



Outside Studies Program (OSP) Funding Rules 2020

(updated 30 August 2019)

Submission: You must complete the application form at least one week prior to the advertised deadline to allow sufficient time for all approvals to take place.

Research Services Contact:

Scheme Contact	Research Proposals Team
Contact Email	research.preaward@mq.edu.au

Faculty Research Office Contacts:

Arts	Artsro@mq.edu.au
Business & Economics	Fberu@mq.edu.au
Human Sciences	Humansciencesresearch@mq.edu.au
Medicine & Health Sciences	fmhs.researchsupport@mq.edu.au
Science & Engineering	Sci.Research@mq.edu.au

Key Dates:

Scheme Opening Date	Wednesday 8th May 2019
Internal Faculty Closing Date:	Please contact your relevant Faculty directly for information on their internal deadlines
Scheme Closing Date	Wednesday 26 June 2019, 5pm
Outcome Notification Date	Mid-August 2019
OSP Period 1	First half of 2020
OSP Period 2	Second half of 2020 2020
Macquarie University - Outside Studies Program	

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1. Purpose of scheme

Through its [Enterprise Agreement](#), Macquarie University offers academic staff an opportunity to undertake a structured program of sustained scholarship, research and associated developmental activities outside the University. It implements this Outside Studies Program (OSP) through two types of Fellowships:

- Internal Fellowships – for staff planning to spend most of their time in metropolitan Sydney (including at Macquarie University)
- External Fellowships – for staff planning to spend a total period of at least one month of the Fellowship at one or multiple other institutions/organisations within Australia (beyond metropolitan Sydney) or overseas.

The maximum period of an OSP Fellowship will be six months.

The purpose of an OSP Fellowship is to:

- enhance the knowledge, skills and experience, access to new ideas and resources, and the international standing of our academic staff
- encourage staff to establish and develop strong national and international research partnerships and collaborations with academic institutions, business and other organisations
- foster new joint and cotutelle agreements with new and established partner institutions
- encourage mobility of cotutelle and joint PhD supervisors between host institutions
- contribute to Macquarie's development as an internationally leading research intensive University

OSP Fellowship programs shall produce tangible research outcomes through both the opportunity to engage with peers external to the University and the opportunity for an intense focus on research projects.

There is no entitlement to an OSP Fellowship – all applications are assessed based on the selection criteria. The University reserves the right not to grant a Fellowship.

There is an absolute maximum percentage of staff (**maximum of 14% of the staff of the Faculty**) who can be awarded an OSP Fellowship (Internal and External) at any one time. In exceptional circumstances, the Executive Dean/Dean may recommend approval above the maximum. This must be in the context of the long-term research plan of the Faculty and Departments, endorsed by the Executive Dean/Dean and approved by the Deputy Vice-Chancellor (Research).

The period of OSP Fellowship cannot be spread over more than one half year teaching period, unless it is approved in advance by the relevant Head. An OSP Fellowship will not be granted to a staff member where the period of the Fellowship will seriously disrupt the work of the Faculty or Department in the short term. If an application has been disallowed because the staff member cannot be released for such reasons, this will be considered when the application is resubmitted in a subsequent application round.

The outcomes of an OSP Fellowship are to be considered in the annual PDR process.

2. Funding

2.1 The primary form of funding for OSP Fellowships is a grant of salary for a period of research and scholarship activity as defined in the approved application.

2.2 A grant-in-aid to assist in meeting travel and associated accommodation costs may be awarded for External Fellowships. The grant-in-aid assists with travel and associated costs and takes into account the location of host institutions/organisations.

2.3 Grant-in-aid funding varies depending on whether the staff member is travelling alone, accompanied by a partner, and/or accompanied by a dependent child (or children).

2.4 A dependent child is a child under the age of 18 years or, where undergoing full-time education at the date of their embarkation, up to the age of 21 years.

2.5 Partners concurrently employed at Macquarie University, both of whom are proceeding at, or about, the same time on an OSP Fellowship, are both eligible for the travel grant applicable to a single person. NOTE - only one claim for dependent children will be paid in these instances.

The funding level of grants-in-aid will be reviewed each year (an increase of 2% applied annually). In 2020, maximum funding will be provided as follows:

Staff member travelling alone	\$5,927
Accompanied by partner (or dependent child without partner)	\$1,943
Each additional dependent child	\$719

2.6 Fringe Benefits Tax (FBT)

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.

3. Eligibility

3.1 Applicants must be a member of the University's academic staff. Applicants must meet the University's definition of Research Active (adjusted on a proportional basis for part-time staff), or be early career researchers, or be working towards completion of a relevant doctoral qualification or Higher Degree Research program (applications from applicants who are in their final stages of candidature will be looked upon favourably by the relevant Executive Dean/Dean of Faculty).

3.2 Staff members who do not meet the Research Active definition may put forward a case for exemption from this criterion. In these cases, the OSP application must outline how the proposed Fellowship will help the staff member move towards meeting the Research Active definition. Special consideration will be given where the definition has not been met due to family responsibilities, personal illness, or a period of employment on a teaching- or administration/management-weighted workload. In all cases, staff must submit a well formulated research plan, including a timeline and measurable outcomes.

3.3 Applicants holding a **fixed-term position** must:

- have completed at least three years of full-time continuous service (or the equivalent in part-time service)
- have a sufficient period remaining in their current appointment to allow the program to be taken up and a satisfactory report to be submitted.
- Applicants must have completed their Performance Development and Review (PDR) in the qualifying period

3.4 An exception to one or more of the above eligibility requirements may be considered for staff where documented health issues or parental leave have intervened, or where other exceptional circumstances apply. Such exceptions require the prior recommendation of the relevant Executive Dean/Dean and are subject to approval by the Deputy Vice-Chancellor (Research).

3.5 Where an applicant has previously undertaken an OSP Fellowship, at least three years must have elapsed between the end date of the most recent OSP Fellowship and the commencement date of the proposed Fellowship. Should the Executive Dean advise of a late penalty to apply for a late OSP report, the date of the penalty will be taken instead of

the OSP end date. Eligible staff who are new to the University must have at least three years' service between their commencement at the University and the start date of the proposed OSP.

MQ Human Resources Office will provide a list of staff eligible to apply according to the eligibility criteria listed above to each Head of Department, Associate Dean of Research, Executive Dean and Faculty Research Office each December and on the OSP application closing deadline.

3.6 A staff member cannot have been awarded more than two OSP Fellowships in any seven-year period.

3.7 A staff member who is on a nominally research only position (greater or equal to 0.8 FTE research)) and whose salary is paid in part or full by external funds is ineligible for consideration for an OSP Fellowship unless there is explicit provision for such a program in the sponsor agreement. The staff member must still meet all other eligibility requirements.

3.8 Where a staff member is employed as a fixed term research fellow, the period of the fellowship will not count towards eligibility for an OSP period.

4. Application Preparation / Project Outline

4.1 All applicants are encouraged to take advantage of any mentoring or other grant writing assistance provided within their Faculty prior to submitting an application to this (or any other) research grant scheme. Applicants should talk to their Head of Department or Faculty Research Manager for more information.

4.2 The Detailed Program Description 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

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.

5. Selection Criteria

Applications will be assessed on the following criteria:

- the quality of the proposed program, including evidence of clear and detailed planning, appropriate choice of host institution(s), and what outcomes will be generated;
- the contribution of the OSP to University, Faculty and Department research goals, and to your own career development;
- the outcomes of any previous period of OSP;
- the impact on the workload of the Department.
- any other criteria the faculty deems applicable.

6. Budget

The primary form of funding for OSP Fellowships is a grant of salary for a period of research and scholarship activity as defined in the approved application.

Applicants requesting Grants-in-Aid will be required to provide a justification of the requested travel grant in relation to each requested item. Justification of a budget is not merely stating proposed expenditure. Researchers **must provide an explanation** as to why that particular expenditure item is essential.

7. Certification

A PURE record must be completed and approved by Head of Department and Executive Dean/Dean's nominee **prior to the closing date**. Please see the [PURE help pages](#) for more information on how to complete this step and ensure you allow sufficient time for all required approvals to be completed prior to the closing date.

The applicant must include their Head of Department'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 for the application, the Head of Department confirms that the planned program can be accommodated with respect to the commitments identified in the application.

8. Application Process

The application form is available electronically via the [Research Services Website](#).

Applications must be in the prescribed format using no smaller than 12-point font, and the layout of the form must not be altered. References may be in 10-point font size.

Please consult your Faculty Research Office for Faculty deadlines, **which will be**

earlier than the Research Services deadline.

The application plus the academic CV generated from PURE as well as any additional information requested by faculties must be submitted in PURE by the Research Services deadline. Faculties will advise what additional information is required from applicants upon the scheme opening.

<i>Closing Date</i>	Wednesday 26 June 2019, 5pm
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Late applications will not be accepted, and incomplete applications will be deemed ineligible.

9. Assessment process

Applications will be checked against eligibility reports sent by the MQ Human Resources Office. Eligible applications will be assessed by the Faculty Assessment Panel. The Faculty Assessment Panel will make a recommendation to the Executive Dean, who will make the final decision. The Faculty Research Office will announce the final outcome to the applicants with a copy to the Post Award Team, HR and OFS. Research Services Post Award Team will process the awards.

<i>Date of Outcome Notification</i>	Mid August 2019
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10. Appeals

Unsuccessful applicants have the right to seek a review of outcome.

An Appeals committee, constituted in accordance with OSP policy in place from time to time, will consider either or both the process and the merits of an application as requested by an unsuccessful applicant and provide feedback on the outcome of the appeal.

To request a review of outcome, please write a brief letter detailing the basis on which the review is requested. The letter clearly marked "Confidential Appeal", should be submitted to the Director, Research Services, and send to Louise.Fleck@mq.edu

11. Conditions of Award

OSP recipients are reminded that an OSP Fellowship is not a period of leave and must comply with all conditions outlined below.

11.1 Recipients must complete the program according to the plan approved in the application form.

11.2 Recipients must respond to requests from the Head of Department or Executive Dean/Dean throughout the duration of the OSP period.

11.3 Recipients must comply with University reporting requirements throughout the duration of the OSP period, including provision of publication or other data relating to government data collection or surveys, and answering student queries from previous study periods.

11.4 Recipients must meet reporting requirements associated with grants or contracts in which they are involved throughout the duration of the OSP period.

11.5 Recipients must make supervision arrangements prior to commencement of the Fellowship that ensure effective, continuous HDR supervision.

11.6 To meet Occupational Health and Safety requirements, all Fellows must ensure their location and communication details are available at all times during the period of the OSP Fellowship as laid out in the approved program.

11.7 Undertaking research activities that will result in additional remuneration must be approved in advance of accepting the OSP Fellowship. All remuneration received during (and related to) a period of Fellowship must be declared to the Executive Dean.

11.8 No overload payments for teaching at or on behalf of Macquarie University or related entities will be approved.

11.9 Variation

Requests for variation of the specific program outlined in the application must be submitted on the appropriate form available from the [Research Services Website](#)

Variation to an approved OSP Fellowship program, including timing of activities and location(s), will be approved only in exceptional circumstances.

In a case where the variation is substantial, and likely to detract from specified outcomes of the program, the University reserves the right to cancel the OSP Fellowship.

Inadequate planning in respect of host institution(s), timing or resources **will not be considered** an acceptable reason for variation of an approved OSP Fellowship.

Where a component of an OSP Fellowship program is not able to be completed for any reason other than parental leave or extended illness of the staff member or other family member (supported by medical certificates) that period will be considered abandoned unless approved otherwise as a variation to the program.

Changes to annual leave can be made via HR Online in consultation with your supervisor and Head of Department, provided these do not impact on key aspects of the OSP program that would require a formal variation request.

Questions relating to Variations should be directed to research.postaward@mq.edu.au.

11.10 Reporting

The OSP Fellowship Final Report is to be submitted to the Faculty Research Office within six calendar months of the end date of the program. Each Faculty may request that additional internal reports are submitted at other times.

Eligibility for a subsequent OSP Fellowship Program will be based on:

- the submission date of an acceptable report signed by the Head of Department to the Faculty Research Office,
- the actual contribution to University, Faculty and Department research goals
- evidence of measurable quality research or other scholarly outcomes.

The [Final Report template](#) may be downloaded from the appropriate link on the [Research Services Website](#). Questions relating to reporting should be directed to research.postaward@mq.edu.au.

The reports should be submitted by email to:

Arts	Artsro@mq.edu.au
Business & Economics	Fberu@mq.edu.au
Human Sciences	Humansciencesresearch@mq.edu.au
Medicine & Health Sciences	fmhs.researchsupport@mq.edu.au
Science & Engineering	Sci.Research@mq.edu.au

11.11 Additional Conditions of Award

The assessment panel, in recommending the award of an OSP Fellowship may stipulate other conditions of award for approval of the Deputy Vice Chancellor (Research). Additional conditions of award, if relevant, will be contained in the notification of outcome to the applicant and noted in the PURE record

12. Privacy policy

The conduct of research projects supported under all internal Macquarie University Schemes is subject to the provisions of the Privacy Act 1988 (Cth).

13. Ethics and Other Approvals

Macquarie University maintains strict control over all research activities involving human or animal subjects, and work in which issues of biosafety are involved. Such research must meet the ethical and safety requirements of the relevant government legislation and guidelines and satisfy the guidelines of external funding agencies such as the National Health and Medical Research Council (NHMRC). Where the proposed research requires ethics, biosafety or other approvals, the grantee must not commence that portion of the research until the necessary clearances have been obtained.

13.1 University Human Ethics, Animal Ethics, Biosafety and Export Controls Committees

Researchers should consult the Human Research Ethics Committee, Animal Ethics Committee, Biosafety Committee and Defence Trade Controls web pages to determine whether their research is subject to the respective guidelines and review processes.

If the proposed research requires human ethics, animal ethics, biosafety and/or export controls approval, the grant will not commence until approval has been obtained. Please contact the Ethics Secretariat ([Human Ethics](#), [Animal Ethics](#)), [Biosafety Secretariat](#), [Gene Technology & Biosafety Secretariat](#) and the [Export Controls Secretariat](#) for further information.

13.2 Research Integrity

Researchers are expected to be scrupulous in avoiding conflicts of interest (especially where commercial issues are involved) when engaged in the peer review process. In addition, by encouraging public scrutiny of research results by publication and other means, the University also wishes to help combat fraud and misconduct.

All researchers, research coordinators and supervisors of postgraduate students should be familiar with the [Australian Code for the Responsible Conduct of Research \(2018\)](#), and relevant external and internal ethical guidelines. These conditions include compliance with the [Macquarie University Code for the Responsible Conduct of Research](#)