

# 2015 Vice Chancellor's Postdoctoral Research Fellowships Guidelines and Instructions to Applicants

## 1. Overview

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The Vice Chancellor's Postdoctoral Research Fellowship Scheme aims to grow research capacity at UOW by attracting and developing outstanding early career academics to undertake full-time research to:

- establish a strategic program of focused research that will increase their potential for winning external research funding; and
- enhance the University's research performance by supporting research-only personnel with the ability to grow and expand research capacity in key discipline areas.

Successful applicants will have a highly competitive track record relative to opportunity and propose an innovative program of research with the potential to make a significant contribution to the University's research profile and priority research areas

<http://www.uow.edu.au/research/priorities/index.html>. Projects must also align with the research strategies of the host Faculty (<http://www.uow.edu.au/about/faculties/index.html> or Australian Institute of Innovative Materials (AIIM) <http://aiim.uow.edu.au/index.html>).

For 2015, we are offering six (6) Vice Chancellor's Postdoctoral Research Fellowships, of three (3) years duration, for early career researchers up to five (5) years post award of PhD.

## 2. Eligibility

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### 2.1 General eligibility criteria

Applicants must:

- a) have been awarded a PhD on or after 1 July 2009,  
OR
- b) have been awarded a PhD prior to 1 July 2009, together with periods of significant career interruption (between the PhD award date and the closing time of submission of Proposals) which if taken into account would be commensurate with a PhD being awarded on or after 1 July 2009. Career interruptions of less than one month will not be considered. The following types of interruption will be considered:
  - carer's responsibility, including maternity or parental leave, care for immediate family (eg partner, children, parent);
  - disruption due to international relocation for post-doctoral studies or other research employment not exceeding 3 months per international relocation;
  - illness;
  - unemployment, or non-research employment outside of the research sector including time working in industry.

AND

- c) meet one of the following:
  - (i) be currently external to UOW; or

- (ii) be a UOW PhD graduate, who has held a position with another organisation subsequent to the award of their PhD, who does not currently hold a continuing paid position at UOW; or
- (iii) be a current UOW employee, with a limited paid term appointment who obtained their PhD elsewhere.

*Strong preference will be given to candidates seeking to join UOW from other organisations within Australia or from overseas.*

## 2.2 Eligibility clarifications

Applicants wishing to clarify their eligibility must submit a written request of no more than 300 words via email to the Grants Manager at [research-grants@uow.edu.au](mailto:research-grants@uow.edu.au), University of Wollongong, Research Services Office by 5pm, Friday 27 June 2014. You must clearly state the duration and details of career interruptions. Clarification requests after this date will not be considered.

## 3. Assessment Criteria

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Assessment will be via a two stage process – an expression of interest, followed by a full application and associated referee reports – and will focus on the experience of the researcher and the potential for the proposal to contribute to and develop research at UOW.

All applicants are required to submit an expression of interest as detailed below. Faculty Research Committees will determine which applicants are to be invited to submit a full application.

Full applications will be ranked by a sub-committee of the University Research Committee, with representation from relevant discipline areas. Applicants should ensure that their proposal can be easily understood by academics from outside of their discipline area. Committee members will consider information provided in the application and referees reports. Applications will be assessed against the following criteria:

1. Research track record (e.g. publications, research achievements, awards etc) and potential of the applicant, taking into account research opportunity (50%).
2. The excellence of the proposed research and its strategic alignment with the host Faculty and project alignment with the nominated UOW priority area/s (50%).

## 4. Preparing an application

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### 4.1 General Requirements

Applicants must discuss their application with the Head of the proposed host Unit, and their proposed mentor, prior to commencing the expression of interest (EOI). Applications that do not have appropriate endorsements will not be considered.

The EOI and application must comply with the following format requirements:

- a) Black type
- b) Single column and single spacing
- c) 12-point font size in Times New Roman or Arial font. References may be 10-point font size
- d) At least 2 cm margins on each side

## 4.2 Stage 1: Expressions of Interest

The EOI online form is available from the UOW Recruitment website.

Applicants must complete and submit the EOI online form and one PDF attachment including Project Outline, CV and publications list as outlined below.

- (a) Online form: including the name and contact details of your UOW host unit and mentor.
- (b) Project Outline: no more than 2 pages, plus references. The following headings must be used:
  - Project Title
  - Aims
  - Approach
  - Strategic alignment with host unit (<http://www.uow.edu.au/about/faculties/index.html> or Australian Institute of Innovative Materials (AIIM) <http://aiim.uow.edu.au/index.html>)
  - Project alignment with UOW priority research areas (<http://www.uow.edu.au/research/priorities/index.html> (where applicable))
  - Expected outcomes
  - References
- (c) Curriculum Vitae: including qualifications, employment history, details of track record relative to opportunity and significant contributions to the research field; and publications list. No more than 2 pages, plus publications list.

EOIs must be submitted online by 13 July 2014. *Late and/or incomplete EOI's will not be accepted.*

## 4.3 Stage 2: Full Application

Candidates who are shortlisted to submit a Stage 2 Full Application will be advised by 15 August 2014 and must submit their application using the link that will be provided in the notification email.

The full application includes the following:

- (a) Project Proposal: this section should be no more than 4 pages, plus references, and outline the applicant's research plan for the duration of the Fellowship.

The following headings must be used:

- Project Title
  - Aims
  - Significance
  - Approach and methods
  - Strategic alignment with Host Unit
  - Project alignment with UOW priority research areas (where applicable)
  - Budget (\$10,000 pa is available for project costs - clearly state and justify these costs)
  - Project Timeline
  - Expected outcomes
  - References
- (b) Curriculum Vitae: including qualifications, employment history, details of track record relative to opportunity and significant contributions to the research field; and publications list. No more than 4 pages, plus publications list.

(c) Referees Reports:

- a) One external referees report should be provided. This referee is required to comment constructively on the research capability, potential and track record (relative to opportunity) of the applicant.
- b) One UOW mentor should also provide a report detailing how the candidate's research project aligns with the Faculty and/or UOW priority research area(s) and the support to be provided by the host Faculty and/or Unit during the Fellowship.

Both reports must be completed on the form provided.

Full applications must be submitted by Friday 12 September 2014. *Late and/or incomplete applications will not be considered.*

## 5. Timetable

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Stage 1 EOI Closing date: Sunday 13 July 2014  
Applicants notified of EOI outcome: By Friday 15 August 2014

For those shortlisted to proceed -

Stage 2 Full application closing date: Friday 12 September 2014  
Applicants notified of outcome: By Friday 17 October 2014  
Fellowship intended commencement date: Between 1 January 2015 - 30 April 2015

## 6. Conditions of Award

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The Fellowship is awarded under the following conditions:

- 6.1 Funding for a Postdoctoral Fellowship shall be awarded for a period of three (3) years;
- 6.2 Throughout the approved Fellowship period, Fellows must become full-time, fixed-term employees of the University of Wollongong and must not hold a concurrent paid appointment. Part-time employment may be considered at any time during the Fellowship, however the total duration of the Fellowship will not be extended beyond 3 years;
- 6.3 Appointments must commence on 1 January 2015, unless otherwise approved by the Deputy Vice-Chancellor (Research). The latest start date possible is 30 April 2015;
- 6.4 A salary (taxable) will be provided. Appointment will commence at Level B1 of the University's Academic salary scale;
- 6.5 Fellows shall be entitled to recreational, sick and maternity leave in accordance with the University's EBA for academic staff. All recreation leave must be taken within the period of the appointment. The RSO must be notified of maternity leave in advance of the leave commencing. Requests to suspend or vary the hours of an award must be submitted in writing to the RSO and approved by the DVC(R);
- 6.6 Relocation costs will be paid as per the *UOW Relocation Assistance Guidelines*.
- 6.7 Project costs of up to \$10,000 pa will be provided and approved based on assessment of the budget details in the application;
- 6.8 Successful applicants awarded a fellowship or equivalent from another source must relinquish their Vice Chancellor's Postdoctoral Research Fellowship within three months of notification of the other award;

- 6.9 Fellows are expected to focus on research full time for the duration of the Fellowship. Fellows may be required to undertake other duties for up to 10% of their time (e.g. teaching duties, committee representation);
- 6.10 The work performance of Fellows will be reviewed annually by their supervisor in accordance with the University's Performance Enhancement and Career Development program;
- 6.11 Fellows should seek, during the period of the Fellowship, additional funding through external granting schemes for projects/fellowships hosted by UOW;
- 6.12 Fellows are required to submit annual reports on their research work, including details of their intended program for the following 12 month period. A final report, covering all aspects of the work undertaken, must be submitted at the completion of the Fellowship. All reports must be provided to the RSO. Any Fellow considered not to be making satisfactory progress will have the Fellowship reviewed by a committee appointed by the DVC(R) which, at its absolute discretion, may terminate the Fellowship; and
- 6.13 The University asserts certain ownership rights of intellectual property created in the course of the Fellowship subject to the University's Intellectual Property Policy:  
<http://www.uow.edu.au/about/policy/UOW058689.html>.

## 7. Appeals

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Appeals process: Individuals have the right to appeal the outcomes of the decision on their application on the basis of failure to follow due process. Should any individual wish to appeal the outcome of a decision they must notify the Director of the Research Services Office in writing of their intention to appeal within 14 days of receipt of the advice of the decision.

The Director of the Research Services Office will refer the matter to the DVC(R) for consideration. If the DVC(R) determines that there are grounds for appeal then she will convene a meeting of a URC Appeals Committee. A URC Appeals Committee will comprise:

- Chair, Dean of Research
- Executive Dean of the relevant Faculty
- Associate Dean Research of the relevant Faculty

## 8. Further Information

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For further information applicants can contact the Research Services Office, Grants Manager ([research-services@uow.edu.au](mailto:research-services@uow.edu.au)).