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| **THE UNIVERSITY OF MELBOURNE****Early Career Researcher Grants Scheme****2019 Eligibility Exemption Request Form**  |

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

1. **INSTRUCTIONS TO PROSPECTIVE APPLICANTS**
	1. Eligibility Exemption Request (EER) Forms must be submitted **by 11.59PM Monday 25 June 2018 to** **ric-internalgrants@unimelb.edu.au****.**
	2. EERs may be submitted to request an exemption under the following circumstances only:
* If the applicant’s PhD was awarded[[1]](#footnote-1) prior to 1 August 2013;
* If the applicant is a named CI on an external grant of equal to or greater than $25,000 but extenuating circumstances apply;
* Other exceptional circumstances where Research, Innovation and Commercialisation (RIC) has advised the applicant to submit an EER.
	1. To complete and submit an EER, applicants must:
* Complete this EER Form;
* Clearly state and justify alleligibility issues;
* Attach supporting documentation (e.g. medical certificates), **maximum five (5) A4 pages**;
* Save the Eligibility Exemption Request as a single pdf file with the filename format **‘**2019ECR\_EER\_SURNAME**;**
* Email to ric-internalgrants@unimelb.edu.au using the subject heading **‘2019 ECR Scheme – EER – SURNAME’**by 11.59PM (AEST) Monday 25 June 2018.

	1. RIC may, in its absolute discretion, and only in exceptional circumstances, accept late EERs.
	2. **Submission of an EER does not guarantee an exemption; all decisions are at the discretion of the Central Committee.**
	3. RIC will endeavour to notify applicants of the outcome of their Eligibility Exemption Request **by Monday 10 July 2018**.
	4. Where the Eligibility Exemption Request is approved, applicants will be invited to submit a full application by **1 August 2018**.

## **ELIGIBILITY EXEMPTION REQUEST DETAILS**

## **2.1 Administrative Summary**

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| --- | --- | --- | --- |
| Title |       | Full Name |       |
| Department |       |
| Faculty/School |       |
| Telephone |       |
| Email Address |       |
| Date PhD Awarded (Day, Month, Year) |       |
| Proposed ECR Grant Project Title |       |

## **2.2 Type of Eligibility Exemption Requested**

## *Please tick all relevant boxes.*

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| I was awarded my PhD prior to 1 August 2013 | [ ]  |
| I hold/have already held an external grant of $25,000 or over and extenuating circumstances apply  | [ ]  |
| I have contacted RIC regarding another proposed eligibility issue and have been advised by RIC to submit an EER (please include invitation to apply from RIC) | [ ]  |

## **Justification for the Need of an Eligibility Exemption**

## Applicants must provide details and make a compelling argument as to why they should be granted an Eligibility Exemption (maximum 700 words).

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1. **DECLARATION**

*I declare that the information I have given in this form 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** |       |

1. The date of the award is considered to be 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 RIC. [↑](#footnote-ref-1)