Research Fellowship (MQRF) Scheme
Expression of Interest Funding Rules 2017

Submission: Only electronic copies will be accepted. You must complete the Expression of Interest Form, and submit it via email as a PDF attachment to research.preaward@mq.edu.au by 5pm (AEST) Wednesday 25 May 2016 (cc: to your Faculty Research Manager). Hard copies will not be accepted.

You must contact your Faculty Research Manager before submitting to the Research Office. Host Faculty deadlines will be earlier than the Research Office deadline.

Certification: The MQ Application Coversheet is not required for Expressions of Interest.

Research Office Contact:

<table>
<thead>
<tr>
<th>Scheme Contact</th>
<th>Andrew Burton-Bradley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:research.preaward@mq.edu.au">research.preaward@mq.edu.au</a></td>
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<td>Phone</td>
<td>02 9850 4462</td>
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</tbody>
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Faculty/School Research Manager Contacts:

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<tr>
<th>Faculty/School</th>
<th>Research Manager</th>
<th>Email</th>
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<tbody>
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Key Dates:

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<tr>
<th>Expression of Interest Open</th>
<th>Wednesday 20 April 2016</th>
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<tr>
<td>Faculty Closing Date</td>
<td>Wednesday 11 May 2016</td>
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<tr>
<td>Expressions of Interest Close</td>
<td>Wednesday 25 May 2016, 5 pm (AEST)</td>
</tr>
<tr>
<td>Expressions of Interest Outcome</td>
<td>Friday 8 July 2016</td>
</tr>
<tr>
<td>PhD Award Date for Eligibility</td>
<td>On or after 1 March 2013</td>
</tr>
<tr>
<td>Submission date if PhD not yet awarded</td>
<td>On or before 8 August 2016</td>
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1. **Purpose of Scheme**

The Macquarie University Research Fellowships (MQRF) Scheme has three main objectives:

1.1 To provide support to researchers within three years of the award of their PhD who have an outstanding track record (relative to opportunity) and/or who show evidence of excellent research potential.

1.2 To provide an incubation research period for early career researchers, allowing them to increase their competitive edge in securing research funding from non-University sources.

1.3 To enhance the research capabilities of existing and emerging areas of research strength at Macquarie University.

1.4 To contribute to one or more of the University's five Future-Shaping Research Priorities. Applicants who believe their research is in an area of emerging strength (outside of the Future-Shaping Research Priorities) must discuss this with their Macquarie Sponsor and address in the application.

2. **Funding and Fellowships Available**

2.1 Macquarie University will offer up to ten full-time Research Fellowship positions commencing in 2017. Positions will be for three years and awarded on a competitive basis. Fellowships must commence by 30 June 2017, otherwise the award will lapse (in exceptional circumstances a request can be made to vary this date).

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 at [http://staff.mq.edu.au/human_resources/ea/academic_staff_agreement/](http://staff.mq.edu.au/human_resources/ea/academic_staff_agreement/)). Fellows will be paid on a fortnightly basis through the University's payroll system.

2.3 Salaries above the range A6–A8 cannot be supported by the Fellowship. However, supplementation by the Host Department may be negotiated by applicants prior to application submission. Applicants should retain written confirmation of the agreed salary level from the Head of Department and the Faculty Executive Dean, and submit with the full application if shortlisted. 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 Fellowships 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 invited to submit a Full Proposal 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 only if their PhD was awarded on or after 1 March 2013, or will be submitted by 8 August 2016. The Fellowship cannot commence until the PhD has been awarded, which must be by 30 June 2017.
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 7 of the Expression of Interest 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 Please note that relocation and visa costs are not covered by the MQRF scheme; they are the responsibility of the Host Department. If a successful applicant is not an Australian citizen and does not have permanent resident status, he/she must obtain the necessary visa from the Department of Immigration and Border Protection before taking up the Fellowship. http://www.immi.gov.au/.

3.4 Fellows must be in full-time attendance at Macquarie University for the entire term of the Fellowship with the exception of approved field work and travel.

3.5 Applicants who were/are PhD candidates at Macquarie University, or who have had full-time, part-time, or casual employment at Macquarie University since the beginning of 2015, must make a case (in section 10.2 of the Expression of Interest Form) for why it is appropriate for them to continue or recommence their research career at Macquarie University.

3.6 Only applicants who have the agreement of a Macquarie University Sponsor are eligible to apply; see section 4 and section 6.1 below.

4. Fellowship Sponsor
Applicants and their proposed Fellowship Sponsor must consult closely with one another in developing the MQRF Expression of Interest.

4.1 Each Fellowship candidate must nominate a Sponsor from within the Host Department at Macquarie University. In addition to having a research profile appropriate to the proposed Fellowship project, the Sponsor’s association with an area of recognised or emerging research strength within the University is important. Applicants must work with their Sponsor to identify how the proposed research aligns with existing strengths or emerging areas of strength for Macquarie University. Sponsors should only agree to sponsor applicants who they believe unreservedly have the capacity to undertake the MQRF.

4.2 A Primary Sponsor may be named on only one Expression of Interest, and subsequent Full Proposal, per round of the MQRF Scheme.

Co-Sponsorship for MQRF applicants is acceptable. A Co-Sponsor may be named on only one Expression of Interest, and subsequent Full Proposal, per round of the MQRF Scheme.

4.3 Adjunct staff members and those holding University honorary positions are eligible to act as Sponsors provided their on-going research is primarily carried out at Macquarie University, such that their affiliation in respect of authorship of published work is given as Macquarie University.

5. Selection Criteria
Applicant (40%)
- Track record of the applicant relative to opportunity and career stage.
- Demonstrate research performance and potential through output of quality publications and generation of research funding.
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?
- What are the broader benefits of this research beyond contributions to academia?

Approach, Resources and Feasibility (15%)

- Are the conceptual framework and methods appropriate to the project?
- Does the applicant have relevant experience with the methodologies to be used?
- Are there sufficient and appropriate resources (infrastructure and/or financial) available for the project?
- Have issues such as ethics and workplace safety been addressed where appropriate?

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?
- What are the expected outcomes of the proposed research and how will they benefit Macquarie University? (This is especially important for applicants who have a PhD from Macquarie, or who are already employed, or have been employed since the beginning of 2015, by the University)

6. Expression of Interest Preparation/Project Outline

6.1 All Expressions of Interest must be reviewed and approved by the Host Faculty prior to formal submission to the Research Office. Internal Faculty deadlines and contacts are available from the Research Office website.

6.2 Applicants are encouraged to take advantage of any mentoring or other grant writing assistance provided within their Faculty. Great care should be taken in preparing the Expression of Interest. 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 Expressions of Interest must be completed on the MQRF Expression of Interest Form.

The Research Office will not accept any amendments to the Expression of Interest Form after the closing date.

- Do not modify any parts of the Adobe Expression of Interest application form. All fields in the form are automatically formatted with page and word-limits. All font is set to Times New Roman 12-point (references can be 10-point) and must not be altered.
- Do not delete any instructions from the form.
- Responses must be recorded in the boxes provided where applicable, and must be within the prescribed format.
- Expressions of Interest are to be submitted in PDF format only.
The Research Office will check all Expressions of Interest for compliance with formatting guidelines, and will ensure that these guidelines have been adhered to. Expressions of Interest that do not comply with the formatting guidelines will be ruled ineligible.

7. Budget
Budget (full application only).

8. Submission

The Expression of Interest Form must be submitted electronically as a PDF attachment to research.preaward@mq.edu.au (cc: to your proposed Host Faculty) by the Research Office deadline of:

| EoI Closing Date: | Wednesday 25 May 2016, 5pm (AEST) |

Late Expressions of Interest will not be accepted and incomplete Expressions of Interest will be deemed ineligible. Please note that hard copy applications will not be accepted.

9. Certification
Expressions of Interest do not need to be accompanied by the online Application and Project Lifecycle Information form (coversheet).

10. Expression of Interest Assessment Process
Assessment of Expressions of Interest is undertaken in two stages by the University’s Fellowships Panel. The Panel comprises senior Macquarie University academics. The Panel will make recommendations to the Deputy Vice-Chancellor (Research) solely on the basis of its expertise. The Panel has procedures for managing any conflicts of interest experienced by its members, enabling them to withdraw from the assessment process of particular applications.

Stage one: Expressions of Interest are reviewed by the Research Office to confirm that applicants are eligible. Formatting specifications will be reviewed as described in Section 6.3.

Applicants deemed ineligible will be notified via email.

Stage two: Eligible Expressions of Interest will be evaluated by members of the Fellowships Panel against the scheme’s selection criteria. The Panel will then prepare a shortlist of applicants who will be invited to submit Full Proposals. Successful and unsuccessful applicants will be notified of the outcome via email.

11. 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 “MQRF Confidential Appeal”, should be submitted to Manager Pre-Award, Research Office, Building C5C East.
12. Privacy policy
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 MQRF Scheme must abide by the National Privacy Principles when handling personal information collected for the purposes of the research program. Information contained in applications will be received and treated as confidential by Macquarie University, and assessors will be required to treat applications in confidence.