**Senior Academic Leadership Initiative 2020**

**Form A**

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| **GUIDE FOR APPLICANTS** |

1. Please complete all forms in the application (A – D).

**Form A**: Institution details, declaration and details of post applications.

**Form B**: Information on Gender Action Plan and Organisational and cultural supports.

**Form C**: Institutional Submission: HEI Progress Updates on Stated Gender Objectives and Appointment Procedures & Practices.

**Form D**: Post applications.

1. Please review the **submission checklist** at the start of **Form A** before submitting the application.
2. The **Gender Action Plan** must be submitted in word or pdf format and named in the following way: *HEI\_ Senior Academic Leadership Initiative \_Gender Action Plan*.
3. All graphs / charts should be submitted as an appendix and not inserted into the tables of the forms. All appendices must be named according to the form to which they pertain i.e. an appendix relating to content in Form B should be named: *HEI\_ Senior Academic Leadership Initiative \_Appendix B.*
4. Applicants must strictly adhere to all word limits. Please include the word count at the end of each section. **Submissions that exceed the word count may be penalised**.
5. Submissions should be emailed to: [**sali@hea.ie**](mailto:sali@hea.ie)
6. Deadline: **12:00, 29th January 2021**.

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| **SUBMISSION CHECKLIST** |

Form A:

Institutional details provided

Post details provided

Declaration signed

Form B:

Gender Action Plan endorsed

Organisation and cultural supports provided

Form C:

Updates on all recommendations and recommended actions complete

Form D:

Details on posts provided

Post A sections complete

Post B sections complete (if applicable)

Gender Action Plan attached (word or pdf format only)

Appendices attached (if applicable; word or pdf format only)

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| **INSTITUTION CONTACT DETAILS** |

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| **Higher Education Institution** |  |
| **Name of contact person for this application** |  |
| **Position held within the institution** |  |
| **Email address** |  |
| **Phone number** |  |

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| **APPLICATION DETAILS** |

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| **Higher Education Institution** |  |

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| **Post A title:** |  |
| **Post A Faculty / Department / Functional unit** |  |
| **Post A ISCED** |  |

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| **Post B title:** |  |
| **Post B Faculty / Department / Functional unit** |  |
| **Post B ISCED** |  |

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| **DECLARATION** |

In submitting this application for the Senior Academic Leadership Initiative,

**INSERT HEI NAME HERE**

accepts the conditions outlined in the Senior Academic Leadership Initiative Call for Applications document and any subsequent clarifications from the HEA regarding this initiative and agrees to be bound by them.

**INSERT HEI NAME HERE**

Furthermore,

accepts this award and commits to providing the necessary support for the Senior Academic Leadership Initiative posts awarded.

**Signature of Head of Institution:**

**Institutional stamp:**