

2024 Mary Lugton Postdoctoral Fellowship *Funded by the Mary Lugton Scholarship Fund*

Scheme Guidelines

1. INTRODUCTION

- 1.1 The [Mary Lugton Scholarship Fund](#) provides postdoctoral fellowships and graduate research scholarships to researchers at the University of Melbourne in the fields of art conservation, medicine, science, botany, engineering or history: currently, these are located across the Faculties of Arts; Medicine, Dentistry, and Health Sciences; Science; and Engineering and Information Technology.
- 1.2 These Scheme Guidelines relate to the Mary Lugton Postdoctoral Fellowships only, which are awarded by the Deputy Vice-Chancellor (Research) on the recommendation of the Mary Lugton (Fellowships) Selection Committee.

2. FUNDING

- 2.1 Two Postdoctoral Fellowships will be offered per year. Fellowships will be for two years' duration, with appointment commencing at Academic Level A.6. Funding is for salary (including on-costs). Fellows will receive an additional \$25,000 to be spent on project costs over the term of their Fellowship, funded by their host Faculty.
- 2.2 Fellowship awards will rotate across the six disciplines supported in the order listed above, commencing with art conservation and medicine in 2022; science and botany in 2023; and engineering and history in 2024; and subsequently rotating in the same order.
- 2.3 Faculties are responsible for advertising the Fellowship opportunity to relevant departments, schools, and academic staff.
- 2.4 This scheme does not provide visa or relocation expenses.

3. APPLICANT ELIGIBILITY

- 3.1 Applicants must have been awarded a PhD within the last 5 years (on or after 19 May 2018) and before due date for the submission of this application.
- 3.2 Applicants must be an active researcher in one of the two disciplines being awarded a fellowship in the given year.
- 3.3 In the year of application, applicants must have held, or will hold, an appointment at the University of Melbourne as confirmed by the Head of Department/School.

- 3.4 Applicants must also have the assurance of a future academic appointment as a Mary Lugton fellow (if awarded) at a Department/School of the University of Melbourne (and pursuant to other requirements outlined at Application Process and Funding Conditions in these Guidelines).
- 3.5 Applicants must be able to commence their fellowship from 1 January 2024 and no later than 31 March 2024.
- 3.6 Applicants must not have been awarded a competitively funded research fellowship¹ from any institution including the University of Melbourne since the award of their PhD.
- 3.7 Applicants must not have outstanding Progress Reports or Final Reports from any other University of Melbourne Researcher Development Scheme.

Eligibility Exemption Request

- 3.8 In addition to eligibility requirements above, applicants who have had career interruptions or who have worked in an academic research organisation for less than 5 years FTE and received their PhD before 19 May 2018 may include an eligibility exemption request (EER) in their application (Part B of the Application Form).
- 3.9 The EER process recognises that significant interruptions relating to career and/or life experiences may affect a researcher's capacity, productivity, or contribution. The University recognises that the impact of any interruption may extend beyond the duration of a specific event, and the full extent of any interruption, reflecting individual circumstances, can be included for consideration by the Mary Lugton (Fellowships) Selection Committee. Interruptions can include, but are not limited to:
- a) Unemployment,
 - b) Non-research employment,
 - c) Limited or no access to facilities and resources—such as through workplace interruptions,
 - d) Disaster management and recovery,
 - e) Misadventure,
 - f) Medical conditions,
 - g) Disability,
 - h) Caring and parental responsibilities, and
 - i) Community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols.

Where the COVID-19 pandemic has compounded the impact of the constraint or interruption this can be documented as a contributing factor. Applicants should note that applying for an eligibility exemption does not automatically grant an exemption which is at the determination of the Mary Lugton (Fellowships) Selection Committee.

4. APPLICATION PROCESS

¹ A competitively funded research fellowship means competitively-awarded funding for the researcher's salary to pursue their own independent research for at least 12 months full-time or equivalent.

- 4.1 Eligible applicants can submit only one application to the 2024 Program.
- 4.2 Applicants should review the administrative contact details and any specific requirements of their proposed host Faculty under the 'How to Apply' section of the Mary Lugton Fellowships [scheme webpage](#).
- 4.3 All applicants must identify an academic contact at the University of Melbourne who will act as mentor during the Fellowship. Applicants can use the University's [Find an Expert](#) search tool to find academics in their field and liaise with the relevant Faculty administrative contact on how best to connect with academic staff members.
- 4.4 Applications are reviewed by a multi-disciplinary committee, so applicants should ensure that their application, including the project description, is clearly written in language accessible to an expert in another discipline.
- 4.5 Applications are to be completed via the University of Melbourne's SmartyGrants Portal. Once the application is submitted in SmartyGrants, applicants should attach the final PDF to the Themis Grants Submission Workbench. The link to the application form will be published on the scheme webpage. Applications close at 3:00pm (AEST) 19 May 2023.

The Application Form consists of 6 parts:

- Part A: Administrative Summary
 - Part B: Education and Appointment Details (including EER)
 - Part C: Project Description
 - Part D: Proposed Budget
 - Part E: Curriculum Vitae and Research Outputs
 - Part F: Referees and Declaration
- 4.6 Applicants are responsible for ensuring that their submitted application is complete and adheres to eligibility requirements. Ineligible or incomplete applications will be excluded and not considered by the Mary Lugton (Fellowships) Selection Committee.
- 4.7 Applicants wishing to apply for an extension of the eligibility period must complete the eligibility exemption request (EER) in Part B of the Application Form.
- 4.8 Applicants must ask two referees to each complete a reference letter as a written testimonial to be submitted in their application. Referees are requested to address the following points:
- Relationship with applicant (in what capacity they know the applicant and how long),
 - Comment on the quality of their research outputs (within the context of the discipline),
 - Comment on their overall achievements relative to their opportunities.

The referees must submit the written testimonial via email to the address below by no later than 3:00 pm (AEST) 19 May 2023.

Email: res-devschemes@unimelb.edu.au

Subject: Confidential Report (Lugton PF) – SURNAME OF APPLICANT

5. BUDGET ITEMS

Research budget items supported under the Fellowship.

5.1 Items that directly support the research program may be funded, including:

- a) Personnel,
- b) Relief from other duties,
- c) Equipment,
- d) Maintenance,
- e) Travel,
- f) Other.

Research budget items not supported under the Fellowship.

5.2 Funds will not be provided for the following purposes:

- a) Fees for international students or Higher Education Contribution Scheme (HECS) or Higher Education Loan Program (HELP) liabilities.
- b) Funding for postgraduate studies.
- c) Costs not directly related to research or the project.
- d) Funds that duplicate or supplement another current internal University grant, external grant, or research contract.
- e) Non-specialist equipment available readily to University staff through Faculties, such as desktop computers or laptops;
- f) Salaries for research collaborator(s). This does not include salaries for research support staff or technical support staff.
- g) Article Processing Charges (APC – sometimes called open access fees) to make a work openly accessible where the University already has an institutional subscription to the journal (hybrid journals). Researchers who wish to publish in subscription journals can make their work openly accessible through the deposit of a copy of their work in the institutional repository, Minerva Access. Applicants are also encouraged to take advantage of the University's Research and Publish agreements to support. Applicants should contact their local liaison librarians for further advice.
- h) Society membership fees.
- i) Visa or relocation expenses.

6. SELECTION CRITERIA

6.1 Applications will be assessed on the following criteria:

a) Proposed research project (40%)

This includes its appropriateness to the area in which it would be located; feasibility; anticipated project outcomes; contribution to the relevant field of research; and contribution to the creation of strong opportunities for the fellow to gain further external funded fellowships or academic

employment.

Note: on research that proposes to engage with Indigenous knowledge, people or communities; applicants should take account of the advice provided by the [AITSIS Code of Ethics for Aboriginal and Torres Strait Islander Research](#) and the [NHMRC Ethical guidelines for research with Aboriginal and Torres Strait Islander Peoples](#).

b) Track record (40%)

This includes an evaluation of the research experience and publication record of the applicant relative to opportunity, as well as the relationship between the research proposed and existing research in their discipline.

c) Strategic alignment with University and faculty research priorities (20%)

This includes how their proposed research will contribute to strategic research directions and how it will foster broader collaboration and linkages in the University of Melbourne.

7. EVALUATION AND ASSESSMENT

- 7.1 Faculties will provide an assessment and ranking of applications submitted to their area for review by the Mary Lugton (Fellowships) Selection Committee with an indication of support that will be provided to each applicant.
- 7.2 Applications ranked by the Faculties will be assessed on a competitive basis by the Mary Lugton (Fellowships) Selection Committee, comprising the Pro Vice-Chancellor (Research Capability) (Chair) or other as nominated by the Deputy Vice-Chancellor (Research), and nominees of the Deans from the Faculties of Arts; Medicine, Dentistry and Health Sciences; Science; and Engineering and Information Technology. The fellowships are awarded by the Deputy-Vice Chancellor on the recommendation of the Mary Lugton (Fellowships) Selection Committee.
- 7.3 If candidates are equally ranked, the candidate who has had no prior competitively-funded research opportunity may be preferred.

8. TIMETABLE

Friday 24 March, 2023	Release of Scheme Guidelines and application portal.	
Friday 19 May 2023, 3pm:	Completed applications to be submitted via SmartyGrants.	
June 2023:	The Mary Lugton (Fellowships) Selection Committee meets and recommends awards to the DVCR	

July 2023:	<p>Outcomes announced and successful applicants notified.</p> <p>Successful applicants should discuss their contract, start date, and visa (if applicable) with their respective faculties (contact the Faculty Research Managers [FRM]).</p> <p>Awardees are to return the signed acceptance form to res-devschemes@unimelb.edu.au (coordinate with FRMs for the required Head of Department/School signature)</p>	
1 January – 31 March 2024	Successful applicants must commence their Fellowship.	

9. EMPLOYMENT AND FUNDING CONDITIONS

- 9.1 Fellows will be appointed for a period of two years (full-time equivalent), subject to performance and annual progress reports. Funding will be provided to the host Faculty as an annual transfer, with the Fellowship to be managed via the relevant Department/School.
- 9.2. This Fellowship is intended as a full-time University of Melbourne Research Fellowship and Fellows may not hold additional University of Melbourne appointments or receive remuneration that imposes commitments that conflict with the full-time Fellowship. While holding the Fellowship appointment, Fellows are normally expected to spend a minimum of 80 per cent of their time on the Fellowship research project².
- 9.3 The Mary Lugton Fellowship may be held by a part-time employee of the University (but cannot be held in conjunction with any other University of Melbourne appointment).
- 9.4 The Lugton Fellowship will cease if a Lugton Fellow is awarded an externally funded fellowship that commences prior to the end of the Lugton Fellowship appointment.
- 9.5 Fellows must commence the Fellowship no later than 31 March 2024, and approval of the commencement date must be given by the Head of Department/School.
- 9.6 Academic Contacts nominated in the application are expected to be a regular point of contact at the University of Melbourne and will be expected to either provide informal mentoring to the successful Fellow throughout the period of their Fellowship or nominate an appropriate mentor. To support their work, Lugton Fellows are also provided access to a suite of specific researcher development workshops, seminars and early career researcher supports offered by the University's Researcher Development Unit.

² Candidates may undertake a modest amount of teaching and graduate research supervision specifically related to the research on which they are engaged, while ensuring that at least 80% of their Fellowship time is dedicated to their research project.

9.7 Fellows may also be asked by the University or Faculty to participate in publicising and promoting their Fellowship outcomes.

9.8 In the case of parental leave being taken during the Fellowship, the completion date of the Fellowship will be extended by the length of the parental leave taken. Fellows should advise both their Faculty and RIC when parental leave is approved. It is the responsibility of the Fellow to liaise with their Head of Department/School and HR contact to ensure their employment contract is modified accordingly. Any additional costs associated with a variation of the Fellow's employment contract are the responsibility of the Faculty and/or host Department/School.

Reporting and Completion

9.9 As a condition of continued funding, Fellows are required to submit an annual Progress Report (at the end of their first year) and a Final report (at the end of their second year). Progress and Final report forms are available on the Researcher Development Schemes website. Progress reports should be submitted one month prior to the annual anniversary of the Fellow's start date.

Continuation of the award into the second year is dependent on the Fellow having demonstrated satisfactory progress. This will be determined by the Head of Department/School and documented in the Progress Report submitted to the Pro Vice-Chancellor (Research Capability) via RIC prior to the anniversary of the start date of each award. The Final Report must be submitted within three (3) months of completing the Fellowship. Overdue or unsubmitted Progress/Final Reports may exclude researchers from being eligible for future institutional researcher development schemes.

9.10 The Final Report will also include a financial acquittal, with explanation of substantial variations from the salary costs. Salary funds remaining at the cessation and or completion of the Fellowship will be returned to the Mary Lugton Scholarship Fund for future awards.

Visas and Relocation Expenses (if applicable)

9.11 It is the responsibility of Fellows to apply for and satisfy the requirements for the issue of an appropriate entry visa to Australia, and to maintain their eligibility throughout the Lugton Fellowship period. The offer of a Fellowship does not guarantee that a visa will be granted, and any offer of funding or employment is conditional upon the Fellow gaining an appropriate visa. Any costs associated with obtaining the visa and any relocation expenses are the responsibility of the Fellow, in consultation with their Host Department. Fellows will be able to access HR support for visa guidance.

10. ADMINISTRATIVE CONTACT

10.1 All administrative enquiries for the scheme should be directed via email to res-devschemes@unimelb.edu.au

Version	Approved By	Approval Date	Effective Date	Sections Modified
2024	Pro Vice Chancellor	20 March 2023	20 March 2023	

	(Research Capability)			
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