

# Fellowship for Indigenous Researchers (MUFIR) Scheme

## Funding Rules 2018

**Submission & Certification:** Interested applicants should in the first instance contact their Faculty Research Office. A list of contacts is available on the final page of these rules.

Applicants must complete this application form and submit it as a PDF attachment within the [Pure Research Management System](#). A [Quick Reference Guide](#) is available which explains how to create and submit a grant application as a Researcher through this system.

Access to the system requires a Macquarie ID. If you are an external non-Macquarie applicant, please organise with your Macquarie University supervisor/sponsor to complete submission of your application for you via the Pure system.

### Research Office Contact:

<b>Scheme Contact</b>	Anita Quinn
<b>Phone</b>	+61 2 9850 4462
<b>Email</b>	<a href="mailto:research.preaward@mq.edu.au">research.preaward@mq.edu.au</a>

### Key Dates:

<i>Proposals Open</i>	<b>Open Now</b>
<i>Sponsor/Head of Department Report Forms Due</i>	Within 1 week from date of submission
<i>Independent Reviewer Reports Due</i>	Within 2 weeks of date of submission
<i>Notification of results</i>	Approximately 6-8 weeks from date of submission
<i>PhD Award Date for Eligibility</i>	Awarded within the 36 months prior to submission
<i>PhD submission date if PhD not yet awarded</i>	Applications will be accepted from candidates within the final 6 months of candidature, with offers conditional upon completion

**Please contact your Faculty Research Office prior to contacting the Research Office**

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## **1. Purpose of Scheme**

The Macquarie University Fellowship for Indigenous Researchers (MUFIR) Scheme has four main objectives:

**1.1.** To provide support to an Australian Indigenous Researcher who is at the beginning of his/her research career or is seeking to re-establish his/her research career following a career interruption. An Australian Indigenous Researcher is defined as ***“a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he [or she] lives”*** (Department of Aboriginal Affairs, Report on a Review of the Administration of the Working Definition of Aboriginal and Torres Strait Islanders (1981), Commonwealth of Australia, Canberra, cited in J Gardiner-Garden, The Definition of Aboriginality: Research Note 18, 2000–01 (2000) Parliament of Australia, 2.)

**1.2.** To provide support to an Australian Indigenous Researcher within three years of the award of their PhD who have an outstanding track record (relative to opportunity) or who show evidence of excellent research potential.

**1.3.** To enhance the research capabilities of existing and emerging areas of research concentration and excellence within Macquarie University. Applicants who believe their research is in an area of emerging strength for Macquarie must discuss this with their proposed Macquarie Sponsor.

**1.4.** To provide an incubation research period for an early career Australian Indigenous Researcher allowing them to increase their competitive edge in securing research funding from non-University sources.

## **2. Funding and Fellowship Available**

**2.1** Macquarie University will offer one full-time Research Fellowship position per year. The position will be awarded on a competitive basis and will be tenurable for three years.

**2.2** The salary range for the Fellowship will be awarded at step 6, 7 or 8 of Level A of the Academic Salary Scale, plus annual leave loading and 17% employer superannuation. These salary levels will be adjusted in line with movements in the Academic Salary Scale (see the Academic Staff Agreement on the [Human Resources web page](#)). Fellows will be paid on a fortnightly basis through the University's payroll system. **Please note that all candidates must negotiate their appointment level with the Head of their proposed Host Department.**

**2.3** Salaries above the range A6–A8 cannot be supported by the Fellowship. However, supplementation by the Host Department may be negotiated. Applicants should retain written confirmation of any agreed salary level from the Head of Department and the Faculty Executive Dean/Dean. Such supplementation may be considered appropriate where a Fellow is currently occupying a position above Lecturer Level A, or where their track record is such that a higher level of appointment is deemed appropriate. The MUFIR Review Panel will provide advice on appointment levels if requested to do so by the Host Faculty. However, approval of the appointment level decided by the Host Faculty is not required.

**2.4** Applicants may apply for up to \$50,000 over three years for research costs associated with the proposed project (up to a maximum of \$20,000 in any one year).

### **3. Eligibility**

**3.1** Applicants are eligible if their PhD has been awarded within the past 36 months. In addition, applications are accepted by PhD candidates within the final six months of a PhD. The Fellowship cannot commence until the PhD has been awarded.

**3.2** Applicants who do not meet the eligibility criterion set out above in 3.1, must make a convincing case for early career researcher status in Section B9.3 of the application form. Circumstances establishing early career status beyond the definition in 3.1 could include career interruptions due to non-research employment, debilitating illness, childbirth, misadventure or carer responsibilities

**3.3** Fellows must be in full time attendance at Macquarie University for the full term of the Fellowship with the exception of approved field work and travel. Fellows must dedicate at least 0.8 FTE of their time towards their Fellowship project.

**3.4** Applicants who were/are PhD candidates at Macquarie University, or who have had full-time or part-time employment at Macquarie University in the past 18 months prior to submission of their application, must make a convincing case for why it is appropriate for them to continue or recommence their research career at Macquarie University. The case should be made in Section B5.b of the application form.

**3.5** Only applicants who have the agreement of a Macquarie University Sponsor are eligible to submit a Proposal; see section 4 below.

### **4. Fellowship Sponsor**

**4.1** A Macquarie University Sponsor must be named in Section A7 of the application form.

**4.2** Sponsors and Host Departments of successful applications will be responsible for basic administrative and infrastructure support required by the Fellow, and will be expected to provide the necessary mentoring and intellectual leadership. Progress and Final Reports should be certified by the Sponsor.

**4.3** The Sponsor and Head of Department must email a completed and signed MUFIR Sponsor and Head of Department Statement form to [research.preaward@mq.edu.au](mailto:research.preaward@mq.edu.au) within 1 week of the MUFIR application form being submitted to the Research Office.

### **5. Selection Criteria**

Applications will be evaluated on the following criteria:

#### **Applicant (40%)**

- Track record of the applicant relative to opportunity and career stage.
- Research performance and potential.
- All applicants must be able to demonstrate a track record of quality publications showing promise.

#### **Project Significance, Innovation and National Benefit (30%)**

- Does the research address an important problem within the discipline?
- Will the anticipated outcomes advance the knowledge base within the discipline?
- Are the project aims and concepts significant and innovative?

- Will new methodologies or technologies be developed?
- What is the potential for the research to contribute to the [National Science and Research Priorities](#)?

### **Approach, Resources and Feasibility (15%)**

- Are the conceptual framework, design, methods and analysis adequately developed, well integrated and appropriate to the aims of the project?
- Are there sufficient and appropriate resources (infrastructure and/or financial) available for the project?
- Is the project timetable realistic and achievable?

### **Sponsor, Environment, Fit and Benefit to Macquarie University (15%)**

- Is the intellectual environment appropriate to foster a successful outcome for the project and provide a strong foundation for the Fellow's career?
- Does the Sponsor have the appropriate track record and the capacity to provide mentoring and intellectual leadership in the subject area of the proposed project?
- Has the applicant made clear why Macquarie University is the appropriate place for this project?
- Will the applicant and the project be integrated into a current or emerging research strength of Macquarie University?
- How will the University benefit from the conduct of this project, including tangible benefits (such as publications, research, commercialisation, other income, and capacity building), and intangible benefits, such as an enriched research culture. (This is especially important for applicants who have a PhD from Macquarie, or who are already employed, or have been employed in the last year, by the University.)

Applicants must also demonstrate (in Section B6 of the application form) engagement with the Australian Indigenous community, including the capacity to mentor other Australian Indigenous Researchers. This information will be taken into account for funding recommendations.

Applicants are encouraged to discuss their proposals with Dr Margaret Raven, a current MUFIR Fellow based in the Faculty of Arts at Macquarie University [margaret.raven@mq.edu.au](mailto:margaret.raven@mq.edu.au), who is familiar with the experiences of Indigenous Researchers in Australian Universities. Dr Raven will work closely with the Faculty Associate Deans (Research) and Faculty Research Managers to facilitate the identification of Sponsors in a range of disciplines.

## **6. Application Preparation / Project Outline**

**6.1** All applicants are encouraged to take advantage of any mentoring or other grant writing assistance provided within their Faculty prior to submitting their application. Applicants should talk to their Head of Department or Faculty Research Manager for more information.

**6.2** Great care should be taken in preparing the application. The application must be informative to non-experts in the field, such that readers can understand what it is that the applicant is proposing to do, and how this might be achieved.

**6.3** Applications must be in the prescribed format:

- Arial 12 point font.
- References may be reproduced in 10 point font.
- The layout of the form must not be altered.
- **Page limits must be strictly adhered to.**
- The Research Office will check all applications for compliance with formatting requirements.
- Failure to adhere to formatting requirements may result in your application being ruled ineligible.

## **7. Budget**

Applicants may apply for up to \$50,000 over three years for research costs associated with the proposed project (up to a maximum of \$20,000 in any one year). Applicants who do not apply for project costs will be expected to explain how their research will be supported.

Full justification for budget items is required. Two basic principles must be used in determining and justifying budgets:

- accurate costing, including where costs have been sourced from and
- a clear explanation of the reasons for all proposed expenditure in relation to the research plan and aims.

Justification of the budget is not merely restating in prose the proposed expenditure as detailed in the budget section of the application form.

Applicants are encouraged to consult their proposed host Faculty Research Manager for assistance with budget amounts.

### **Personnel**

Applicants should indicate the appropriate level, duration and FTE of assistance required and cost it accordingly. Vague, unspecific requests for assistance will not be supported. All requests for funding of casual research personnel must include allowance for on-costs (workers' compensation, payroll tax and superannuation) at the rate of 17% for casual appointments. Applicants should use the [Macquarie University Salary Rates](#).

### **Equipment**

Items of minor equipment may be requested. A descriptive statement of each item of equipment must be included in the justification of the budget. Quotation requirements are as per the [Macquarie University purchasing procedure guidelines](#).

Applicants are reminded that all equipment purchased with MUFIR funding remains the property of Macquarie University.

Applications for computer equipment will need to provide a particularly strong justification, establishing the specific need of the item for the proposed project. General computer needs will not be supported. Laptop computers are not eligible budget items unless a particularly strong and convincing case is made for exclusive use of the laptop for the proposed project for purposes such as fieldwork and archival procedures.

### **Maintenance**

Consumables and any equipment costing less than \$1,000 should be listed in this section. Each of these items must be fully justified.

### **Travel**

Funds may be granted only when travel is directly related to the project. Award of funding is based on justification and is awarded at the discretion of the Panel. Any awarded funds to be used for travel are subject to the [University's Travel Policy](#).

## **8. Submission**

**8.1 The Application Form must be submitted electronically**, emailed as a PDF attachment (converted not scanned) to [research.preaward@mq.edu.au](mailto:research.preaward@mq.edu.au) (cc: the relevant [Faculty Research Manager](#))

**8.2** Hard copy applications will not be accepted. Incomplete applications will be deemed ineligible.

## **9. Certification**

**9.1** Please note that your Faculty will have an internal deadline for application review and/or submission of the [Macquarie Application and Project Lifecycle Information form](#) prior to the Research Office deadline; check with your [Faculty Research Manager](#) for details.

**9.2** In addition to completing an application form, you must also complete and submit an Application and Project Lifecycle Information form. Details on how to do this are available from [the Research Office website](#).

## **10. Sponsor and Head of Department Statements**

**10.1** It is the applicant's responsibility to provide their nominated Sponsor and Head of Department with the Sponsor and Head of Department Statement Form ([available under "Resources" on the MUFIR webpage](#)).

**10.2** The Sponsor and Head of Department must email a completed and signed Sponsor and Head of Department Statement form to [research.preaward@mq.edu.au](mailto:research.preaward@mq.edu.au) within 1 week of the application being submitted to the Research Office.

**10.3** The Sponsor and Head of Department Statement Forms are to be completed without any input from the applicant.

## **11. Independent Reviewers**

**11.1** Each MUFIR proposal will be assessed by the MUFIR Review Panel with expert input from up to three independent reviewers, from whom the University will request reports.

**11.2** Applicants must identify three Independent Reviewers to whom their application may be sent for assessment. Appropriate Independent Reviewers should be internationally or nationally renowned as experts in the applicant's research area and therefore knowledgeable in the field of proposed study. A brief reason for each nomination must be provided in the proposal.

**11.3** To avoid conflicts of interest, Independent Reviewers must not be PhD or postdoctoral supervisors, employers, co-authors, research collaborators, or colleagues of the applicant. If a similar application is being lodged elsewhere then a co-investigator on that application must not be a Reviewer. If such Reviewers described above are nominated, the application will be ruled ineligible. The only exception to this eligibility rule is cases in which the applicant is a co-author on a paper where a substantial majority of people in the applicant's discipline are named as co-authors. Such cases must be approved by the Chair of the MUFIR Review Panel prior to submission of the proposal. Details of such requests must be emailed to [research.preaward@mq.edu.au](mailto:research.preaward@mq.edu.au) at least two weeks prior to the Research Office deadline.

**11.4** Applicants must contact their nominated Independent Reviewers prior to submitting an application to confirm that they are willing and available to be a reviewer, but then applicants should have no further contact with the reviewers about their application.

**11.5** The Research Office will contact the three nominated Independent Reviewers, requesting completion of their Reviewer Report within 2 weeks of the applications submission. The Research Office will only follow up on, and accept, a missing Independent Reviewer Report if no reports have been received for a particular applicant by the deadline. Late reports cannot be accepted.



## **12. Application Assessment Process**

Every proposal will be assessed by members of an independent and interdisciplinary MUFIR Review Panel made up of representatives selected for their knowledge and understanding of indigenous research and/or their disciplinary expertise, who will take into account comments and rankings from Independent Reviewers nominated by applicants.

Based on this assessment, the Panel will rank the applications in order, evaluate their requested project budgets and prepare recommendations for the Deputy Vice-Chancellor (Research) who has the authority to allocate funding. The Research Office will notify all applicants of the outcome of their applications.

## **13. 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 Manager Pre-Award, Research Office, Building C5C East.

## **14. Conditions of Award**

**14.1** Macquarie University Indigenous Fellows must be in full-time attendance at Macquarie University and the Fellowships are tenurable on a full-time basis only. Nevertheless, the Fellow may, during the term of the Fellowship, request approval from the Deputy Vice-Chancellor (Research) for conversion of the Fellowship to part-time status for periods of time.

**14.2** The appointments will carry University-standard academic appointment benefits and restrictions. This includes the normal provisions for relocation expenses, etc. Details of the University's policy on such matters are available from the [Human Resources Office](#). **Please note that these costs are not covered by the MUFIR scheme; they are the responsibility of the Host Department.**

**14.3** Successful candidates who have not been awarded their PhD at the time of MUFIR application submission cannot take up the Fellowship until formal advice that their PhD has been awarded is received by the Macquarie University Research Office.

### **14.4 Variation**

Requests for variation of expenditure must be submitted on the appropriate form, available from the [Research Office website](#). The completed and signed form must be emailed to [research.postaward@mq.edu.au](mailto:research.postaward@mq.edu.au) at least one month before the effective date.

A request is required only when a change to the budget category is necessary; for example, using the funds for travel instead of personnel, where travel was not included as a budget item in the application.

Requests must be fully explained and justified and include written support from the Sponsor and the Head of Department.

### **14.5 Carry Forward**

Successful applicants are expected to manage their research project funds to completion within the grant allocation period, therefore funds must be fully expended within the funded period.

Carry forward of funding beyond the funding allocation period is strongly discouraged, and will be approved only in **exceptional circumstances** that were beyond the control of the researcher.

Requests to carry forward unspent funds must be submitted on the appropriate form, available from the [Research Office website](#). The completed and signed form must be emailed to [research.postaward@mq.edu.au](mailto:research.postaward@mq.edu.au) at least one month prior to the end of the funding period.



Carry forward requests must include written support from the Sponsor and the Head of Department.

#### **14.6 Progress Report**

The Macquarie University Indigenous Research Fellow must provide the Research Office with annual progress reports due by the end of the first and second years of the Fellowship. Funds awarded in years two and three of the Fellowship to support project related costs are indicative, and conditional upon the approval of the annual progress reports.

The report template is available from the [Research Office website](#).

#### **14.7 Final Report**

The Macquarie University Indigenous Research Fellow must provide the Research Office with a final report one month after the end of the Fellowship.

The report template is available from the [Research Office Website](#).

### **15. Administrative Responsibilities**

**15.1** Faculties will be responsible for all appointment processes relating to Macquarie University Indigenous Research Fellows, including advice to successful applicants on appointment as well as arranging for letters of appointment to be sent via Human Resources.

**15.2** The Research Office will be responsible for the Letter of Offer relating to project costs awarded to successful candidates.

### **16. Privacy Policy**

**16.1** All personal information provided to the Macquarie University Research Office is handled and protected in accordance with the provisions of the National Privacy Principles (2001). Persons, bodies and organisations involved in the MUFIR Scheme must abide by the National Privacy Principles when handling personal information collected for the purposes of the research program.

**16.2** Information contained in applications will be received and treated as confidential by Macquarie University, and assessors will be required to treat applications in confidence.

### **17. Intellectual Property**

**17.1** In advance of its submission, the applicant should take steps to protect any intellectual property embodied in the proposed research. Upon a successful applicant taking up employment as an Indigenous Fellow at Macquarie University, all IP developed during the period of employment will become the property of Macquarie University under the normal terms of employment of Macquarie University.

**17.2** The University's Intellectual Property Policy may be found on the [Macquarie University website](#).

### **18. Ethics**

Macquarie 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 guidelines, 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.

### **18.1 University Human Ethics, Animal Ethics, Biosafety Committees, and Defence Trade Controls**

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 grantee must not commence any activity requiring approval until the necessary clearances have been obtained. Please contact the Ethics Secretariat for further information.

The Defence Trade Controls Act 2012 (DTCA) regulates the intangible supply, publication and brokering of goods and technology as listed in the Defence and Strategic Goods List (DSGL) and strengthens existing regulations on tangible exports under the Customs Act 1901, and regulation 13E of the Customs (Prohibited Exports) Regulations 1958. Further information is available for Macquarie University staff from the following website.

### **18.2 Research Integrity**

- 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.

Evidence of ethics approval must be provided to [research.postaward@mq.edu.au](mailto:research.postaward@mq.edu.au).

Please contact the Ethics Secretariat at [ethics.secretariat@mq.edu.au](mailto:ethics.secretariat@mq.edu.au) for further information.

## **19. Faculty/School Research Contacts**

<b>Faculty/School</b>	<b>Research Manager</b>	<b>Email</b>
Arts	Jan Zwar	<a href="mailto:artsro@mq.edu.au">artsro@mq.edu.au</a>
Business & Economics	Agnieszka Baginska	<a href="mailto:fberu@mq.edu.au">fberu@mq.edu.au</a>
Human Sciences	Colm Halbert	<a href="mailto:humansciencesresearch@mq.edu.au">humansciencesresearch@mq.edu.au</a>
Medicine & Health Sciences	Kyle Ratinac	<a href="mailto:fmhs.researchsupport@mq.edu.au">fmhs.researchsupport@mq.edu.au</a>
Science & Engineering	Irina Zakoshanski	<a href="mailto:sci.research@mq.edu.au">sci.research@mq.edu.au</a>