



1 OVERVIEW

- 1.1 Established in 2010, the McKenzie Postdoctoral Fellowships scheme is the University of Melbourne's flagship postdoctoral development program that contributes to research excellence and builds the capability of high calibre scholars during the pivotal early career stage. The fellowship is a period of concentrated research time that enables outstanding early career researchers to strengthen their research, generate new projects and collaborations, develop research leadership capabilities, and contribute to the broader research objectives of the University.
- 1.2 The McKenzie Postdoctoral Fellowships scheme supports the research ambitions of [Advancing Melbourne 2030](#) by attracting and retaining outstanding early career researchers to the University and nurturing their careers as future research leaders.
- 1.3 The scheme is named in recognition of the significant contribution made to research and the mentoring of early career researchers by Professor John McKenzie FAA, who was the Dean of the Faculty of Science (1998-2004) and served as Deputy Vice-Chancellor (Research) (DVCR) of the University (2006-2008).
- 1.4 For commencement in 2025 (i.e. application and award in 2024), the scheme offers up to 16 postdoctoral fellowships of three-year duration to outstanding postdoctoral researchers working in any research field of interest to the University and its faculties.
- 1.5 In alignment with the University's Indigenous Strategy [Murmuk Djerring](#) and our commitment to building the long-term capability and breadth of the Indigenous academy, and where the criteria of this scheme are otherwise met, at least two of the fellowships will be awarded to Indigenous researchers or researchers whose appointment supports the equity, diversity, and inclusivity of our research community.
- 1.6 Applicants with a PhD from the University of Melbourne are now eligible to apply to this scheme since the Melbourne Postdoctoral Fellowships scheme will cease from 2024,¹ and the McKenzie Postdoctoral Fellowship scheme objectives from 2025 have expanded from 'attracting' to 'attracting and retaining' outstanding early career researchers, with an increase in the number of fellowships available.

¹ While the Melbourne Postdoctoral Fellowships scheme will cease from 2024 (i.e. not make any further awards for commencement in 2025 or thereafter), Melbourne Postdoctoral Fellows already awarded and commencing in 2024 or earlier will retain their Melbourne Postdoctoral Fellowship until completion.

2 OBJECTIVES

- 2.1 The McKenzie Postdoctoral Fellowships scheme aims to attract or retain outstanding postdoctoral researchers who have the highest potential for successfully:
- advancing a distinctive research program of the highest quality and potential impact;
 - strengthening their outstanding track record to attract competitive funding for their future research ambitions;
 - contributing to research quality and capability across the University in alignment with institutional and faculty priorities; and
 - building individual capacity for research leadership and supervision.
- 2.2 As additional strategic objectives to the above, the McKenzie Postdoctoral Fellowship scheme also aims to:
- attract to the University, or retain after completion of doctoral studies at the University, high-caliber early career researchers from Australia or overseas who identify as Indigenous;² and
 - contribute to the fostering of an increasingly inclusive and equitable research community at the University of Melbourne.

3 FELLOWSHIP FUNDING AND APPOINTMENT STRUCTURE

- 3.1 Funded by DVCR strategic funding, each fellowship will be awarded to commence at Academic Level A6 in the University Salary Band (plus oncosts and superannuation), as per the terms and conditions of employment set out in the applicable University of Melbourne enterprise agreement.
- 3.2 Funded by the relevant host faculty, each Fellow will receive an additional single allocation of up to \$25,000 for research project costs over the full term of the fellowship.
- 3.3 The default term of the McKenzie Postdoctoral Fellowships is for three years (at 1.0 FTE) of research-focussed activity, however fractional appointments can be negotiated in some circumstances (see Funding Conditions below).
- 3.4 Any costs associated with obtaining the visa and relocation expenses are the responsibility of the Fellow, in negotiation with their host Faculty.

4 APPLICANT ELIGIBILITY

- 4.1 Applicants must have graduated, or have met the requirements to graduate, with a PhD in any discipline from a university in any country, including Australia and the University of Melbourne.
- 4.2 Applicants should have completed the requirements for the award of their PhD degree no earlier than 1 February 2021 (i.e. the applicant has had no more than three years of scholarly research opportunity

² With regards to Australia, Indigenous refers to Aboriginal or Torres Strait Islander (First Nations) peoples. Otherwise, refer to the following United Nations Permanent Forum on Indigenous Issues paper on criteria of self-identification drawn from a number of international human rights documents: https://www.un.org/esa/socdev/unpfii/documents/5session_factsheet1.pdf

post-PhD). For applicants who have not yet graduated, a letter indicating they have met all the requirements for a PhD degree and the date on which this occurred must be submitted by the Expression of Interest (EOI) due date³.

- 4.3 Applicants must be able to commence their fellowship by 30 June 2025.
- 4.4 Applicants must not have outstanding Progress Reports or Final Reports from any other University of Melbourne researcher development scheme.
- 4.5 Applicants must not have previously held a McKenzie or Melbourne Postdoctoral Fellowship.

Eligibility Exemption Request

- 4.6 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.
- 4.7 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 31 January 2021 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-PhD⁴ to be effectively three years or less; or
 - b) the applicant does not meet one of the other eligibility criteria above and can demonstrate exceptional circumstances that justify their eligibility.
- 4.8 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

³ An EOI will not be accepted if applicants have not graduated or met the requirements for award of their PhD by the EOI closing date. The date of the award is the date of the official notification letter that the thesis has passed examination and all degree requirements have been met (not the date of being provided the official testamur). For applicants whose institutions do not provide such a letter, equivalent evidence will be acceptable where it demonstrates that they have graduated or have completed all the required steps to be eligible to graduate with a PhD.

⁴ 'Scholarly research opportunity post-PhD' at 4.7(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 three years or more, will not be considered for an Eligibility Exemption Request, unless other exceptional circumstances are present pursuant to 4.7(b).

- 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.
- 4.9 Where the COVID-19 pandemic compounded the impact of the constraint or interruption this can be documented as a contributing factor.
- 4.10 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.
- 4.11 If requesting EER on the grounds of career interruption, applicants should use the calculator available on the scheme webpage to calculate and map out any interruption/s, and upload this to the EOI 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 three years with the interruptions taken into account.
- 4.12 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.
- 4.13 For eligible applications with effectively less than three 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.

5 APPLICATION FORM REQUIREMENTS

- 5.1 Applicants may submit only one application per year to the 2025 McKenzie Postdoctoral Fellowships scheme.
- 5.2 The application is a two-stage process. First, applicants must complete an EOI, which will be assessed and ranked by Faculty ranking committees. A shortlist of ranked EOI applications from each Faculty will then be invited to submit a Full Application for review by the McKenzie Postdoctoral Fellowship Central Selection Committee who will recommend the annual award of McKenzie Postdoctoral Fellowships to the DVCR for approval.

5.3 The EOI Form consists of 6 parts:

- Part A: Administrative Summary
- Part B: Education and Appointment Details
- Part C-1: Project Summary (2 pages, uploaded as a PDF)
- Part D-1: Indicative Budget
- Part E: Track Record and Strategic Alignment
- Part F-1: Support of Academic Contact and Head of Department/School

(In the relevant section of the EOI, applicants are given an opportunity to accurately describe their research track record relative to opportunity, i.e., relative to the percentage of their workload available for research, or other relevant circumstances or career interruptions. This is distinct from the description and calculation of interruptions as part of an EER request, which goes to eligibility rather than record.)

5.4 The full Application Form is an extension to the EOI and consists of three additional parts:

- Part C-2: Project Description (7 pages, uploaded as a PDF)
- Part D-2: Detailed Budget
- Part F-2: Reference letters

5.5 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 Summary.

5.6 All questions must be answered or marked 'not applicable'. No sections of the EOI form or the Full Application Form can be left blank. Ineligible or incomplete applications will be excluded and not considered by the committees.

5.7 The applicant is responsible for ensuring completeness and that eligibility requirements are met prior to final lodgement.

5.8 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.

5.9 As full applications are reviewed by a multi-disciplinary committee, applicants should ensure that their application, including the project description, is written in plain English as far as possible, and is accessible to informed but non-expert readers in other disciplines.

6 APPLICATION PROCESS

6.1 Applicants should review the 'How to Apply' section of the [scheme website](#) and the scheme dates below.

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 EOI Form. Applicants may use the University's [Find an Expert](#)

search tool to find academics in their field and, where necessary, may liaise with the relevant School or the Faculty research office for guidance.

- 6.3 EOIs and Full Applications are to be completed via the University of Melbourne's SmartyGrants Portal. The link to the EOI form will be published on [the scheme webpage](#). Please refer to the times and dates on the scheme schedule below.

Each EOI 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 mckenzie-application@unimelb.edu.au by the EOI closing date.

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

In addition to the EOI application in SmartyGrants, Faculties may conduct additional assessment processes when ranking EOIs. Faculties will contact eligible EOI applicants directly during the Faculty assessment process if they require additional material or meetings.

- 6.4 If invited to complete a Full Application, applicants must ask two referees to each complete a reference letter (maximum of two pages) as a written testimonial. 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.

- 6.5 The referees must submit the written reference letter via email to:

Email: mckenzie-application@unimelb.edu.au

Subject: Confidential Report – SURNAME OF APPLICANT

7 BUDGET ITEMS

Research budget items supported under the fellowship (\$25,000 AUD total for the three-year fellowship)

- 7.1 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

7.2 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.

8 SELECTION CRITERIA

8.1 All EOIs and Full 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 EOI. 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.

8.2 In addition to the above selection criteria for all fellowships, the Committee will recommend applicants for award in view of strategic considerations including the overall equity, composition across faculties and disciplines, and quality of the cohort. Additionally, the Committee will, where available and appropriate, award at least two fellowships per year to Indigenous researchers or researchers whose appointment supports the University’s diversity and inclusion strategic objectives.

9 EVALUATION AND ASSESSMENT

9.1 A panel of senior researchers in each Faculty will review and rank all eligible EOIs linked to their Faculty. Ranking will be based on the scheme selection criteria, and the panel will provide written comments as recommendations to the McKenzie Postdoctoral Fellowships Central Selection Committee (the Committee) via the Researcher Development Schemes team in RIC. Based on the advice of the faculty rankings, a shortlist of EOIs will be invited to submit a Full Application (by extending the same SmartyGrants application).

9.2 Full Applications are assessed on a competitive basis by the Committee, comprising senior University academics who represent a diverse range of disciplines and were not involved in Faculty ranking. The Committee is chaired by the Pro Vice-Chancellor (Research Capability) or other as nominated by the DVCR.

9.3 Faculties’ rankings of EOIs are provided as non-determinative advice to the Committee, which assesses all Full Applications with reference to scheme objectives, selection criteria/weighting, and strategic considerations across the annual cohort of applicants (such as the balance of discipline groups, ratio of attract/retain objectives, disciplinary versus interdisciplinarity strengths, and equity and inclusion factors).

9.4 The Committee recommends a final ranking of all Full Applications for award by the DVCR.

10 TIMETABLE

Thursday 18 January 2024	Release of Scheme Guidelines and application portal.
Thursday 1 February 2024	EOI opens
3:00 pm, Friday 8 March 2024	EOIs (including Eligibility Exemption Requests if relevant) due date – to be submitted via SmartyGrants
Friday 22 March 2024	RIC notification of Eligibility Exemption Requests outcomes and All eligible EOIs forward to Faculties
Friday 3 May 2024	Faculties return EOI shortlist to RIC

Tuesday 7 May 2024	EOI applicants are notified of the outcome. Highly ranked EOIs are invited to submit a Full Application.
3:00 pm, Friday 14 June 2024	Completed applications are to be submitted via SmartyGrants Referees are to email completed written testimonials to mckenzie-application@unimelb.edu.au .
End August 2024	The Selection Committee recommends awards to DVCR.
September 2024	RIC notification of results to Faculties. RIC Outcomes announcement and notification to successful applicants. Successful applicants should discuss their contract, start date, and visa (if applicable) with their respective School/Department or Faculty (contact the relevant Head of School/Department or Faculty Research Manager [FRM]). Awardees are to return the signed acceptance form to res-devschemes@unimelb.edu.au (where needed, coordinate with FRMs for the required Head of Department/School signature).
September – December 2024	Schools/Departments to issue formal offer letters and employment contracts
End of January 2025	Funds made available to Faculties
30 June 2025	Latest commencement date for McKenzie Postdoctoral Fellowships

11 EMPLOYMENT AND FUNDING CONDITIONS

Funding expectations

- 11.1 Applicants who are awarded a McKenzie Postdoctoral Fellowship cannot apply for any other University of Melbourne researcher development schemes while holding the McKenzie Postdoctoral Fellowship appointment.
- 11.2 A researcher may only ever be awarded one McKenzie Postdoctoral Fellowship.
- 11.3 Funding will be provided to the host Faculty as an annual transfer. Contractual employment conditions will be managed by the relevant School/Department.
- 11.4 McKenzie 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.
- 11.5 Fellows are encouraged to apply for externally funded fellowships (including salary) while employed through the McKenzie Postdoctoral Fellowship. McKenzie Postdoctoral Fellows who apply for, and are successful in, gaining externally funded fellowships before the end of the appointment of the

McKenzie Fellowship should seek a determination from their Faculty or School/Department about their remaining unspent McKenzie Postdoctoral Fellowship project budget (i.e. retained, or returned). The salary component of the McKenzie Postdoctoral Fellowship will cease, and any unused salary funds will be recouped by Chancellery Research and Enterprise.

- 11.6 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

- 11.7 McKenzie Fellows must take up the Fellowship no later than 30 June 2025. The Head of Department or School must approve the commencement date.
- 11.8 The McKenzie Postdoctoral Fellowships are, by default, a three-year research-focused appointment (1.0 FTE).
- 11.9 The McKenzie 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 McKenzie 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.
- 11.10 For the University to comply with its legal obligations, McKenzie Postdoctoral Fellows may not participate in any teaching activity during their fellowship appointment.
- 11.11 Permission from Chancellery Research and Enterprise to vary the commencement date to beyond 30 June 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).
- 11.12 Fellows will report to their Head of School/Department, or nominee as part of their annual performance review process.
- 11.13 It is the intent of the scheme that McKenzie 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.
- 11.14 McKenzie 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. McKenzie Fellows cannot be directly employed by an affiliated medical research institute or non-medical affiliated research institute.

Supports and resources

- 11.15 To support their work, McKenzie 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.
- 11.16 The \$25,000 project funding is intended to support core project costs that are not otherwise provided by Faculties or the University (See Budget Items – Part 7).
- 11.17 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

- 11.18 It is the responsibility of awarded and incoming McKenzie 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.
- 11.19 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 McKenzie 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

- 11.20 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.
- 11.21 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

11.22 Fellows are required to submit an annual Progress Report for the first two 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 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

11.23 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.

12 ADMINISTRATIVE CONTACT

12.1 All administrative enquiries for the scheme should be directed via email to mckenzie-application@unimelb.edu.au.