

Macquarie University Research Fellowship (MQRF) Full Proposal Funding Scheme Guidelines 2025

Key Dates:

Stage 1: Scheme opens	Monday 4 March 2024
Scheme closes	Monday 8 April 2024, 11.59pm (AEST)
Stage 2: (University assessment) announced	mid May 2024
Stage 3: Invitations to interview announced	mid June 2024
Interview period	1-5 July 2024
PhD Award Date for Eligibility	1 March 2021
PhD Submission date if PhD not yet awarded	31 December 2023
Notification of results (pending DVCR approval)	July 2024

Type of Grant Opportunity: Macquarie University Research Fellowship Funding Scheme

Key Contact: mqrf@mq.edu.au

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

Dated: February 2024

Professor Sakkie Pretorius

Deputy Vice-Chancellor Research

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1 Overview

The [Macquarie University Research Fellowships \(MQRF\)](#) Scheme has three main objectives:

- 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.
- 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 and to contribute to one or more of the [University's five Future-Shaping Research Priorities](#). Applicants are also asked to detail why Macquarie University the appropriate place for the proposed project, and what are the expected research benefits to the University.

2 Funding and Fellowships Available

Macquarie University will offer up to 10 Research Fellowship positions commencing in 2024. Positions will be awarded on a competitive basis and are offered in two formats:

- 100% research over 3 years
- 75% research and 25% teaching over 4 years.

NOTE: If you wish to opt for the second option, the Host Department/School is responsible for salary to cover the 25% teaching component. The relevant Head of School/Department must provide written confirmation asserting that the School/Department will provide funding for the 25% teaching component for the duration of the fellowship.

If you are shortlisted by Faculty to proceed to Stage 2 (see p. 5), you will be required to seek this confirmation from the Head of your proposed Department/School, with the support of your Sponsor.

Written confirmation of the HoD/HoS that they approve appointment to a 4-year MQRF must be submitted to the MQRF Team by **27 May 2024**. If approval is not obtained, you can only be offered a 3-year 100% research Fellowship. Ensure you discuss your options early with your sponsor to allow them time to consider and assist with the process of negotiating approval from the Head of your proposed Department/School. Negotiation does not guarantee approval.

2.1 Fellowship Salary

The Fellowship will be remunerated at Level A Step 6, 7 or 8 of the Macquarie University Academic Salary Scale, plus annual leave loading and 17% employer superannuation.

NOTE:

- Salaries above Level A, Step 8 cannot be supported by the Fellowship. However, applicants may negotiate a higher Level and Step supplemented by the Host Department/School. Applicants should submit written confirmation of the agreed salary level from the Head of Department/School and the Faculty Executive Dean. Negotiation does not guarantee approval.

- 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.
- Written confirmation of the HoD/HoS for appointment above Level A Step 6 must be obtained if you are shortlisted to Stage 2. For appointments above Level A Step 8, approval must also be provided in writing by the Faculty Executive Dean. Ensure you discuss your salary early with your Sponsor to enable them time to assist with the process of obtaining seeking the necessary approvals.
- The salary 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.

2.2 Project Funding

Fellows receive \$50,000 over three years for research costs associated with the proposed project (up to a maximum of \$20,000 in any one year). See Budget (p. 9)

3 Eligibility

The Macquarie University Research Fellowship is open to Early Career Researchers from any country within 3 years of their PhD conferral.

You are eligible to apply only if:

- your PhD was conferred on or after 1 March 2021; **or**
- you can substantiate an allowable period of career interruption that would be commensurate with conferral of your PhD on or after 1 March 2021; **or**
- your thesis was submitted on or before 31 December 2023. The Fellowship cannot commence until the PhD has been conferred (Fellowships must commence no later than 30 June 2025).

If you are not an Australian or New Zealand permanent resident or citizen, it is your responsibility to obtain the appropriate Visa before commencement of your Fellowship and ensure you meet the terms and conditions set forth by your Visa.

Applicants from Macquarie University who have been awarded any Macquarie University internal grant scheme must not have any overdue reports for internal grants on which they are a current or past lead investigator. Overdue reports for internal funding awards will impact eligibility.

3.1 Career interruption

If your PhD was conferred before 1 March 2021 you must provide evidence of allowable career interruptions that demonstrate you have had no more than 3 years' research employment since conferral of your PhD.

Allowable career interruptions include non-research employment, debilitating illness, childbirth, international relocation, disaster management, unemployment, misadventure or carer responsibilities. See [Appendix 1](#) for the complete list.

- Each period of career interruption must be significant, a minimum of 60 calendar days, and not overlapping.

- You must provide accurate details of your allowable career interruptions in Section 5 of the *CV and Research Opportunity Form* and provide evidence substantiating your case if you are shortlisted to Stage 2. See [Appendix 1](#) for details of acceptable evidence.
- You should 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, you will be deemed ineligible and your application will not proceed further.

4 Application and Assessment

- 1) Applications, including all requested forms, must be submitted electronically in the Macquarie University HR portal, Workday, into the 'Resume and Cover letter' section. Note that there is no additional resume or cover letter required; only the three documents listed below should be uploaded. Applications not submitted through Workday will be deemed ineligible.

The application consists of the following three documents:

- a) Completed MQRF 2025 Application Form and Project Description (combined as a single PDF)
- b) Completed CV and Research Opportunity Form
- c) evidence of PhD conferral (if awarded) or thesis submission date.

Your Project Description must adhere to the formatting and content guidelines in Appendix 2.

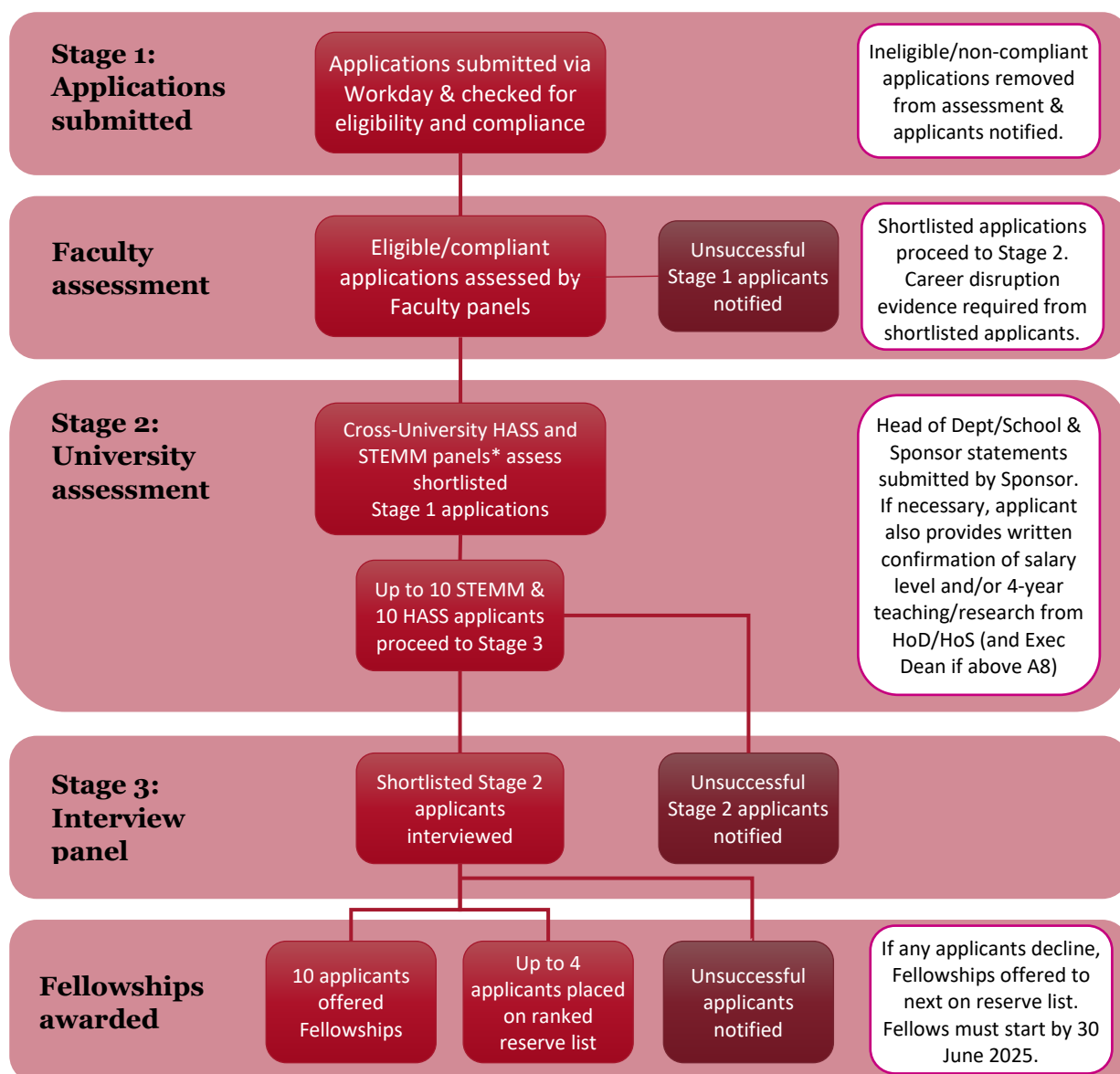
Note that in Workday you will be asked to complete some of the same information as is contained in the CV and Research Opportunity Form. This is to pre-populate data in the Macquarie HR system that will be retained if you are appointed as a Fellow, or if you apply to Macquarie in future for other appointments.

- 2) Applications will be screened for eligibility and compliance. Complying applications from eligible applicants will be assessed in a multi-stage process:
 - a) **Stage One Assessment**, by a panel of Faculty-based discipline experts who will recommend applications for the second round of assessment;
 - b) **Stage Two Assessment**, if shortlisted for consideration by the Faculty-based panel (stage one), applications will be assessed by either a HASS (Arts, Business and Human Sciences) or STEMM (Science, Technology, Engineering, Mathematics and Medicine) University panel, which will shortlist applicants for interview. At this stage, the following documentation will be required:
 - i) you will need to provide evidence to support career interruptions claimed in your application (if applicable)
 - ii) with support of your Sponsor, you will need to provide HoD/HoS approval for appointment to a 4-year Fellowship and/or above Level A Step 6, or of HoD/HoS and Faculty Executive Dean if above Level A Step 8 (if applicable).
 - iii) Sponsors will be required to submit Sponsor and Head of Department/School Statements of support.
 - c) **Stage Three Assessment**, twenty applicants will be invited to interview. Interviewees will be required to give a 5-minute presentation to the interview panel (slide templates will

be provided) as well as undertake a broader interview with research leaders and discipline experts.

- d) Of the twenty applicants who undertake an interview, ten applicants will be offered a Fellowship and will join the incredible research environment at Macquarie University. Up to four applicants will be placed on a ranked reserve list. If any successful applicants decline their Fellowship offer, places will be offered to those on the reserve list in order of rank.

4.1 Application process



*HASS assesses Arts, Business and Human Sciences; STEMM assesses Science, Technology, Engineering, Mathematics and Medicine

Applications will only be accepted on the MQRF Application Template Forms via Workday.

- You must submit the MQRF Forms and evidence of PhD award date (if awarded) or thesis submission by **11.59pm (AEST) 8 April 2024**.
- Incomplete applications will be deemed ineligible and not reviewed by the panel.
- Extensions of submission date or changes to the application following the scheme closing date will not be accepted.
- Hard copy applications will not be accepted.
- Emailed applications will not be accepted.

Applications not complying with these guidelines will be ruled ineligible not be considered for funding.

By submitting the application and associated documents, you confirm that you:

- have read and agreed to the policy terms (see page 13 of these Guidelines) in relation to:
 - MQ Privacy Policy
 - MQ Human Ethics, Animal Ethics and Biosafety Committees
 - MQ Research Integrity
 - MQ Intellectual Property
- will provide additional documentation as requested during the assessment process (see Appendix 3)
- will work with your Sponsor to obtain any necessary approvals from the Head of your prospective Department or School and (if necessary) Faculty Executive Dean with regard to your appointment (See Section 2).

Unsuccessful applicants have the right to seek a review of outcome, on procedural grounds only. Applicants should discuss their appeal with their Sponsor 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) Director, Research Grants and Awards, Research Services.

Individual feedback and scores will not be provided to applicants at any stages during the MQRF assessment processes.

5 Application development

5.1 General

All information must be set out simply and clearly, in plain English, **avoiding technical terminology and accessible to non-experts in the field**, such that assessors can understand what you are proposing to do, why the research is important, and how impactful results will be achieved.

Great care should be taken in preparing the application. The application must be informative to non- discipline experts, so that assessors outside your field can understand what you are proposing to do, why it is important and how impactful outcomes will be achieved. Unexplained jargon or acronyms and/or overuse of discipline-specific language is strongly discouraged.

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

If you were/are a PhD candidate at Macquarie University, or have had full-time, part-time, or casual employment at Macquarie University since the beginning of 2021, you must make a case (in Section 5 of the *Application Form*) for why it is appropriate for you to continue or recommence your research career at Macquarie University.

Further advice on points to consider under each heading of the project description can be found in [Appendix 2](#).

5.2 Fellowship Sponsor/s

You must nominate a Primary Sponsor from within the Host Department/School at Macquarie University. You may also nominate a Co-Sponsor, who can be from a different department/school or Faculty. **It is *your responsibility* to identify and secure the support of an appropriate Fellowship Sponsor.**

- You and your proposed Sponsor(s) must consult closely with one another in developing the MQRF application and throughout the assessment process.
- **A Sponsor may sponsor only one Fellowship 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 Primary Sponsor for one Fellow, and a co-sponsor for another).**
- Adjunct staff members and those holding honorary positions are eligible to act as Sponsors provided their ongoing research is primarily carried out at Macquarie University and their affiliation on published work is given as Macquarie University.
- A Sponsor's employment contract must cover the whole period of the Fellowship.
- In addition to having a research profile appropriate your Fellowship project, your Sponsor's association with an area of recognised or emerging research strength within the University is important. You must work with your 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.
- Your Sponsor must confirm with your prospective Head of Department/School that:
 - Macquarie University has the required resources, systems, facilities (including animal facilities) and core research infrastructure in place to complete the proposed Fellowship project
 - If applicable, the Head of the host Department/School approves appointment to a 4-year Fellowship and/or above Level A Step 6 and, if appointment is to be above Level A Step 8, the Faculty Executive Dean approves this appointment. (See section 2 of these Guidelines).

5.3 Sponsor and Head of Department/School Statements

If you are shortlisted to Stage 2, your sponsor will be notified and provided with a copy of the *Sponsor and Head of Department/School Statement Form*:

- Your Sponsor must complete their own statement of support and obtain a statement of support from the Head of your proposed Department/School
- Your Sponsor must email the completed and signed *Sponsor and Head of Department/School Statement form* to MQRF@mq.edu.au by **5pm (AEST), Monday 27 May 2024**.
- **The Sponsor and Head of Department/School Statement Form is to be completed without any input from you.**

6 Project Budget

Fellows receive \$50,000 over three years for direct research costs (up to a maximum of \$20,000 in any one year).

A full budget is not required in the application form. However, you must indicate the anticipated expenditure for each year of the project. If your application is successful, you will be required to work with your Sponsor to develop a fully itemised budget prior to commencement of the Fellowship. Your final budget should, as far as possible, remain close to the annual expenditure you indicate in the application, so ensure your estimates are realistic.

If you do not require direct research costs (i.e., your Fellowship funding will be for your salary only) you should explain in Section 6.2 why you do not need project funding and present a convincing case for the feasibility of the research project.

6.1 Budget justification

Expenditure can only be made on eligible budget items directly related to the project.

You should provide a short, clear explanation in your Project Description of how you will spend your budget in relation to your research plan. For example, if you will be employing a Research Assistant, explain which activities they will assist with; if you will travel for Fieldwork or conferences, indicate the proposed year and location.

In the Feasibility section of the Project Description you should also make a case for the overall cost-effectiveness of the project.

6.2 Eligible expenditure

Personnel

Eligible personnel may be Research Assistants or professional specialists such as programmers or videographers. Their time must be spent directly on project activities.

- Consider the role of any assistants or specialists, and how long you will employ them for.
- Use the [current Macquarie University Salary Scales document](#) when estimating the cost of personnel who will be employed by Macquarie. Salary levels must be commensurate with the duties of the role and be costed to include salary on-costs.

Equipment

Items of minor equipment may be requested if they are essential to, and will be used exclusively for, the project.

- Ensure there is a specific need for the item in the proposed project (e.g. it would not be feasible use third party services).

- Review the Macquarie University [Strategic Procurement](#) process to ensure you will be able to abide by the University's procurement policies and procedures
- Speak to your sponsor about procuring any equipment to ensure that the equipment is not already available to you and can be supported in the Department/School. Your sponsor must confirm with the local laboratory or facilities manager that the equipment can be accommodated and that the required services, such as data storage, would be available.
- General computer purchases will not be supported, as Macquarie University issues laptops to all staff and provides secure cloud storage for data. If you require IT equipment of higher specification than Macquarie provides, you will be required to make a particularly strong and convincing case for exclusive use of the equipment for purposes such as fieldwork and archival procedures specific to the project.
- All equipment purchased with MQRF funding remains the property of Macquarie University.

Travel

Travel must be directly related to the project, and can include fieldwork travel, archive visits and conference attendance.

- Decide where and when you will travel. If your destination (for example a conference location) is not known at the time of application, estimate your expenditure to the best of your ability (e.g., the conference is usually held somewhere in Europe, estimating the average cost of flights and accommodation in the most likely European countries is appropriate).
- Review the [University Travel Policy](#) as all travel will be subject to this policy.

Carer Costs

If you have carer responsibilities, you may include costs that you need to cover in order to complete the project, such as childcare while you are away on fieldwork.

Other

Other allowable items include consumables, publication costs, consumer payments, interview transcriptions or conference registration fees.

6.3 Ineligible expenditure

Fellowship funds cannot be spent on:

- HDR stipends, tuition or other related HDR costs;
- teaching relief;
- teaching materials;
- basic facilities that should normally be funded by Macquarie University;
- capital works and general infrastructure costs;
- costs not directly related to the project, including but not limited to: professional membership fees, professional development courses, fees for patent application or visas, relocation costs, entertainment costs (other than reasonable hospitality costs), purchase of

alcohol, insurance, gifts, mobile phones (purchase or call charges) and other costs not specifically incurred for project activities;

- fees for international students or the Higher Education Loan Program (HELP).

7 Assessment 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. See Discipline Norms [guide](#), available on the [MQRF25 web page](#).

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?
 - Will the research contribute to Macquarie University's existing and emerging areas of research strengths and have potential national benefit?
- **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?
 - Are the project outputs and outcomes appropriate and achievable within the Fellowship timeframe and budget (\$50,000 over the life of the Fellowship, to a maximum expenditure of \$20,000 in any one year)?
 - 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 hold a PhD from Macquarie, are already employed, or have been employed since the beginning of 2021 by the University).

8 Conditions of Award

8.1 Acceptance of Fellowship

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

Fellowships must commence by 30 June 2025, or risk forfeiture of the fellowship.

The MQRF Scheme aims to increase the number of externally funded Research Fellowships held by Researchers working at Macquarie University, such as those provided under the Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) schemes. To this end, it is a condition of award that MQRF recipients will apply during the second year of their MQRF tenure to the ARC, NHMRC or any other external agency for a Research Fellowship to be based at Macquarie University.

8.2 Time and attendance commitment

Macquarie University Research Fellows must be in full-time attendance at Macquarie University. 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.

If the Fellow is not an Australian or New Zealand permanent resident or citizen, it is their responsibility to obtain the appropriate Visa and ensure they meet the terms and conditions set forth by the Visa.

Macquarie University Research Fellows appointed at 100% research must spend a minimum of 90% of their time on research activities related to their project. Macquarie University Research Fellows appointed at 75% research and 25% teaching must spend 75% of their time on research activities related to their project.

The MQRF appointment will carry University-standard [academic appointment benefits and restrictions](#). This includes the normal provisions for relocation expenses, etc. Please note that relocation costs are not covered by the MQRF scheme; they are the responsibility of the Host Department.

8.3 Expenditure of funds

Successful applicants will be required to provide a complete, itemised budget prior to the commencement of their Fellowship.

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.

Any request to re-allocate unspent funds must reach Research Services at least one month prior to the end of the funding period and must be submitted via a ServiceNow Carry Forward Request.

Re-allocation requests must include written support from the Sponsor and the Head of Department/School.

8.4 Reporting

Progress Report: The Macquarie University Research Fellow must provide Research Services 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.

Final Report: The Macquarie University Research Fellow must provide Research Services with a final report after the end of the Fellowship. Report deadlines will be provided by the Post Award Team.

9 Responsibilities

9.1 Policies

All Macquarie University research is subject to University policies. All Macquarie University policies can be found in the [Policy Central](#) pages of the Macquarie University website.

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.

Research Ethics

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](#).

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.

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), Biosafety Secretariat, Gene Technology & Biosafety Secretariat and/or the Export Controls Secretariat for further information.

For more information refer to the Macquarie University [Ethics, Integrity and policies website](#).

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 transparent in declaring and managing conflicts of interest when engaged in research, including in the peer review process.

You may be subject to review under the Autonomous Sanctions Act 2011 (Cth) and the Act restricts Australian organisations (including Macquarie University) from interacting with people or organisations associated with countries on the sanctions list. See the Macquarie [Export Controls and Sanctions Policy](#).

Intellectual Property

In advance of submission of an application, you 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. For more information, see the University's [Intellectual Property Policy](#).

APPENDIX 1 – Eligible Career interruptions

Each period of career interruption must be significant and not overlapping, and for a period of **60 days** (continuous) or more.

The following career interruptions can be included*:

Eligible career interruptions	Period of time that can be claimed	Examples of evidence required
Disruption due to international relocation	A period of time commensurate with the interruption not exceeding 3 months per international relocation.	<ul style="list-style-type: none"> HR records showing employment at both institutions e.g. copy of employment contracts: <ul style="list-style-type: none"> from the previous location and for the new location OR evidence of flights/work VISA in conjunction with an employment contract at the new institution <p>NOTE: If you have the required evidence, you may claim the full 3 months regardless of the time it took to move.</p>
<ul style="list-style-type: none"> Caring responsibilities Disability Medical conditions 	A period of time commensurate with the interruption.	<ul style="list-style-type: none"> HR records showing reduced FTE/interruption OR Email/letter from your manager confirming the period of interruption OR a statement from medical practitioner confirming amount of time taken off work during the claim period <p>NOTE in this category, interruptions for an ongoing disability/medical condition/care responsibility may be non-continuous but must total more than 60 days minimum.</p>
Disaster management and recovery		<ul style="list-style-type: none"> A letter/email from your HOS/HOD explaining the situation and time disruption
Limited or no access to facilities and resources—such as through workplace interruptions		<ul style="list-style-type: none"> Confirmation email/letter from your HOS/HOD confirming the period of interruption OR where there was no access to research facilities a copy of an email from head researcher/lab director confirming the periods that the lab was closed
Non-research positions, not concurrent with research employment		<ul style="list-style-type: none"> Employment contracts or position descriptions clearly stating the role requirements and responsibilities OR a letter from HR stating the employment dates and role descriptions (e.g. teaching only) OR a letter/email from supervisor in that role, confirming role and time period
Unemployment		<ul style="list-style-type: none"> Centrelink documentation OR a Commonwealth Statutory Declaration

Eligible career interruptions	Period of time that can be claimed	Examples of evidence required
Parental leave	Up to two years, inclusive of parental leave, for each dependent child. If required, an additional period commensurate with the interruption.	<ul style="list-style-type: none"> • HR letter/email/record confirming leave period • OR birth certificate of child
Being the primary carer of a dependent child		<ul style="list-style-type: none"> • HR records showing reduced FTE/interruption <p>NOTE: career disruptions cannot overlap, so you cannot claim any other disruption during the two years you are claiming for parental leave or as a primary carer</p>

* For the purposes of the MQRF, Macquarie University applies the Australian Research Council's definitions of eligible career disruptions. However, allowable disruptions vary from funder to funder and scheme to scheme. Career interruptions deemed eligible for the MQRF may not be considered allowable by other funders or schemes.

APPENDIX 2 – Project Description

The Project Description must be a maximum of 3 pages inclusive of any tables, images or diagrams, plus up to one page of References.

Your Project Description must be formatted as follows:

- Black type, or occasional coloured type for highlighting purposes (bearing in mind that the application may be printed in black and white).
- Single column.
- White A4 size paper with at least a 2 cm margin on each side and at top and bottom. Ensure all table or diagram borders are within these margins.
- Single line spacing, Times New Roman size 12 point font
- References, captions and diagram text only can be 10 point Times New Roman.
- Comply strictly to page and word limits designated for each section of the application. Note, as part of the assessment process, assessors are advised to stop reading text that is beyond the word limit. Applicants are thus strongly encouraged to adhere to the word/page limits prescribed.
- The inclusion of webpage addresses/URLs and hyperlinks should only be used under certain circumstances such as publications that are only available online. Webpage addresses/URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in the application.
- All information relevant to the application must be contained within the application.
- Remember that the panel is made up of assessors from multiple disciplines. Avoid discipline-specific terms and jargon. Make clear what you propose to achieve, why it is worth doing, and how you will do it in a way that academics outside your research area can understand.

You must use the following headings, in this order:

- PROJECT TITLE
- PROJECT AIMS AND BACKGROUND
- PROJECT QUALITY AND INNOVATION
- FEASIBILITY AND TIMELINE
- COMMUNICATION OF RESULTS
- REFERENCES

PROJECT TITLE

Use the same project title as that given on your Application Form

PROJECT AIMS AND BACKGROUND

- Describe the project aims and provide the background of this application.

- Include information about recent national/international progress in this field of research and its relationship to this application.

PROJECT QUALITY AND INNOVATION

Describe the:

- contribution to an important gap in knowledge or significant problem.
- novelty/originality and innovation of the proposed research (including any new methods, technologies, theories or ideas that will be developed);
- clarity of the hypothesis, theories and research questions.
- cohesiveness of the project design and implementation plan (including the appropriateness of the aim, conceptual framework, method, data and/or analyses);
- Outline and justify the conceptual/theoretical framework, design and methods to be used.

FEASIBILITY AND TIMELINE

Describe how the project design, budget, participants and resources will contribute to the timely completion of the project and achievement of its outcomes.

Describe or explain:

- the equipment, facilities, infrastructure and resources needed for this project and their availability
- How the intellectual research environment will support the successful completion of the project
- the cost-effectiveness of the research and its value for money
- Explain how the project's design and methodology is appropriate to the project and will achieve its aims and outcomes
- how your capability and experience of managing and completing projects will ensure successful completion of the project and future funding prospects.

Provide a timeline for the completion of the project (e.g. a Gantt chart).

If the project involves research pertaining to Aboriginal and/or Torres Strait Islander communities describe:

- the strategies for enabling collaboration with Aboriginal and/or Torres Strait Islander communities (for example, dialogue/collaboration with an Indigenous cultural mentor);
- any existing or developing, supportive and high-quality relationships with Aboriginal and/or Torres Strait Islander communities; and
- any personal affiliations with local Aboriginal and/or Torres Strait Islander communities that can facilitate the proposed research.

COMMUNICATION OF RESULTS

Outline your plans for communicating your research results to other researchers and the broader community; include both scholarly and public communication and dissemination.

REFERENCES

- Include a list of all works cited in the Project Description.
- The font size of the References may be 10 point Times New Roman.
- This reference list should be no more than one page, and is in addition to the 3-page project description limit.