Macquarie University Research Fellowships (MQRF)   
2025 Application Form

Key Dates

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| Scheme Open date: | Monday 4 March 2024 |
| **Scheme Close date:** | **Monday 8 April 2024, 11.59pm** |
| **Interviews (by invitation)** | **1-5 July 2024** |
| Anticipated outcomes announced | Late July/early August |

Instructions

* This form is compatible with Word/Word for Mac. It will not function reliably in other programmes such as Pages.
* By the above closing date, the following two documents and the PhD evidence must be submitted via the Macquarie University application portal, **Workday** (see Guidelines and FAQs for full submission information, downloadable from our [web page](https://www.mq.edu.au/research/our-research/funding-and-grants/fellowship-and-grant-opportunities/internal-funding/mq-research-fellowships).):
  1. this **Application form**, with **Project Description** appended (combined as one PDF)
  2. the **MQRF25 CV and Research Opportunity Form**
  3. **Evidence of PhD** conferral or submission date (see Guidelines Section 3).
* We will not accept any amendments to the Application Forms after the closing date.
* Do not delete any sections from the forms.
* Hard copies or emailed applications will not be accepted.

Application Forms that are incomplete or missing attachments will be ruled ineligible and will not be considered by the Panel.

By submitting this application, you declare that**:**

*If your PhD conferral is prior to 1 March 2021:*If shortlisted, I agree to provide acceptable evidence of career interruptions that demonstrate I have had no more than 3 years research time since PhD conferral (See Section 3 of the Guidelines).

*If your appointment will be at Level A Step 7 or Step 8 or you intend to undertake a 4-year Teaching and Research Fellowship:* I have discussed my academic level and step and Fellowship type with my sponsor, and they have agreed to negotiate approvals from the Head of Department/School (and Faculty Executive Dean, for appointment above Level A Step 8) if I am shortlisted to Stage 2 (See Section 2 of the Guidelines).

*If applicable:* I have confirmed with my sponsor that any specialist equipment/animals required for the project can be accommodated and supported (as stated in Section 4.6 of this form).

Enquiries

**For information see our** [**website**](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/fellowship-and-grant-opportunities/internal_funding/mq-research-fellowships) **which includes the Application Guidelines resources, and links to our webinars.**

If, after trying all our resources, you are still unable to find the answer to your question, email [mqrf@mq.edu.au](mailto:mqrf@mq.edu.au).

# Applicant

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| --- | --- | --- | --- | --- |
| **Title (e.g., Dr)** |  | **Last Name** |  | |
| **First name** |  | | **Preferred pronoun** |  |

# Host Department/School and Sponsor(s)

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| **Faculty & Department/School** |  |
| **Primary Sponsor\*** |  |
| **Co-sponsor (optional)\*** |  |

*\*If your sponsor(s) are not from your proposed host School/Department or Faculty, add their affiliation in brackets after their name.*

# Proposed appointment

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| **What is your proposed commencement date?** *You must commence your fellowship by 30 June 2025. (See Guidelines pp 4)* |  |
| **What is your proposed Level and Step?** *Fellows are appointed at Level A Step 6, 7 or 8. If you are currently, or were last employed, above Level A Step 6, state the equivalent Macquarie University Level and Step of your most recent salary (see Schedule 1 of the* [*MQ Academic Staff Enterprise Agreement 2023*](https://www.mq.edu.au/about/about-the-university/jobs-at-macquarie/Macquarie-University-Academic-Staff-Enterprise-Agreement-2023.pdf)*).\** |  |
| **Which type of Fellowship do you propose to undertake?** ☐ 3 years – 100% research ☐ 4 years – 75% research, 25% teaching\* | |

*\*If you are shortlisted to Stage 2 (University assessment), you must obtain written confirmation of appointment above Level A Step 6 and/or of appointment to a 4-year Fellowship from the Head of Department/School, through your sponsor. Appointment above Level A Step 8 must also be approved by the Faculty Executive Dean. See Guidelines Section 2.*

# Proposed project

## Project Title

Provide a short descriptive title of no more than 20 words.

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## Project summary

Provide a project summary focusing on the aims, significance, expected outcomes and benefits of this project. Write the summary clearly and in plain English. Avoid the use of acronyms and discipline-specific abbreviations and terms that an assessor outside your discipline may not understand. (*Maximum 100 words*)

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| Click or tap here to enter text. |

## FoR Codes

Provide up to three 6-digit Field of Research (FoR) codes relevant to your proposed project. List the percentages **highest to lowest**. You **cannot** enter two codes with the same percentage. Government agencies require each code to have a different percentage to maintain statistical integrity (e.g for two codes, a distribution of 51/49 is necessary to meet this requirement).

FoR codes and descriptors can be found on the [Australian Bureau of Statistics website](https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/latest-release).

|  |  |
| --- | --- |
| **FoR Code** | **Percentage** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

## SEO Codes

Provide up to three 6-digit Socio-Economic Objective (SEO) codes relevant to your proposed project. List the percentages **highest to lowest** (as noted above, each must be allocated a different percentage). SOE codes and descriptors can be found on the [Australian Bureau of Statistics website](https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/latest-release).

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| **SEO Code** | **Percentage** |
| Click or tap here to enter text. | Click or tap here to enter text. |
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## Interdisciplinary Research

If the proposed research project involves interdisciplinary research (i.e., combining two or more academic disciplines), please explain how your project will draw on those disciplines. (Maximum 50 words).

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| Click or tap here to enter text. |

## Project requirements

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| **Does the project involve recombinant DNA/potential biohazards (e.g. human blood?)** | | ☐Yes ☐No |
| **Does the project involve human participants (including surveys, interviews)?** | | ☐Yes ☐No |
| **Does your project involve animal modelling or experimentation with animals?** | | ☐Yes ☐No |
| **If yes, specify animal/s:** | Click or tap here to enter text. | |

# Benefit to Macquarie University

**Why is Macquarie University the appropriate place for this project, and what are the expected benefits to the University from this project?**

*Indicate below which of Macquarie University's* [*Future-Shaping Research Priorities*](https://www.mq.edu.au/research/research-expertise/research-strategy-and-framework) *is most relevant to your project. Tick as many as apply.*

☐ Healthy people: Pioneering health, integrated healthcare and lifelong learning for wellness in our ageing world

☐ Prosperous economies: Strengthening economic productivity to promote prosperity in our diverse world

☐ Innovative technologies: Advancing our interconnected world with frontier technologies, systems, designs and creative practice

☐ Resilient societies: Understanding cultures in our changing world and building ethical, just and inclusive communities

☐ Secure planet: Sustaining our interdependent world and exploring our place in the universe.

Clearly demonstrate the links between the proposed MQRF research and the activities/goals of your proposed Faculty and Department/School. How does your research fit within the current priorities and research plan? Does it align with a well-established or growing area of expertise or with the strengths of existing staff, groups or centres? How will you complement, grow or increase research capacity or add value to the area, set new directions, address exciting new opportunities?

**In short, why is Macquarie the right place to do this research?** (Maximum 200 words.)

*Please note, this is especially important if you have a PhD from Macquarie, are already employed, or have been employed since the beginning of 2021, by the University.*

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## What are the potential benefits to Australia?

Describe the potential national benefits, addressing the following three considerations,

1. What is the project about and what research gap is it addressing for Australia?
2. How could the research benefit Australians (economically, socially, environmentally, commercially, or culturally)?
3. How might you promote your research outcomes beyond academia to maximise understanding, translation, use, and adoption of the research in the future?

It should be written in plain English and avoid technical explanations or jargon that would not be understood by an assessor without background in the area. Evidence-based outcomes directly related to the proposed research should be clearly articulated. (Maximum 200 words.)

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# Budget

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

A full budget is not required at this stage. 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.

## Indicative annual expenditure

In the table below, provide the indicative total expenditure for each year of the Fellowship. Provide the broad cost type that will be the major expense(s) in that year (e.g. Lab consumables, Fieldwork travel, Research Assistant).

Ensure that it is clear in your Project Description how these funded items contribute to the research plan (e.g., if you are proposing to employ an RA, note which activities they will help with, or indicate which specialist equipment or third-party services will be funded by the MQRF).

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| --- | --- | --- |
| **Year** | **Amount $** | **Cost type** |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| (Year 4, if applicable) |  |  |

## Justification of salary-only Fellowship

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

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# Project description

**Attach your project description to the end of this form in one, single PDF document.**

The requirements of the proposal are below and must be adhered to:

* 3 A4 pages maximum, including figures and tables, plus up to one page of references.
* Single column, minimum of 2 cm margins on all sides, on A4 white paper. Ensure all table or diagram borders are within these margins.
* Single line spacing, 12 point Times New Roman font
* References, captions and diagram text only can be 10 point.
* Only use URLs and hyperlinks where essential, such as to reference publications that are only available online. URLs and hyperlinks should not be used to circumvent page limits, nor should they provide information that is not contained in 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

See the MQRF25 Guidelines Appendix 2 for additional information on the content of each section.

# Submission

Submit this completed form and Project Description as a single PDF (in addition to your MQRF25 CV and Research Opportunity Form, and evidence of PhD conferral or submission) viaWorkday **by 11.59pm (AEST) 8 April 2024.**