



Your guide to applying for Athena SWAN

Applying for an institution or department level award

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1. Applying for an institution or department level award

The submission deadlines for applications to Advance HE's Athena SWAN charter are the last working day of April and November each year.

1.1 Submitting an application

In the November 2018 round, higher education institutions and departments in the United Kingdom must use application forms developed when the Athena SWAN Charter was expanded in May 2015.

New members are expected to apply for an institutional Bronze award within three years of joining the charter. Your institution needs to be a charter member to apply for an Athena SWAN award.

1.2 How to become a member

All UK HEI members of Advance HE which have chosen the Athena SWAN Accreditation Package will be eligible to apply for an award, once they have committed to the charter principles. We require a letter of endorsement, on headed paper from the vice-chancellor (or equivalent) of your institution. The letter confirms:

- + the institution's commitment at the highest level
- + acceptance of the Athena SWAN principles
- + commitment to action at institutional and (where relevant) department level

We have created a template for you to adapt: [Athena SWAN Charter HEI membership letter template](#) or [Athena SWAN Charter research institute letter template](#)

Please send the letter to athena.swan@advance-he.ac.uk. Once we have received your letter we will send you further information on the Athena SWAN Charter and membership, including the Athena SWAN member's logo.

1.3 Membership fees

1.3.1 For higher education institutions (HEIs) in the UK

From 1 August 2019, all UK HEIs who are members of Advance HE are able to become Athena SWAN members by choosing the Athena SWAN Accreditation Package, at the cost of £3,500 per year. To find out more about Advance HE's membership and Accreditation Packages, please see our membership pages.

An application fee of £500 applies for departmental level applications. This is in order to contribute to the cost of administering the charter panels arising from departmental applications.

1.4 Eligibility

For an institution or department to be eligible to apply for an Athena SWAN Charter award, the HEI must sign up to the May 2015 update of the Athena SWAN principles. We have created a template for you to adapt: Athena SWAN Charter principles letter.

Please refer to the May 2015 Athena SWAN Charter awards handbook. (The pre-expansion Athena SWAN handbook remains available for reference.)

Gold awards under the expanded charter were launched subsequently and specific guidance is not included in the handbook. Materials will be integrated into the next revision of the handbook and are currently available on the Gold application guidance web page.

1.4.1 Small and specialist institutions

The Athena SWAN team have developed a new Athena SWAN application form for small and specialist institutions, in consultation with the small and specialist institutions network. The form was specifically developed in response to feedback regarding difficulties these institutions might have completing the HEI institutional application form.

The new application form should be completed in accordance with the expanded charter principles. Guidance on completing the application form will be forthcoming, and in the meantime, useful information can be found in the May 2015 Athena SWAN Charter awards handbook and the expanded research institutes handbook.

1.5 JUNO

The following forms and guidance have been produced to allow Juno Practitioner and Champion award holders to apply for a Bronze or Silver Athena SWAN award respectively. This guidance is to be read in conjunction with the Athena SWAN Award Handbook and Guidance to Processes.

All Juno applicants using the Athena SWAN award forms are required to submit an intention to submit for either the April or November rounds of each year. Submission deadlines will be the same as for other Athena SWAN applicants.

Any further questions should be directed to Athena.swan@advance-he.ac.uk.

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