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| **THE UNIVERSITY OF MELBOURNE****McKenzie Postdoctoral Fellowships Program****2019 Application Form**  |

Please refer to the Funding Guidelines before completing this form.

# PART A - Administrative Summary

**A1 Applicant Information**

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| --- | --- | --- | --- |
| **Title** |       | **Surname** |       |
| **Given Name(s)** |       |
| **Address** |  |
| **Nationality** |  |
| **Telephone** |  |
| **Email** |  |
| **Gender** *(please check appropriate box)* | [ ]  Female | [ ]  Male | [ ]  Other (*please specify*):  |
| **Are you an Aboriginal and/or Torres Strait Islander person?***(Answer is optional)* |       |

**A2 Host Academic Division Information**

|  |  |
| --- | --- |
| School, Department or Centre in which you wish to work |       |
| Academic Division *(i.e. Faculty or Graduate School)* |       |
| Proposed Commencement Date *(dd/mm/2019)* |       |
| Title and Full Name of University of Melbourne (UoM) academic contact and mentor  |       |
| Email address of UoM academic contact |       |

# PART B – Eligibility

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| B1 Have you obtained an Eligibility Exemption Approval from Research, Innovation and Commercialisation?  | YES/NO/NA |
| **B2** Have you experienceda **Career Interruption** between 1 January 2016 and 7 September 2018,e.g. 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) **that does not require Eligibility Exemption?***If ‘yes’, please complete Part E of this Application Form* | YES/NO |

# PART C – Citizenship / Residency Status

**International Applicants** – please note that it is the responsibility of successful Fellows to obtain an appropriate entry visa to Australia. This Scheme does not provide funding for visa expenses.

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| Are you an Australian Citizen? |       |
| If you are not an Australian Citizen, do you hold Permanent Residency Status? |       |

# PART D – Academic Record

Please list the course(s) that you are or have been enrolled in at a tertiary institution. Please attach evidence of the award[[1]](#footnote-1) of your PhD to the application form.

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| --- | --- | --- |
| Name of institution | Name of degree/diploma*(show level of honours where applicable)* | Completion date *(day, month and year)* |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

*(Add or delete rows in the table above as required)*

# PART E – Career Interruption

Only to be completed if you indicated YES in Part B2

This section is only applicable for applicants who have been awarded their PhD on or after 1 January 2014 and had a period of significant research career interruption between 1 January 2016 and 7 September 2018.

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).

If you do not fit the requirements above, and would still like to request exemption from one or more eligibility criteria, you must complete and submit Eligibility Exemption Request form.

**Statement**

Please outline the nature of the career interruption, demonstrating how your research career has been significantly constrained or interrupted. This statement should justify why your application should be considered under special circumstances. ***Maximum 700 words****.*

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# PART F – Employment and Non-Employment Timeline

All applicants should indicate their employment (and non-employment, where applicable) history (in months/years and fraction Full-Time Equivalent), in reverse chronological order. Applicants should provide details of all employment held since the award of the PhD. Applicants should, in addition, list all past University of Melbourne academic appointments, regardless of whether they occurred before or after the award of PhD. This should include any career interruptions for applicants who have completed *Part E* of this Application Form. Documentation (e.g. employment contract, travel itinerary, medical certificate) is not mandatory and should be provided at the discretion of the applicant.

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| --- | --- | --- | --- | --- | --- |
| **Time Period****(Month/Year – Month/Year)** | **Non-employment and employment history (include position title and employer)** | **Was employment research related****(Yes/No)** | **Total period****(Months/Years)** | **Fraction Full-Time Equivalent** | **Documentation attached****(Yes/No)** |
| *eg. July 2017 - present* | *Teaching-only position, Level A* | *No* | *1 year 2 months* | *0.5* | *Yes* |
| *eg. June 2016 – June 2017* | *Career interruption due to travel* | *No* | *1 year* | *1.0* | *Yes* |
| *eg. Jan 2016 – June 2016* | *Researcher* | *Yes* | *6 months* | *1.0* | *No* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*(Add or delete rows in the table above as required)*

# PART G – Proposed Research Project

**G1 Project Title**

***Maximum 200 characters.***

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|       |

**G2 Project Proposal**

Applicants must use the following headings and ***not exceed 800 words in total for headings 1-5.*** Within this section applicants should demonstrate their ability to communicate scientifically and effectively. Applicants may use images, diagrams or graphs where needed, to assist in communication – these are not included in the word count however should not be used unnecessarily.

1. **Aims and significance**

*Applicants should describe the key aims and significance of the proposed project; e.g. what they are aiming to achieve and why it is important in the context of current knowledge and/or translation.*

1. **Relevance to the area in which it would be located**

*Applicants may refer to both the relevance of the project within the proposed host department/school and the area of research/discipline itself.*

1. **Methods**

*Applicants should describe how they plan to complete the project by briefly describing the proposed methodology with a non-expert reader in mind.*

1. **Expected outcomes**

*Applicants should detail any expected outcomes of the proposed project. This may include outcomes that are of benefit to both the scientific and broader community. For example: research outputs (publications, conference papers, patents); ongoing or new collaborations both internally and externally to the University; knowledge gained; applications developed.*

1. **Opportunities for further external funded fellowships or academic employment**

*Applicants should detail how the proposed project will lead to opportunities for further research grant funding/fellowships/academic employment, with specific funding bodies and schemes listed where possible.*

1. **Reference list**

*References should only be used where necessary and the reference list should be no longer than one additional A4 page.*

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**G3 Significance and Alignment with Strategic Research Directions**

Describe how the proposed project will contribute significantly to the advancement of knowledge in one or more areas of University/Academic Division research priority. ***Maximum*** ***300 words****.*

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**G4 Collaboration**

Describe what forms of collaboration within the University the applicant will be seeking to build if awarded the Fellowship. Applicants should list any specific collaborators (i.e. individuals or groups/organisations) and explain in detail how they would be involved (i.e. what exactly their role would be) in the proposed project. ***Maximum*** ***300 words****.*

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**G5 Profile of Research Background**

Provide a profile of your research activities, experience and strengths (relative to opportunity). Include information about your track record and the relationship of this proposal with work in the field generally. This is an opportunity to mention items that might not be mentioned in your CV. ***Maximum 300 words****.*

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**G6 The Fellowship in the Context of Career Plans**

Provide a statement describing your career plan and how this Fellowship will benefit your career. ***Maximum 300 words****.*

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# PART H – Proposed Budget

Please list all items that you are requesting to be funded from the $25,000 project funding. This is an indicative budget to show anticipated expenditure and distribution of funds. You may add more lines if necessary.

Ensure you use correct and appropriate rates for all items. All items should be listed individually and justified briefly in the table. **All costs should be quoted excluding GST**.

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| --- | --- | --- |
| **Description** | **Justification of request** | **$ Amount Requested** |
| *Personnel (eg.Research Assistant)* |  |  |
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|  |  |  |
|  |  |  |
| *Travel* |  |  |
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| *Equipment and Maintenance (if relevant)* |  |  |
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|  |  |  |
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| *Other* |  |  |
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|  |  |  |
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| **TOTAL (Excl. GST)** |  |

# PART I – Referee Information

Please give the names and affiliations of your two (2) academic research referees.

**Nominated Referee #1**

|  |  |
| --- | --- |
| Name |       |
| Position / Institution |       |
| Telephone |       | Email |       |

**Nominated Referee #2**

|  |  |
| --- | --- |
| Name |       |
| Position / Institution |       |
| Telephone |       | Email |       |

**Important Note:** referees must provide written testimonials. There is no specified template for written testimonials; this is at the discretion of the referee. **Please supply referees with a copy of the Funding Guidelines and your application.**

# PART J – Curriculum Vitae

**GUIDELINES for CURRICULUM VITAE**

The following headings only are to be included in the accompanying curriculum vitae - ***maximum three pages in 12 point font (excluding publications)***.

1. Full name;
2. Full details of education, postgraduate training, present and past appointments;
3. Seminar/conference presentations (details of conference, indicate if invited talk, selected for oral, or poster presentation);
4. Details of awards or prizes (include $ amount where applicable);
5. Details of any postgraduate and undergraduate teaching and supervision;
6. Details of published works organised in the following categories (***please do not list works submitted, under review or in preparation)***:
* Original refereed journal articles **(*the date of acceptance should be provided for papers not yet published*)**;
* Reviews;
* Books, chapters and monographs;
* Full published conference proceedings (do not include conference abstracts);
* Patents;
* Other publications, e.g. popular articles, periodicals, submissions to government reviews, policies.

# PART K – Declarations

*Scanned electronic signatures are acceptable. You may also attach separate signature pages for Head of Department/School and Application Declarations. This must be signed by the relevant Head of Department/School at The University of Melbourne.*

**Head of Department/School Support**

*I agree to support this application, host the Fellowship and ensure that the applicant receives informal mentoring in the Department/School throughout their fellowship if successful.*

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| --- | --- |
| 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.*

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

# PART L – Checklist

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| --- | --- | --- |
| **Item** | **Material** | **Please check if ‘yes’** |
| Funding Guidelines | The Funding Guidelines have been read and understood prior to completing the Application Form | [ ]  |
| Eligibility Exemption | An Eligibility Exemption has been sought and approved, if necessary | [ ]  |
| Application Form | The Application Form has been completed with all sections answered or marked ‘not applicable’ | [ ]  |
| Award of PhD | Evidence of the award of the applicant’s PhD, including date of award, is attached | [ ]  |
| Referees | The applicant has contacted two academic research referees, and requested them to submit written testimonials by the closing date | [ ]  |
| Curriculum Vitae | Current CV is attached *(Part J* of the Application Form*)*  | [ ]  |
| Head of Department/School Support | Head of Department/School has indicated support for the application in *Part K* of the Application Form | [ ]  |

# PART M – 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 delegate. 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.

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 Research, Innovation and Commercialisation. [↑](#footnote-ref-1)