Research Fellowship (MQRF) Scheme
Expression of Interest Funding Rules

Submission Process

If you wish to submit an expression of interest (EoI) for a Research Fellowship in 2019, please follow the below process and email the relevant Faculty Research Office.

The Faculty Research Office will provide you with details of the relevant faculty process, the faculty deadlines and how to access the EoI form, or will provide other feedback as appropriate (Note: the relevant Faculty Research Office for you will be the faculty to which belongs the sponsor or host department in which you would propose to undertake the fellowship if successful).

Please provide the following information in your first email to the faculty Research Office.

Macquarie Business School, Faculty of Human Sciences, Faculty of Medicine and Health Sciences, Faculty of Science and Engineering:
1. A sentence on the proposed research area for your fellowship
2. The name of your sponsor, if known
3. Your PhD conferral date
4. A copy of your CV as an attachment including a list of publications. Publications should be listed under the headings: books, book chapters, peer-reviewed journal articles and other.

Faculty of Arts:
1. Provisional project title and a brief (400-word) project description
2. Name of potential Sponsor
3. Your PhD conferral date
4. A copy of your CV as an attachment including a list of publications. Publications should be listed under the headings: books, book chapters, peer-reviewed journal articles and other.

Certification: A Pure record is not required for Expressions of Interest.

Faculty/School Research Manager Contacts:

<table>
<thead>
<tr>
<th>Faculty/School</th>
<th>Research Manager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>Jan Zwar</td>
<td><a href="mailto:artsro@mq.edu.au">artsro@mq.edu.au</a></td>
</tr>
<tr>
<td>Macquarie Business school</td>
<td>Agnieszka Baginska</td>
<td><a href="mailto:mqbs-ro@mq.edu.au">mqbs-ro@mq.edu.au</a></td>
</tr>
<tr>
<td>Human Sciences</td>
<td>Jo Tuck</td>
<td><a href="mailto:HumanSciencesResearch@mq.edu.au">HumanSciencesResearch@mq.edu.au</a></td>
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<tr>
<td>Medicine &amp; Health Sciences</td>
<td>Kyle Ratinac</td>
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<tr>
<td>Science &amp; Engineering</td>
<td>Irina Zakoshanski</td>
<td><a href="mailto:sci.research@mq.edu.au">sci.research@mq.edu.au</a></td>
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Research Office Contact:

<table>
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<tr>
<th>Scheme Contact</th>
<th>Rebecca Syler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:research.preaward@mq.edu.au">research.preaward@mq.edu.au</a></td>
</tr>
<tr>
<td>Phone</td>
<td>+61 2 9850 4193</td>
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Key Dates:

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Expressions of Interest Open</td>
<td>16 April 2019</td>
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<tr>
<td>Expressions of Interest Close</td>
<td>30 May 2019</td>
</tr>
<tr>
<td>Expressions of Interest Outcome</td>
<td>12 July 2019</td>
</tr>
<tr>
<td>PhD Award Date for Eligibility</td>
<td>On or after 1 March 2016</td>
</tr>
<tr>
<td>Submission date if PhD not yet awarded</td>
<td>On or before 26 August 2019</td>
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1. **Overview**

1.1 **Purpose**

The Macquarie University Research Fellowships (MQRF) Scheme has three main objectives:

- To provide support to researchers within three years of the award of their PhD who have an outstanding track record (relative to opportunity) and/or who show evidence of excellent research potential.

- To provide an incubation research period for early career researchers, allowing them to increase their competitive edge in securing research funding from non-University sources.

- To enhance the research capabilities of existing and emerging areas of research strength at Macquarie University. To contribute to one or more of the University’s five Future-Shaping Research Priorities. Applicants who believe their research is in an area of emerging strength (outside of the Future-Shaping Research Priorities) must discuss this with their Macquarie Sponsor and address in the application.

1.2 **Funding and Fellowships Available**

1.2.1 Macquarie University will offer up to ten Research Fellowship positions commencing in 2020. Positions will be awarded on a competitive basis and will be tenurable for three years. The fellowships are offered in two formats:

- 100% research over three years
- 75% research and 25% teaching over 4 years.

Where the second option is chosen, the Department is responsible for salary to cover the 25% teaching component of the Fellow’s salary costs.

Positions will be awarded on a competitive basis. Fellowships must commence by 30 June 2020, otherwise the award will lapse (in exceptional circumstances a request can be made to vary this date).

The University assessment panel will be advised by the Macquarie University Gender Equity Committee to consider issues of gender equity as part of their decision making, with the expectation that at least 40% of the 10 fellowship recipients who are funded by this scheme will be female, and at least 40% will be male.

1.2.2 The salary range for the Fellowship will be awarded at step 6, 7 or 8 of Level A of the Academic Salary Scale, plus annual leave loading and 17% employer superannuation. These salary levels will be adjusted in line with movements in the Academic Salary Scale (see the Academic Staff Agreement on the Human Resources web page at [https://staff.mq.edu.au/work/strategy-planning-and-governance/enterprise-agreement/academic-staff-enterprise-agreement-2018/MQ-Academic-Staff-Enterprise-Agreement](https://staff.mq.edu.au/work/strategy-planning-and-governance/enterprise-agreement/academic-staff-enterprise-agreement-2018/MQ-Academic-Staff-Enterprise-Agreement)).
Agreement-2018.pdf). Fellows will be paid on a fortnightly basis through the University's payroll system.

1.2.3 Salaries above Level A, step 8 cannot be supported by the Fellowship. However, supplementation by the host department may be negotiated by applicants prior to application submission. Applicants should retain written confirmation of the agreed salary level from the Head of Department, and submit with the full application if shortlisted. Such supplementation may be considered appropriate where a Fellow is currently occupying a position above Lecturer Level A.

1.2.4 Applicants invited to submit a Full Proposal may apply for up to $50,000 over three years for research costs associated with the proposed project (up to a maximum of $20,000 in any one year).

2. Eligibility

2.1 Applicants are eligible only if their PhD was awarded on or after 1 March 2016, or will be submitted on or before 26 August 2019. The Fellowship cannot commence until the PhD has been awarded, which must be by 30 June 2020.

2.2 Applicants who do not meet the eligibility criterion set out above in 2.1, must make a convincing case for early career researcher status in Section 7 of the Expression of Interest Form. Circumstances establishing early career status beyond the definition in 2.1 could include career interruptions due to non-research employment, debilitating illness, childbirth, misadventure or carer responsibilities.

2.3 If a successful applicant is not an Australian citizen and does not have permanent resident status, s/he must obtain the necessary visa from the Department of Immigration and Border Protection before taking up the Fellowship. Please note that relocation and visa costs are not covered by the MQRF scheme; they are the responsibility of the Host Department.

2.4 Fellows must be in full-time attendance at Macquarie University for the entire term of the Fellowship, with the exception of approved field work and travel.

2.5 Applicants who were/are PhD candidates at Macquarie University, or who have had full-time, part-time, or casual employment at Macquarie University since the beginning of 2016, must make a case (in the appropriate section of the Expression of Interest Form) for why it is appropriate for them to continue or recommence their research career at Macquarie University.

2.6 Only applicants who have the agreement of a Macquarie University Sponsor are eligible to apply; see section 4.2 and section 6.1 below.
3. Assessment Process

Expressions of Interest will be assessed in accordance with the selection criteria at section 6.1 of these guidelines. Each Faculty will then nominate a shortlist of proposals which will go forward to full application. Shortlisted applicants will be invited to submit a full application in accordance with the 2020 Full Application Funding Rules.

The number of proposals on each Faculty’s shortlist is shown in the following table:

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<thead>
<tr>
<th>Faculty</th>
<th>Number of full applications permitted</th>
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<tr>
<td>Arts</td>
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<tr>
<td>Macquarie Business School</td>
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<tr>
<td>Human Sciences</td>
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<tr>
<td>Medicine and Health Sciences</td>
<td>5</td>
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<tr>
<td>Science and Engineering</td>
<td>15</td>
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4. Application Preparation — Expression of Interest

4.1 Form and Project

4.1.1 Applicants are encouraged to take advantage of grant writing assistance provided within their proposed host faculty. The application must be informative to non-experts in the field, such that readers can understand what it is that the applicant is proposing to do, and how this might be achieved.

4.1.2 Please avoid copying and pasting standard form text (e.g. from the Macquarie University website), particularly in relation to sponsor fit and environment. These sections should demonstrate real engagement between the sponsor and the applicant, and a detailed understanding and analysis of Macquarie University’s appropriateness as the project location. Applicants can read examples of successful EOIs from the Faculty and Central Research Office grants libraries.

4.2 Fellowship Sponsor

4.2.1 It is the responsibility of the applicant to identify and secure the support of an appropriate Fellowship Sponsor.

4.2.2 Applicants and their proposed Fellowship Sponsor must consult closely with one another in developing the MQRF Expression of Interest.

4.2.3 Each Fellowship candidate must nominate a Sponsor from within the host department at Macquarie University. In addition to having a research profile appropriate to the proposed Fellowship project, the Sponsor’s association with an area of recognised or emerging research strength within the University is important. Applicants must work with their Sponsor to identify how the proposed research aligns with existing strengths or emerging areas of...
strength for Macquarie University. Sponsors should only agree to sponsor applicants who they believe unreservedly have the capacity to undertake the MQRF.

4.2.4 A Sponsor may be named on only one Expression of Interest, and subsequent Full Proposal, per round of the MQRF Scheme. This limit applies to both Primary Sponsors and Co-Sponsors (i.e. it is not possible to be a Sponsor on one application, and a co-sponsor on another).

4.2.5 Adjunct staff members and those holding University honorary positions are eligible to act as Sponsors provided their on-going research is primarily carried out at Macquarie University, such that their affiliation in respect of authorship of published work is given as Macquarie University.

5. Budget
No budget is required at the Expression of Interest stage.

6. Assessment
6.1 Selection Criteria
Applications will be evaluated on the following criteria:

Applicant (40%)

- Track record of the applicant relative to opportunity and career stage.
- Research performance and potential.
- All applicants must be able to demonstrate a promising track record based on high quality publications, generation of research funding and other achievements such as scholarships, awards and prizes.

Project (total 45%)

Significance (15%)

- Does the research address an important problem within the discipline?
- Will the anticipated outcomes advance the knowledge base within the discipline?
- Are the project aims and concepts significant and innovative?
- Will new methodologies or technologies be developed?
- What is the potential for the research to contribute to the National Science and Research Priorities? How will Australia benefit from this research?

Approach and Methods (15%)
• Are the conceptual framework, design, methods and analysis adequately developed, well integrated and appropriate to the aims of the project?

**Feasibility (15%)**

• Are there sufficient and appropriate resources (infrastructure and/or financial) available for the project?

• Is the project timetable realistic and achievable?

• Have issues such as ethics and workplace safety been addressed where appropriate?

**Sponsor Relationship, Environment, and Benefit to Macquarie University (15%)**

• Is the intellectual environment appropriate to foster a successful outcome for the project and provide a strong foundation for the Fellow's career?

• Does the Sponsor have the appropriate track record and the capacity to provide mentoring and intellectual leadership in the subject area of the proposed project?

• Has the applicant made clear why Macquarie University is the appropriate place for this project?

• Will the applicant and the project be integrated into a current or emerging research strength of Macquarie University?

• How will the University benefit from the conduct of this project, including tangible benefits (such as publications, research, commercialisation, and other income, and capacity building), and intangible benefits, such as an enriched research culture. (This is especially important for applicants who have a PhD from Macquarie, or who are already employed, or have been employed since the beginning of 2016, by the University.)

**7. Outcomes**

Applicants and their Sponsors will be notified of the outcome of their Expression of Interest by email, by the Macquarie University Research Services office. Funding rules and the application form for the Full Application stage will be provided with the notification of outcome, and are not available prior to then.

**8. Appeals**

Unsuccessful applicants may seek a review of outcome on procedural grounds only. Note that disagreement with feedback/results does not constitute procedural grounds for appeal.

To request a review of the outcome, contact the Manager, Pre Award, detailing the basis on which the review is requested. The request clearly marked “MQRF Confidential Appeal”,

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should be submitted to louise.fleck@mq.edu.au. Note that applicants should discuss their appeal with their Faculty Research Manager prior to submitting an appeal to Research Services.

9. 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).

10. 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). Any research in which such issues are relevant must first be approved by the relevant ethics or biosafety committee.

10.1 University Human Ethics, Animal Ethics and Biosafety 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.

10.2 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, and relevant external and internal ethical guidelines. These conditions include compliance with the Macquarie University Code for the Responsible Conduct of Research.

11. Faculty Research Managers

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