



2023 Mary Lugton Postdoctoral Fellowship

Scheme Guidelines

1. INTRODUCTION

- 1.1 The [Mary Lugton Scholarship Fund](#) provides graduate research scholarships and postdoctoral fellowships for early career researchers at the University of Melbourne in the fields of art conservation, medicine, science, botany, engineering or history. The Mary Lugton Postdoctoral Fellowships are one of the University's researcher development schemes and aim to support early career researchers to pursue a high-quality and innovative research proposal and build their research profile and track record.
- 1.2 These Guidelines relate to the Mary Lugton Postdoctoral Fellowships only.
- 1.3 Award of Mary Lugton Postdoctoral Fellowship will rotate across the six fields ('Lugton award fields') hereafter in these Guidelines) supported in the order listed at 1.1, commencing with art conservation and medicine in 2022, science and botany in 2023, and engineering and history in 2024; and subsequently continuing rotation in this sequence.
- 1.4 Academic Divisions are responsible for promoting the Fellowship opportunity to relevant departments, schools, and staff.

2. FUNDING AND COSTS

- 2.1 Under this scheme, two Mary Lugton Postdoctoral Fellowships will be offered per year. Fellowships will be for two years' duration each, with the appointment of the Fellows commencing at Level A.6. Funding is provided for salary plus superannuation and on-costs.
- 2.2 Lugton Fellows will also receive an \$25,000 to be spent on project costs over the term of their Fellowship. These project costs are contributed by the Academic Division that is hosting and supporting the Fellow.

3. APPLICANT ELIGIBILITY

- 3.1 This scheme targets early career researchers who have been awarded a PhD within the last 5 years (on or after 13 May 2017) and before the closing date of this scheme in 2022.
- 3.2 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 13 May 2017 may include an eligibility exemption request (EER) in their application (Part B of the Application Form).

Applications under the EER process should be able to clearly demonstrate that their research career has been significantly constrained or interrupted by circumstances such as serious or chronic illness, child-bearing or child-rearing, primary care-giving for a family member, or working with industry or outside the higher education sector where research was not the primary focus of the employment.

Where the COVID-19 pandemic has compounded the impact of the constraint or interruption this can be raised and documented as a contributing factor.

- 3.3 Application for an eligibility exemption does not automatically grant an exemption and is at the determination of the scheme's eligibility subcommittee.
- 3.4 Lugton Fellows must be employees of the University of Melbourne and whose project aligns to one of the

two Lugton award fields for that year. Applicants can be based in any of the Academic Divisions, provided they can demonstrate how their project aligns to the relevant discipline area.

- 3.5 Lugton Fellows are normally expected to spend a minimum of 80% of their time on the Fellowship research project for the duration of the appointment.
- 3.6 This Fellowship is intended as a full-time University of Melbourne research Fellowship. Fellows may not hold additional appointments, outside work or remuneration that imposes commitments that conflict with the full-time Fellowship. Permission to vary the Fellowship time fraction is only approved where exceptional circumstances apply and a request for a reduced time fraction is generally not approved to allow the Fellow to take on additional paid work.
- 3.7 Lugton Fellows cannot be directly employed by an affiliated medical research institute or non-medical affiliated institute.

4. APPLICATION PROCESS

- 4.1 Eligible applicants can submit only one application to the 2023 Program.
- 4.2 Applicants should review the administrative contact details and any specific requirements of their proposed host Academic Division under the 'How to Apply' section of the [scheme webpage](#).
- 4.3 Applicants must establish 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 Academic Division administrative contact on how best to connect with academic staff members.
- 4.4 Applications are to be completed via the University of Melbourne's SmartyGrants Portal. Once your application is submitted in SmartyGrants, 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) 13 May 2017, 2022.

The Application Form consists of 6 parts:

- a) Part A: Administrative Summary
 - b) Part B: Education and Appointment Details (including EER)
 - c) Part C: Project Description
 - d) Part D: Proposed Budget
 - e) Part E: Curriculum Vitae and Research Outputs
 - f) Part F: Referees and Declaration
- 4.5 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 Academic Division or Central Committee.
- 4.6 Applicants wishing to apply for an extension of the eligibility period must complete the EER in Part B of the Application Form.
- 4.7 Applicants must ask no more than two referees to complete a written testimonial. No specific format or template is required for the written testimonial. Of these, at least one reference letter must be from a referee who was not the applicant's PhD supervisor. The referees must submit the written testimonial via email to the address below by no later than 3:00 pm (AEST) 13 May 2022.

Email: res-devschemes@unimelb.edu.au

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

5. SELECTION PROCESS

- 5.1 Academic Divisions will conduct an assessment and ranking of applications submitted to their area and provide confirmation of or that will be provided to each applicant for final assessment and decision by the Mary Lugton Postdoctoral Fellowship Central Committee ('Central Committee').
- 5.2 The assessment and ranking should be based on the following criteria:
- a) Applicant's research track record, including
 - a.1) an evaluation of the applicant's research experience;
 - a.2) consideration of any comments/context relevant to their [Performance Relative to Opportunity](#); and
 - a.3) an evaluation of the applicant's explanation of how their research record and proposal is within one of the two Lugton award fields applicable for that year as outlined at 1.3.
 - b) Quality and innovation of the proposed project. This includes assessment of the applicant's proposal in context of the specific research environment, where this information has been provided by the Academic Division to the Central Committee.
 - c) Project feasibility.
 - d) Alignment of project to University or Faculty/School strategic priorities.
- 5.3 Scholarships and fellowships will be awarded by the Deputy-Vice Chancellor (Research) on the recommendation of the Central Committee, chaired by a nominee of the DVCR, and including as members the Deans or nominees of the following Academic Divisions: Arts; Medicine, Dentistry and Health Sciences; Science; and Engineering and Information Technology.

6. TIMETABLE

Thursday 7 April, 2022:	Release of Funding Guidelines and application portal.
Friday 13 May 2022, 3pm:	Completed applications to be submitted via SmartyGrants.
Mid-July 2022:	Central Committee meets and recommends awards to the DVCR.
August 2022:	Outcomes announced and successful applicants notified.

7. EMPLOYMENT AND FUNDING CONDITIONS

- 7.1 Fellows will be appointed for a period of two years (full-time equivalent), subject to performance and annual progress reports. Continuation of the Fellowship into the second year is dependent on the Fellow having demonstrated satisfactory progress.
- 7.2 This Fellowship is intended as a full-time appointment and Fellows may not hold additional University of Melbourne appointments or receive remuneration that imposes commitments that conflict with the full-time Fellowship. Where the Fellowship is held by a part-time employee it cannot be held in conjunction with any other University of Melbourne appointment. 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 time is dedicated to their research project.
- 7.3 Continuation of the award into the second year is dependent on the Fellow having demonstrated satisfactory progress through annual performance review processes. This will be determined by the Head of Department/School and documented in a progress report submitted to the Pro Vice-Chancellor (Research Capability) via RIC prior to the anniversary of the start date of each award. Lugton Fellows are expected to provide a final report outlining the benefits and opportunities that the Fellowship has provided. They may be invited to participate in publicizing and promoting their Fellowship outcomes

listed in their annual reports and other donor reporting activities.

- 7.4 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. Any salary funds remaining at the cessation and or completion of the Fellowship will be returned to the Mary Lugton Fund for future awards.

Visas and Relocation Expenses

- 7.5 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 guidance through the visa processes.

Commencement of Appointment

- 7.6 Fellows must take up the Fellowship no later than 31 March 2023 and must commence in 2023. The Head of Department or School must approve the commencement date.

Leave

- 7.7 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 approved and taken. Fellows should advise both their Academic Division and RIC when parental leave is approved. It is the responsibility of the Fellow to liaise with their Head of Department or School and local HR contact to ensure their employment contract is modified accordingly.
- 7.8 Any additional costs associated with a variation of the Fellow's employment contract are the responsibility of the Academic Division and/or host Department/School.
- 7.9 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.

Annual Progress Reports

- 7.10 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 reports will be available on the successful applicant's SmartyGrants profile and should be submitted one (1) month prior to the annual anniversary of the Fellow's start date. The final report will include a financial acquittal. Substantial variations from the salary costs allocated for Fellowship will need to be explained.
- 7.11 Fellows are required to submit a Final Report within three months of completing their Fellowship. Final reports will be available on the successful applicant's SmartyGrants profile

8. ADMINISTRATIVE CONTACT

- 8.1 All administrative enquiries for the scheme should be directed via email to:

res-devschemes@unimelb.edu.au