**ARC Eligibility Exemption Request**

*For early and mid-career researchers under the ARC’s Discovery Early Career Researcher Award (DECRA) and Future Fellowships schemes.*

|  |  |
| --- | --- |
| **Name:**  |  |
| **Department or School:**  |  |
| **Faculty:**  |  |
| **ARC Funding Scheme**:  |  |
| **Date PhD was awarded/conferred**  | Click or tap to enter a date. |

**Provide a copy of your PhD testamur as evidence of your PhD award date.**

Each period of career interruption must be:

* significant and **not overlapping**
* for a **period of greater than 30 days.**\*
* after the date of your PhD award
* supported by the evidence listed below.

Please ensure you have read and understood the [ARC Eligibility and Career Interruptions Statement](https://www.arc.gov.au/policies-strategies/policy/eligibility-and-career-interruptions-statement)**.** The following significant, and not overlapping, career interruptions can be claimed:

| **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 90 days per international 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 have the required evidence, you may claim the full 90 days 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
* **AND** 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 30 days minimum. |
| 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
 |
| 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 previous employer confirming role and time period
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| Unemployment | * Centrelink documentation
* **OR** ATO statements showing no income
* **OR** evidence of one employment contract ending and another one commencing
 |
| * Parental leave
 | Up to two-years, inclusive of parental leave, for each dependent child. If required, an additional period commensurate with the interruption. | * Birth certificate of child
 |
| * Being the primary carer of a dependent child
 | * Birth certificate of child
* **OR** HR records showing reduced FTE/interruption/unemployment

**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  |

\*If you do not have access to the required evidence for career interruption claims, contact Research Services (grant.development@mq.edu.au) for discussion as to whether a Statutory Declaration would suffice as evidence.

Please add in all the required details of all career interruptions to this table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of interruption (select from drop downs below-as per the table)** | **Start date****(must match evidence)** | **End date****(must match evidence)** | **FTE amount disrupted by interruption** **(e.g. 3 days/wk = 0.6FTE disruption)** | **Total time interruption****(each must be a minimum of 30 days)** | **Comments (include any additional details related to this interruption)**  |
| Choose an item. | Click to enter a date. | Click to enter a date. |  |  |  |
| Choose an item. | Click to enter a date. | Click to enter a date. |  |  |  |
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| Choose an item. | Click to enter a date. | Click to enter a date. |  |  |  |
| Choose an item. | Click to enter a date. | Click to enter a date. |  |  |  |
| **Total time interruption since PhD awarded/conferred** |  |  |

**Please attach evidence for all career interruptions you are claiming as listed in the table above**

**DECLARATION BY CANDIDATE**

I confirm I have read the [ARC Eligibility and Career Interruptions Statement](https://www.arc.gov.au/policies-strategies/policy/eligibility-and-career-interruptions-statement) and relevant ARC Grant Guidelines. I certify that the Award of PhD Date and claimed career interruption(s) are complete and provided evidence are accurate in dates, nature and FTE. I understand that it is my responsibility to submit accurate evidence and comply with requests from the Grant Development Team for clarification or additional information. I understand that failure to provide accurate information may impact my eligibility to apply for funding.

|  |  |  |  |
| --- | --- | --- | --- |
| **Printed name** |  | **Date** | Click or tap to enter a date. |
| **Signature** |  |

***Please return this completed form and accompanying documentation to*** ***grant.development@mq.edu.au*** ***as soon as possible after the scheme opens, and no later than the compliance and eligibility check date.***

|  |  |
| --- | --- |
| **ADMIN USE ONLY** |  |
| Eligibility Date:  |  |
| Disruption Required (days):  |  |
| Total Eligible Disruption (days):  |  |
| Compliance Checked | [ ]  |
| Eligible for Exemption | [ ]  |
| Eligible to Apply | [ ]  |
| Supporting Documentation on File | [ ]  |
| Comments |  |
| **Deputy Vice-Chancellor (Research) Approval of Exemption Request** |
| **Date approved:** | Click or tap to enter a date. |