Submitting an RWA Application

Contents

Accessing K2 ............................................................................................................................. 2
  New user request ................................................................................................................... 2
Researcher Dashboard .............................................................................................................. 4
Submitting an Application ......................................................................................................... 5
  Application form ..................................................................................................................... 6
  Introduction .......................................................................................................................... 7
  Submitting your application ................................................................................................. 9
Additional Notes ....................................................................................................................... 9

For any questions about the application process or form please email rwa@agrifutures.com.au
Accessing K2

Access to K2 is required before being able to submit an application. If you do not already have an account, please visit https://agrifutures.onk2.com/Runtime/Runtime/Form/PMIS.UserRegistration/ to create an account.

Users must read AgriFutures Australia privacy and collection statement before creating their request.

There are four types of registration:

1. New user
2. New company/user
3. Change of admin contact
4. Existing user – additional organisation

Please choose **New user**

**New user request**

There are four types of new user. Please select the RWA Awards
Once you select RWA Awards, the company field will automatically populate with RWA Awards.

Click on + Add New User

A screen will pop up with the form you need to complete. Required fields are marked with an asterisk.

Once the form is completed, select Save to close the window and return to the main form. Then select Submit, you will be taken to the login page. Your username will be your email address and you will either set your own password or have been allocated a temporary password which you will need to reset once you login.

To login in future, type the following URL in to your internet browser – we recommend that you use Microsoft Edge -

If you forgot your password, please use the Forgot your Password link. If you are still having issues, please email helpdesk@agrifutures.com.au.

**Researcher Dashboard**

Once you have logged into K2 you will be taken to the Researcher Dashboard.

From here you can create new applications for research, view reports and change settings.

There are also three tables:

1. **My Tasks** – when you have a task to action, it will appear here. You will also receive an email notification advising you that there is a task for you to action.

2. **Scholar Open Calls** – here you can see any scholarship rounds that are currently open.

3. **My Applications** – once you start an application, it will appear here, and the status will be updated during the review/assessment and approval process so you can see where your application is up to.

4. **My Projects** - If you are successful in your application, once contracted, it will become an active project and will sit within this area.
Submitting an Application

From the home page, click on the down arrow next to Scholar Open Calls to see the available application rounds.

There will typically only be one option available. Click on that line and then select +Start New Application

This will open a new application form. You can move back and forward between the tabs in the application – you don’t need to complete each page to move through the application. To do so you can either click on the tab headings or use the Next and Back buttons at the bottom of the page.

Your application will autosave as you go but you can also select to save your draft or to cancel it if you no longer wish to proceed.

NOTE: You may need to allow Pop-ups for this site.
The first part of the application is indicating that you meet all the eligibility criteria.

- You have discussed your existing project, business or program with your State and Territory contact – check the box to agree.
- Your existing project, business or program is live and up and running or it will be within three months of completing this application – check the box to agree
- Your existing project, business or program falls into one or more of these categories: Community, Collaboration, Commercial – check the box to agree
- You are over 18 years of age and identify as female – check the box to agree
- You recognise that your existing project, business or program aligns to the values of the Awards program listed above – check the box to agree.

Don't meet the eligibility criteria?

If you were unable to meet all of the above eligibility criteria because your project, business or program is still an idea or in its early stages of development and you are not planning to launch for at least three months, we have something else you may be interested in. Visit: https://agrifutures.com.au/people-leadership/acceleration-grant to find out more about our Rural Women's Acceleration Grant.
Some of the fields on this page will be prepopulated from your user record. These fields can be edited if they need to be updated.

- **Title:** Auto populated from your user account
- **First Name:** Auto populated from your user account
- **Last Name:** Auto populated from your user account
- **Address:** Auto populated from your user account
- **State:** Auto populated from your user account
- **Phone:** Please enter a contact number if different from your mobile number.
- **Mobile:** Auto populated from your user account
- **Email:** Auto populated from your user account

**Referees**
Please enter details for your two referees

- **Title:** Please type the title for your referee, i.e. Mr, Ms, Mrs, Dr. etc
- **First Name:**
- **Last Name:**
- **Relationship:** Please indicate your referee's relationship to you – i.e. employer, colleague etc
- **Phone:** Please enter a contact number for your referee.
- **Email:** Please enter an email address for your referee.

**Introduction**

1. **Your personal pitch.** In one paragraph describe who you are, what you stand for, what is important to you, and what drives you on a daily basis to influence positive change in rural and regional Australia.

**Overview of existing project, business or program**

For this stage (Q’s 2, 4, 5 & 6) of the application process, you only need to provide an overview of your existing project, business or program. You do not need to include a budget or project milestones. It is important to outline tangible and realistic impacts here with the $15,000 bursary and 12 month delivery timeframe in mind.

2. **Explain your existing project, business or program**

3. **Select the categories your existing project, business or program fits into** (you can select more than one). Choose from
- Community: An existing project, business or program which is based in and delivers value to a community.
• Collaboration: An existing project, business or program which involves multiple people working together to achieve a shared vision
• Commercial: An existing project, business or program which is able to be commercialised

4. Explain how your existing project, business or program aligns to the categories you selected.

5. Explain who benefits from your existing project, business or program and why? (e.g. individuals, small groups, regions and/or communities etc.)

6. Explain the impact your existing project, business or program is having or aims to have over the next 12 months.

Leadership and experience

7. What are your leadership skills and experience to date? (Bullet point form is fine)

8. What leadership and development opportunities are you interested in pursuing to equip yourself with the skills you need to make a difference?

9. What would you spend the $15,000 bursary on if successful? (Bullet point form is fine)

If you are unsuccessful, would you like to be considered (if eligible) for the AgriFutures Rural Women's Acceleration Grant?

Select Yes or No.

Note: The AgriFutures Rural Women's Acceleration Grant aims to provide Australian women with learning and development opportunities, upskilling them so they can bring their idea, cause or vision to life. AgriFutures has seven $7,000 Acceleration Grants available.

These will be awarded on merit, not per State/Territory.

Successful AgriFutures Rural Women's Acceleration Grant applicants can apply for the AgriFutures Rural Women's Award in the future.

Review and submit

To complete your application you will need to agree with the following statements.

• As a consideration of my entry into this Award, I grant AgriFutures Australia and the State/Territory Departments of Agriculture/Primary Industries the ‘non-exclusive’ rights to publish material generated from my involvement in the Award and from the outcomes of the bursary.

• If I am named as the State/Territory Winner, I will attend key events as part of my responsibilities. These include a four-day workshop (location TBC) in July, and the AgriFutures Rural Women's Award Gala Dinner in Canberra, September. NOTE: Travel and accommodation requirements and expenses will be covered by AgriFutures Australia for the above. Specific dates for the workshop and Gala Dinner will be provided at your state/territory interviews – you will be required to formally confirm your availability as part of the interview process.
• I am eligible to apply for this Award. I am not a Related Party of AgriFutures Australia, ie. I am not an employee of AgriFutures Australia, or a member of the key management personnel of major sponsors and government agency partners, nor a close family member of the above. I am not a previous National or State/Territory Winner of either the former ABC Radio Rural Woman of the Year, or RIRDC Rural Women’s Award.

Submitting your application

Once you have completed your application, click Submit. Your application will be submitted to AgriFutures for review.

Please note: You can save a draft of your application to return to at any time until you are ready to submit.

Additional Notes

• We recommend you use Microsoft Edge to get the most out of K2.
• Your application will automatically save as you go however you can select Save Draft at any stage.
• You can navigate between the pages by selecting the button at the top of the application.
• **Save & Back** will take you back to the previous page. If you would like to return to the home page of the Researchers Dashboard, click the AgriFutures Australia logo at the top of each page.

• Please keep in mind the word limit in each text box when completing your application. Applications that exceed the word limits may not proceed to the next step or you may be requested to rework your application to adhere to the requirements.

• The submission period will close promptly at the advertised closing time. Applications will not be received after this point. Please allow sufficient time to complete your application. If for some reason you are not able to meet the deadline, you will need to advise the AgriFutures Australia contact of your circumstances, and they can advise you of your options.

• Your saved application will be stored in the 'My Applications' table in the Researchers Dashboard.

• The status of your application will be automatically updated during the approval process.

• If you require assistance, please contact the AgriFutures Contact directly or alternatively email AgriFutures Australia Helpdesk at helpdesk@agrifutures.com.au.