



## 1 INTRODUCTION

- 1.1 The Melbourne Postdoctoral Fellowships Program is a University of Melbourne program, offered in 2021 to support early career researchers, and in recognition of the effects of the COVID 19 pandemic on this cohort. Fellowships are available to University of Melbourne PhD graduates and current academic staff (fixed term or casual) who may have graduated with a PhD from another university.

## 2 OBJECTIVES

- 2.1 The objectives of the 2022 Program are to:
- ☐ Attract and retain talented recent doctoral graduates to the University of Melbourne in areas that are a research priority for the University;
  - ☐ Recruit researchers who have the potential to build and lead interdisciplinary collaborative research activities inside and across Academic Divisions;
  - Promote research that aligns with the university's Advancing Melbourne strategy and research priorities in Academic Divisions.

## 3 FUNDING

- 3.1 Each Fellowship will be awarded starting at Academic Level A6 in the University Salary Band (currently \$93,130 plus oncosts and superannuation as per the terms and conditions of employment for University staff set out in the UoM Enterprise Agreement 2018) with an additional single allocation of \$25,000 for project costs over the term of the three-year Fellowship.

## 4 APPLICANT ELIGIBILITY

### 4.1 Applicants

Must have been awarded their PhD between 1 January 2019 and the application due date;

**or**

Must have been awarded their PhD on or after 1 January 2017 and had a period of significant research career interruption between 1 January 2017 and 23 August 2021. Applicants should be able to clearly demonstrate that their research career has been significantly constrained or interrupted by circumstances such as chronic illness, child bearing, child rearing or other family responsibilities such as primary responsibility for the sustained care of a dependent family member (who may, for example, be elderly, sick or a person with disabilities), or other relevant exceptional circumstances. Applicants who fit this criterion must indicate this in Part B of the Application Form and answer the additional question that appears.

Submission of this Eligibility Exemption Request [EER] does not guarantee an exemption. Applicants submitting an EER should do so at the same time as they submit their Fellowship application.

- 4.2 Applicants must have graduated or have met the requirements to graduate with a PhD from the University of Melbourne, or from another university where they are current (fixed term or casual) employees of the University of Melbourne.
- 4.3 Applicants can commence their fellowship from 1 November 2021, and no later than 31 March 2022. Where applicants have a current contract beyond 31 March 2022 starting dates will be negotiated separately.
- 4.4 An applicant may only ever be awarded one Melbourne Postdoctoral Fellowship. Applicants to this scheme cannot apply for the McKenzie Postdoctoral Fellowship scheme.
- 4.5 Applicants must not have been awarded a competitively funded research fellowship<sup>1</sup> from any institution external to the University of Melbourne, since the award of their PhD.

## 5 APPLICATION completion/compliance

- 5.1 Applicants may submit a maximum of one application to the 2022 Program.
- 5.2 All questions must be answered in English or marked 'not applicable'. No sections of the Application Form are to be left blank.
- 5.3 The application must contain all the information necessary for assessment of the project without the need for explanation or reference to further documentation, including reference to external websites.

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<sup>1</sup> A competitively funded fellowship is understood to include salary costs. Awards that have been titled fellowships, but fund only non-salary costs, are not deemed fellowships as applied to this rule.

- 5.4 Applicants must not submit any additional material other than that explicitly requested within the Application Form.

## 6 APPLICATION PROCESS

- 6.1 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 website](#). Any specific requirements for an applicant's proposed host Academic Division must be adhered to.
- 6.2 All applicants must establish an academic contact at the University of Melbourne and the academic contact must be listed in Part A2 of the Application Form. Applicants should 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.
- 6.3 Applications are to be completed via the University of Melbourne's SmartyGrants Portal. The link to the application form will be published on [the scheme webpage](#). Applications close at **3:00pm (AEST) Monday 6 September 2021**.
- 6.4 The Application Form consists of 6 parts:
- Part A: Administrative Summary
  - Part B: Education and Appointment Details
  - Part C: Project Description
  - Part D: Proposed Budget
  - Part E: Curriculum Vitae and Research Outputs
  - Part F: Declaration
- 6.5 Applications submitted will not be checked for completeness or eligibility prior to final lodgment; this is the responsibility of the applicant. Ineligible or incomplete applications will be excluded and not considered by the Committees.
- 6.6 Each application must be supported by the relevant host Head of School/Department. The certification is managed at the school/faculty level. Once your prospective host department is aware that you will be applying to the program, they can arrange to certify their support separately to your application.
- 6.7 Applicants submitting an Eligibility Exemption Request (EER) should do so at the same time as they submit their Fellowship application (Part B of the Application Form).
- 6.8 Applicants must ask their referee to complete a written testimonial. No specific format or template is required for the written testimonial. The referees must submit the written testimonial via email to the address below by no later than **3:00 pm (AEST) Monday 6 September 2021**.

Email: [ric-internalgrants@unimelb.edu.au](mailto:ric-internalgrants@unimelb.edu.au)  
Subject: Confidential Report – SURNAME OF APPLICANT

## 7 SELECTION CRITERIA

- 7.1 All applications will be assessed on the following criteria:

**a) Proposed Research Project**

This includes its appropriateness to the area in which it would be located; anticipated project outcomes; and how these will make possible strong opportunities for further external funded fellowships or academic employment.

**b) Track Record**

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) Contribution to research renewal and development in the University**

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

## 8 EVALUATION AND ASSESSMENT

- 8.1 A panel of senior researchers in each Academic Division will review and rank all applications that nominate their Academic Division as the proposed host of the Fellowship. Each application that is supported must include confirmation of co-investment from the Academic Division for Fellowship salary.
- 8.2 Applications ranked by the Academic Divisions will then be reviewed on a competitive basis by a Central Selection Committee comprising senior members of the University research community and chaired by the Pro Vice-Chancellor (Research Capability).

## 9 TIMETABLE

Monday 12 July 2021	Release of Funding Guidelines
Monday 6 September 2021, 3pm	Completed applications to be submitted via SmartyGrants. Referees to email completed written testimonials to <a href="mailto:ric-internalgrants@unimelb.edu.au">ric-internalgrants@unimelb.edu.au</a>
November 2021	Notification of results to applicants and Academic Divisions
November 2021	Applicants to Formally accept Fellowships
End of 2021	Funds made available to Academic Divisions
31 March 2022	Latest commencement date for Fellowship (except where individual arrangements are reached)

### 10.1 Funding Conditions

- 10.1.1 Fellows will have an appointment of up to three years, with funding provided by Chancellery (Research) and Academic Divisions as detailed in *Section 3* of this document. Funding is contingent upon a satisfactory annual report from the Fellow submitted to the Pro Vice-Chancellor (Research Capability) via RIC. Funding will be provided to the host Academic Division as an annual transfer, with the Fellowship itself to be managed via the relevant department/school.
- 10.1.2 This Fellowship is intended as a full-time University of Melbourne research Fellowship. Fellows may not hold additional appointments or receive remuneration that imposes commitments that conflict with the full time Fellowship. Candidates may undertake a small amount of teaching and graduate research supervision specifically related to the research on which they are engaged.
- 10.1.3 It is the intent of the Fellowship Program that Fellows will actively contribute to collaboration and research building in the University. Fellows cannot spend more than six months of the duration of the Fellowship overseas or away from the University of Melbourne except where extensive fieldwork is required for the purposes of the research and only with the explicit prior approval of their Head of Department. Fellows should refer requests to work on their research away from the University to their Head of Department/School and provide information on this in their annual report.
- 10.1.4 Fellows will be employed by the University of Melbourne and be responsible to their host Academic Division. Once accepted, Fellowships are transferred to the host Academic Division and any further questions relating to funding opportunities or reimbursement need to be taken up with the Academic Division concerned. Any additional requests for reimbursement that do not form part of this Program should be referred to the host Academic Division.
- 10.1.5 Fellowships cannot be held in affiliated Medical Research Institutes of the University of Melbourne<sup>2</sup>. All Melbourne Fellows must be employed within an Academic Division of the University of Melbourne. However, with the approval of the Head of an employing Department or School, the Fellow may perform a portion of their research in these affiliated institutes of the University. The fellow cannot be directly employed by the affiliated medical research institute.
- 10.1.6 Continuation of the award into the second and third years is dependent on the Fellow having demonstrated satisfactory progress. This will be determined by the Head of Department/School and documented in a progress report submitted to the Pro Vice-Chancellor (Research Capability) prior to the anniversary of the start date of each award. Melbourne Fellows are expected to demonstrate a building and excellent body of research achievement, and to demonstrate active exploration of and engagement in broader research linkages in the University.
- 10.1.7 Melbourne Fellows who apply for and are successful in gaining externally funded fellowships prior to the end of the appointment of the Melbourne Fellowship are able to retain the \$25,000 for project costs for the full three years. The salary component of the Melbourne Fellowship will cease.

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<sup>2</sup>These include the Florey Department of Neuroscience and Mental Health, Medical Bionics Department, The Sir Peter MacCallum Department of Oncology and the Department of Medical Biology (WEHI).

10.1.8 Any salary or project funds remaining at the cessation and or completion of the Fellowship (aside from that noted in 10.1.7) may be recovered by the relevant contributing unit (ie CRE or Academic Division)

## **10.2 Visas and Relocation Expenses**

10.2.1 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 Melbourne 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.

## **10.3 Period of Appointment**

10.3.1 Fellows will be appointed for up to three years full-time. Fellows must take up the Fellowship no later than 31 March 2022. The Head of Department or School must approve the commencement date. Where applicants have a current contract beyond 31 March 2022 starting dates will be negotiated separately.

## **10.4 Leave**

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 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.

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.

## **10.5 Responsibilities and Reporting Requirements**

10.5.1 Fellows will report to their Head of Department or School.

10.5.2 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 Fellowships, or nominate an appropriate mentor.

## **10.6 Annual Progress Reports**

10.6.1 Fellows are required to submit an annual progress report for the first two (2) years of their Fellowship (i.e. one report at the end of their first year and one 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.

## **10.7 Final Report and Financial Acquittal Report**

- 10.7.1 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 and will include a financial acquittal. Substantial variations from the budget proposed in the Fellowship application need to be explained.

## 11 ADMINISTRATIVE CONTACT

- 11.1 All administrative enquiries for the scheme should be directed via email to [ric-internalgrants@unimelb.edu.au](mailto:ric-internalgrants@unimelb.edu.au)