p>July will review the Allison Sudradjat Prize recipients as proposed by the Joint Selection Team. Approval follows this process.</p>	<p>DFAT</p> <p>December-January will conduct the HSP selection panel which will consist representation from DFAT and the Department of Education. The selection panel will ensure a robust, defensible and transparent process for selecting the best two recipients, and will aim to select one male and one female recipient</p>
<p>Notification</p>	<p>DFAT</p> <p>February will notify prize recipients in writing</p> <p>FAT Managing contractor</p> <p>February will notify prize recipients of prize awarding ceremony details</p>	<p>DFAT</p> <p>February will notify prize recipients in writing</p> <p>FAT Managing contractor</p> <p>February will notify prize recipients of prize awarding ceremony details</p>
<p>Prize awarding ceremony</p>	<p>DFAT</p> <p>March will conduct prize awarding ceremony (subject to change depending upon availability of senior DFAT senior personnel</p>	<p>DFAT</p> <p>March will conduct prize awarding ceremony (subject to change depending upon availability of senior DFAT senior personnel</p>

