**The University of Melbourne**

**Research, Innovation and Commercialisation**

**Fellowships Progress Report Form**

All researchers who are awarded a Fellowship funded by the University of Melbourne are required to submit progress reports accordance with the conditions under which the award was made. The completed report should be signed off by the appropriate Head of Department or equivalent. Please send queries and completed reports to [res-devschemes@unimelb.edu.au](mailto:res-devschemes@unimelb.edu.au).

Variations to the fellowship cannot be requested via this form and must be submitted separately via the official process.

# A: General information

**Chief Investigator Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **CI Name** |  | **Position** |  |
| **Department** |  | **Department** |  |
| **E-mail** |  |  |  |

**Fellowship Details**

|  |  |  |
| --- | --- | --- |
| **Fellowship (select one)** |  | McKenzie Postdoctoral Fellowship |
|  | Melbourne Postdoctoral Fellowship |
|  | Mary Lugton Postdoctoral Fellowship |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of Award** |  | | |
| **Title of Grant** |  | | |
| **Themis Agreements #** |  | **SmartyGrants # (if applicable)** |  |
| **Year of Report (i.e. Year 1, Year 2, etc.)** |  | **Details of any approved variations** (FTE or extensions of end date) |  |

**External Collaborator Details** If there are no external parties collaborating on this project, you may skip this section.

|  |  |
| --- | --- |
| **Name of Industry Partner/Collaborating Institution(s)** |  |
| **Location(s)** |  |

# B: Fellowship Summary of Research Progress

***Please provide an overview of the research progress made in the last (i.e. most recent) year of the Fellowship******(approximately 200 words).***

*Please note that this summary may be reported to relevant University committees.*

**Progress Report (max. 3 pages)**

***Section A - Research Achievement relevant to aims and objectives.***

*Progress (overall or since last report) including focus, key questions, approach (methodology), and findings/outcomes to date.*

***Section B - Communication of Results***

*List publications (submitted, accepted, or published), conference presentations, workshop presentations, department seminars, media items produced over the last year.*

***Section C - External Grants and Fellowships***

*Please list any external grants or fellowships applied for over the year, and outcomes if known.*

***Section D -Engagement in Broader Research Linkages in the University***

*Please discuss, e.g., higher degree supervision, guest lectures, teaching, professional development courses attended.*

***Section E – Any Other Comments***

|  |  |
| --- | --- |
| ✓ | I acknowledge that Progress reports are received by RIC on behalf of Chancellery (Research) and may be submitted to the Pro Vice-Chancellor (Research Capability) for review. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fellow name** |  | **Signature** |  | **Date** |  |

# D: Department Report and Authorisation

*Head of Department’s comments (optional)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***✓*** | I acknowledge that final reports are received by RIC on behalf of Chancellery (Research) and may be submitted to the Pro Vice-Chancellor (Research Capability) for review. | | | |
| **HoD name** | |  | **HoD position** |  |
| **HoD Signature** | |  | **Date** |  |