EXTERNAL

Outside Studies Program

Application Form 2020

**Important:** researchers are advised to commence preparation for an OSP application well in advance, such as when engaging in research planning during the PDR process, and in consultation with their PDR supervisor and Head of Department (if different). **PRIOR** to commencing their application, persons considering applying for OSP must consult their HoD to discuss their intention to apply for OSP in the given period.

OSP is an important aspect of Macquarie University’s support for researchers and the development of their research careers, however it is not an entitlement. The OSP grants are competitive and also depend on the ability of the department to release the academic for OSP activity. The OSP applicant must demonstrate how the proposed OSP research plan enables them to achieve more than is normally expected in a six-month period of time when teaching and other service roles are being undertaken. An OSP application is expected to demonstrate a stepped change in the quality and/or research direction and/or level of activity for the applicant. OSP is a significant investment by the university/faculty department, so the applicant must demonstrate that the proposed period of intensive research focus is a worthwhile investment.

Should the OSP application be successful, the OSP recipient must submit the final report within 6 months of the end of OSP. That report must detail and compare actual outcomes of OSP against planned OSP outcomes stated in the OSP application. This information may be considered during the annual PDR process; in addition, in some faculties the OSP assessment Committee will review actual outputs and outcomes against ones contained in the OSP application.

The application form must be filled out in 12-point Calibri font.

The application form should be saved as a single pdf with the filename ‘Surname, First name \_OSP Application\_2020’ and submitted in PURE together with any additional documents with sufficient time **(usually one week prior)** to allow for **all approvals to be completed before the** **closing date of 5 pm on Wednesday, 26 June 2019**.

We recommend you read through the entire form before you start filling it out. Contact your faculty research office if you have any questions.

**IMPORTANT**

**Prior to commencing the application, the prospective applicant must satisfy the 2 conditions below:**

1. **You have read the OSP Funding Rules and have checked with your Faculty that you are eligible to apply for OSP in the 2020 OSP application round.**

**Yes/ No (Please strike through not applicable)**

1. **You have discussed the proposed OSP plan and timing with your Head of Department and it is confirmed that the Department is able to release you for OSP should your application be successful.**

**Yes/ No (Please strike through not applicable)**

**If you have not met the above conditions do not proceed any further as your application will not be accepted.**

## Part A – Administrative Summary

### A.1 Applicant Details

|  |  |
| --- | --- |
| Title (e.g. Dr) |  |
| First Name |  |
| Surname |  |
| Email |  |
| Department |  |
| ORCID |  |
| FTE (Full time= 1.0) |  |

### A.2 Proposed OSP participation dates (maximum 6 months, typically aligning with a half-year teaching period)

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| --- | --- | --- | --- |
| Start Date |  | End Date |  |

## PART B - Program Description

### B.1 Brief title of program in plain English (no more than 20 words)

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### B.2 Program summary

In no more than 100 words of plain language provide a summary of the program referring to its aims significance, host institution(s), organisation(s), and expected outcomes.

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### B.3 Proposed host institution(s)/organisation(s)

Provide details of all institution(s)/organisation(s) at which you will be located for a total period of at least one month during the OSP Fellowship period.

Provide a brief justification (100 words) for the choice of host institution explaining why this is appropriate for the program and a brief explanation (100 words) of arrangements that have been made with the host institution.

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| --- | --- | --- |
| **Host institution 1 name** |  | |
| Period to be spent at host  (provide specific dates) | From | To |
| Justify choice  (100 words max) |  | |
| Arrangements with host  (100 words max) |  | |
| **Host institution 2 name** |  | |
| Period to be spent at host  (provide specific dates) | From | To |
| Justify choice  (100 words max) |  | |
| Arrangements with host  (100 words max) |  | |
| **Host institution 3 name** |  | |
| Period to be spent at host  (provide specific dates) | From | To |
| Justify choice  (100 words max) |  | |
| Arrangements with host  (100 words max) |  | |

### B.4 Detailed Program Description

**(See `Appendix – Application Guide' for further information on this section.)**

The information in this section must be set out simply and clearly, in plain English, such that individuals who are not experts in the particular field can understand the proposed research and how it is to be achieved.

In no more than 3.5 A4 pages outline the proposed OSP Fellowship program under subtitles of:

* + - Background
    - Aims & Significance
    - Plan - including the dates and locations for all OSP activities.
    - Benefit- Including how the OSP program results in a new direction or stepped and sustainable change in level of research activity.
    - References (you may use 10-point font for references).

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### B.5 Research Strategy

**In approximately 500 words,** summarise how this research program will contribute to your own career development (how it fits into your short-term and longer term research strategy, teaching, outreach activities or other research – informed activities; this should be linked to your PDR) and how the program will allow you to achieve more than could be expected in a regular semester. This section **must** also contain information on how your program of research aligns with Department/Faculty and University Strategic Plans.

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### B.6 Specific outputs and outcomes

## You are requested to list the planned outputs and outcomes of the OSP in this section.

## The information in this section will be used for reporting on actual outputs and outcomes stemming from the OSP against those that were proposed in your OSP application when you submit your final OSP report.

## Only fill out sections that are applicable to your OSP application.

## Please structure each section as a concise list and include short-term (1 month to 2 years) and longer-term (2 to 5 years) outputs and outcomes.

### B.6a Existing research outputs

Please outline **IN PROGESS** research outputs that will be completed during the OSP period, and include expected timelines for submission to refereed journals or other publications you plan to target.

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### B.6b Proposed new research outputs

Please outline any **NEW** research outputs that will be initiated, developed and/or completed during the OSP period and include expected timelines for submission to refereed journals or other publications you plan to target.

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### B.6c IN PROGRESS externally-funded research projects which will be worked on or completed during the OSP program.

Please outline **IN PROGRESS** externally funded research projects that are under development and will be worked on and/or completed during the OSP period. Please include the nature/name of the grant, other investigators on the project, and the expected timeline for completion.

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### B.6d Proposed new externally-funded research projects during the OSP program.

Please outline any **NEW** externally funded projects that will be initiated, developed and/or completed during the OSP period, and include the nature/name of the grant, other investigators on the project, and the expected timeline for grant submission.

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### B.6e How will your proposed program of OSP create opportunities for new collaborations, new research directions, new initiatives, and other outcomes? (e.g. co-tutelle enrolments, joint academic visits etc.). Please comment on each of these aspects with regards to how they specifically enhance and strengthen your national and international standing in your field of research.

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## Part C – Track Record

### C.1 Research Opportunity and Performance Evidence (ROPE)

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| --- | --- |
| Years since PhD awarded | Conferral date |
|  |  |

Nature of current employment

|  |  |  |
| --- | --- | --- |
| Teaching workload % | Research workload % | Administrative workload % |
|  |  |  |

In maximum ½ page summarise your research opportunities in the period from January 2014 to date and include information on any career interruptions. Include details of:

* Research opportunities over the last 5 years
* Any career interruptions such as personal illness, parental leave, carer's responsibilities, non-research employment.

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C.2 Generate an academic CV from PURE and upload together with the OSP application form into the PURE application record. This CV should provide a list of publications in the period from January 2014 to date, starting from the most recent **– see `Appendix – Application Guide' for instructions on how to create an academic CV from PURE.** Alternatively, list publications in the space below. See the Appendix for instructions on how to format the list.

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### C.3 Provide a list of research funding in the period from January 2014 to date. Insert more rows as required.

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| **External - Competitive funding** | | | | |
| Funding body and scheme | Title | CI(s) | Amount in AUD | Years |
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| **External - Contract funding (incl. Co-operative Research Centres** | | | | |
| Funding body and scheme | Title | CI(s) | Amount in AUD | Years |
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|  |  |  |  |  |
| **Internal - Competitive funding including faculty funding** | | | | |
| Funding body and scheme | Title | CI(s) | Amount in AUD | Years |
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### C.4 Details of postgraduate students supervised in the period from January 2014 to date.

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| --- | --- | --- | --- | --- | --- |
| Student name | Supervision role | Degree | Full time/Part time | Year commenced | Status: Awarded (give year) Submitted thesis, continuing, on leave |
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### C.5 Previous OSP

Have you previously taken Part in an OSP program? If yes, please provide previous Outside Studies Program dates.

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| Previous OSP start date |  |
| Previous OSP end date |  |

If applicable, provide a brief summary of any previous OSP including outputs and outcomes

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## Part D – Arrangements whilst on OSP

### D.1 List current research projects or programs and the proposed management of these projects during your OSP.

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### D.2 Describe proposed arrangements for the on-going supervision of current **postgraduate students and supervision of any new students** commencing candidature during the period of OSP (200 words max).

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### D.3 Undergraduate and postgraduate teaching

### Describe proposed arrangements for undergraduate and postgraduate teaching during your OSP program (200 words max).

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### D.4 Management, administrative and other service roles

### Describe proposed arrangements required to fulfil your management, administrative and other service roles during your OSP program (200 words max).

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## PART E - Budget and Leave

### E.1 Formal appointments or awards

### Please record details of any appointments or awards accepted or proposed during the period applied for. Financial details should be included in E.2

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### E.2 Financial assistance

### Please provide details of any financial assistance from other sources (see the Funding Rules for details)

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| --- | --- | --- | --- |
| Source | Purpose | Applied/awarded? | Amount in AUD |
|  |  |  |  |
|  |  |  |  |

### E.3 Budget total and justification

### Please provide details of budget for OSP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item e.g. airfare, accommodation, meals | Dates | Short Justification  (Please note if FBT is applicable) | Amount in AUD | FBT included  Yes/ No |
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### E.4 Please indicate persons travelling

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| --- | --- |
| Person(s) travelling | Please type **Yes** in the applicable category |
| Applicant only |  |
| \*With partner only |  |
| \*\*With child(ren) only |  |
| \*With Partner and \*\*Child(ren) |  |

\*If partner is employed by MQ, please provide staff number.

\*\*Please provide number of children and their ages at date of travel

**IMPORTANT:** please see “Appendix – Application Guide Part E.4 to confirm if FBT is applicable and if yes, FBT must be included in your OSP Budget calculations.

### E.5 Please provide dates of any proposed annual leave below

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| --- | --- |
| Date from | Date to |
|  |  |

## PART F - Certifications

### F.1 Applicant certification

By submitting this application in PURE, I certify/confirm the following:

• The details provided in this application are true and correct as at the time of submission

• I have completed at least three years of full-time continuous service (or the equivalent in part-time service) by the start date of the proposed OSP period

• I have participated in and completed my Performance Development and Review (PDR) in the qualifying period

• Where a previous OSP period has been undertaken, I have submitted a report that has been accepted.

### F.2 Head of Department statement of support and certification

HoD’s comment on the alignment of the OSP with the applicant's career development program and research strategy (maximum 200 words).

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By approving this application for submission in PURE, as Head of Department or delegate, you agree that:

* It is acceptable for the proposed research activities to be carried out,
* The proposed research aligns with your departmental goals,
* The proposed OSP program can be accommodated with respect to the duties identified in Part D of the application.
* The applicant will be released by the department to carry out the proposed research program should the application be successful.

# **Appendix - Application Guide**

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| **PART B** | **PROGRAM DESCRIPTION** |
| **B.3** | Provide a brief justification (100 words) for the choice of host institution(s) explaining why this is appropriate for the program and a brief explanation (100 words) of arrangements that have been made with the host institution. Please check with your relevant faculty for additional requirements. |
| **B.4** | **Detailed program description**  The program should demonstrate clear evidence of good, detailed planning. It should be ambitious but credible and include evidence that pre-OSP preparation is part of the plan so the applicant will hit the ground running once the OSP period commences.  In no more than three and a half A4 pages (approximately 1700 words), provide the following information: |
| * ***Background***   Briefly describe the background to the program. Include relevant information about recent international progress in the field of the research, and the relationship of this proposal to work in the field generally. Refer only to refereed papers that are widely available to national and international research communities.   * ***Aims & Significance***   Describe the program aims and in what way the research addresses an important problem within the research area. Identify novel/innovative concepts to be developed and how these will advance the knowledge base of the field.   * ***Plan***   Outline the plan for the program or project, including, where appropriate design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the program or project. Detail any new methodologies or technologies that will be developed. This plan should also tie into the activity location. For example, data collection may be taking place during a visit to a host institution. Include dates of research activities and location. Do not repeat information provided in section B3 in the plan, rather, link the activities happening at the host institutions with the OSP plan.   * ***Benefit***   Describe the main outcomes to be expected for the program and how they will benefit the University (for example, enhanced research activity, high quality research outputs, potential external funding opportunities, enhanced national or international collaboration, new teaching opportunities, commercialisation or professional development).   * ***References*** (to be included in the three and half -page limit) | |
| **B.6**  **B.6a-c** | In this section you are asked to be very specific about the planned research outputs, funding applications and outcomes from the OSP program. Information provided in this section will be compared against actual outcomes from the OSP in the OSP final report. Research outputs are tangible yields of research. They are a means to disseminating your research finding to an appropriate audience. Examples of outputs are: refereed journal articles, papers, book chapters/books, talks, seminars, outreach/public engagement activities, data, etc.  Research outcomes are related to the impact your research has. An outcome can be a change in policy, a contribution to knowledge, a new methodology or technology, a decision made by or a change in behaviour of an end user, etc.  A point to note for OSP applicants is that in the OSP reports fellows will be expected to differentiate between outputs that were initiated and achieved during the OSP, and those outputs that were already underway prior to the OSP period which were then completed during the OSP.  A Faculty OSP Assessment Committee may review all reports for OSP programs undertaken in the previous semester, to assess reported outputs and outcomes against those outlined in the OSP application. The aim of this review process is to ensure that OSP is used productively to benefit individual researchers and to enhance the Faculty’s research profile.  Should the Faculty OSP Assessment Committee review the OSP report, the researcher will be provided with feedback on the panel’s assessment of their report. |
| **B.6d** | List the new external research funding which will be initiated/developed/completed during and following the OSP program. In approximately 500 words, describe how your proposed program will create opportunities for external grant applications. Please include a list of the funding schemes for which you intend to apply (with timeframe) and detail the areas these applications will cover. |
| **PART C** | **TRACK RECORD** |
| **C.1** | Summarise your research opportunities over the last 5 full years and current year to date (e.g. for OSP applicants in 2020 this would be January 2014 to date of application) |
| **C.2** | Use PURE to create an academic CV for the last 5 years[. Refer to Quick Reference Guide on how to do this.](https://wiki.mq.edu.au/display/rms/Profile%2C+CV+and+Publications) Or cut & paste your publications for the last 5 years from your CV.  The CV should include publications from the last full 5 years and current year to date under the following headings and in this order:   * Scholarly Books * Book Chapters * Refereed Journal Articles * Refereed (published) Conference Papers * Patents * Creative Works, and * Other publications including edited collections/editions   1. • Full referencing details must be stated, including full author list as published and page numbers.   Publications that are in press must include the date on which they were accepted for publication. Do not include any publications that have not yet been accepted.  • Include appropriate indicators of quality and impact for each publication (publisher, impact factors, citations)  • Asterisk publications relevant to this application.  • Number publications consecutively |
| **C.3** | List details of all research funding over the last 5 full years and current year to date in the three categories listed on the form:  • external competitive funding  • external contract funding  • internal competitive funding  Alternatively organise this information in the requested format in your academic CV generated from PURE. [Refer to Quick Reference Guide on how to do this](https://wiki.mq.edu.au/display/rms/Profile%2C+CV+and+Publications) |
| **PART E** | **BUDGET AND LEAVE** |
| **E.1** | Record any details of appointments or awards accepted or proposed during the period applied for. Provide Justification as to why OSP is an appropriate time for the appointment or award.  Note: Awards and appointment not related to research may not be taken up during OSP. |
| **E.2** | Provide details of any financial assistance from other sources (whether or not such financial assistance includes a travel grant). Note that no other University funds are to be committed in support of the OSP without the prior approval of the Executive Dean/Dean and Head of Department. |
| **E.3** | Please note approval for travel or absence on duty will be required. Please contact your faculty Finance Office and Department Administrator for information on relevant University policies and forms that will apply if your OSP application is successful. |
| **E.4** | The University/ Faculty has the obligation to pay any Fringe Benefits Tax (FBT), that may be applicable to funding for non-staff travellers i.e. partner/ child(ren).  OSP Fellows **MUST** factor in the FBT cost applicable to their partner/ child(ren) in their budget  FBT is calculated, dependent on the type of expense incurred, at an **additional cost of up to 100% of the original expense incurred.** If FBT is incurred, and not calculated inclusively as part of the grant in-aid, the OSP Fellow will be required to personally cover all additional FBT expenses incurred (See NOTE below).  The Faculty/ Department will not cover FBT costs incurred over & above grant in aid amount awarded.  **NOTE: Faculty of Arts OSP applicants - please consult your Faculty Research Office for further FBT advice**    Information on FBT amounts and categories of expenses to which FBT applies can be found on the MQ website <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/fringe-benefit-tax>.  For further information, please visit the ATO website: <https://www.ato.gov.au/rates/fbt/>  or check with your Faculty Finance Team if you need more information on how to prioritise your budget. |
| **PART F** | **CERTIFICATIONS** |
| **F.1** | By submitting the application in PURE, the applicant provides certification detailed in section F1. |
| **F.2** | The applicant must include their HoD’s comments on the alignment of the proposed OSP program with the applicant’s career development program and research strategy in the application form. By approving the PURE record, the Head of Department confirms that the planned program can be accommodated with respect to the commitments identified in D.1 to D.4 |