

Macquarie University Research Fellowships (MQRF)   
Applicant CV and Research Opportunity form 2025

# Personal details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title (e.g., Dr)** | Title | **Last Name** | Click or tap here to enter text. | | |
| **First Name** | Click or tap here to enter text. | | | **Preferred pronoun** | Choose an item. |
| **Email** | Click or tap here to enter text. | | | | |

## Current position

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution name** |  | **Country** |  |
| **Faculty/Department** |  | | |
| **Position title** |  | | |

# Qualifications

## PhD conferral

*Note that if your PhD was conferred before 1 March 2021, you must complete Section 5.*

|  |  |  |  |
| --- | --- | --- | --- |
| **PhD Conferral date** | Select date. | **Awarding institution** | Click or tap here to enter text. |

## If PhD is not yet awarded (if applicable)

|  |  |  |
| --- | --- | --- |
| **Date thesis submitted** *(must be on or prior to 31 December 2023)* | | Click or tap to enter a date. |
| **Supervisor’s full name** | Click or tap here to enter text. | |
| **Institution, Faculty/Department** | Click or tap here to enter text. | |

## Other qualifications

List here your other qualifications, in the layout provided. Add rows as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification:** |  | **Date:** | Select date. |
| **Qualification:** |  | **Date:** | Select date. |

# Employment

List here your previous employment details, in the layout provided. Add rows as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer & Position title:** |  | **Date from-to** |  |
| **Employer & Position title:** |  | **Date from-to:** |  |

# Research opportunities

Provide details of the opportunities for research you have had in your career. Outline the effect these have had on your research, which may be both negative and positive. This may include:

* The research environment within which you have conducted your research, e.g., as part of large teams or Centres, in small or individual research groups, in industry, government or in the private sector etc.
* The research mentoring and/or sponsorship that has been available to you during your career.
* The research facilities that have been available to you during your career.
* The research training opportunities you have had during your career.

*Max 500 words.*

|  |
| --- |
|  |

## Top 5 career highlights

List your five most significant, impactful or otherwise noteworthy career highlights. These may include competitive funding awarded, prestigious invited presentations or awards, notable impacts from your research, and can be grouped thematically (e.g. success in competitive prizes can be a single highlight). **Do not include outputs (these are covered in the next section).**

**The narrative statement** should provide enough detail for assessors to understand the importance or prestige of the highlight. For example, for funding you may note whether you were lead or sole CI, the amount awarded and how competitive the scheme was. For an award you may note how many awards are given or provide a summary of the citation. *Max. 50 words for each highlight*.

|  |
| --- |
| **Highlight:**  Click or tap here to enter text. |
| **Narrative:**  Click or tap here to enter text. |
| **Highlight:**  Click or tap here to enter text. |
| **Narrative:**  Click or tap here to enter text. |
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| **Narrative:**  Click or tap here to enter text. |
| **Highlight:**  Click or tap here to enter text. |
| **Narrative:**  Click or tap here to enter text. |

## Top 5 outputs

List your five most significant, impactful or otherwise noteworthy outputs. These may include traditional publications such as journal articles or books or non-traditional outputs such as reports, intellectual property, creative works or online resources.

**The narrative statement** should provide enough detail for assessors to understand the output type and its significance in your field or to your career and what your role was in the publication (see [Authorship Policy](https://policies.mq.edu.au/document/view.php?id=378&version=1) for details of author roles). For example, you may have published a paper in the top journal in your field or achieved an unusually high number of citations, you may have won an award for a documentary, or registered a patent. *Max. 50 words for each output*.

|  |
| --- |
| **Output:**  Click or tap here to enter text. |
| **Narrative:**  Click or tap here to enter text. |
| **Highlight:**  Click or tap here to enter text. |
| **Narrative:**  Click or tap here to enter text. |
| **Highlight:**  Click or tap here to enter text. |
| **Narrative:**  Click or tap here to enter text. |
| **Highlight:**  Click or tap here to enter text. |
| **Narrative:**  Click or tap here to enter text. |
| **Highlight:**  Click or tap here to enter text. |
| **Narrative:**  Click or tap here to enter text. |

# Case for Early Career Status (if applicable)

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.

* Each period of career interruption must be significant, a minimum of 60 calendar days, and not overlapping.
* If you are shortlisted to Stage 2 of the application process, **you will be required to provide acceptable evidence of the interruptions you have claimed** (See Section 3 of the Guidelines and 5.2 in this form)
* 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.

## Details of interruption

To calculate your interruption, multiply the period of interruption by the proportion of time (FTE or Full Time Equivalent) you were **not** able to work. [The calculator on our website will help you](https://www.mq.edu.au/__data/assets/excel_doc/0006/1288824/Career-Disruption-check_MQRF25.xlsx).

*For example, if you were working full time and experienced a medical condition that caused frequent absences amounting to about 1 day a week between January and November 2022, you would put:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Type of interruption*** | ***Start date*** | ***End date*** | ***FTE*** | ***Total (days)*** |
| *Medical conditions* | *07/01/22* | *30/11/22* | *0.2* | *65* |

List each type and period of interruption below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of interruption** | **Start date** | **End date** | **FTE** | **Total (days)** |
| Choose an item. | Select start date. | Select end date. |  |  |
| Choose an item. | Select start date. | Select end date. |  |  |
| Choose an item. | Select start date. | Select end date. |  |  |
| Choose an item. | Select start date. | Select end date. |  |  |
| Choose an item. | Select start date. | Select end date. |  |  |
| Choose an item. | Select start date. | Select end date. |  |  |
| Choose an item. | Select start date. | Select end date. |  |  |
| Total career interruption (days): | | | |  |

## Acceptable evidence of interruption

If you are shortlisted to Stage 2 of the application process, you will be required to submit evidence of your interruption as listed in the table below.

**If you are unable to provide acceptable evidence to substantiate your career interruptions, you will be deemed ineligible for the Fellowship award.**

|  |  |  |
| --- | --- | --- |
| **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. | * HR records showing employment at both institutions e.g. copy of employment contracts:   + 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   **NOTE:** If you have the required evidence, you may claim the full 3 months regardless of the time it took to move. |
| * Caring responsibilities * Disability * Medical conditions | A period of time commensurate with the interruption. | * 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   **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. |
| Disaster management and recovery | * 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 | * Email/letter from your HoS/HoD confirming the period of interruption * **OR** where there was no access to research facilities, an email from head researcher/lab director confirming the periods that the lab was closed. |
| Non-research positions, not concurrent with research employment | * 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 your supervisor in that role, confirming role and time period. |
| Unemployment | * Centrelink documentation * **OR** ATO statements showing no income * **OR** a [Commonwealth Statutory Declaration](https://www.ag.gov.au/legal-system/statutory-declarations) |
| Parental leave | Up to two-years, inclusive of parental leave, for each dependent child.  If required, an additional period commensurate with the interruption. | * HR letter/email/record confirming leave period * **OR** birth certificate of child |
| Being the primary carer of a dependent child | * **OR** HR records showing reduced FTE/interruption   **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. |

# Research outputs

## Publication record

Indicate your own research publication quality in the table below. Some of the requested metrics are not relevant for some HASS disciplines. HASS applicants are advised to fill out only those sections relevant to their fields.

|  |  |
| --- | --- |
| Your Scopus H-index |  |
| Your Google Scholar H-index |  |
| Your total number Scopus citations |  |
| Your total number of Google Scholar citations |  |
| Total number of refereed journal articles (number as lead author) | e.g., 15 (10) |
| Total number of scholarly book chapters (number as lead author) | e.g. 3 (1) |
| Total number of refereed conference papers published in full (number as lead author) | e.g.4 (2) |
| Total number of scholarly books (number as lead author) | e.g. 1 (1) |
| Total number of edited research books (number as lead author) | e.g. 1 (1) |
| Total number of other research outputs (including non-traditional research outputs) |  |

## Complete publication list

List all outputs under the following headings and in this order. Number your list consecutively and asterisk those most relevant to your MQRF proposal.

* Scholarly Books
* Scholarly Book Chapters
* Edited Research Books
* Refereed Journal Articles
* Refereed Conference Papers Published in Full
* Other Research Outputs (including non-traditional research outputs)

|  |
| --- |
| Click or tap here to enter text. |

# Submission

**Submit this form and evidence of PhD conferral or submission date (in addition to your MQRF25 Application Form) via Workday by 11.59pm (AEST) 8 April 2024.**