



Australia Awards

OASIS  
user guide  
*for applicants*



ACIAR  
GPO Box 1571  
Canberra ACT 2601  
Australia

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## Websites:

**Australia Awards:** <http://australiaawards.gov.au/>

**ACIAR scholarships** – <http://aciarc.gov.au/training>

**Visas** – Department of Immigration and Border Protection: <http://www.immi.gov.au>

**Studying in Australia:** <http://www.studyinaustralia.gov.au>

**Australian Educational Institutions and courses - the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS):** <http://cricos.education.gov.au/>

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# 1. Introduction

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The Australia Awards John Allwright Fellowship is a scholarship offered by the Australian Centre for International Agricultural Research (ACIAR) and co-funded by the Department of Foreign Affairs and Trade. John Allwright Fellowships are awarded to partner-country scientists involved in ACIAR-supported collaborative research projects to undertake postgraduate training at Australian universities.

The primary aim of the John Allwright Fellowship is to enhance research capacity in ACIAR's partner country institutions. Whilst individual awardees will benefit from the Scheme, it is important to note that partner country institutions are the key targets.

The study and research opportunities provided by Australia Awards Scholarships develop skills and knowledge of individuals to drive change and contribute to the development outcomes of their own country.

Online applications for the 2017 Intake of Australia Awards John Allwright Fellowships will be **open** in OASIS on **1 May 2016** and **close** at **midnight Australian Eastern Standard time on 31 July 2016**.

## **! Attention !**

You must check the ACIAR Capacity Building, Australia Awards John Allwright Fellowship Guidelines page for details on how to apply and read the [Australia Awards Scholarships Policy Handbook](#) before submitting an application.

## 2. Eligibility to apply

### STOP!

Are you eligible to apply for an Australia Awards John Allwright Fellowship?

Applicants for an Australia Awards John Allwright Fellowship must meet **all** relevant eligibility requirements.

### Eligibility Requirements

Although applications are welcome from participants in both bilateral and multilateral (IARC) projects, applicants must be working with ACIAR projects in a current partner developing country.

Applicants must be citizens of the country in which they are working.

To be eligible for selection, a candidate must:

- at the time of applying, hold qualifications that would be assessed to be equivalent to at least an Australian bachelor's degree in a discipline that is relevant to the proposed area of postgraduate study;
- be a scientist or economist from the developing country partner, who is actively involved in a collaborative research project supported by ACIAR at the time of application (in some cases, ACIAR will consider supporting researchers from "advanced pipeline" projects, i.e. in cases where a full project proposal has been approved by ACIAR);
- be jointly supported in the application by the Australian and partner country Project Leaders;
- obtain approval from the employing institution who must agree to the absence of the candidate should he/she receive a scholarship for the period involved in obtaining the postgraduate qualification; and
- demonstrate that he/she is employed on a permanent rather than short-term contract basis.

Within the Fellowship Scheme, ACIAR strives to meet the Australian government policy on gender equity, and reflect ACIAR's training policies and strategies.

Additional information on eligibility criteria can be found at the ACIAR Capacity Building, Australia Awards John Allwright Fellowship Guidelines page.

### ! Attention !

The [Australia Awards Scholarship Policy Handbook](#) provides the guiding policy on the Australia Awards Scholarships and all applicants must be familiar with its provisions.

## 3. OASIS page elements

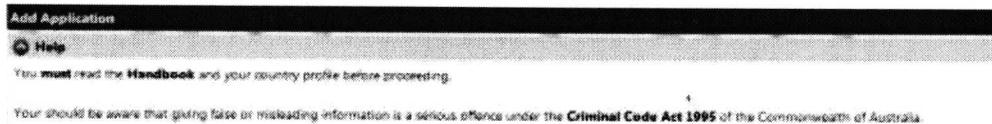
In order to use OASIS to create and submit your application for an Australia Awards John Allwright Fellowship, there are some important elements of OASIS that you will need to be familiar with.

These elements are as follows:

### Help Text

Each page of the application will begin with **Help Text**. The **Help Text** will contain additional information on how to complete the application page you are on. Some **Help Text** may also include links to various websites.

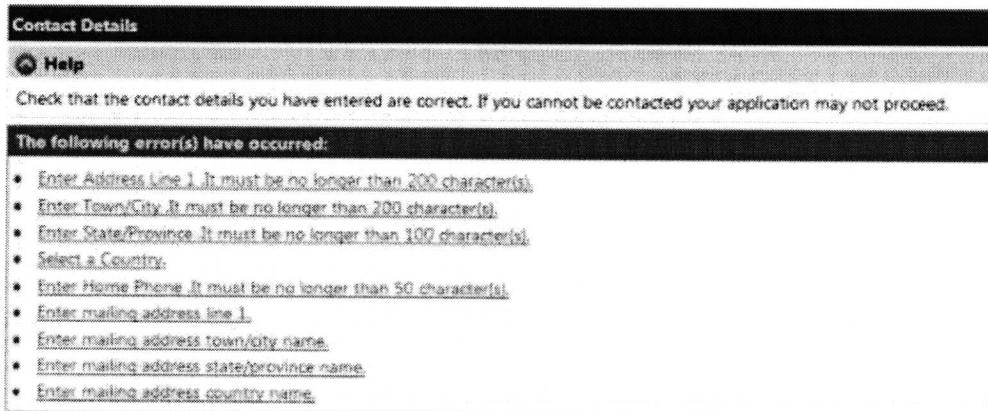
Here is an example of the **Help Text**:



### Error Messages

In addition to the **Help Text**, OASIS will display error messages. These error messages will appear in **Red** at the top of each page, directly below the help text if any of the required information has not been entered on the application page.

Some common error messages are as follows:



For example: this error message indicates all the mandatory fields on one page of the application have not been completed. If you see an error message like this, you will not be able to submit your application until you have completed all the necessary fields.

### **! Attention !**

All fields that have an \* next to them are **mandatory**. These fields must be completed.

## Character Limits

'Free text fields' are fields or boxes, that form part of the OASIS application, and which allow you to enter additional information to support your application. These fields have **Character Limits**.

'Characters' include letters, spaces and punctuation marks.

It is important that you stay within the character limit as OASIS will not allow you to enter more than the limit. You will not be able to complete and submit your application until you have removed the additional characters.

### **! Attention !**

All information entered in free text fields must be clear, concise, relevant, and must not exceed the character limit.

## 4. OASIS registration

### STOP!

It is recommended that OASIS be accessed using Internet Explorer or Firefox. Other browsers such as Safari and Opera are not supported and may not work as expected.

Before beginning an application for an Australia Awards John Allwright Fellowship, applicants must request access to OASIS. The first step is to register in OASIS as this will enable you to logon, create and complete an application.

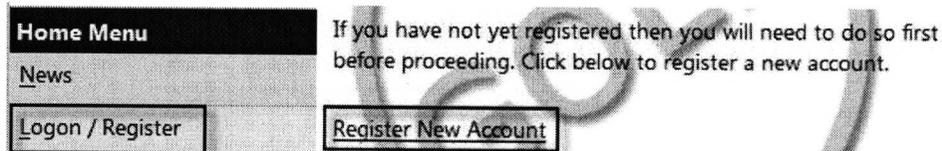
If you have submitted an application for a previous intake round you will already be registered in OASIS, and you will not need to register again.

If you cannot remember your password you will be able to reset your password by entering your email address, selecting [Forgotten your password?](#), and entering your answer to the 'reminder question'. This will send a temporary password to your email address.

If you cannot reset your password please send an email to [JohnAllwright@aci.gov.au](mailto:JohnAllwright@aci.gov.au) to request a password reset.

To register and receive an OASIS password and logon for the first time, follow these steps:

1. Open your internet browser and navigate to <https://oasis.usaid.gov.au>. On the home page menu select **Logon/Register** and **Register New Account**.



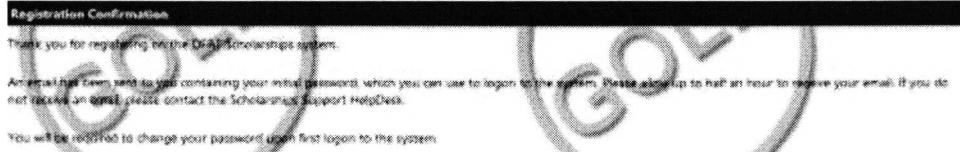
2. Complete the **New User Registration** screen and select **Save**.

The screenshot shows the 'New User Registration' form. Fields include: Title, Contact Email, Family Name, Given Name\*, Date of Birth (with a calendar icon), Reminder Question\*, and Secret Answer\*. A note states: 'If you forget your password you may request to have it reset. You will be prompted with your question and required to provide the answer in order to verify your identity.' There are 'GO' buttons next to the Date of Birth and Reminder Question fields.

### ! Attention !

All fields that have an \* next to them are **mandatory**. These fields must be completed.

3. You will be redirected to the **Registration Confirmation** screen and an email will be sent to you containing a temporary password.



4. Return to OASIS <https://oasis.ausaid.gov.au> and select **Logon / Register** again.
5. Enter the exact email address that you used to register. In the password field enter the temporary password you were sent and then select logon.

6. You will now be required to change your password.

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7. Enter your temporary password in the **Old Password** field.

Create a new password and enter it in the **New Password** and **Confirm Password** fields and then select **Save**.

**Change Password**

You are about to change the password for **email@gmail.com (Test Test)**. You are required to change your password:

- the first time you log onto the system, as you are only provided with a temporary password;
- after your password has been reset by the Help Desk; or
- if your password expires.

Please enter your old password, followed by your new password and a confirmation. Your new password must be a strong password that you have not used recently. It must be between 6 and 16 characters in length, and must combine three of the four different types of character: uppercase (A-Z), lowercase (a-z), numerals (0-9), and symbols.

It is advised that you use a password that you will easily remember. If you must write down your password, ensure it is stored in a secure location. **Do not** share your password with others as this may potentially allow them access to view your personal information.

Old Password\*:

New Password\*:

Password Strength: Not Rated

Confirm Password\*:

### ! Attention !

Your new password must be between 6 and 16 characters in length, and must combine three of the four different types of character: uppercase (A-Z), lowercase (a-z), numerals (0-9) and symbols.

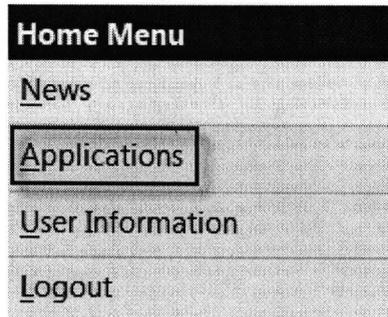
Now that you have registered on OASIS and created your password you will be able to start your online application.

You do not need to start, finish and submit your application all at once; you can complete your application in stages over a period of time. However you must remember to submit your application by the deadline on 31 July 2016.

## 5. Creating a new application

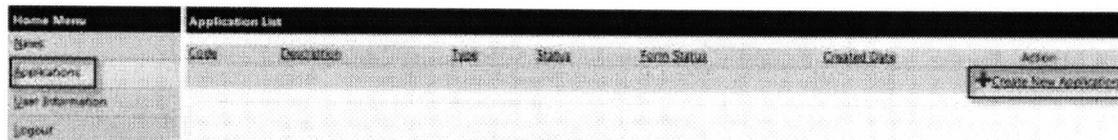
Once you have registered in OASIS, you can create a new online application by following the steps below.

1. Log on to OASIS.
2. Select Applications on the Home Menu.



This will open the **Applications** screen.

3. Select **Create New Application**.



This will open the **Add Application** screen.

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- On the Add Application screen, select 'ACIAR John Allwright Fellowships' as the Scheme. Click Next.

The screenshot shows the 'Add Application' screen. At the top, there is an 'Action Menu' with 'Return to List' and 'Help'. Below this, a warning states: 'You must read the Handbook and your country profile before proceeding.' and 'You should be aware that giving false or misleading information is a serious offence under the Criminal Code Act 1995 of the Commonwealth of Australia.' The main heading is 'Select the Scheme that you wish to create and submit a new application for:'. Below this is a dropdown menu for 'Scheme?' with 'ACIAR John Allwright Fellowships' selected. At the bottom right, there are 'Next' and 'Cancel' buttons.

- On the next screen, ensure ACIAR John Allwright Fellowships 2016 is selected as the Intake Round. Click **Next** again to continue, and the **Personal Details** screen will open.

The screenshot shows the 'Add Application' screen. At the top, there is an 'Action Menu' with 'Return to List' and 'Help'. Below this, a warning states: 'You must read the Handbook and your country profile before proceeding.' and 'You should be aware that giving false or misleading information is a serious offence under the Criminal Code Act 1995 of the Commonwealth of Australia.' The main heading is 'Select the Intake Round that you wish to create and submit a new application for:'. Below this is a dropdown menu for 'Intake Round?' with 'ACIAR John Allwright Fellowships 2016' selected. At the bottom right, there are 'Next' and 'Cancel' buttons.

### ! Attention !

The options available in the Scheme drop-down list are: *Australia Awards Scholarships* and *ACIAR John Allwright Fellowship*. You must select ACIAR John Allwright Fellowships. Australia Awards Scholarships are a different type of award, with different eligibility requirements and a different application process.

- Complete the fields on the **Personal Details** screen.

Fields marked with an \* are mandatory fields and must be completed before OASIS will allow you to move to the next screen.

Entering a passport number is not mandatory, however if you have entered a passport number you must also enter the date of issue and expiry date.

Creating a New Application | User Instructions | Rule 3.006

**Personal Details**

Provide supporting documentary evidence of your full name, date of birth, gender and country of citizenship. For example, the identification page of your passport or other official identification document issued by your country of citizenship.

Personal fields are marked with \*.

Title: \*

Family Name: \*

Given Name: \*

Date of Birth (dd/mm/yyyy): \*

Place of Birth (State/Province): \*

Gender: \*

Country of Citizenship: \*

Do you have dual Citizenship? \*

Which country are you living in now? \*

Have you applied for or are you intending to apply for permanent residency or citizenship in Australia or New Zealand? \*

Passport Number: \*

Save Cancel

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When you are finished completing the fields, select **Save** to create a record of your application and to continue

### ! Attention !

At this point a record of your application has been created in OASIS, you can now logout and return to your application at a later time to continue.

## 6. Application checklist

Once you have entered and saved your personal details, OASIS will display a **Checklist**. This Checklist shows each of the remaining pages of the application and indicates which parts of the application are complete.

The Checklist will enable you to navigate within the draft application by selecting the section you would like to review, update or complete.

Here is an example of the Checklist:

Checklist
✓ 1. Personal Details
➔ 2. ACIAR Project
3. Contact Details
4. Spouse Details
5. Children Details
6. Emergency Contact Details
7. Previous Scholarships
8. Scholarship Applications
9. Proposed Study Program
10. Referee Report Details
11. Qualifications
12. English Language Details
13. Computer Literacy Details
14. Computer Training Details
15. Current Employment
16. Previous Employment
17. Supporting Statement
18. Professional Memberships
19. Documentary Evidence
20. Declaration

### Reading the Checklist

The Checklist will indicate with a ✓ symbol that a section of the application has been completed.

An ✗ symbol will indicate that a section of the application is incomplete.

The ➔ symbol will indicate a section you are in the process of completing.

### STOP!

Remember to select **Next** at the bottom of each page to save your information and move to the next screen.

## 7. Completing an application

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Please complete each section of the application and follow the help text instructions that appear at the top of each screen. Once you have completed all sections (every section has a tick against it), you are now able to submit your application.

Checklist
✓ 1. Personal Details
✓ 2. ACIAR Project
✓ 3. Contact Details
✓ 4. Spouse Details
✓ 5. Children Details
✓ 6. Emergency Contact Details
✓ 7. Previous Scholarships
✓ 8. Scholarship Applications
✓ 9. Proposed Study Program
✓ 10. Referee Report Details
✓ 11. Qualifications
✓ 12. English Language Details
✓ 13. Computer Literacy Details
✓ 14. Computer Training Details
✓ 15. Current Employment
✓ 16. Previous Employment
✓ 17. Supporting Statement
✓ 18. Professional Memberships
✓ 19. Documentary Evidence
→ 20. Declaration

### ! Attention !

Each section of the application must be completed  before your application can be submitted.

## 8. Submitting your application

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Once you have pressed **Submit** on the **Declaration** screen and you have completed all the tasks in the Application Checklist, your application has now been submitted for consideration by ACIAR.

### Submission Deadline

All online applications must be submitted in OASIS, with all relevant documents attached, by **midnight Australian Eastern Standard Time on 31 July 2016**.

OASIS will close to all applicants at that time. After this time applicants will no longer be able to view, edit or submit applications. There is no exception to this rule.

### ! Attention !

OASIS will become very busy in the few days before 31 July 2016. To avoid the possibility of not being able to submit your application, we **strongly advise** applicants applying online to submit their applications well before the closing date. OASIS experiences peak usage in the days leading up to the closing date and applicants may experience delays.

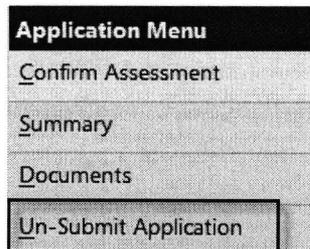
## 9. Making changes after submission

All applications may be edited while they are in **Draft** before they have been submitted. In practice this means applicants can log in and out of OASIS and make changes to **Draft** applications at multiple times up until they have hit **Submit** on the **Declaration** screen.

Once an application has been submitted, it has to be un-submitted in order to make changes. Un-submitting allows applicants to edit and resubmit an amended application.

1. To un-submit your application; open your application in OASIS select **Un-submit Application** on the **Application Menu**.

This will open the **Un-Submit Application** screen.



2. The **Un-Submit Application** screen will open with a verification confirming that the application is about to be recalled.

Select **Un-Submit** and the status of the application will change back to **Draft**.

You are about to unsubmit this application.

You may only unsubmit an application whilst the round is still open. This will set the application status back to Draft and allow you to make further changes. You may then submit the application again prior to the close of the round.

Please note that all the Supplementary Awards (if any) associated with this Application will also be deleted.

### STOP!

Remember to re-submit your application when you have completed your changes and before the submission deadline **midnight Australian Eastern Standard Time on 31 July 2016**.