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| **THE UNIVERSITY OF MELBOURNE**  **Early Career Researcher Grants Scheme**  **2019 Application Form** |

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

# **PART A – ADMINISTRATIVE SUMMARY**

**A1. Application Details**

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| --- | --- | --- | --- |
| **Themis Submission ID\*** |  | | |
| **Themis Project Title** |  | | |
| **Proposed Start Date** | *1 Jan 2019* | **Proposed End Date** | *31 Dec 2019* |

\*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*): | | | |
| **Are you an Aboriginal and/or Torres Strait Islander?** | | Yes  No  *(Answer is optional)* | | | |
| **Position at UoM** | |  | | | |
| **Department** | |  | | | |
| **Faculty/School** | |  | | | |
| **Current Supervisor/Lab Head** | |  | | | |
| **Telephone** | |  | | **Email** |  |

**A3. Appointment Details**

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| **Date PhD awarded** **or Expected Date of Award**  *If your PhD was awarded before 1 August 2013, please indicate the number of years post-PhD (FTE)* *(see Funding Guidelines, Section 5.3).* |  | | |
| **Date Appointment Commenced[[1]](#footnote-1)**  *Please note that if you have multiple  appointments, this should be the start date  of your first UoM appointment.* |  | **End Date of Appointment** |  |
| **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).* |  | | |
| **Is your current position at least 0.5 Full-Time Equivalent (FTE)?** | *(Please check box if yes)* | | |
| **Current level of appointment** *(e.g. A, B, C)* |  | | |
| **Current contract status** *(e.g. fixed term, continuing)* |  | | |

# **PART B – PROJECT SUMMARY & FUNDING PLAN**

**B1. Project Title**

Provide a short descriptive title of no more than **10 words**.

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**B2. Project Summary**

In plain language, summarise the aims, significance and expected outcomes of the project in no more than **100 words**. This summary may be made publicly available by the University of Melbourne.

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**B3. Future Funding Plan**

**B3.1** Please explain how the project will contribute to your research career development, enhance your competitiveness in securing future external research funding and foster future collaborations outside of your current research group in no more than **250 words**.

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**B3.2** Please list all external (i.e. domestic and/or international) sources of funding that you wish to apply for within 2 years of completion of the ECR grant (i.e. before 31 December 2021). Please include Category 2-4 funding where appropriate.

*Category 1:* Australian Competitive Grants Register (ACGR)

*Category 2:* Other Public Sector Competitive and Non-competitive Research Funding

*Category 3:* Industry, International, Philanthropic and Other Funding for Research

*Category 4:* Cooperative Research Centres (CRCs)

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| --- | --- | --- | --- |
| **External Funding Agency (domestic or international) and Scheme** | **Submission Date** | **Approximate Length and Level of Funding** | **Potential Collaborators** |
| *Example: 2020 ARC DECRA* | *MARCH 2019* | *3 YEARS, max. $137,708 P.A.* | *N/A* |
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Please add additional rows if required.

# **PART C – BUDGET**

Please list all items that you are requesting to be funded from the ECR grant. Ensure you use correct and appropriate rates for all items. Please consult item 3.8 of the Instructions to Applicants document available at <https://research.unimelb.edu.au/support/funding/internal/ecr> for more information. All items should be listed individually and justified fully and appropriately in *Part E* of this form. **All costs should be quoted excluding GST**.

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| --- | --- |
| **Description** | **$ Amount Requested** |
| *Personnel* |  |
|  |  |
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|  |  |
| *Relief from teaching/other duties* |  |
|  |  |
|  |  |
|  |  |
| *Equipment* |  |
|  |  |
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| *Maintenance* |  |
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| *Travel* |  |
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| *Other* |  |
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| **TOTAL (Excl. GST)** |  |

# **PART D – RESEARCH SUPPORT**

Please provide details of all research income you have received or requested (ARC, NHMRC, other agencies in Australia and overseas, including internal grants,) for the years 2018 to 2021 inclusive. This should include research contracts with government agencies/departments and industry. List all projects/proposals/fellowships **awarded or requests submitted** for funding involving the Chief Investigator on this ECR application. Please list this ECR application first in the table.

*Please note that this should only include funding awarded or funding requests submitted where you (i.e. the researcher applying to this ECR scheme) are a named Investigator or Fellow. Add more rows as necessary.*

| **Description**  (All named investigators on any proposal or grant/ project/ fellowship in which a participant is involved, project title, source of support, scheme and round, and your role and time commitment) | **Support Status** (Requested R)/ Current (C)/ Past (P) | **Same Research Area**  (Yes/ No) | **What does the funding support** (Salary, travel and/or Project Costs)? | **Eligibility exemption granted?**  (Yes/ No) | **Contracted Research (consultancy)?** (Yes/ No) | **2018** ($’000) | **2019** ($’000) | **2020**  ($’000) | **2021**  ($’000) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **List this ECR application here**  *e.g. Dr A Example, Proposal Title, UOM, ECR, Submission ID, CIA 0.4FTE* | *R* | *Y* | *$20k (project costs)* | *N* | *N* |  | *20* |  |  |
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# **PART E – PROJECT DESCRIPTION**

Please provide a project description of no more than four (4) A4 pages **total**, including references.

The Project Description must adhere to the formatting requirements detailed in *Section 3.5* of the Instructions to Applicants documents.

**You must use the following headings.** See *Section 3.9* of the Instructions to Applicants document for further guidance.

1. Aims, Significance and Expected Outcomes
2. Research Plan, Methods, Techniques and Proposed Timing
3. Role of the Chief Investigator and any Collaborators in Project
4. Justification of the Budget
5. References

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# **PART F – RESEARCH ONLY APPLICANTS**

This section is to be completed by Research Only (RO) applicants only.

**F1. Details of Source of Funding for Current RO Staff**

This will be the main source of your current salary.

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| --- | --- |
| **Funder and Scheme** |  |
| **External Reference Number**  *e.g. DP161000001, CE150100001* |  |
| **Project Start Date (month and year)** |  |
| **Project End Date (month and year)** |  |
| **Funding Amount Awarded to the**  **University of Melbourne** |  |
| **University of Melbourne Lead CI** |  |
| **Applicant’s Supervisor**  *if different to above* |  |
| **Themis Agreement ID** |  |

**F2. Brief Summary of Current Research Project**

Where appropriate, this can be taken directly from the application form of an awarded grant (**no more than 100 words**).

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**F3. Project Statement**

Please provide a statement of no more than one (1) A4 page, addressing the points below:

* RO staff must explain how their time commitment to this project can be made within their current workload and their conditions of employment (including any restrictions specified by an external funding body).
* RO staff must describe how their proposed ECR project (as detailed in *Part E* of this Application Form) is distinct from your current research project (as detailed in *Part F2* of this Application Form). *Please note that ECR funding cannot be used to ‘top-up’ an existing grant. Applications requesting funds that duplicate or supplement another internal grant, external grant or research contract will be excluded from consideration.*

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# **PART G – CURRICULUM VITAE & RESEARCH OUTPUTS**

The Curriculum Vitae and Research Outputs must adhere to the formatting requirements detailed in *Section 3.5* of the Instructions to Applicants document.

**G1. Curriculum Vitae**

All applicants must submit a CV with their application; this should be attached at the end of the application form. The CV must be no longer than three (3) A4 pages in length excluding research outputs, and must address the headings detailed below. Where appropriate, all details should be listed in reverse chronological order.

* Full name;
* Full details of education, postgraduate training, present and past appointments;
* Research experience and productivity, relative to opportunity (maximum one page);
* Awards or prizes (include $ amount where applicable);
* Seminar/conference presentations (details of conference, indicate if invited talk, selected for oral, or poster presentation);
* Current and previous collaborations;
* Postgraduate and undergraduate teaching and supervision (including demonstrating, tutor roles or co-supervision of students);
* Leadership and service activities related to scientific discipline or the University of Melbourne (e.g. membership of societies and committees, peer review experience, administrative responsibilities);
* Community engagement activities;
* A statement of your career aspirations for the next 5 years.

**G2. Career Interruption(s) (if applicable)**

Please summarise any career interruptions and contextualise your research outputs relative to opportunity (ROPE) by calculating your full-time equivalent research metrics(see *Section 3.11.2* in the Instructions to Applicants document).

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**G3. List of Refereed Research Outputs**

**G3.1** To guide reviewers who may not be familiar with your area of research, please provide a brief summary (**approximately 100 words**) describing the common publishing practices in your field, particularly concerning how your field assesses research and publication quality. Examples may include authorship in alphabetical order rather than overall contribution to publication, relative role of last named author, average citation numbers, publication numbers.

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**G3.2** Please list your three (3) best research outputs; and provide a brief summary detailing your contribution and the impact they have made in your field (**maximum one (1) A4 page**).

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**G3.3** At the end of your CV, list your research outputs since 1 January 2013.

**For multi-author outputs, applicants should indicate their contribution to the published work. Please do not list works submitted, under review or in preparation.**

Please use the following sub headings for your publications:

* Original refereed publications;
* Full published conference proceedings (do not include conference abstracts);
* Reviews;
* Book chapters and monographs;
* Patents;
* Other publications (excluding conference abstracts) e.g. popular articles, periodicals, submissions to government reviews, policies

Please use all headings, even if you do not have any publications to cite under that heading.

Research outputs relevant to this application should be asterisked (\*).

# **PART H – DECLARATIONS AND AUTHORISATION**

**H1. 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 funding may be withdrawn if false information is given.*

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

**H2. Declaration and Authorisation by Current Supervisor (RO APPLICANTS ONLY)**

*I confirm that the applicant’s proposed research is distinct from the research they are currently pursuing under my supervision, and that the applicant will have the capacity to carry out the proposed work in addition to their current program of research.*

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| --- | --- | --- | --- |
| **Name** |  | | |
| **Signature** |  | **Date** |  |

**H3. Authorisation by Head of School/Department**

*In signing below, I confirm that:*

*a) The applicant’s CV and Research Outputs are an accurate reflection of their academic career to date*

*b) The applicant and their proposed project can be accommodated within the general facilities in my School/Department*

*c) The applicant has a continuing position or a fixed term position until at least 31 December 2019* ***OR***

*If this ECR application is successful, I agree to consider the case for extension of the applicant’s contract until 31 December 2019 noting that successful applicants must be employed for the period of the grant or otherwise relinquish the funding*

*d) I agree to commit 25% of the total budget requested in support of this project* ***OR*** *[in the case of single Department Academic Divisions or alternate Academic Division arrangements]   
The Academic Division agrees to commit 50% of the total budget requested in support of this project*

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| --- | --- | --- | --- |
| **Title, Full Name** |  | | |
| **School/Department** |  | | |
| **Funding Contribution ($)** |  | | |
| **Signature** |  | **Date** |  |

# **PART I – PRIVACY COLLECTION NOTICE**

The information in this form is being collected by Research, Innovation and Commercialisation on behalf of Chancellery (Research), the University of Melbourne. You can contact us at 13 6352. The information you provide is being collected in order to record administrative details of the applicant, and for assessment by an Academic Division Committee and a Central Committee. The Academic Division Committee is chaired by the respective Associate Dean (Research) or equivalent. The Central Committee is an academic panel appointed by the Deputy Vice-Chancellor (Research) or delegate. The information will be used by authorised staff for the purpose for which it was collected, and will be protected against unauthorised access and use. The names of successful applicants and a summary of their projects will be reported to relevant University committees and senior officers.

If you do not provide all of the information requested on this form, your application may be deemed ineligible and removed from consideration by the committees. You may access any personal information you have provided to the University by contacting 13 6352. The University of Melbourne is committed to protecting personal information provided by you in accordance with the Privacy and Data Protection Act 2014 (Vic). All information collected by the University is governed by the University’s Privacy Policy. For further information about how the University deals with personal information, please refer to the University’s Privacy Policy or contact the University’s Privacy Officer at [privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au).

1. ‘For those applicants who hold an honorary appointment in the Florey Department of Neuroscience and Mental Health of the Faculty of Medicine, Dentistry and Health Sciences, please indicate date of commencement of academic appointment at the Florey. [↑](#footnote-ref-1)