

Outside Studies Program (OSP) Funding Rules 2018

Submission: **Only electronic copies will be accepted.** You must complete the application form and submit it as an attachment (saved in interactive PDF format, not scanned) via email to research.preaward@mq.edu.au (cc: to your Faculty Research Office).

Research Office Contact:

Scheme Contact	Anita Quinn
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Faculty Research Office Contacts:

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Key Dates:

Scheme Opening Date	Wednesday 10 May 2017
OSP Information Session	Wednesday 17 May 2017 12-1pm, Senate Room (C8A, Room 310)
Scheme Closing Date	Wednesday 21 June 2017, 5pm
Outcome Notification Date	Early August 2017
OSP Period 1	January 1 to June 30 2018
OSP Period 2	July 1 to December 31 2018

Check with your Faculty Research Office for your Faculty's internal deadline (which will be earlier than the above deadline)

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1. Purpose of scheme

Through its [Enterprise Agreement](#), Macquarie University offers academic staff an opportunity to undertake a structured program of sustained scholarship, research and associated developmental activities outside the University. It implements this Outside Studies Program (OSP) through two types of Fellowships:

- Internal Fellowships – for staff planning to spend most of their time in metropolitan Sydney (including at Macquarie University)
- External Fellowships – for staff planning to spend a total period of at least one month of the Fellowship at one or multiple other institutions/organisations within Australia (beyond metropolitan Sydney) or overseas.

The maximum period of an OSP Fellowship will be six months.

The purpose of an OSP Fellowship is to:

- enhance the knowledge, skills and experience, access to new ideas and resources, and the international standing of our academic staff
- encourage staff to establish and develop strong national and international research partnerships and collaborations with academic institutions, business and other organisations
- foster new joint and cotutelle agreements with new and established partner institutions
- encourage mobility of cotutelle and joint PhD supervisors between host institutions
- contribute to Macquarie's development as an internationally leading research intensive University

OSP Fellowship programs shall produce tangible research outcomes through both the opportunity to engage with peers external to the University and the opportunity for an intense focus on research projects.

There is no entitlement to an OSP Fellowship – all applications are assessed based on the selection criteria. The University reserves the right not to grant a Fellowship.

There is an absolute maximum percentage of staff (**maximum of 14% of the staff of the Faculty**) who can be awarded an OSP Fellowship (Internal and External) at any one time. In exceptional circumstances, the Executive Dean/Dean may recommend approval above the maximum. This must be in the context of the long-term research plan of the Faculty and Departments, endorsed by the Executive Dean/Dean and approved by the Deputy Vice-Chancellor (Research).

The period of OSP Fellowship cannot be spread over more than one half year teaching period, unless it is approved in advance by the relevant Head. An OSP Fellowship will not be granted to a staff member where the period of the Fellowship will seriously disrupt the work of the Faculty or Department in the short term. If an application has been disallowed because the staff member cannot be released for such reasons, this will be taken into account when the program is resubmitted in a subsequent application round.

The outcomes of an OSP Fellowship are to be taken into account in the annual PDR process.

2. Funding

2.1 The primary form of funding for OSP Fellowships is a grant of salary for a period of research and scholarship activity as defined in the approved application.

2.2 A grant-in-aid to assist in meeting travel and associated accommodation costs may be awarded for External Fellowships. The grant-in-aid assists with travel and associated costs, and takes into account the location of host institutions/organisations.

2.3 Grant-in-aid funding varies depending on whether the staff member is travelling alone, accompanied by a partner, and/or accompanied by a dependent child (or children).

2.3.1 A dependent child is a child under the age of 18 years or, where undergoing full-time education at the date of their embarkation, up to the age of 21 years.

2.3.2 Partners concurrently employed at Macquarie University, both of whom are proceeding at, or about, the same time on an OSP Fellowship, are both eligible for the travel grant applicable to a single person. NOTE - only one claim for dependent children will be paid in these instances.

The funding level of grants-in-aid will be reviewed each year. In 2018, maximum funding will be provided as follows:

Staff member travelling alone	\$5,697
Accompanied by partner (or dependent child without partner)	\$1,868
Each additional dependent child	\$691

2.3.3 Fringe benefits tax, payable by the Faculty, is applicable to funding for non-staff travellers.

3. Eligibility

3.1.1 Applicants must be a member of the University's academic staff. Applicants must meet the University's definition of [Research Active](#) (adjusted on a proportional basis for part-time staff), or be early career researchers, or be working towards completion of a relevant doctoral qualification or Higher Degree Research program (applications from applicants who are in their final stages of candidature will be looked upon favourably by the relevant Executive Dean/Dean of Faculty).

3.1.2 Staff members who do not meet the Research Active definition may put forward a case for exemption from this criterion. In these cases, the OSP application must outline how the proposed Fellowship will help the staff member move towards meeting the Research Active definition. Special consideration will be given where the definition has not been met due to family responsibilities, personal illness, or a period of employment on a teaching or administration/management weighted workload. In all cases, staff must submit a well formulated research plan, including a timeline and measurable outcomes.

3.1.3 Applicants holding a *fixed-term position* must:

- have completed at least three years of full-time continuous service (or the equivalent in part-time service)
- have a sufficient period remaining in their current appointment to allow the program to be taken up and a satisfactory report to be submitted.

3.1.3 An exception to one or more of the above eligibility requirements may be considered for staff where documented health issues or parental leave have intervened, or where other exceptional circumstances apply. Such exceptions require the prior recommendation of the relevant Executive Dean/Dean and are subject to approval by the Deputy Vice-Chancellor (Research).

3.2 Applicants must have completed their Performance Development and Review (PDR) in the qualifying period.

3.3 Where an applicant has previously undertaken an OSP Fellowship, at least three years must have elapsed between the submission of an acceptable report on the most recent OSP Fellowship and the commencement date of the proposed Fellowship. Eligible staff who are new to the University must have at least three years service between their commencement at the University and the start date of the proposed OSP.

3.4 A staff member cannot have been awarded more than two OSP Fellowships in any seven-year period.

3.5 A staff member who is on a nominally research only position (<0.1FTE teaching) and whose salary is paid in part or full by external funds is ineligible for consideration for an OSP Fellowship unless there is explicit provision for such a program in the sponsor agreement. The staff member must still meet all other eligibility requirements.

3.6 Where a staff member is employed as a fixed term research fellow, the period of the fellowship will not count towards eligibility for an OSP period.

4. Application Preparation / Project Outline

4.1 All applicants are encouraged to take advantage of any mentoring or other grant writing assistance provided within their Faculty prior to submitting an application to this (or any other) research grant scheme. Applicants should talk to their Head of Department or Faculty Research Manager for more information.

4.2 The Detailed Program Description should clearly state the following information:

- the intended aims of the project
- its significance within the research field
- the research plan
- the methods and techniques to be used
- expected outcomes of the project and how they will benefit the individual and Macquarie University

The information in this section must be set out simply and clearly, in plain English, such that individuals who are not experts in the particular field can understand the proposed research and how it is to be achieved.

For further information regarding completion of the Application Form, please see the detailed guide in [Appendix 1](#).

5. Selection Criteria

Applications will be assessed on the following criteria:

- the quality of the proposed program, including evidence of clear and detailed planning, appropriate choice of host institution(s), and what outcomes will be generated;
- the contribution of the OSP to University, Faculty and Department research goals, and to your own career development;
- the outcomes of any previous period of OSP;
- the impact on the workload of the Department.

6. Budget

The primary form of funding for OSP Fellowships is a grant of salary for a period of research and scholarship activity as defined in the approved application.

Applicants requesting Grants-in-Aid will be required to provide a justification of the requested travel grant in relation to each requested item. Justification of a budget is not merely stating proposed expenditure. Researchers **must provide an explanation** as to why that particular expenditure item is essential.

7. Certification

An APLI form must be completed and approved by HoD and Executive Dean/Dean **prior to the closing date**. Please see the [APLI Instructions page](#) for more information on how to complete this step and ensure you allow sufficient time for all required approvals to be completed prior to the closing date.

The applicant must include their supervisor's comments on the alignment of the proposed OSP program with the applicant's career development program and research strategy in the application form – this comment also serves as their supervisor's approval for the project.

By approving the APLI for the application, the Head of Department confirms that the planned program can be accommodated with respect to the commitments identified in the application.

8. Application Process

Please note **hard copy applications will not be accepted**.

The application form is available electronically via the [Research Office Website](#).

Applications must be in the prescribed format using no smaller than 12-point font, and the layout of the form must not be altered. References may be reproduced in 10-point font size.

Please consult your Faculty Research Office for Faculty deadlines, **which will be earlier than the Research Office deadline.**

The application plus any additional information requested by faculties must be submitted electronically, emailed as a PDF attachment (saved in interactive PDF format) to research.preaward@mq.edu.au (cc: your Faculty Research Office) by the Research Office deadline of:

<i>Closing Date</i>	Wednesday 21 June 2017, 5pm
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Late applications will not be accepted and incomplete applications will be deemed ineligible.

9. Assessment Process

Following submission of the application to the Research Office, applications will be forwarded to Human Resources for eligibility checking.

Eligible applications will then be forwarded to the relevant Faculty for assessment and approval as appropriate.

Applicants will be notified of the outcome of their proposals.

<i>Date of Outcome Notification</i>	Early August 2017
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10. Appeals

Unsuccessful applicants have the right to seek a review of outcome, on procedural grounds only.

To request a review of outcome, please write a brief letter detailing the basis on which the review is requested. The letter, clearly marked "Confidential Appeal", should be submitted to the Manager Preaward, Research Office, and send to julian.zipparo@mq.edu.au

11. Conditions of Award

OSP recipients are reminded that an OSP Fellowship is not a period of leave, and must comply with all conditions outlined below.

11.1 Recipients must complete the program according to the plan approved in the application form.

11.2 Recipients must respond to requests from the Head of Department or Executive Dean/Dean throughout the duration of the OSP period.

11.3 Recipients must comply with University reporting requirements throughout the duration of the OSP period, including provision of publication or other data relating to government data collection or surveys, and answering student queries from previous study periods.

11.4 Recipients must meet reporting requirements associated with grants or contracts in which they are involved throughout the duration of the OSP period.

11.5 Recipients must make supervision arrangements prior to commencement of the Fellowship that ensure effective, continuous HDR supervision.

11.6 To meet Occupational Health and Safety requirements, all Fellows must ensure their location and communication details are available at all times during the period of the OSP Fellowship as laid out in the approved program.

11.7 Undertaking activities that will result in additional remuneration must be approved in advance of accepting the OSP Fellowship. All remuneration received during (and related to) a period of Fellowship must be declared to the Executive Dean/Dean of Faculty.

11.8 No overload payments for teaching at or on behalf of Macquarie University or related entities will be approved.

11.9 Variation

Requests for variation of the specific program outlined in the application must be submitted on the appropriate form available from the [Research Office Website](#)

Variation to an approved OSP Fellowship program, including timing of activities and location(s), will be approved only in exceptional circumstances.

In a case where the variation is substantial, and likely to detract from specified outcomes of the program, the University reserves the right to cancel the OSP Fellowship.

Inadequate planning in respect of host institution(s), timing or resources **will not be considered** an acceptable reason for variation of an approved OSP Fellowship.

Where a component of an OSP Fellowship program is not able to be completed for any reason other than parental leave or extended illness of the staff member or other family member (supported by medical certificates) that period will be considered abandoned unless approved otherwise as a variation to the program.

Changes to annual leave can be made via HR Online in consultation with your supervisor and Head of Department, provided these do not impact on key aspects of the OSP program that would require a formal variation request.

Questions relating to Variations should be directed to research.postaward@mq.edu.au.

11.10 Reporting

The OSP Fellowship Final Report is to be submitted to the Executive Dean/Dean within one calendar month of the end date of the program.

Eligibility for a subsequent OSP Fellowship Program will be based on:

- the submission date of an acceptable report
- the actual contribution to University, Faculty and Department research goals
- evidence of measurable quality research or other scholarly outcomes.

The Final Report template may be downloaded from the appropriate link on the [Research Office Website](#).

Questions relating to reporting should be directed to research.postaward@mq.edu.au.

11.11 Additional Conditions of Award

The assessment panel, in recommending the award of an OSP Fellowship may stipulate other conditions of award for approval of the Deputy Vice Chancellor (Research). Additional conditions of award, if relevant, will be contained in the notification of outcome to the applicant and noted in the APLI record.

11.12 Website Publication

Summary information about successful applicants and their grants may be published on the Research Office website.

12. *Privacy policy*

The conduct of research projects supported under all internal Macquarie University Schemes is subject to the provisions of the Commonwealth Government's National Privacy Principles (NPPs) and other statutory provisions relating to ethics and biosafety.

As part of the assessment process, the Research Office may provide the Panel with its record of the details of the applicant's funding and publications history. This action is consistent with the provisions of the NPPs.

13. *Ethics*

The University maintains strict control over all research activities involving human or animal subjects, and work in which issues of biosafety are involved. Such research must meet the ethical and safety requirements of the relevant government legislation, and satisfy the guidelines of external funding agencies such as the National Health and Medical Research Council (NHMRC). Any research in which such issues are relevant must first be approved by the relevant ethics or biosafety committee. Researchers are expected to be scrupulous in avoiding conflicts of interest (especially where commercial issues are involved) when engaged in the peer review process. In addition, by encouraging public scrutiny of research results by publication and other means, the University also wishes to help combat fraud and misconduct.

All researchers, research coordinators and supervisors of postgraduate students should be familiar with the Australian Code for the Responsible Conduct of Research, and relevant external and internal ethical guidelines. These conditions include compliance with the Macquarie University Code for the Responsible Conduct of Research. **University Animal Ethics, Human Ethics and Biosafety Committees**

Researchers should consult the Animal Ethics Committee, Human Ethics Committee and Biosafety Committee web pages to determine whether their research is subject to the respective guidelines and review processes.

If the proposed research requires human, animal or biosafety ethical approval, the grant will not commence until approval has been obtained. Please contact the appropriate Ethics Secretariat (Human Ethics, Animal Ethics, Gene Technology & Biosafety) for further information.

Appendix 1
Application Guide

PART A ADMINISTRATIVE SUMMARY

A.1 Complete applicant details

A.2 Complete details relating to any previous Outside Studies Program at Macquarie University

A.3 Indicate category of OSP Fellowship applied for.

An Internal Fellowship is one which is to be based at Macquarie University or at an institution/organisation in metropolitan Sydney (including University of Western Sydney), during the Fellowship period.

An External Fellowship is one where the Fellow is to be based at one or multiple institutions/organisations outside metropolitan Sydney for a total period of at least one month of the total Fellowship, excluding any travelling time. Applicants will be only able to apply for and receive a single grant in aid funding amount per OSP

A.4 Provide details of proposed dates of OSP

PART B PROGRAM DESCRIPTION

B.1 Provide a brief descriptive title of the proposed program. 20 words maximum.

B.2 Provide a brief summary (100 words maximum) of the proposed program, referring to its aims, significance, host institution(s)/organisation(s) and expected outcomes.

B.3 (i) Provide details of all institutions/organisations at which you will be located for at least one month during the OSP Fellowship period. Where the host institution is Macquarie University provide a justification of up to 200 words explaining how this will enhance your research standing and extend collaboration internally and/or externally.

B.3 (ii) Where the host institution is **not** Macquarie University provide a brief justification (100 words) for the choice of host institution explaining why this is appropriate for the program and a brief explanation (100 words) of arrangements that have been made with the host institution. Please check with your relevant faculty for additional requirements.

B4. Detailed program description

In no more than three A4 pages (approximately 1500 words), provide the following information:

Program Title

Background

Briefly describe the background to the program. Include relevant information about recent international progress in the field of the research, and the relationship of this proposal to work in the field generally. Refer only to refereed papers that are widely available to national and international research communities.

Aims & Significance

Describe the program aims and in what way the research addresses an important problem within the research area. Identify novel/innovative concepts to be developed and how these will advance the knowledge base of the field.

Plan

Outline the plan for the program or project, including, where appropriate design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the program or project. Detail any new methodologies or technologies that will be developed.

Benefit

Describe the main outcomes to be expected for the program and how they will benefit the University (for example, enhanced research activity, high quality research outputs, potential external funding opportunities, enhanced national or international collaboration, new teaching opportunities, commercialisation or professional development).

References (to be included in the three-page limit)

- B.5** Summarise how this program will contribute to your own career development (how it fits into your research strategy, teaching or outreach activities) This statement should be linked to your PDR.
- B.6** List the specific outcomes and outputs expected from the program, including proposed publications, grant applications (with timeframe), new collaborations and other outcomes. Differentiate clearly between outputs that will already be in progress and are to be completed during the OSP period, and those to be both initiated and completed during the OSP period.
- B.7** Provide details of all program dates, activities and locations, including short visits away from host institutions for both internal and external fellowships. This is important for communication and insurance purposes. Also provide dates of annual leave and/or long service leave that are to be taken during the OSP or in a period contiguous with the OSP.

Please note that any variations to an approved program must be fully justified and approved prior to them taking effect.

B.8 List up to three applicable [Field of Research Codes](#).

PART C TRACK RECORD

C.1 Summarise your research opportunities over the last 5 years (January 2012 to date) and include information on any career interruptions. Include details of:

- Years since PhD awarded
- Nature of current employment (teaching/research/administrative load)
- Research opportunities over the last 5 years
- Any career interruptions such as personal illness, parental leave, carer's responsibilities, non-research employment.

(Max ½ page)

C.2 List publications from January 2012 to date under the following headings and in this order:

- Scholarly Books,
 - Book Chapters,
 - Refereed Journal Articles,
 - Refereed (published) Conference Papers,
 - Patents,
 - Creative Works, and
 - Other publications including edited collections/editions.
- Full referencing details must be stated, including full author list as published and page numbers.
 - Publications that are in press must include the date on which they were accepted for publication. Do not include any publications that have not yet been accepted.
 - Include appropriate indicators of quality and impact for each publication (publisher, impact factors, citations)
 - Asterisk publications relevant to this application.
 - Number publications consecutively

C.3 List details of all research funding from January 2012 to date in the three categories listed on the form:

- external competitive funding
- external contract funding
- internal competitive funding

C.4 List all postgraduate students supervised from January 2012 to date, your role and their status (completed, continuing, on leave)

C.5 If applicable, provide a brief summary of any previous OSP including outputs and outcomes.

PART D ARRANGEMENTS WHILE ON OSP

D.1 List current research projects or programs and the proposed management of these projects during your OSP.

D.2 Describe arrangements for the on-going supervision of postgraduate students

D.3 Describe arrangements for undergraduate and postgraduate teaching consequent upon the approval of your OSP program

D.4 Describe arrangements required to fulfil your management, administrative and other service roles consequent upon the approval of your OSP program

PART E SCHEDULE, BUDGET AND LEAVE

E.1 Record any details of appointments or awards accepted or proposed during the period applied for. Financial details should be included in E.2

E.2 Provide details of any financial assistance from other sources (whether or not such financial assistance includes a travel grant). Note that no other University funds are to be committed in support of the OSP without the prior approval of the Executive Dean/Dean and Head of Department

E.3 Provide details of travel, accommodation and other expenses, including information regarding family members travelling with you.

A dependent child means a child under the age of 18 years or, where undergoing full-time education at the date of their embarkation, up to the age of 21 years

Partners concurrently employed at Macquarie University, both of whom are proceeding at or about the same time on a Fellowship Program, will each be eligible for the travel grant applicable to a single person; only one claim for dependent children will be paid in these instances.

E.4 Provide a justification of the requested travel grant in relation to each item of expense. Maximum of one A4 page.

PART F CERTIFICATIONS

- F1** As well as completing this certification section, applicants must complete an [APLI form](#) for the project. By approving the APLI, the Head of Department confirms that the planned program can be accommodated with respect to the commitments identified in D.1 to D.4
- F2** The applicant must include their PDR supervisor's comments on the alignment of the proposed OSP program with the applicant's career development program and research strategy in the application form – this comment also serves as their supervisor's approval for the project.