



## 2022 Mary Lugton Postdoctoral Fellowship Funding Guidelines

### 1. INTRODUCTION

- 1.1 The [Mary Scholarship Lugton Fund](#) provides [graduate research scholarships](#) and postdoctoral fellowships for 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. These guidelines relate to the Postdoctoral Fellowships only.

### 2. FUNDING

- 2.1 Commencing in 2022, two Postdoctoral Fellowships will be offered per year. Fellowships will be for two years duration, with appointment commencing at Level A.6. Funding is for salary (including on-costs) only.
- 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 order.
- 2.3 Academic Divisions are responsible for advertising the Fellowship opportunity to relevant departments, schools, and staff.

### 3. POSTDOCTORAL FELLOWSHIP APPLICANT ELIGIBILITY

- 3.1 This is a Fellowship scheme for early career researchers who have been awarded a PhD within the last 5 years (on or after 27 September 2016) and before due date for the submission of this application.
- 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 27 September 2016 may include an eligibility exemption request (EER) in their application (Part B of the Application Form see 4.6 for more details). The special cases may include, but are not limited to, circumstances where the applicant's career has been significantly interrupted or affected by, for example, serious illness, childbearing or child rearing, primary caregiving for a family member or working with industry or outside the higher education sector where research was not the primary focus of the employment. Applicants whose research or research activity has been seriously constrained by the COVID19 pandemic may also document this for consideration. Applicants should note that applying for an eligibility exemption does not automatically grant an exemption and is at the determination of the central committee.
- 3.3 Fellowship holders must be employees of the University and are normally expected to spend a minimum of 80% of their time on the Fellowship research project.
- 3.4 The Fellowship may be held by a part-time employee but cannot be held in conjunction with any other University of Melbourne appointment.

## **4. APPLICATION PROCESS**

- 4.1 Eligible applicants can submit only one application to the 2022 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 All 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) 27 September 27, 2021.
- 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: Curriculum Vitae and Research Outputs
  - Part E: 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 Committee.
- 4.6 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.
- 4.7 Applicants must ask no more than two referees to complete a written testimonial. No specific format or template is required for the written testimonial. The referees must submit the written testimonial via email to the address below by no later than 3:00 pm (AEST) 27 September 2021.

Email: [res-devschemes@unimelb.edu.au](mailto:res-devschemes@unimelb.edu.au)  
Subject: Confidential Report (Lugton PF) – SURNAME OF APPLICANT

## **5. SELECTION PROCESS**

- 5.1 Academic Divisions will provide an assessment and ranking of applications submitted to their area for review by the Mary Lugton Committee (‘Committee’) with an indication of faculty support that will be provided to each applicant.
- 5.2 The assessment and ranking should be based on the following criteria:
- Applicant research track record
  - This includes an evaluation of the applicant’s research experience and record relative to opportunity

- Quality and innovation of the proposed project
- Project feasibility
- 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 Committee, chaired by a nominee of the DVCR, and comprising nominees of the Deans from the Faculties of Arts; Medicine, Dentistry and Health Sciences; Science; and Engineering and Information Technology.

## 6. TIMETABLE

Tuesday August 31, 2021:	Release of Funding Guidelines and application portal.
Monday 27 September 2021, 3pm:	Completed applications to be submitted via SmartyGrants.
Mid October 2021:	The selection committee meets and recommends awards to the DVCR
End of November 2021:	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. 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.
- 7.2 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. 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. 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. 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.

## **7.5 Visas and Relocation Expenses**

- 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.

## **7.6 Commencement of Appointment**

- Fellows must take up the Fellowship no later than 31 March 2022 and must commence in 2022. The Head of Department or School must approve the commencement date. Where applicants have a current contract beyond 31 March 2022 starting dates may be negotiated separately.

## **7.7 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.
- 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.

## **7.8 Annual Progress Reports**

- Fellows are required to submit an annual progress report and a Final report (i.e. one 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.

- 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](mailto:res-devschemes@unimelb.edu.au)

Version	Approved By	Approval Date	Effective Date	Sections Modified
V1.0	Pro Vice Chancellor Research Capability	30-08-2021	30-08-21	New guidelines document.