THE UNIVERSITY OF MELBOURNE
2020 McKenzie Postdoctoral Fellowships
Funding Guidelines

1   INTRODUCTION

1.1   The McKenzie Postdoctoral Fellowships Program is a University of Melbourne scheme. It recognises the enormous contribution made to research and mentoring of young researchers by Professor John McKenzie, both as a professor and later as Dean of Science and as Deputy Vice-Chancellor (Research) of the University.

1.2   The Indigenous Research McKenzie Postdoctoral Fellowship is offered in addition to the ten annual McKenzie Fellowships, and award is based on the same principles, selection process and guidelines as the McKenzie scheme.

2   OBJECTIVES

2.1   The objectives of the 2020 Program are to:
- Attract talented, recent doctoral graduates to the University of Melbourne in areas that are a research priority for the University;
- Recruit researchers who have the potential to build and lead interdisciplinary collaborative research activities inside and across Academic Divisions; and
- Promote research that aligns with the initiative *Research at Melbourne: Ensuring Excellence and Impact to 2025* (https://research.unimelb.edu.au/research-at-melbourne) and research themes of the Academic Divisions.

2.2   The aim of the Indigenous Research McKenzie scheme is to attract, support and increase the number of early career Indigenous researchers in the academy.

Priority is given to Indigenous applicants undertaking research in any discipline or topic area who meet the McKenzie guidelines. This Fellowship is open to Australian and International Indigenous applicants. Where no applicants meet the above criteria, consideration will be given to Faculty supported and ranked non-Indigenous applicants who are sponsored by a senior Indigenous academic, with a project that addresses a priority area for Indigenous research and communities.

3   FUNDING
3.1   Each Fellowship will be awarded starting at Academic Level A6 in the University Salary Band (currently $91,125 plus superannuation as per the terms and conditions of employment for University staff set out in the UoM Enterprise Agreement 2018) with an additional single allocation of $25,000 for project costs over the term of the three-year Fellowship.

3.2   This Program does not provide visa or relocation expenses.

4   APPLICANT ELIGIBILITY

4.1   Applicants:

a) Must have been awarded[1] their PhD between 1 January 2017 and 20 August 2019;

   or

b) Must have been awarded their PhD on or after 1 January 2015 and had a period of significant research career interruption between 1 January 2017 and 20 August 2019. Applicants should be able to clearly demonstrate that their research career has been significantly constrained or interrupted by circumstances such as chronic illness, child bearing, child rearing or other family responsibilities such as primary responsibility for the sustained care of a dependent family member (who may, for example, be elderly, sick or a person with disabilities). Applicants who fit this criterion must indicate this in Part B of the Application Form and answer the additional question that appears at B1.iii.

4.2   Applicants must have graduated or have met the requirements to graduate with a PhD from a university other than the University of Melbourne.

4.3   Applicants must be able to commence their Fellowship no later than 30 June 2020.

4.4   At the time of application, applicants must not have held, or be holding, an academic appointment at the University of Melbourne that is greater than one year. Where applicants have held multiple back-to-back appointments, these should not be more than one year in total.

4.5   An applicant may only ever be awarded one McKenzie Postdoctoral Fellowship.

4.6   Applicants must not have been awarded a competitive externally-funded Fellowship, which includes salary costs, since the award of their PhD.

4.7   An Eligibility Exemption Request (EER) may be submitted to obtain an exemption if:

a) The applicant's PhD was awarded prior to 1 January 2017 and there are exceptional extenuating circumstances;

b) For clarification where the applicant holds an appointment at the University of Melbourne;

c) The applicant has another candidate eligibility issue due to exceptional circumstances.

If submitting an EER, applicants must make a compelling argument as to why the exemption request should be approved. Submission of an EER does not guarantee an exemption.

RIC will not support EERs for applicants who have undertaken employment or decided to follow a different career path prior to 1 January 2017 and/or if the applicant was awarded their PhD ten (10) or more years ago. RIC will not support EERs for applicants who will not be able to provide PhD evidence by the application closing date. Please see Section 6.3 of this document for further information on submitting an EER.

5   APPLICATION ELIGIBILITY

5.1   Applicants may submit a maximum of one application to the 2019 Program.

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[1] The date of the award is the date of the official notification letter. For those applicants attending institutions where no such letter is provided, equivalent evidence that they have graduated or have completed all the required steps to be eligible to graduate with a PhD must be provided to Research, Innovation and Commercialisation.

5.2 All questions must be answered or marked 'not applicable'. No sections of the Application Form are to be left blank.

5.3 Applicants must adhere strictly to page and word limits in the uploaded sections of the Application Form.

5.4 All documents uploaded into the application form must meet the following formatting requirements:
- Typewritten in black;
- Single column;
- Minimum 12-point highly legible font (e.g. Helvetica, Times New Roman and Arial). This includes reference lists, figure captions, table captions and table contents. Text within figures may be any font size, but it should be legible for reviewers;
- Must not include URLs except in reference lists (do not hyperlink URLs in reference lists);
- Colour may be used in figures, but any labelling must be in black type.

5.5 All documents must be written in English and must comply strictly with the format and submission requirements.

5.6 The application must contain all the information necessary for assessment of the project without the need for explanation or reference to further documentation, including reference to external websites.

5.7 Applicants must not submit any additional material other than that explicitly requested within the Application Form.

6 APPLICATION PROCESS

6.1 Applicants should review the administrative contact details and any specific requirements of their proposed host Academic Division under the 'How to Apply' section of the scheme website. Any specific requirements for an applicant's proposed host Academic Division must be adhered to.

6.2 All applicants must establish an academic contact at the University of Melbourne and the academic contact must be listed in Part A2 of the Application Form. Applicants should use the University's Find an Expert search tool to find academics in their field and liaise with the relevant Academic Division administrative contact on how best to connect with academic staff members.

6.3 All Eligibility Exemption Requests (EERs) must be submitted using the EER Form via SmartyGrants and be received by RIC by **3:00 pm (AEST) Thursday 4 July 2019.**

6.3.1 The link to the EER Form will be published on RIC's Scheme Webpage.

6.3.3 Outcomes of EERs will be provided to applicants by **late July 2019.** Where an EER has been approved, prospective applicants will be invited to submit a full application by the closing date.

6.4 Applications are to be completed via the University of Melbourne's SmartyGrants Portal. The link to the application form will be published on RIC's scheme webpage. Applications close at **3:00pm (AEST) Tuesday 20 August 2019.**

6.5 The Application Form consists of 8 parts:
- Part A: Administrative Summary

- Part B: Education and Appointment Details
- Part C: Project Description
- Part D: Proposed Budget;
- Part E: Referee Information;
- Part F: Curriculum Vitae and Research Outputs
- Part G: Declarations and Certification
- Part F: Feedback

6.6 Applications submitted will not be checked by RIC for completeness or eligibility prior to final lodgment; this is the responsibility of the applicant. Ineligible or incomplete applications will be excluded and not considered by the Committees.

6.7 Each application must be certified (signed) by the relevant Head of School/Department via the HoD Certification Form (available on the scheme webpage under 'Supporting Documents', which is then uploaded into the application.

6.8 Applicants who have an EER approved must indicate this in Part B of the Application Form.

6.9 Applicants must ask each of their referees to complete a written testimonial. No specific format or template is required for the written testimonial. The referees must submit the written testimonial via email by no later than 3:00 p.m. (AEST) Tuesday 20 August 2019.

    Email: mckenzie-application@unimelb.edu.au
    Subject: McKenzie 2020 – Confidential Report – SURNAME OF APPLICANT

7 SELECTION CRITERIA

7.1 All applications will be assessed on the following criteria:

a) **Proposed Research Project**

This includes its appropriateness to the area in which it would be located; anticipated project outcomes; and how these will make possible strong opportunities for further external funded fellowships or academic employment.

b) **Track Record**

This includes an evaluation of the research experience and publication record of the applicant relative to opportunity, as well as the relationship between the research proposed and existing research in their discipline.

c) **Contribution to research renewal and development in the University**

This includes how their proposed research will contribute to strategic research directions and broader collaboration and linkages in the University of Melbourne. See: https://research.unimelb.edu.au/research-at-melbourne

8 EVALUATION AND ASSESSMENT

8.1 A panel of senior researchers in each Academic Division will review and rank all applications that nominate their Academic Division as the proposed host of the Fellowship.

8.2   Applications ranked by the Academic Divisions will then be assessed on a competitive basis by a Central Selection Committee comprising senior members of the University research community and chaired by the Pro Vice-Chancellor (Research Capability).

9   TIMETABLE

Monday 24 April 2019	Release of Funding Guidelines
Thursday 4 July 2019	Eligibility Exemption Requests submitted via SmartyGrants
Late July 2019	RIC to provide outcomes of Eligibility Exemption Requests
Tuesday 20 August 2019	Completed applications to be submitted via SmartyGrants.
	Referees to email completed written testimonials to mckenzie-application@unimelb.edu.au
Mid-November 2019	Notification of results to applicants and Academic Divisions
December 2019	Applicants to informally accept Fellowships
Early February 2020	Funds made available to Academic Divisions
30 June 2020	Latest commencement date for Fellowship

10   EMPLOYMENT AND FUNDING CONDITIONS

10.1   Funding Conditions

10.1.1 Fellows will have an appointment of up to three years, with funding provided by Chancellery (Research) as detailed in *Section 3* of this document. Funding is contingent upon a satisfactory annual report from the Fellow submitted to the Pro Vice-Chancellor (Research Capability) via RIC. Funding will be provided to the host Academic Division as an annual transfer, with the Fellowship itself to be managed via the relevant department/school.

10.1.2 This Fellowship is intended as a full-time University of Melbourne research Fellowship. Fellows may not hold additional appointments or remuneration that imposes commitments that conflict with the full time Fellowship. Candidates may undertake a small amount of teaching and research supervision specifically related to the research on which they are engaged, but they are not permitted to take on a formal teaching responsibility for their department.

10.1.3 It is the intent of the Fellowship Program that Fellows will actively contribute to collaboration and research building in the University. Fellows cannot spend more than six months of the duration of the Fellowship overseas and/or away from the University of Melbourne except where extensive fieldwork is required for the purposes of the research and only with the explicit prior approval of their head of department. Fellows should refer requests to work on their research away from the University to their Head of Department/School and provide information on this in their annual report.

10.1.4 McKenzie Fellows will be employed by the University of Melbourne and be responsible to their host Academic Division. Once accepted, Fellowships are transferred to the host Academic Division and any further questions relating to funding opportunities or reimbursement need to be taken up with the Academic Division concerned. Any additional requests for reimbursement that do not form part of this Program should be referred to the host Academic Division.

10.1.5 McKenzie Fellowships cannot be held in affiliated Medical Research Institutes of the University of Melbourne[2]. All McKenzie Fellows must be employed by a department (or School) of the University of Melbourne. However, with the approval of the Head of an employing Department or School, the Fellow may perform a portion of their research in these affiliated institutes of the University. The fellow cannot be directly employed by the affiliated medical research institute.

10.1.6 Continuation of the award into the second and third years is dependent on the Fellow having demonstrated satisfactory progress. This will be determined by the Head of Department/School and documented in a progress report submitted to the Pro Vice-Chancellor (Research Capability) prior to the anniversary of the start date of each award. McKenzie Fellows are expected to demonstrate a building and excellent body of research achievement, and to demonstrate active exploration of and engagement in broader research linkages in the University.

10.1.7 McKenzie Fellows who apply for and are successful in gaining externally funded fellowships prior to the end of the appointment of the McKenzie Fellowship are able to retain the $25,000 for project costs for the full three years. The salary component of the McKenzie Fellowship will cease.

10.1.8 RIC, on behalf of Research (Chancellery), reserves the right to reclaim any remaining funds at the cessation and or completion of the Fellowship.

10.2 Visas and Relocation Expenses

10.2.1 It is the responsibility of Fellows to apply for and satisfy the requirements for the issue of an appropriate entry visa to Australia, and to maintain their eligibility throughout the McKenzie Fellowship period. The offer of a Fellowship does not guarantee that a visa will be granted and any offer of funding or employment is conditional upon the Fellow gaining an appropriate visa. Any costs associated with obtaining the visa and any relocation expenses are the responsibility of the Fellow, in consultation with their Host Department. Fellows will be able to access HR support for guidance through the visa processes.

10.3 Period of Appointment

10.3.1 Fellows will be appointed for up to three years full-time. Fellows must take up the Fellowship no later than 30 June 2020. The Head of Department or School must approve the commencement date.

10.4 Leave

In the case of parental leave being taken during the Fellowship, the completion date of the Fellowship will be extended by the length of the parental leave taken. Fellows should advise both their Academic Division and RIC when parental leave is approved. It is the responsibility of the

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[2] These include the Florey Department of Neuroscience and Mental Health, Medical Bionics Department, The Sir Peter MacCallum Department of Oncology and the Department of Medical Biology (WEHI).

Fellow to liaise with their Head of Department or School and local Human Resources contact to ensure their employment contract is modified accordingly.

Any additional costs associated with a variation of the Fellow's employment contract are the responsibility of the Academic Division and/or host Department/School.

10.5 **Responsibilities and Reporting Requirements**

10.5.1 Fellows will report to their Head of Department or School.

10.5.2 Academic Contacts nominated in the application are expected to be a regular point of contact at The University of Melbourne, and to either provide informal mentoring to the successful Fellow throughout the period of their Fellowships, or nominate an appropriate mentor.

10.6 **Annual Progress Reports**

10.6.1 Fellows are required to submit an annual progress report for the first two (2) years of their Fellowship (i.e. one report at the end of their first year and one report at the end of their second year). Progress reports will be available on the successful applicant's SmartyGrants profile and should be submitted one (1) month prior to the annual anniversary of the Fellow's start date.

10.7 **Final Report and Financial Acquittal Report**

10.7.1 Fellows are required to submit a Final Report within three months of completing their Fellowship. Final reports will be available on the successful applicant's SmartyGrants profile and will include a financial acquittal. Substantial variations from the budget proposed in the Fellowship application need to be explained. Any unspent central funds remaining at the conclusion of the Fellowship must be relinquished.

11 ADMINISTRATIVE CONTACT

11.1 All administrative enquiries for the scheme should be directed via email to mckenzie-application@unimelb.edu.au.