



Macquarie University Research Fellowship (MQRF) 2025 Documentation checklist

This is a summary of the supporting documentation you or your Sponsor must provide at each stage of the MQRF25 application and appointment process.

These must be provided at the relevant points in the process for your application to be deemed eligible and compliant with the MQRF25 Guidelines and MQ HR policies.

In preparing your application, **please also ensure you read the MQRF25 Guidelines and FAQs**, which can be found on [this page](#).

If you are unable to find answers to your questions in the above documentation, please email the team on mqrf@mq.edu.au.

Stage 1: Application (8 April 2024)

- **MQRF25 25 Application Form (including Project Description)**
- **MQRF25 CV & Research Opportunity Form**
- **Copy of PhD testamur OR**
- **evidence of PhD submission date**

Stage 1: University Assessment Panel (if shortlisted) mid-May 2024

- **If applicable, Evidence of career interruptions*** (see Guidelines)
- **Confirmation of salary Level/Step** (Fellowships are awarded at Level A Step 6, 7 or 8; appointment at Level A Step 7 or 8 must be confirmed at this stage in writing by your prospective Head of Department/School. Appointment above Level A Step 8 is at the discretion of the Faculty Executive Dean and, if approved, must also be confirmed in writing at this stage.)
- **Confirmation of Fellowship type** (Fellowship contracts are 3 years 100% research; if you propose to undertake a 4-year 75% research/25% teaching Fellowship, you must provide written approval from your prospective Head of Department/School)
- **Sponsor and Head of Department/School statements** of support (to be organised and submitted by your Sponsor)

Stage 3: Interview (if invited): 1-5 July 2024

- **5 minute presentation to interview panel** (you will be provided with a template)

Prior to commencement (if awarded): by 30 June 2025

- **Evidence of PhD award** (if your PhD has been conferred since application)
- **Relevant work visa** (if you are not an Australian/New Zealand citizen or permanent resident)

***Make sure you have your documentation prepared in advance. If you are unable to provide acceptable evidence of career interruptions within the timeframe you will be given at Stage 2, your application will be deemed ineligible and removed from the shortlist.**