



Instructions for Obtaining School Endorsement for Career Reignite Program applications:

As part of the Career Reignite Program application, *evidence of endorsement of participation in the program is required* from your Line Manager (for Coaching applicants) and School Dean and Line Manager (for Funding applications). We encourage you to discuss your application with your Line Manager and Dean and below are two email templates designed for you to request their endorsement of your application.

To use these templates:

1. Copy the relevant template and paste it into a new email. Feel free to personalise the email where appropriate.
2. Fill in any placeholders (e.g., [Dean's / Line Manager's Name], [Applicant's Name]. [project summary]) with the appropriate details.
3. Send the email to your Dean or Line Manager (or both) as appropriate and ask them to reply to confirm their support.

A reply confirming their understanding and endorsement of the program will serve as their formal support and which you can then upload to the relevant section of your application.

[NOTE: For the coaching support element of the program, line-manager involvement is required, including participation in a line-manager briefing session, a triad meeting with coachee and the coach, at the beginning and end of the coaching sessions estimated to total 3 hours over the program duration, please make certain your line-manager is aware of this up front].

1. Template for Endorsement Request from Line Managers – use this template if you are applying for (Career Reignite Coaching stream only)

[For the coaching support element of the program, line-manager involvement is required, including participation in a line-manager briefing session, a triad meeting with myself and the coach, at the beginning and end of the coaching sessions estimated to total 3 hours over the program duration].

Subject: Confirmation of Support for Career Reignite Coaching application – [Applicant Name]

Dear [Line Manager's Name],



I am applying for the coaching support offered by the [Career Reignite](#) Coaching Program. This Program is designed to support researchers like myself returning from career interruptions. The Coaching Service provides three coaching sessions by accredited external coaches, addressing career interruptions or barriers and assists in setting goals, creating research career action plans, and discussing such things as leadership development and work / life balance.

Line Manager's Role and Commitment

Your support is essential to my success in this initiative. I intend to apply for the Coaching support element of the program, which requires line-manager involvement including participation in a line-manager briefing session, a meeting with myself and the coach, at the beginning and end of the coaching sessions. **It is estimated to total 3 hours of your time over the program duration.**

The application process requires evidence of your endorsement of my participation in the Program, **and I would appreciate it if you could reply to this email confirming your endorsement of my application.**

If you would like more information on the program, please feel free to contact Amy Hall at researchcareerinterruption@rmit.edu.au.

Kind regards,

[Applicant's Name], [Applicant's Position]

2. Template for Deans and Line-Managers - use this template if you are applying for Career Reignite Funding only OR applying for both Career Reignite Funding and Coaching

Subject: Confirmation of Support for Career Reignite Program application – [Applicant Name]

Dear [Dean's Name] and [Line-Manager's Name]

I am reaching out to you both as I am applying for RMIT's [Career Reignite](#) Program, a university initiative designed to support researchers like myself who are returning after career interruptions.

Through tailored coaching and funding, this program aims to positively transform the momentum (or trajectory / direction) of research and career progression after a career interruption that has affected research trajectory.

Career Reignite



I intend to apply for the [Funding / Funding and Coaching] stream(s) of the program. In relation to the funding application, I intend to request the following support [include here some dot points summarising what you will utilise the funding for].

Dean Endorsement

Dean endorsement indicates that you support my application for the Career Reignite program.

Line-Manager Endorsement

Line-manager endorsement indicates that you support my application for the Career Reignite program.

Include the wording below in red only if you are also applying for the Coaching Program

[For the coaching support element of the program, line-manager involvement is required, including participation in a line-manager briefing session, a triad meeting with myself and the coach, at the beginning and end of the coaching sessions, **estimated to total 3 hours over the program duration**].

Request

The application process requires evidence of both Dean and line-manager endorsement of my application and participation in the Program, **and I would appreciate it if you could both reply to this email confirming your endorsement.**

If you would like more information on the program, please feel free to contact Amy Hall at researchcareerinterruption@rmit.edu.au.

Kind regards,

[Applicant's Name], [Applicant's Position]