Macquarie University MQRF

EoI Guidelines 2022

➢ Research Fellowship (MQRF) EoI Funding Rules
(MQRF Full Proposal Funding Rules by invitation only)

Opening Date/s: Wednesday 14 April 2021

Closing Date/s & Time: Wednesday 26 May 2021 5pm (AEST)

Date Guidelines released: Wednesday 14 April 2021

Contacts: Pre Award & Faculty Contacts

I, Sakkie Pretorius, Deputy Vice-Chancellor Research, having satisfied myself of the matters set out in the guidelines, approve these funding scheme guidelines.

Dated: 2 April 2021

Professor Sakkie Pretorius
Deputy Vice-Chancellor Research
Table of Contents

SUBMISSION AND CERTIFICATION GUIDELINES FOR: ................................................................. 3
➢ MQRF EXPRESSION OF INTEREST ......................................................................................... 3
RESEARCH FELLOWSHIP (MQRF) SCHEME EXPRESSION OF INTEREST (EOI) FUNDING RULES ........ 5
1. OVERVIEW .......................................................................................................................... 5
2. FUNDING AND FELLOWSHIPS AVAILABLE .................................................................. 5
3. ELIGIBILITY .......................................................................................................................... 7
4. ASSESSMENT PROCESS .................................................................................................... 7
5. APPLICATION PREPARATION ............................................................................................ 8
6. FELLOWSHIP SPONSOR ................................................................................................... 8
7. BUDGET ............................................................................................................................... 9
8. SELECTION CRITERIA ....................................................................................................... 9
9. OUTCOMES ....................................................................................................................... 10
10. APPEALS PROCESS ......................................................................................................... 10
11. OTHER INFORMATION ..................................................................................................... 11
MACQUARIE UNIVERSITY PRIVACY POLICY ........................................................................ 11
MACQUARIE UNIVERSITY RESEARCH ETHICS, INTEGRITY & RELATED POLICIES .............. 11
MACQUARIE UNIVERSITY HUMAN ETHICS, ANIMAL ETHICS AND BIOSAFETY COMMITTEES .... 11
MACQUARIE UNIVERSITY RESEARCH INTEGRITY ................................................................ 12
MACQUARIE UNIVERSITY INTELLECTUAL PROPERTY ..................................................... 12
Submission and Certification Guidelines for:

➢ **MQRF Expression of Interest**

If you wish to submit an expression of interest (EoI) for a Research Fellowship in 2021, please email the relevant Faculty Research Office. The relevant Faculty Research Office will provide you with the faculty process for Eois, internal faculty closing dates and how to access the EoI form.

**Note:** The relevant Faculty Research Office is the one your proposed sponsor or host department belongs and where you propose to undertake the fellowship if successful.

A PURE record is not required for an Expression of Interest.

Please provide the following information via email to the relevant Faculty Research Office:

**Faculty of Science and Engineering:**
1. A sentence on the proposed research area for your fellowship
2. The name of your sponsor and a brief statement (up to 400 words) from your sponsor highlighting the compelling element of your research track record that shows you are a strongly competitive candidate for a MQRF.
3. Your PhD conferral date
4. A copy of your CV as an attachment including a list of publications. Publications should be listed under the headings: books, book chapters, peer-reviewed journal articles and other and include quality information such as citations and impact factors of journals.
5. A copy of your Australian residency document – passport or visa.

**Macquarie Business School and Faculty of Medicine, Health and Human Sciences:**
1. A sentence on the proposed research area for your fellowship
2. The name of your sponsor
3. Your PhD conferral date
4. A copy of your CV as an attachment including a list of publications. Publications should be listed under the headings: books, book chapters, peer-reviewed journal articles and other.
5. A copy of your Australian residency document – passport or visa.

**Faculty of Arts:**
1. Provisional project title and a brief (400-word) project description
2. Name of potential Sponsor
3. Your PhD conferral date
4. A copy of your CV as an attachment including a list of publications. Publications should be listed under the headings: books, book chapters, peer-reviewed journal articles and other.
5. A copy of your Australian residency document – passport or visa.

☐ Your Faculty Research Office will then provide you with the relevant EOI application form.
ALL applicants must read and agree to the policy terms set out on page 11 of the Macquarie University Funding Scheme Guidelines in relation to:
- MQ Privacy Policy
- MQ Research Ethics, Integrity and related Policies
- MQ Human Ethics, Animal Ethics and Biosafety Committees
- MQ Research Integrity
- MQ Intellectual Property

Expressions of Interest not complying with the above outlined will not be accepted.

Expressions of Interest received after the closing date (as advised by the relevant Faculty Research Office) will not be considered.
Research Fellowship (MQRF) Scheme
Expression of Interest (EOI)

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

1. Overview

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

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

- 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.

- To enhance the research capabilities of existing and emerging areas of research strength at Macquarie University. 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 this point in the application.

2. Funding and Fellowships Available

<table>
<thead>
<tr>
<th>Grant Opportunity</th>
<th>Funding Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Fellowship (MQRF)</td>
<td>Macquarie University will offer up to ten Research Fellowship positions commencing in 2022. Positions will be awarded on a competitive basis and are offered in two formats:</td>
</tr>
<tr>
<td></td>
<td>- 100% research over three years</td>
</tr>
<tr>
<td></td>
<td>- 75% research and 25% teaching over 4 years.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Where the second option is chosen, the Department is responsible for salary to cover</td>
</tr>
<tr>
<td>the 25% teaching component of the Fellow’s salary costs. Please check with your sponsor if this option is available in the host Department. Fellowship must commence by 30 June 2022, otherwise the award will lapse (in exceptional circumstances a request can be made to vary this date).</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>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). 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.</td>
<td></td>
</tr>
<tr>
<td>Salaries above Level A, Step 8 cannot be supported by the Fellowship. However, supplementation by the Host Department may be negotiated and applicants should then retain written confirmation of the agreed salary level from the Head of Department and the Faculty Executive Dean. Such supplementation may be considered appropriate where a Fellow is currently occupying a position above 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, panel approval of the appointment level that is decided by the Host Faculty is not required.</td>
<td></td>
</tr>
<tr>
<td>Short-listed applicants may apply in their Full Proposal 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).</td>
<td></td>
</tr>
</tbody>
</table>
3. Eligibility

- Applicants are eligible only if their PhD has been conferred on or after 1 March 2018 (or if they have successfully made a case at Expression of Interest stage for an exemption to this rule); or their thesis will be submitted on or before 16 August 2021. The Fellowship cannot commence until the PhD has been conferred, which must be by 30 June 2022.

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

- At the time of applying for an Expression of Interest (EoI), applicants must have Australian Permanent Residency, Australian Citizenship or an existing entitlement to work in Australia for the duration of the fellowship (2022-2024) in order to be eligible to apply in 2021. Macquarie University will not accept applications from potential candidates who are either currently on visas sponsored by other institutions/employers or are on bridging visas for visas other than the Global Talent Visa program.

- 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.

- 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 2018, must make a case (in the appropriate section of the Expression of Interest Form) for why it is appropriate for them to continue or recommence their research career at Macquarie University.

- Applicants may be subject to review under the Autonomous Sanctions Act 2011 (Cth). This Act restricts Australian organisations (including Macquarie University) from interacting with people or organisations associated with countries on the sanctions list.

- Applicants for any Macquarie internal scheme must not have any overdue reports for internal grants on which they are a current or past lead investigator.

4. Assessment Process:

Expressions of Interest will be assessed by the relevant Faculty in accordance with the selection criteria outlined in these guidelines. Each Faculty will then nominate a shortlist of proposals which will go forward to full application. Shortlisted applicants will be invited to submit a full application in accordance with the 2022 Full Proposal Guidelines.
The number of proposals on each Faculty’s shortlist is shown in the following table:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Number of full applications permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>11</td>
</tr>
<tr>
<td>Macquarie Business School</td>
<td>2</td>
</tr>
<tr>
<td>Medicine, Health &amp; Human Sciences</td>
<td>12</td>
</tr>
<tr>
<td>Science and Engineering</td>
<td>15</td>
</tr>
</tbody>
</table>

5. **Application Preparation**

- 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.

- 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, how this might be achieved, and why it is important. Unexplained jargon and/or overuse of discipline-specific language is strongly discouraged.

- Please avoid copying and pasting standard form text, particularly in relation to sponsor fit and environment. These sections should demonstrate real engagement between the sponsor and the fellow, and a detailed understanding and analysis of Macquarie University's appropriateness as the project location.

**Expression of Interest Applications received after the closing date will not be accepted.**

6. **Fellowship Sponsor**

- It is the **responsibility of the applicant** to identify and secure the support of an appropriate Fellowship Sponsor.

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

- 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.

- A Sponsor may be named on only one Expression of Interest, and subsequent Full Proposal, per round of the MQRF Scheme. This limit applies to both Primary Sponsors and Co-Sponsors (i.e. it is not possible to be a Sponsor on one application, and a co-sponsor on another).

- 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.

- A Sponsor’s contract should cover the whole period of the Fellowship.

7. Budget

No budget is required at the Expression of Interest stage.

8. 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 promising track record based on high-quality publications, generation of research funding and other achievements such as scholarships, awards and prizes.

Project (total 60%)
- Significance (15%)
  - 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? How will Australia benefit from this research?

- Approach and Methods (15%)
• Are the conceptual framework, design, methods and analysis adequately developed, well integrated and appropriate to the aims of the project?

• Feasibility (15%)
  ▪ Are there sufficient and appropriate resources (infrastructure and/or financial) available for the project?
  ▪ Has the budget justification provided sufficient rationale (reasons why) for the items requested (relevant for full proposals only)?
  ▪ Is the project timetable realistic and achievable?
  ▪ Have issues such as ethics and workplace safety been addressed where appropriate?

• Sponsor Relationship, Environment, 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, capacity building and research impact), and intangible benefits, such as an enriched research culture, enhanced research reputation for the University and demonstrated engagement and impact for the wider community. (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 2018, by the University.)

9. Outcomes

Applicants and their Sponsors will be notified of the outcome of their Expression of Interest by email from Macquarie University Research Services. Funding rules and the application form for the Full Application stage will be provided with the notification of outcome and are not available prior to then.

10. Appeals Process:
Unsuccessful applicants have the right to seek a review of outcome, on **procedural grounds only**. Applicants should discuss their appeal with their Faculty Research Manager prior to submitting an appeal to Research Services. To request a review of outcome, please write a brief email detailing the basis on which the review is requested. The email should be clearly marked “MQRF EOI- Confidential Appeal” and submitted to Dr Erin Semon (erin.semon@mq.edu.au) Manager, Pre Award - Research Services.

11. **Other Information:**

**Macquarie University Privacy Policy**

- The conduct of research projects supported under all internal Macquarie University Schemes is subject to the provisions of the Privacy Act 1988 (Cth).

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

**Macquarie University Research Ethics, Integrity & Related Policies**

- All researchers are expected to uphold an honest, ethical and conscientious research culture and apply the principles articulated in the [Australian Code for the Responsible Conduct of Research](http://www.research.mq.edu.au).

- 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 or guidelines and satisfy the requirements 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.

- For more information refer to [Ethics, Integrity and policies](http://www.research.mq.edu.au).

**Macquarie University Human Ethics, Animal Ethics and Biosafety Committees**

- Researchers should consult Macquarie University’s Human Research Ethics Committee, Animal Ethics Committee, Biosafety Committee and Defence Trade Controls web pages to determine whether their research is subject to the respective guidelines and review processes.

- If the proposed research requires human ethics, animal ethics, biosafety and/or export controls approval, the grant will not commence until approval has been obtained. Please contact the relevant [Ethics Secretariat (Human or Animal)](http://www.research.mq.edu.au), [Biosafety Secretariat, Gene](http://www.research.mq.edu.au).
Technology & Biosecurity Secretariat and/or the Export Controls Secretariat for further information.

Macquarie University Research Integrity

☐ All researchers, research coordinators and supervisors of research students should be familiar with the Australian Code for the Responsible Conduct of Research and must comply with the standards encompassed in the Macquarie University Code for the Responsible Conduct of Research.

☐ Researchers are expected to be scrupulous in transparently declaring and managing conflicts of interest when engaged in research, including in the peer review process.

Macquarie University Intellectual Property

☐ In advance of submission of an application, the applicant should take steps to protect any intellectual property embodied in the proposed research. Upon a successful applicant taking up employment as a Research 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. The University's Intellectual Property Policy may be found on the Macquarie University website.