



Australia Awards



Allison Sudradjat Prize Hadi Soesastro Prize

Guidelines for
Australia Awards
in Indonesia

December 2020



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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 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.

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.

Hadi Soesastro Prize applications are assessed according to the following criteria:

- Relevance to areas of Political Economy OR International Economic Relations OR Development Cooperation and how the proposed activity will contribute to this field
- Relevance to the applicant's studies
- Relevance to the applicant's future career plan and leadership potential
- Relevance to the applicant's home organisation or Indonesia's development, including potential for on-going relationship opportunities

5. Hadi Soesastro Prize applications Form

Applications should be submitted by the due date at:

<https://www.cognitofirms.com/AustraliaAwardsInIndonesia1/ApplicationForm>

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.

A work placement is also permitted in Indonesia and the amount to be claimed as an appropriate stipend for an unpaid placement needs to be discussed with the Managing Contractor.

Differentiating the Hadi Soesastro Prize proposed activities

Care must be taken by Hadi Soesastro Prize applicants to differentiate between activities proposed using the Prize funds, from activities that would normally be carried out anyway as part of PhD research. The planned PhD research can be enhanced by the use of the funds - but this is a distinction that needs to be made.

8. Prize Ceremony

A ceremony is conducted at Parliament House each year to award the new Allison Sudradjat and Hadi Soesastro Prize recipients. The timing of this event 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)

10. Orientation Teleconference

All prize recipients will be invited to participate in a teleconference designed to introduce you to your Prize. Led by the DFAT Managing Contractor for Australia Awards in Indonesia, the teleconference will explain the policy and procedures around the administration of the Prize. You will receive an email advising you of the teleconference.



11. 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.

12. Disbursement of prize funds

The DFAT Managing Contractor will disburse prize funds according to the timeline as included in the individual prize proposal.

After the funds have been transferred to the prize recipient, no further funds will be transferred until an Acquittal Report has been submitted for the previous funds.

It is absolutely essential that the prize recipient maintains excellent records during the prize period and this includes documentation of all activity expenses. Keep receipts clearly labelled in separate envelopes for each of the activities.

You might like to consider labelling each envelope with the category of expenses for each activity for example 'taxi fares', 'printing' or 'stationery'.

For any flights paid for using prize funds, it is required that you keep each flight Boarding Pass and submit these with your Acquittal Report

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 Report

The prize recipient will be expected to submit

a Funds Acquittal Report after each payment tranche has been spent. No further funds will be forwarded until a Funds Acquittal Report is submitted.

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:

Acquittal reports must be submitted through the ASP/HSP online reporting system:

<https://www.cognitofrms.com/AustraliaAwardsInIndonesia1/FundsAcquittalReport>

FUNDS ACQUITTAL REPORT 1	
Agus Sumbowo	
Allison Sudradjat Prize	
Clean Water Conference Mumbai India 1-5 February 2019	
Expense Items (see attached scanned receipts)	\$
Combined taxi fares in Australia February 2019	\$115.75
Combined taxi fares in India February 2019 (INR3298 = AUD45.94 calculated at 5 Feb 2019)	\$45.94
Qantas airfare Sydney-Mumbai-Sydney	\$1627.00
Hotel accommodation Mumbai	\$595.000
Food	\$275.00
Conference Registration	\$855.000
Miscellaneous	\$75.00
TOTAL	\$3588.69
BALANCE OF FUNDS IN HAND	0
FUNDS ADVANCED	\$3900.00
BALANCE REMAINING	\$311.31



14. Unspent funds

Funds that are unspent at the end of each funded activity are deducted from the next payment tranche made. In the case above, if the next payment tranche was \$5000, then \$311.31 would be deducted from this amount and \$4688.69 would be transferred instead (\$5000 less \$311.31 = \$4688.69).

15. Funds Acquittal Final Report

The Final Funds Acquittal Report combines all the previous Funds Acquittal Reports. For example:

FUNDS ACQUITTAL FINAL REPORT	
Agus Sumbowo	
Allison Sudradjat Prize	
February 2019 - December 2020	
Funds Acquittal Report 1	\$3588.69
Funds Acquittal Report 2	\$3740.36
Funds Acquittal Report 3	\$6521.18
Funds Acquittal Report 4	\$4897.13
Funds Acquittal Report 5	\$5739.10
TOTAL	\$24,486.46
FUNDS ON HAND TO BE RETURNED	\$486.46

Final Acquittal report must be submitted through the ASP/HSP online reporting system:

<https://www.cognitofrms.com/AustraliaAwardsInIndonesia1/FundsAcquittalFinalReport>

16. Other requirements of the Prize recipient

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)

17. Proposal submission process in summary

- An Allison Sudradjat Prize recipient must develop a proposal for activities to be undertaken (see Annex C). Hadi Soesastro Prize recipients may need to slightly review their proposal as submitted through the prize application process.
- 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 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 payment tranches to be forwarded to the prize recipient;
- Prize recipient acquits prize funds after completion of each funded activity and submits to the Managing Contractor before subsequent funds are forwarded.

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 PhD student from Indonesia in Australia already. The application round opens in September and closes in November. Contact Australia Awards in Indonesia if you have any questions beforehand. PhD students will be sent notification of the opening of the application round.

18. 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.





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

Email to:

Australia Awards in Indonesia
17 Torrens Street
Braddon, ACT 2612

PRIZES@australiaawardsindonesia.org

ASP and HSP proposals should be submitted online at:

[https://www.cognitofrms.com/AustraliaAwardsInIndonesia1/
ApplicationForm](https://www.cognitofrms.com/AustraliaAwardsInIndonesia1/ApplicationForm)

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

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 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 according to the activities proposed and approved by DFAT.
- 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 500) while still in Australia. The awardee can request from DFAT Canberra (through DFAT's Managing Contractor) a No-Objection Letter to support for their visa application. Note that recipient is still required to return home on completion of the Prize otherwise they will incur a debt to the Commonwealth. Further, the Debt to the Commonwealth will be increased by the cost of the expended Prize money.
- Q. How are the prize funds distributed?**
- A. The funds are allocated on the basis of activities included in the Proposal. If activities occur in a limited time period, the funds may be advanced together in the interest of efficiency. No further funds will be advanced until the previous funds are acquitted and an Acquittal Report submitted to the Managing Contractor.
- 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 activity. Does this mean I am not able to receive funds for the next activity?**
- 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 in accordance with the proposed activities.

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?

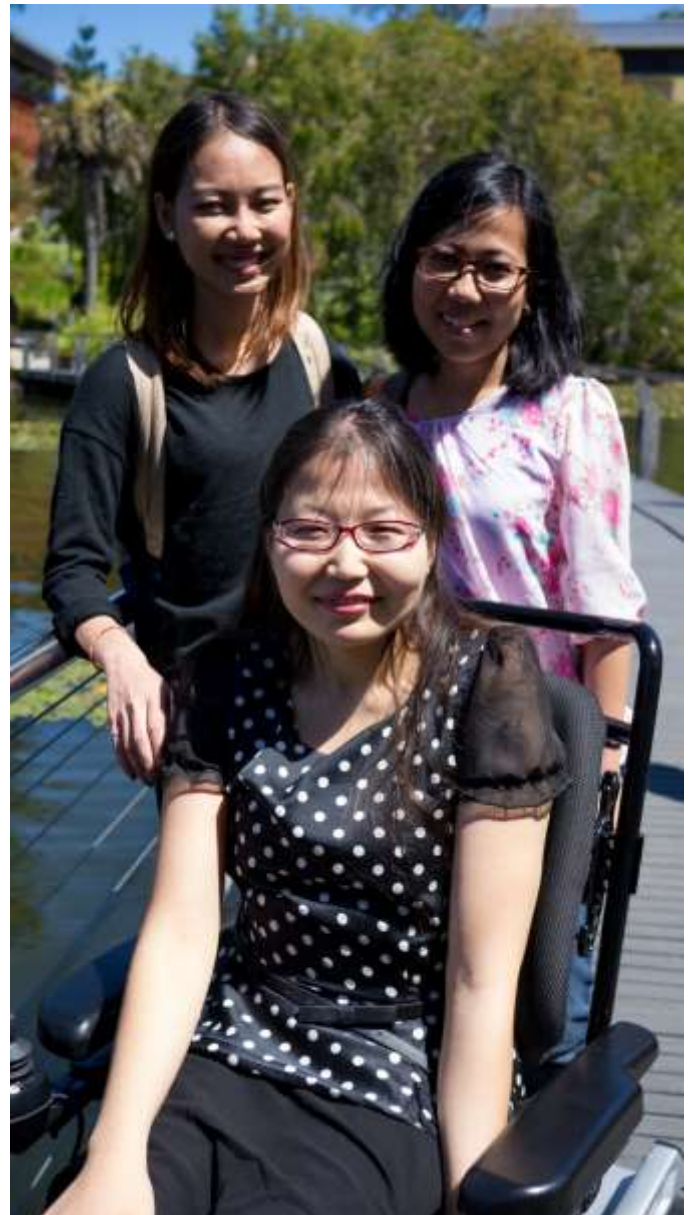
- A. In September of each year, the Australia Awards in Indonesia office will send an email to Australia Awards in Indonesia PhD students currently in Australia, advising of the opening of the application round. A three-month application period between opening of the application round in September and submission closing date in November 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.

Q. As a new Prize recipient it possible to commence Activities before the ceremony at Parliament House?

- A. Yes,, it is. After your notification from DFAT of your success as a Prize recipient, you are able to access your Prize funds



Annex B

Allison Sudradjat Prize Proposal Form Hadi Soesastro Prize Application Form

Note:

- Proposal must be submitted by filling the online form here:
<https://www.cognitoforms.com/AustraliaAwardsInIndonesia1/ApplicationForm>
- Attach Supervisor reference for the Hadi Soesastro Prize application

Prize details (Tick relevant box)

Allison Sudradjat Prize Proposal

Hadi Soesastro Prize Application

Student details

Name

University in Australia

Australian Course of
Study/Discipline

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

Home Organisation

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:

Decision by DFAT at Post

Approved; or

Approved with the following minor adjustments:

Not approved

Name:

Position:

Signature:

Date:

Annex C

Prize Funds Acquittal Report (example only - to be completed for each payment advance)

FUNDS ACQUITTAL REPORT 1.	
Agus Sumbowo	
Allison Sudradjat Prize	
Date of Acquittal Report: 10 March 2019	
Clean Water Conference - Mumbai India, 1-5 February 2019	
Expense Items (see attached scanned receipts)	\$
Combined taxi fares in Australia February 2019	\$115.75
Combined taxi fares in India February 2019 (INR3298 = AUD45.94 calculated at 5 Feb 2019)	\$45.94
Qantas airfare Sydney-Mumbai-Sydney	\$1627.00
Hotel accommodation Mumbai	\$595.000
Food	\$275.00
Conference Registration	\$855.000
Miscellaneous	\$75.00
TOTAL	\$3588.69
BALANCE OF FUNDS IN HAND	0
FUNDS ADVANCED	\$3900.00
BALANCE REMAINING	\$311.31

Annex D

Prize Funds Final Acquittal Report (example only - to be completed after all activities are completed)

PRIZE FUNDS FINAL ACQUITTAL REPORT	
Agus Sumbowo	
Allison Sudradjat Prize	
10 March 2019 to 17 August 2020	
Prize Funds Acquittal Report 1 10 March 2019	\$3588.69
Prize Funds Acquittal Report 2 13 September 2019	\$3740.36
Prize Funds Acquittal Report 3 9 December 2019	\$6521.18
Prize Funds Acquittal Report 4 23 May 2020	\$4897.13
Prize Funds Acquittal Report 5 17 August 2020	\$5739.10
TOTAL COST OF ACQUITTALS	\$24,486.46
TOTAL FUNDS ADVANCED	\$25,000.00
FUNDS ON HAND TO BE RETURNED	\$486.46

Annex E

Flow-chart of prize administration process

