



2025 Mary Lugton Postdoctoral Fellowships *Funded by the Mary Lugton Scholarship Fund*

Scheme Guidelines

1. OVERVIEW

- 1.1 The Mary Lugton Scholarship Fund provides postdoctoral fellowships to researchers at the University of Melbourne in the disciplines of art conservation, medicine, science, botany, engineering or history. Fellows may be based in any Faculty at the University, provided the applicant can demonstrate how their project is within the relevant discipline.
- 1.2 Fellowship awards rotate across the six eligible disciplines in the order listed above. Applications may be made for fellowships in art conservation and medicine in 2025; science and botany in 2026; and engineering and history in 2027; and subsequently rotating in the same order.
- 1.3 The Mary Lugton Postdoctoral Fellowships scheme supports the research ambitions of [Advancing Melbourne 2030](#) by retaining outstanding early career researchers at the University and nurturing their careers as future research leaders.
- 1.4 While the Mary Lugton Scholarship Fund also provides financial support for graduate research scholarships, these Scheme Guidelines only relate to the Mary Lugton Postdoctoral Fellowships, which are administered separately to the scholarships and are awarded annually by the Deputy Vice-Chancellor (Research) on the recommendation of the Mary Lugton Postdoctoral Fellowships Selection Committee.
- 1.5 This scheme is named for its generous donor, Ms Mary Evelyn Lugton, who was a valued member of the University's alumni and staff communities. She was a student of the University of Melbourne and worked for many years in senior roles in the Baillieu Library, before becoming the University Bibliographer from 1978 to 1989.

2. FUNDING

- 2.1 Two Mary Lugton Postdoctoral Fellowships are available for award per year. Fellowships will be for a duration of two years, with appointment commencing at Academic Level A.6. Funding is for salary (including on-costs) only. Fellows will receive up to \$25,000 to be spent on project costs over the term of their Fellowship, funded by their host Faculty.
- 2.2 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 17 May 2019) and before

the due date for the submission of this application (17 May 2024).

- 3.2 Applicants must be an active researcher in one of the two disciplines being awarded a fellowship in the given year. For applications in 2024 (for Fellowships commencing in 2025), the eligible disciplines are art conservation and medicine.
- 3.3 Applicants must be members of the University, whether as salaried staff of the University (continuing, fixed term or casual) within the last 12 months of application date, or graduates who have met the requirements to graduate with a PhD from the University of Melbourne.
- 3.4 Honorary staff without a salaried appointment at the University of Melbourne are not eligible to apply for the Mary Lugton Postdoctoral Fellowship.
- 3.5 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). This must be indicated in the Academic Endorsement form available on the scheme website.
- 3.6 Applicants must be able to commence their fellowship from 1 January 2025 and no later than 31 March 2025.
- 3.7 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.
- 3.8 Applicants must not have outstanding Progress Reports or Final Reports from any other University of Melbourne Researcher Development Scheme.

Eligibility Exemption Request

- 3.9 Applicants who fall outside of the eligibility criteria above may make an Eligibility Exemption Request (EER) in the relevant section of the Expression of Interest form.
- 3.10 The University recognises that significant interruptions to research and career opportunity or life experiences may affect a researcher's capacity, productivity, or contribution; and that the impact of any interruption may extend beyond the duration of a specific event. An EER may be submitted if:
 - a) The applicant's PhD was awarded prior to 17 May 2019 and there have been demonstrable career interruption/s or disrupted capacity to undertake research or exceptional personal circumstances that have limited the applicant's scholarly research opportunity post-PhD² to be effectively five years or less; or

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.

² 'Scholarly research opportunity post-PhD' at 3.8(a) is taken as holding a salaried appointment after the completion of a PhD degree that enabled the applicant to spend a minimum of 40% of their workload allocation on research. Applicants whose employment enabled them to spend 40% or more of their workload allocation on research at 1 FTE for five years or more, will not be considered for an Eligibility Exemption Request, unless other exceptional circumstances are present pursuant to 3.8(b).

- b) the applicant does not meet one of the other eligibility criteria above and can demonstrate exceptional circumstances that justify their eligibility.

- 3.11 Interruptions that can be claimed when calculating the effective years of scholarly research opportunity post-PhD include:
- Disruption due to international relocation
 - Parental leave
 - Caring responsibilities (with reduced research fraction)
 - Disability
 - Disaster management and recovery
 - Medical or mental health conditions
 - Limited or no access to facilities and resources – such as through workplace interruptions
 - Unemployment
 - Part-time employment or fractional FTE
 - Employment that offered no provision for research
 - Community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols.
- 3.12 Where the COVID-19 pandemic compounded the impact of the constraint or interruption this can be documented as a contributing factor.
- 3.13 Submission of an EER does not guarantee an exemption and is at the determination of the EER sub-committee chaired by the DVCR's delegate.
- 3.14 If requesting EER on the grounds of career interruption, applicants should use the calculator available on the scheme webpage to calculate and explain any interruption/s and research opportunity, and upload this to the application. Applicants will need to demonstrate how the total duration of the interruptions they experienced brings their 'effective years of scholarly research opportunity post-PhD' to within five years with the interruptions taken into account.
- 3.15 To assist the EER sub-committee in determining eligibility, applicants should attach supporting evidence to their EER application. Supporting evidence will remain confidential and will only be available to the EER Committee and scheme administrative staff as needed. In general, medical certificates in support of medical or mental health conditions are not required but will be accepted in place of detailed personal information. Supporting evidence can include, but is not limited to:
- Employment offer letters or position descriptions indicating the role and responsibilities of the position that excluded research time;
 - Testimonials from employers detailing how a position did not permit research to be conducted;
 - Letters from GPs or medical specialists confirming in general terms the existence, timeframe, and significance/severity of a medical or mental health condition experienced by an applicant.
- 3.16 For eligible applications with effectively less than five years of scholarly research opportunity,

applicants will be able to describe their research track record relative to opportunity (percentage of workload available for research or otherwise) in Part E of the EOI and Application form.

4. APPLICATION PROCESS

- 4.1 Eligible applicants can submit only one application per year to the 2025 Mary Lugton Postdoctoral Fellowships scheme.
- 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 or assist the Fellow to find an appropriate academic mentor in the University. Applicants can use the University's [Find an Expert](#) search tool to find academics in their discipline and liaise with the relevant Faculty administrative contact on how best to connect with academic staff members.
- 4.4 Applications are reviewed by multi-disciplinary committees, 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 is published on the scheme webpage. Applications close at 3:00pm (AEST) 17 May 2024.

Each application must be supported by the host faculty's Academic Contact and Head of School/Department as having genuine strategic value to the school and the assurance of financial and logistical support as a potential fellow. The [Endorsement Declaration](#) is completed and signed by the Academic Contact and the Head of School/Department and must be emailed by the nominated Academic Contact (or responsible faculty staff member) to res-devschemes@unimelb.edu.au by the application closing date.

The [Endorsement Declaration](#) can be downloaded from the Mary Lugton Postdoctoral Fellowship scheme webpage.

The Application Form consists of 8 parts:

- Part A: Administrative Summary
- Part B: Education and Appointment Details
- Part B-1: Eligibility Exemption Request
- Part C: Project Description (7 pages, uploaded as a PDF)
- Part D: Proposed Budget
- Part E: Track Record and Strategic Alignment
- Part F: Support of Academic Contact and Head of Department/School
- Part G: Reference Letters

- 4.6 The Project Description (template available on the scheme webpage) must adhere to the below editorial guidelines:
- Clear font (e.g., Arial)
 - 12pt font
 - For references and figures, minimum 10pt font may be used
 - Single (1.0) line spacing
 - 1.27cm margins (narrow)
 - Maximum seven (7) A4 pages (including all text, references, figures or images) in PDF format.
- 4.7 Where the applicant identifies as a) an Indigenous researcher or b) a researcher whose project proposal directly engages with Indigenous knowledge or Indigenous academics, organisations or communities (within or outside the University of Melbourne), this should be indicated in the Administrative Summary and/or Project Description.
- 4.8 All questions must be answered or marked 'not applicable'. No sections of the application form can be left blank. Ineligible or incomplete applications will be excluded and not considered by the committees.
- 4.9 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.
- 4.10 Applicants must ask two referees to each complete a reference letter (maximum of two pages) 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 the competitiveness of their research track record relative to their opportunities,
 - Comment on their future research leadership potential.

The referees must submit the written testimonial via email to the address below by no later than 3:00 pm (AEST) 17 May 2024.

Email: res-devschemes@unimelb.edu.au

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

5. BUDGET ITEMS

Research budget items supported under the fellowship (up to \$25,000 AUD total for the three-year fellowship). The Central Selection Committee reserves the right not to award the full requested amount.

- 5.1 Items that directly support the research program may be funded, including:
- a) Personnel, postdoctoral research associates and research assistants, technicians, and laboratory attendants
 - b) Access to research and infrastructure facilities and technical workshop services
 - c) Essential field research

- d) Expert third party services
- e) Equipment, maintenance, and consumables
- f) Publication and dissemination of project research (pursuant to 7.2(g) below)
- g) Open access fees for publishing:
 - a. An article in a fully open access journal (to a maximum of \$5000). *Note, in their EOI and Full Application budgets, applicants should name the fully open access journal they plan to publish in.*
 - b. An open access chapter or open access book (to a maximum of \$5,000)
- h) Other publishing fees not related to open access, including page charges, colour charges, and service fees
- i) Specialised computer equipment or software
- j) Travel costs essential to the project over the project activity period (for the fellow's outbound travel, or visitors' inbound travel who are named in the research proposal)
- k) Web hosting and development
- l) Workshops, focus groups and conferences
- m) Stipend top-ups or research travel support for Graduate Researchers contributing to the project.

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 for the applicant/fellow
- 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 that is readily available to University staff through Faculties, such as desktop computers or laptops
- f) Salaries for external research collaborator(s). This does not include salaries for research support staff or technical support staff which are allowable above.
- g) Fees for publishing open access in subscription (hybrid) journals, sometimes called Article Processing Charges (APCs). Please note that the University already covers open access fees for many journals through [open access publishing agreements](#), and free [repository open access](#) pathways are also available. Applicants should contact their [discipline's liaison librarians](#) for further advice or refer to <https://library.unimelb.edu.au/open-scholarship/open-access-publishing>
- h) Society membership fees

- i) Visa or relocation expenses.

6. SELECTION CRITERIA

6.1 All applications will be assessed on the following criteria:

a) **Proposed Research Project (40%)**

This includes:

- Significance of the research aims (e.g., contributing to an important gap)
- Quality of proposal
- Degree of innovation and novelty
- Feasibility of the applicant achieving the aims (e.g., methodology, partners, resources, expertise);
- Benefits of anticipated project outcomes (e.g., scholarly knowledge, impact).

Applicants who identify their research project as Indigenous research or propose to engage with Indigenous Knowledge, people or communities are required in the EOI/Full Application to account for how their proposed project aligns with the advice provided by the [AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research](#), which provides relevant guidance on the application of the *Australian Code for the Responsible Conduct of Research* and the *National Statement on Ethical Conduct in Human Research*. Applicants should also refer to the University of Melbourne's [Charter for Research with Indigenous Knowledge Holders](#).

b) **Track Record (40%)**

This includes:

- The research experience and achievements of the applicant relative to opportunity, particularly focused on high quality research outputs and recognition of achievements (medals, prizes etc.)

Applicants should clearly describe the impact of career opportunities or disruptions to their research track record in the Research Opportunity and Performance Evidence (ROPE) section of the application. This is separate from the EER which (if submitted) is only used to determine eligibility.

- The relationship between the research proposed and the capability of the applicant to deliver it.
- Capacity of the applicant to become a future research leader in terms of their research track record and vision, and their capabilities to build collaborative networks within a university, or with external partners and/or international collaborators.

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

This includes:

- Degree of alignment of the proposed research, and the researcher, to strengthen institutional and faculty research priorities;

- Extent to which the host faculty/School will be able to support the proposed research and build the applicant’s capacity for research leadership and supervision; and
- Extent to which the proposed research will foster broader collaboration and linkages within and across faculties of the University of Melbourne, or with new and/or existing Australian/international partners of the University.

7. EVALUATION AND ASSESSMENT

- 7.1 In the 2024 application round, two specialist ranking panels will be convened by Chancellery and RIC to review full applications: one panel in art conservation and one panel in medicine. Each panel will be comprised of senior researchers in the relevant discipline and chaired by a research leader with relevant disciplinary expertise, nominated by the Pro Vice-Chancellor (Research Capability).
- 7.2 Each specialist ranking panel will provide an assessment and ranking of applications submitted to their area for review by the Mary Lugton Postdoctoral Fellowships Selection Committee with an indication of support that will be provided to each applicant.
- 7.3 Applications ranked by the specialist panels will be assessed on a competitive basis by the Mary Lugton Postdoctoral 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 Postdoctoral Fellowships Selection Committee.
- 7.4 If candidates are equally ranked, the candidate who has had no prior competitively-funded research opportunity may be preferred.

8. TIMETABLE

Monday 8 April, 2024	Release of Scheme Guidelines and application portal.
Friday 17 May 2024, 3pm	Completed applications to be submitted via SmartyGrants. Referees are to email completed testimonials and Academic contacts are to email signed endorsement letters to res-devschemes@unimelb.edu.au
June 2024	Specialist panel ranking
August 2024	The Mary Lugton (Fellowships) Selection Committee meets and recommends awards to the DVCR
September 2024	Outcomes announced and successful applicants notified. Successful applicants should discuss their contract, start date, and visa (if applicable) with their respective faculties (contact the Faculty Research Managers [FRM]).

	Awardees are to return the signed acceptance form to res-devschemes@unimelb.edu.au (coordinate with Faculty Research Managers for the required Head of Department/School signature)
September–December 2023	Schools/Departments issue formal offer letters/employment contracts
1 January – 31 March 2025	Successful applicants must commence their Fellowship.

9. EMPLOYMENT AND FUNDING CONDITIONS

Funding expectations

- 9.1 Applicants who are awarded a Mary Lugton Postdoctoral Fellowship cannot apply for any other University of Melbourne researcher development schemes while holding the Mary Lugton Postdoctoral Fellowship appointment.
- 9.2 A researcher may only ever be awarded one Mary Lugton Postdoctoral Fellowship.
- 9.3 Funding will be provided to the host Faculty as an annual transfer. Contractual employment conditions will be managed by the relevant School/Department.
- 9.4 Mary Lugton Postdoctoral Fellows will be employed by the University of Melbourne and be responsible to their host School/Department and Faculty. Any further questions relating to funding opportunities or reimbursement that does not form part of this scheme (beyond the salary funding referred to above) must be directed to the relevant Faculty.
- 9.5 Fellows are encouraged to apply for externally funded fellowships (including salary) while employed through the Mary Lugton Postdoctoral Fellowship. Mary Lugton Postdoctoral Fellows who apply for, and are successful in, gaining externally funded fellowships before the end of the appointment of the Mary Lugton Fellowship should seek a determination from their Faculty or School/Department about their remaining unspent Mary Lugton Postdoctoral Fellowship project budget (i.e. retained, or returned). The salary component of the Mary Lugton Postdoctoral Fellowship will cease, and any unused salary funds will be recouped by Chancellery Research and Enterprise.
- 9.6 Any salary or project funds remaining at the cessation and or completion of the Fellowship may be recovered by the relevant contributing unit (i.e., Chancellery Research and Enterprise, or Faculty).

Appointment structure and length of fellowship, and variations

- 9.7 Mary Lugton Fellows must take up the Fellowship no later than 31 March 2025. The Head of Department or School must approve the commencement date.

- 9.8 The Mary Lugton Postdoctoral Fellowships are, by default, a two-year research-focused appointment (1.0 FTE). The Fellowship may be completed on a part-time basis.³
- 9.9 The Mary Lugton Postdoctoral Fellowship provides funding for a full-time or part-time research employee (ordinarily no less than 0.8 FTE) at the University. While employed as a Mary Lugton Fellow, Fellows cannot concurrently hold any other University of Melbourne appointments, outside work, or remuneration that imposes commitments that conflict with the Fellowship. Requests for part-time appointments of less than 0.8 FTE will be considered on a case-by-case basis through variation requests via RIC and will be assessed in line with scheme objectives and the University's workplace policies and entitlements under enterprise bargaining.
- 9.10 Permission from Chancellery Research and Enterprise to vary the commencement date to beyond 31 March 2025 or to vary the fellowship time fraction in any way other than described above is only approved on a case-by-case basis where exceptional circumstances apply and where it would be consistent with the scheme objectives, and must be requested in writing to Chancellery Research and Enterprise (via variation request to the Researcher Development Schemes team in RIC).
- 9.11 Fellows will report to their Head of School/Department, or nominee as part of their annual performance review process.
- 9.12 It is the intent of the scheme that Mary Lugton Postdoctoral Fellows will actively contribute to collaboration and building research connections in the University. Fellows cannot spend more than six months of the duration of the fellowship overseas and/or away from the University of Melbourne, except where extensive fieldwork is required for the research and only with the explicit prior approval of their Head of School/Department. Fellows should refer requests to work on their research away from the University to their Head of School/Department and provide information about this in their annual report.
- 9.13 Mary Lugton Postdoctoral Fellows must be employed through a School/Department of the University of Melbourne upon commencement of the fellowship. This includes Fellows who are performing a portion, or all, of their research in an affiliated medical research institute or a non-medical affiliated institute while employed by a Department of the University. In this scenario, approval of the Head of the employing Department and Director (or equivalent) of the relevant affiliated institute must be provided at the time of application, and the intended research arrangements outlined in the applicant's research proposal. Mary Lugton Fellows cannot be directly employed by an affiliated medical research institute or non-medical affiliated research institute.

Supports and resources

- 9.14 To support their work, Mary Lugton Postdoctoral Fellows are provided access to a suite of specific researcher development workshops, seminars, and early career researcher supports offered by the University's Researcher Development Unit.

³ Mary Lugton Fellows should discuss with their host faculty research office whether a small amount of graduate research supervision and/or teaching experience relating to the fellow's research area may be undertaken during the course of their fellowship, noting there are overarching and strictly applicable requirements that may determine this, including: a) the requirements of the *Secure Jobs, Better Pay Act 2022 (Cth)* relating to fixed-term employment contracts and permitted activities and b) the requirement under this scheme that at least 80% of Fellowship time must be dedicated to their research project.

- 9.15 The \$25,000 (maximum) project funding is intended to support core project costs that are not otherwise provided by Faculties or the University (See Budget Items – Part 5).
- 9.16 Academic Contacts nominated in the application are expected to be a regular point of contact at the University of Melbourne and to either provide informal mentoring to the successful Fellow throughout their fellowships or to nominate an appropriate mentor.

Visas and relocation expenses

- 9.17 It is the responsibility of awarded and incoming Mary Lugton Postdoctoral 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 appointed period. Fellows and Faculties will be able to access the University's Talent Acquisition team and the University's Human Resources helpdesk for support and guidance on the visa and onboarding process.
- 9.18 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 obtaining an appropriate visa. Where there are delays in securing visas, the host Faculty needs to be kept informed of developments by the Fellow and a variation to the commencement date may be requested from Chancellery as outlined above. Ordinarily, the offer of a Mary Lugton Postdoctoral Fellowship and approved variations are valid for one year only and after that time may be rescinded, unless there are exceptional circumstances approved by Chancellery Research and Enterprise on a case-by-case basis.

Leave

- 9.19 In the case of parental or extended personal leave (requiring leave of absence from the fellowship) being taken during the fellowship appointment, the completion date of the fellowship will be extended by the length of the leave taken. Fellows should advise both their Faculty and RIC when the leave is approved. It is the responsibility of the Fellow to liaise with their Head of School/Department and relevant Human Resources business partner to ensure their employment contract is modified accordingly.
- 9.20 Any additional costs associated with a variation of the Fellow's employment contract or leave under industrial agreement are the responsibility of the Faculty and/or host School/Department.

Annual progress reports

- 9.21 Fellows are required to submit an annual Progress Report for the first year of their fellowship. The progress report should be submitted one month before the anniversary of the Fellow's start date and should demonstrate how Fellows are building their research and their broader research linkages across the University, and are seeking to secure further research funding to support their longer-term research ambitions.

Final report

- 9.22 Fellows are required to submit a Final Report within three months of completing their fellowship. The Final Report template is available on the Researcher Development Schemes website.

10. ADMINISTRATIVE CONTACT

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