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MACQUARIE University
SYDNEY·AUSTRALIA

ARC Future Fellowship Career Interruptions

Examples of Evidence Required

Future Fellowship applicants claiming a career interruption in Part B6 must ensure that they have evidence to support these claims.

The evidence must match the dates, FTE and interruption category selected. All periods of career interruption must be significant (greater than 30 days), not overlapping, and occur after the conferral of a participant's PhD, or equivalent. The ARC reserves the right to request evidence of the career interruptions claimed in the application. The participant must be ready to produce evidence of career interruptions within two business days at the request of the Grant Development Team at Macquarie University. Failure to provide evidence that matches the career interruption claimed in the application may affect the eligibility of the application.

Examples of career interruptions and examples of evidence required:

Eligible career interruptions	**Period of time that can be claimed**	**Examples of evidence required**
Caring and parental responsibilities	A period of time commensurate with the interruption, greater than 30 days	• Birth certificate of child • **OR** HR records showing reduced FTE/interruption/unemployment
Disaster management and recovery		• A letter from your HOS/HOD explaining the situation and time disruption
Limited or no access to facilities and resources—such as through workplace interruptions		• 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
Medical condition/ disability/misadventure		• HR records showing reduced FTE/interruption • **OR** Email/letter from your manager confirming the period of interruption • **AND** a statement from medical practitioner confirming amount of time taken off work during the claim period

Non-research employment, not concurrent with the research employment	A period of time commensurate with the interruption, greater than 30 days	• 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 previous employer confirming role and time period
Unemployment		• Centrelink documentation • **OR** ATO statements showing no income • **OR** evidence of one employment contract ending and another one commencing
Community obligations, including Aboriginal and/or Torres Strait Islander cultural practices and protocols		• Confirmation email/letter from your HOS/HOD confirming the period of interruption

Other (inclusive of international relocation)	A period of time commensurate with the interruption; up to three months interruption per relocation	• HR records showing employment at both institutions e.g. Copy of employment contracts:
		  ○ from the previous location and
		  ○ a copy of your employment contract for the new location
		• **OR** evidence of flights/work Visa in conjunction with an employment contract at the new institution

If you are unable to unable to source the recommended evidence, please contact the Grant Development Team (grant.development@mq.edu.au) and a Statutory Declaration may be used.