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| **THE UNIVERSITY OF MELBOURNE**  **Melbourne Research Fellowships (Career Interruptions) Program**  **2019 Application Form** |

Please refer to the 2019 Funding Guidelines before completing this form.

# PART A – ADMINISTRATIVE SUMMARY

**A1. Application Details**

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| **Themis Submission ID\*** |  | | |
| **Themis Project Title** |  | | |
| **Proposed Start Date** | *dd/mm/yyyy* | **Proposed End Date** | *dd/mm/yyyy* |

\*7 digit ID of Themis Submission

**A2. Applicant Details**

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| --- | --- | --- | --- | --- | --- |
| **Title** |  | **Full Name** |  | | |
| **Gender** (*please check appropriate box*) | | Female | | | |
| Male | | | |
| Other (*please specify*): | | | |
| **Position** | |  | | | |
| **Department** | |  | | | |
| **Faculty/School** | |  | | | |
| **Telephone** | |  | | **Email** |  |

**a3. Citizenship / Residency Status**

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| --- | --- | --- |
|  | **Yes** | **No** |
| **Are you an Australian Citizen?** |  |  |
| **If you are not an Australian Citizen, do you hold Permanent Residency Status?** |  |  |
| **Are you an Aboriginal and/or Torres Strait Islander?**  (*Answer is* o*ptional)* |  |  |

**A4. Appointment Details**

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| --- | --- | --- | --- |
| Date PhD awarded  *(see Funding Guidelines, Section 4.1)* | *dd/mm/yyyy* | | |
| Start Date of Current Appointment | *dd/mm/yyyy* | End Date of Appointment | *dd/mm/yyyy* |
| Are you a Research Only applicant or a Teaching and Research applicant? *Indicate this by either stating ‘RO’ or ‘T&R’. For T&R applicants, please indicate your teaching load (FTE).* |  | | |
| Current position time (FTE) *(e.g. part-time 0.6 FTE)* |  | | |
| Current level of appointment *(e.g. A, B, C)* |  | | |
| Current contract status *(e.g. fixed term, casual\*)*  *\*If casual, applicant must complete Part B of this form* |  | | |
| Previous UoM appointments *(please provide dates and details of any previous UoM appointments, excluding the current contract)* |  | | |
| Total period of career interruption(s) in years and months  *This should be calculated as the total period during which the interruption(s) occurred, i.e. an estimate of the calendar period. For example, if you had a child and took one year’s parental leave followed by a year of working part-time due to parental duties, you would list this as two years.* |  | | |
| School, Department or Centre AND Faculty in which the Melbourne Research Fellowship (Career Interruptions) will be hosted |  | | |
| Expected and proposed FTE for 2019  *Please indicate the FTE expected for 2019 (i.e. without the Fellowship), and the proposed total FTE should this application be successful.* | Expected FTE in 2019 (without MRF-CI):  Proposed total FTE in 2019 (with MRF-CI): | | |

**A5. Academic Record**

Please list the award courses in which you are enrolled or have been enrolled at a tertiary institution.

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| **Name of institution** | **Name of degree/diploma**  ***(show level of honours where applicable)*** | **Completion date**  ***(dd/mm/yyyy)  or write “incomplete” and provide years of enrolment*** |
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# PART B – ELIGIBILITY EXEMPTION REQUEST

*This section is only to be completed by applicants who do not meet one or more of the eligibility criteria and believe they have a compelling case for why they should be considered exempt. Please note that applicants submitting an eligibility exemption request are not guaranteed an exemption; this decision is at the discretion of the Committee.*

*Applicants completing this section must contact Research, Innovation and Commercialisation (RIC) well in advance of the submission date and provide evidence of confirmation from RIC (please attach at the end of this application form).*

**B1. Type of Fellowship Exemption Requested**

Please check relevant box:

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| --- | --- |
| You were awarded your PhD prior to 1 May 2008 *but have experienced exceptional extenuating circumstances.* |  |
| You are a casual staff member *but have been employed by the University of Melbourne for a minimum of 12 months at the time of application (this may include multiple ‘back-to-back’ contracts totalling 12 months).* |  |
| There are other exceptional circumstances *and you have been advised by RIC to submit an EER.* |  |

**B2. Justification for Eligibility Exemption Request**

Applicants must provide details and make a compelling argument as to why they should be granted an eligibility exemption for the eligibility criterion identified in *Part B1* of this application form (maximum 300 words).

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# PART C – CASE SUMMARY

Please provide a brief summary describing the nature of the interruption or impedance to your career, and how a Melbourne Research Fellowship would make a genuine difference to your career **(maximum 150 words)**. *Please note that you will have the opportunity to elaborate on this further in Parts E2 and E3.*

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# PART D – PROPOSED RESEARCH PROJECT

**D1. TITLE**

Please provide a short descriptive title of the activities you will undertake for the duration of the Fellowship **(maximum 75 characters or approximately 10 words)**.

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**D2. DESCRIPTION**

Please provide a ‘lay’ summary for the non-discipline specialist reader of how you will use the Fellowship to produce outcomes which will enhance your research profile and career. If the award is intended to enhance outcomes and impact of your existing or continuing research, please specify expected achievements and outcomes **(maximum 100 words)**.

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**D3. BUDGET**

Please complete the table below to specify how you will use the $60,000 Fellowship funding in terms of your employment, e.g. contract extension/FTE top-up/teaching relief. Include salary estimates where applicable, using the University’s Salary Calculator (<https://staff.unimelb.edu.au/research/grants/preparing-a-research-budget>), UoM login required).

Please complete the table below to specify how the $15,000 for travel/research support costs (including small equipment purchases) will be used.

Please add new rows where necessary and delete example items/amounts.

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| **Salary**  *Include length of time, FTE and academic level* | **Item** | **Amount Requested**  **(Maximum $60,000)** | **Departmental Support (in-kind)** |
| *e.g. extension of current contract for 12 months at 0.4 FTE, Academic Level B1* | *$49,580.96* |  |

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| **Travel/research support costs** *Include details e.g. flight destinations & purpose, make/model of equipment, brand/quantities of lab consumables* | **Item** | **Amount Requested**  **(Maximum $15,000)** | **Departmental Support (in-kind)** |
| *e.g. Economy airfares Melb-Paris for conference to present research findings* | *$2500* |  |
| *e.g. Conference registration costs* |  | $520 |
| **Total Funding Requested** |  | *$52,080.96* | *$520* |

# PART E – STATEMENTS

**E1. PROFILE OF RESEARCH BACKGROUND**

Please provide a profile of your research activities, experience and strengths **(maximum 400 words)**.

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**E2. STATEMENT REGARDING CAREER INTERRUPTION**

Please provide a statement describing the nature of the interruption or impedance to your career **(maximum 400 words)**.

**This must:**

* Clearly detail how the ‘total period of career interruption(s)’ stated in Part A4 was calculated.
* Include an outline of the trajectory of your research from the time you completed your PhD onwards.
* Include a clear outline of time dedicated to research and time away from research as a result of the career interruption (*include specific dates and/or a visual timeline*).
* Detail how the career interruption affected your potential.
* If career interruption has occurred for more than one consecutive period, provide further information regarding each period and the reasons for the interruption.

**Supporting documentation:**

You may also wish to provide documentation to support this statement. This is not mandatory but will assist the selection committee in understanding the circumstances of your career interruption. If you do wish to provide such documentation, in the statement below you should indicate that this has been provided, and attach the documentation at the end of your application. E.g. ‘*This medical condition prevented me from undertaking research during the period xxx – xxx (medical certificate attached at end of application form)’*.

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**E3. THE FELLOWSHIP IN THE CONTEXT OF CAREER PLANS**

Please provide a statement describing your career plan and how this Fellowship application will advance your prospects in the eyes of future assessors, i.e. explain how the Fellowship will make a difference to your career and what activities the Fellowship will fund **(maximum 400 words)**.

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# PART F – RESEARCH SUPPORT

**F1. FUNDING SUPPORT**

Please provide details of all research funding (ARC, NHMRC and other agencies in Australia and overseas, including internal grants) you currently hold, or have submitted a request for and are awaiting final outcome. Please only include projects in which you are a named Chief Investigator. List all projects/proposals/fellowships awarded or submitted funding requestsinvolving the applicant. Please list this Fellowship application in the first row of the table and delete the example in the second row.

*Please note that this table should only include funding awarded or submitted funding requests where you (i.e. the researcher applying to this Program) are a named Investigator or Fellow.*

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| **Description**  (All named investigators on any proposal or grant/ project/ fellowship in which the applicant is involved, project title, source of support, scheme and round, and your role and time commitment) | **Same Research Area**  (Yes/No) | **Support Status**  (Requested/Current/Past) | **What does the funding support** (Salary and/or Project Costs)?\* | **2018**  ($’000) | **2019**  ($’000) | **2020**  ($’000) | **2021**  ($’000) |
| *List this Fellowship application here* | Yes | R | Salary & project costs |  | 75 |  |  |
| *e.g. Prof A Example, A/Prof B Example, Dr C Example, Proposal Title, ARC, DP19xxxxxxx*  *CIC 0.2 FTE* | *Yes* | *R* | *Project costs* |  | *150* | *150* | *150* |

**F2. DEPARTMENTAL SUPPORT**

Please provide a brief statement regarding the support you have received/will receive from your host department **(maximum 150 words)** to conduct your research. This should be discussed with your host HoD and should include:

* The provisions that the department has made for you.
* The overall workload you would carry during the term of the Fellowship.
* Your capacity to make a significant contribution to the academic life of the host department and faculty/school given existing departmental commitments.
* The resources currently available to the host department to support you, and the need for the allocation of funds (departments are encouraged to nominate additional support for the applicant).
* The host department’s support for your employment beyond the proposed fellowship period and the likelihood of continuation of your employment within the department.

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# PART G – CURRICULUM VITAE AND PUBLICATION HISTORY

You must attach your Curriculum Vitae and publication history at the end of this Application Form. The following headings only are to be included in the accompanying CV **(maximum 3 pages in 12 point font, excluding publications)**.

1. Full name
2. Full details of education and postgraduate training
3. Details of current and past appointment(s)
4. Details of awards or prizes
5. Details of any successful grants or fellowships not listed in *Part F* of this application form
6. Details of any postgraduate and undergraduate teaching and supervision
7. Local and international profile, including seminar/conference presentations and wider community involvement
8. Details of administrative responsibilities, including laboratory, departmental, faculty/school and institutional
9. Peer review experience, including review of grant applications and manuscripts
10. Discipline experience, including membership of societies and committees
11. Details of published works organised in the following categories:

* Refereed journal articles **(*the date of acceptance by the journal should be provided for papers in press – do not include any articles in preparation or under review*)**;
* Reviews;
* Books;
* Chapters;
* Conference papers (i.e. published proceedings);
* Patents;
* Other publications.

# PART H – ACADEMIC REFEREE

**Nominated Referee** *(one referee only – any additional referee reports received by RIC will be disregarded)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | **Full Name** |  | | |
| **Position** | |  | | | |
| **Organisation/Institution** | |  | | | |
| **Telephone** | |  | | **Email** |  |
| **Relationship to Applicant** | |  | | | |

**NB:** Your referee must use the Referee’s Report form, available from the website (<https://research.unimelb.edu.au/support/funding/internal/melbourne-research-fellowships>). Please supply your referee with a copy of the Program’s Funding Guidelines and your application. There are no limitations as to who can act as the academic referee, however they must be employed in an academic position and be familiar with your circumstances in order to provide clear support in terms of your ability to leverage the Fellowship to re-establish or enhance your research career.

The referee must submit via email an electronic copy of their Referee’s Report by the closing date to:

Email: ric-internalgrants@unimelb.edu.au

Subject: MRF-CI 2019 – Referee Report – *SURNAME OF APPLICANT*

# PART I – DECLARATIONS

*Please note formal electronic signatures, scanned handwritten signatures, or image files of handwritten signatures are acceptable. You may also attach separate signature pages for Head of Department and Applicant Declarations.*

**Head of Department Declaration**

I agree to support this application and to host the Fellowship, if successful. If the applicant does not have a position at the University of Melbourne as of the commencement of the Fellowship, and this application is successful, I agree to consider the case for extending the applicant’s contract for the duration of the Fellowship, noting that successful applicants must be employed by the University at the commencement of the Fellowship **or otherwise relinquish the Fellowship funding.**

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| **Title** |  | **Full Name** |  | | |
| **Department/ School** |  | | | | |
| **Signature** |  | | | **Date** |  |

**Applicant Declaration**

I declare that the information I have given in this application is true to the best of my knowledge and I understand that any offer of a Fellowship or employment as a Fellow may be withdrawn if false information is given.

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| **Signature** |  | **Date** |  |

# PART J – APPLICATION SUBMISSION

1. Save the completed application and supporting documents as a **single PDF** using the format MRF-CI2019\_Application\_*SURNAME OF APPLICANT*.
2. Send a copy of the application, the Funding Guidelines and the Referee Report Form template to the nominated referee, requesting that they submit their completed report to RIC by 11.59pm, Tuesday 1 May 2018.
3. Submit the completed application viathe **Themis Submissions Workbench** for HOD approval.
4. Ensure HOD has approved the submission and the status is ‘*Submitted to Research Office*’ by 11.59pm, Tuesday 1 May 2018.

# PART K – PRIVACY

The information requested is being collected for use by a central University of Melbourne committee; an academic panel appointed by the Deputy Vice-Chancellor (Research). Copies of applications will be made available to the relevant faculty/school and members of the central committee. The names of the successful applicants and the summary of their projects will be reported to relevant University committees and senior officers. Personal information will be held and used in accordance with the University’s Privacy Policy, available at <http://www.unimelb.edu.au/unisec/privacy/>.