Research Fellowship (MQRF) Scheme

Full Proposal (Invitation Only) Funding Rules 2020

Submission: **Applications will only be accepted via the online form and are by invitation only following the expression of interest stage**. You must complete the Full Proposal Online Application Form, by **5pm (AEST) Monday 26th August, 2019**. A link to the online form will be provided directly to shortlisted applicants.
Emailed and hard copy applications will not be accepted.

Certification: When you submit a Full Proposal application using the online form, a Pure record will automatically be generated. The Pure record will progress through the required Department and Faculty approval stages. You will need to ensure that the Pure record has passed through the necessary approvals by the application deadline of 26th August 2019

Research Services Contact:

Scheme Contact	Rebecca Syler
Email	research.preaward@mq.edu.au
Phone	(02) 9850 4193

Key Dates:

Full Proposals Open	*12 July 2019*
Faculty Deadline	*Please contact your Faculty Research Office directly for earlier deadlines that you will need to meet*
Research Services Deadline for Full Proposals	*26 August 2019*
Sponsor/Head of Department Report Forms Due	*29 August 2019*
Independent Reviewer Reports Due	*17 September 2019*
PhD Award Date for Eligibility	*On or after 1 March 2016*
PhD Submission date if PhD not yet awarded	*On or after 7th August 2019*

Contents

1. Overview

1.1 Purpose of Scheme

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.

Applicants who believe their research is in an area of emerging strength for Macquarie must discuss this with their proposed Macquarie Sponsor.

1.2 Funding and Fellowships Available

1.2.1   Macquarie University will offer up to ten Research Fellowship positions commencing in 2019. Positions will be awarded on a competitive basis and 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).

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). Fellows will be paid on a fortnightly basis through the University's payroll system. Please note that all candidates must negotiate their appointment level with the Head of their proposed Host Department.

1.2.3   Salaries above Level A, Step 8 cannot be supported by the Fellowship. However, supplementation by the Host Department may be negotiated and applicants should then retain written confirmation of the agreed salary level from the Head of Department and the Faculty Executive Dean. Such supplementation may be considered appropriate where a Fellow is currently occupying a position above Lecturer Level A, or where their track record is such that a higher level of appointment is deemed appropriate. The Fellowships Panel will

provide advice on appointment levels if requested to do so by the Host Faculty. However, panel approval of the appointment level that is decided by the Host Faculty is not required.

1.2.4   Short-listed applicants may apply in their Full Proposal 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 must have been invited to submit a full Macquarie University Research Fellowship Application following the expression of interest stage. Unsolicited applications will not be accepted.

2.2   Applicants are eligible only if their PhD has been awarded on or after 1 March 2016 (or if they have successfully made a case at Expression of Interest stage for an exemption to this rule); or their thesis 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.

2.3   If the Fellow 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 http://www.immi.gov.au Please note that 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 full 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 2017, must make a convincing case for why it is appropriate for them to continue or recommence their research career at Macquarie University. The case should be made in Section F of the Full Proposal form.

2.6   Only applicants who have the agreement of a Macquarie University Sponsor are eligible to submit a Full Proposal; see section 4 below.

2.7   Applicants may be subject to review under the *Autonomous Sanctions Act* 2011 (Cth). This Act restricts Australian organisations (including Macquarie University) from interacting with people or organisations associated with countries on the sanctions list.

2.8   Applicants for any Macquarie internal scheme must not have any overdue reports for internal grants on which they are lead investigator.

3. Application Process

Please note that your Faculty will have an internal deadline for application review and/or submission of the Pure record prior to the Research Services deadline; check with your Faculty Research Manager for details.

In addition to completing the application form, once you have submitted your application in the online system you must also ensure the PURE record progresses through the approvals workflow (approved by Faculty Research Office, Administrative Unit, Department and Faculty Associate Dean of Research) by the 26 August 2019. This can be done as follows:
Internal Applicants: Must push the record forward for internal approvals
External Applicants: must ask their supervisor to push the record forward on their behalf

The Application Form **must be** submitted electronically through the online form by the Research Services deadline on page 1. The link to the online form will be provided to applicants who have been successful in the Expression of Interest round.

Late applications will not be accepted. Hard copy or emailed applications will not be accepted. Incomplete applications will be deemed ineligible.

Research Services will check all applications for compliance with these funding rules. Full Proposals that do not comply with the funding rules will be ruled ineligible.

4.1 General

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

4.1.2   Great care should be taken in preparing the application. 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, how this might be achieved, and why it is important. Unexplained jargon and/or overuse of discipline specific language is strongly discouraged.

4.1.3   Please avoid copying and pasting standard form text, particularly in relation to sponsor fit and environment. These sections should demonstrate real engagement between the sponsor and the fellow, and a detailed understanding and analysis of Macquarie University's appropriateness as the project location.

4.2 Fellowship Sponsor

4.2.1   The Fellowship Sponsor must be the same Primary Sponsor listed on the associated Expression of Interest. Unless listed on your Expression of Interest application, a Co-sponsor cannot be added at the Full Proposal stage.

4.2.2   The Primary Sponsor must be named on the Full Proposal.

4.2.3   If there are exceptional circumstances that mean that the Primary Sponsor named on the Expression of Interest is unable to continue, the applicant must nominate a replacement

Sponsor who satisfies the eligibility criteria as stated in Section 4 of the Macquarie University Research Fellowship Expression of Interest Guidelines. Applicants in this situation must contact their Faculty Research Manager.

4.2.4   Sponsors and Host Departments of successful applicants will be responsible for basic administrative and infrastructure support required by the Fellow and will be expected to provide the necessary mentoring and intellectual leadership. Progress and Final Reports should be certified by the Sponsor.

4.3 Sponsor and Head of Department Statements

4.3.1   It is the applicant's responsibility to provide their nominated Sponsor and Head of Department with the Sponsor and Head of Department Statement Form available from the Research Services MQRF webpage under "Resources".

4.3.2 The Sponsor and proposed Head of Department must email a completed and signed Sponsor and Head of Department Statement form to research.preaward@mq.edu.au by 5pm (AEST), Thursday 29 August 2019.

4.3.3   The Sponsor and Head of Department Statement Forms are to be completed without any input from the applicant.

4.4 Independent Reviewers

4.4.1   Applicants invited to submit a Full Proposal must nominate a minimum of three Independent Reviewers to whom their application may be sent for assessment. Appropriate Independent Reviewers should be internationally or nationally renowned experts in the applicant's research area and therefore knowledgeable in the field of proposed study. A brief reason for each nomination must be provided in the Full Proposal.

4.4.2   To avoid conflicts of interest, Independent Reviewers cannot be PhD or postdoctoral supervisors, employers, co-authors, research collaborators, or colleagues in the same Department. If a similar grant is being lodged elsewhere then a co-investigator on that grant cannot be an Independent Reviewer. If such Independent Reviewers described above are nominated, the application will be ruled ineligible. The only exception to this eligibility rule is cases in which the applicant is a co-author on a paper where a substantial majority of people in the applicant's discipline are named as co-authors. Such cases must be approved by the Panel Chair prior to submission of the Full Proposal. If you require an eligibility exemption from this rule, please email research.preaward@mq.edu.au at least two weeks prior to the application deadline outlining your reasons for the eligibility exemption request.

4.4.3   Applicants are responsible for confirming with nominated Independent Reviewers that they are willing and available to review their proposal. Once confirmed, applicants must have no further contact with the reviewers about their application.

4.4.4   Research Services will contact the three nominated Independent Reviewers in order to obtain reports for each applicant by 17 September 2019. Late reports cannot be accepted.

4.4.5 The Independent Reviewer Report forms must be completed without any input from the applicant or sponsor.

4.4.6 The relevant Fellowships Panel will take account of the expert input provided by reports from the external independent reviewers.

5. Project Budget

5.1 Scope and Justification

Invited candidates may apply in their Full Proposal 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). Applicants who do not apply for project costs must explain how their research will be supported without financial support from the scheme.

Full justification for budget items is required. Two basic principles must be used in determining and justifying budgets:

- accurate costing; and
- a clear explanation of the reasons for all proposed expenditure in relation to the research plan.

Justification of the budget is not merely restating in prose the proposed expenditure as detailed in the budget section of the application form. The budget justification should clearly explain the reason why each budget item is required and how the total costs have been determined. Applicants are encouraged to consult their proposed host Faculty Research Manager for assistance with budgeting.

5.2 Personnel

Applicants should indicate the level and duration of assistance required and cost it accordingly. Vague, unspecific requests for assistance will not be supported. All requests for funding of casual research personnel must include allowance for on-costs (workers' compensation, payroll tax and superannuation) at the rate of 17% for casual appointments. Applicants should use the current Macquarie University Salary Scales document.

5.3 Equipment

Items of minor equipment may be requested. A descriptive statement of each item of equipment must be included in the justification of the budget. Quotation requirements are as per the Macquarie University purchasing procedure guidelines.

Applicants are reminded that all equipment purchased with MQRF funding remains the property of Macquarie University.

Applications for computer equipment will need to provide a particularly strong justification, establishing the specific need of the item for the proposed project. General computer needs will not be supported. Laptop computers are not eligible budget items unless a particularly strong and convincing case is made for exclusive use of the laptop for the proposed project for purposes such as fieldwork and archival procedures.

5.4 Other

Other items such as consumables should be listed in this section. Each of these items must be fully justified.

5.5 Travel

Funds may be granted only when travel is directly related to the project. Award of funding is based on justification and is awarded at the discretion of the Panel. Any awarded funds to be used for travel are subject to the University Travel Policy.

5.6 Primary Carer Costs

Applicants with primary career responsibilities are able to include within their budgets extraordinary carer costs they may need to cover in order to complete this project. Applications should include details within the budget table, under the 'Other' category, and must ensure that particular costs and why they are necessary are clearly justified.

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.)

6.2 Assessment Process

The MQRF Assessment Panel consists of a Main Panel (made up of representatives of all five Faculties of the University and including the two Sub-panel chairs) plus two Sub-panels – one covering Science, Engineering and Medical research areas; and one covering Arts, Business, and Human Sciences research areas as illustrated below.
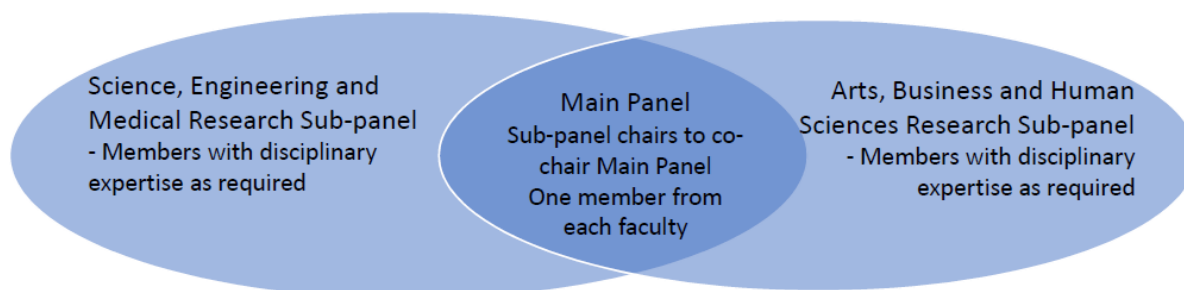
Each Sub-panel will be responsible for a maximum of 20 Full Proposals. The Sub-panels will consist of no fewer than seven (7) Assessors, who will be selected from Macquarie University academic staff in the relevant faculties. All Main Panel and Sub-panel members must attend panel information sessions related to unconscious bias and committee membership. Chairs will be provided with information and support in relation to their role. The Main Panel will consider the ranked list provided by the Sub-panels and will make recommendations to the DVCR.

Commencing in this round, 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.

6.3 Assessors
All applications will be considered and scored by all Assessors who are members of the Main Panel. Assessors who are not part of the Main Panel will consider and score all applications falling within their Sub-panel. The material to be considered by the Assessors includes the:

- Full Application

- Sponsor and Head of Department statements

- Report(s) from the Independent Reviewer(s).

- Expression of Interest.

Assessors will score each proposal against the selection criteria. Based on this scoring, and the aforementioned gender equity considerations, two preliminary ranked lists of the applications (one for each sub-panel) will be developed.

Every eligible Full Proposal will be allocated a Primary Assessor with general knowledge in the subject area of the proposal, The Primary Assessor is responsible for coordinating and leading discussion regarding his or her allocated Full Proposals at the Sub-panel meeting and for considering the appropriateness of the proposed project budget.

6.4 Panels
Each Sub-panel Chair is responsible for chairing the meeting, managing conflict of interest, ensuring discussions are on time and focused, and promoting good engagement by Primary Assessors.

Primary Assessors are responsible for coordinating and leading discussion regarding their proposals at the selection meeting, and for considering the appropriateness of the proposed project budget.

The Sub-panel will review and discuss each application and will develop a final ranked list by modifying the preliminary ranked list as necessary to ensure that applications are ranked on

their relative merit, with gender equity considerations made. The Sub-panel will evaluate the requested project budgets, with input from the Primary Assessor.

The Main Panel will consider the final ranked lists of Full Proposals provided by the two Sub-panels with respect to the selection criteria and prepare recommendations for the Deputy Vice-Chancellor (Research). The Deputy Vice-Chancellor (Research) will consider the recommendations and will inform Research Services which proposals have been approved. Research Services will notify all applicants of the outcome of their applications.

7. Appeals

7.1   Unsuccessful applicants may seek a review of outcome, on procedural grounds only.

7.2   To request a review of outcome, please write a brief email detailing the basis on which the review is requested. The email, clearly marked "MQRF Confidential Appeal", should be sent to Manager Pre-Award, at louise.fleck@mq.edu.au .

8. Conditions of Award

8.1   Macquarie University Research Fellows must be in full-time attendance at Macquarie University. The Fellow may, during the term of the Fellowship, request approval from the Deputy Vice-Chancellor (Research) for conversion of the Fellowship to part-time status for periods of time. Macquarie University Research Fellows appointed at 100% research must spend a minimum of 90 percent of their time on research activities related to their project. Macquarie University Research Fellows appointed at 75% research and 25% teaching must spend 75% of their time on research activities related to their project.

8.2   The appointments will carry University-standard academic appointment benefits and restrictions. This includes the normal provisions for relocation expenses, etc. Details of the University's policy on such matters are available from the Human Resources Office. Please note that these costs are not covered by the MQRF scheme; they are the responsibility of the Host Department.

8.3   Fellowships must commence by 30 June 2020, otherwise the award will lapse. In exceptional circumstances, Fellows may request an extension of this date by writing to the Deputy Vice-Chancellor (Research), (care of the Research Services Post-Award Team: research.postaward@mq.edu.au) outlining the circumstances behind the request.

8.4   Successful candidates who have not been awarded their PhD at the time of MQRF application submission cannot take up the Fellowship until formal advice that their PhD has been awarded is received by the Macquarie University Research Services.

8.5   The MQRF Scheme aims to increase the number of externally funded Research Fellowships held by Researchers working at Macquarie University, such as those provided under the Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) schemes. To this end, it is a condition of award that MQRF recipients will apply during the second year of their MQRF tenure to the ARC, NHMRC or any other

external agency for a Research Fellowship to be based at Macquarie University. This condition may be waived should the Fellow meanwhile have been offered and accepted an academic appointment within Macquarie University, or at another institution.

8.6   Requests for variation of expenditure must be submitted on the appropriate form, available from the appropriate link on the Macquarie University website.

A request is required only when a change to the budget category is necessary; for example, using the funds for travel instead of personnel, where travel was not included as a budget item in the application. Requests must be fully explained and justified. Requests must include written support from the Sponsor and the Head of Department.

8.7   Successful applicants are expected to manage their research project funds to completion within the grant allocation period, therefore funds must be fully expended within the funded period.

Re-allocation of funding beyond the funding allocation period is strongly discouraged and will be approved only in exceptional circumstances that were beyond the control of the researcher.

Any request to re-allocate unspent funds must reach Research Services at least one month prior to the end of the funding period and must be submitted on the appropriate form, available from the appropriate link on the Macquarie University website.

Re-allocation requests must include written support from the Sponsor and the Head of Department.

8.8   Progress Report: The Macquarie University Research Fellow must provide Research Services with annual progress reports due by the end of the first and second years of the Fellowship. Funds awarded in years two and three of the Fellowship to support project related costs are indicative, and conditional upon the approval of the annual progress reports.

The report template is available from the appropriate link on the Macquarie University website.

8.9   Final Report: The Macquarie University Research Fellow must provide Research Services with a final report one month after the end of the Fellowship. The report template is available from the appropriate link on the Macquarie University website.

9. Privacy Policy

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

9.2   Information contained in applications will be received and treated as confidential by Macquarie University, and assessors will be required to treat applications in confidence.

10. Research Ethics, Integrity and Related Policies

All researchers are expected to uphold an honest, ethical and conscientious research culture and apply the principles articulated in the Australian Code for the Responsible Conduct of Research.

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 or guidelines, and satisfy the requirements 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 Macquarie University's 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 relevant Ethics Secretariat (Human or Animal), Biosafety Secretariat, Gene Technology & Biosafety Secretariat and/or the Export Controls Secretariat for further information.

10.2   Research Integrity
All researchers, research coordinators and supervisors of research students should be familiar with the Australian Code for the Responsible Conduct of Research and must comply with the standards encompassed in the Macquarie University Code for the Responsible Conduct of Research.

Researchers are expected to be scrupulous in transparently declaring and managing conflicts of interest when engaged in research, including in the peer review process.

11. Intellectual Property

In advance of submission of an application, the applicant should take steps to protect any intellectual property embodied in the proposed research. Upon a successful applicant taking up employment as a Research Fellow at Macquarie University, all IP developed during the period of employment will become the property of Macquarie University under the normal terms of employment of Macquarie University. The University's Intellectual Property Policy may be found on the Macquarie University website.

12. Faculty Research Managers

Arts – Jan Zwar	artsro@mq.edu.au
Macquarie Business School– Agnieszka Baginska	mqbs-ro@mq.edu.au
Human Sciences – Jo Tuck	humansciencesresearch@mq.edu.au
Medicine & Health Sciences – Kyle Ratinac	fmhs.researchsupport@mq.edu.au
Science & Engineering – Irina Zakoshanski	sci.research@mq.edu.au