



VICE-CHANCELLOR'S POSTDOCTORAL RESEARCH FELLOWSHIP GUIDELINES 2017

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Audience:	Public		

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1 Introduction / Background

The Vice-Chancellor's Postdoctoral Research Fellowship Scheme was established in 2011 to connect outstanding early career researchers, less than five years post PhD, with established, world-class academics, in areas of existing and emerging research strength at the University of Wollongong (UOW).

2 Scope / Purpose

The 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](#).

Projects must also align with the [research strategies of the host faculty](#) or the [Australian Institute of Innovative Materials \(AIIM\)](#).

For 2017, there will be up to six Vice-Chancellor's Postdoctoral Research Fellowships, of three years duration, for early career researchers up to five years post award of PhD.

UOW values workforce diversity and is an 'Employer of Choice for Gender Equality' as well as being an inaugural member of the Science in Australia Gender Equity (SAGE) Pilot.

3 Definitions

Word/Term	Definition (with examples if required)
AIIM	Australian Institute for Innovative Materials
EBA	Enterprise Bargaining Agreement
DVC (R&I)	Deputy Vice-Chancellor (Research & Innovation)
EOI	Expression of Interest
RSO	Research Services Office
URC	University Research Committee
External	Not a current or past employee or student of UOW
Organisation	Australian or international university or a research organisation



4 Eligibility Criteria and Application Process

4.1 General Eligibility Criteria

Applicants must:

- a) have been awarded a PhD on or after 1 July 2011,

OR

- b) have been awarded a PhD prior to 1 July 2011, 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 2011. 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 external to UOW (See definition in section 3); or
 - ii. be a UOW PhD graduate, who has held a postdoctoral research/academic 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

4.2 Eligibility Exemption requests

Applicants needing to claim an eligibility exemption request must submit a written request of no more than 300 words via email to the Grants Manager at research-grants@uow.edu.au, University of Wollongong, Research Services Office (RSO) by **5pm, Monday 11 July 2016**. You must clearly state the duration and details of each career interruption clearly indicating the time period claimed for the exemption to demonstrate that period is commensurate with a PhD being awarded on or after 1 July 2011.

Eligibility exemption requests received after this date will not be considered.

4.3 Application Process and Selection Criteria

The assessment of applications for the Vice-Chancellor's Postdoctoral Research Fellowship Scheme are determined via a two stage process.



Stage 1: Expression of Interest

Stage one involves the submission of an Expression of Interest (EOI).

All applicants are required to submit an EOI as detailed in section 5.2 below. Faculty Research Committees will determine which applicants are to be invited to submit a full application.

Stage 2: Full Application

Stage two of the application process involves the submission of a full application and associated referee reports, as detailed in section 5.3 below. Full applications will be ranked by a sub-committee of the University Research Committee (URC), with representation from relevant discipline areas. The sub-committee will focus on the experience of the applicant and the potential for the proposal to contribute to, and develop research at, UOW. Applicants should ensure that their proposal can be easily understood by academics from outside their discipline area. Committee members will consider information provided in the application and referee reports. Applications will be assessed against the following criteria:

- a. Research track record (e.g. publications, research achievements, awards etc) and potential of the applicant, taking into account research opportunity (50%).
- b. 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%).

The URC sub-committee's decision regarding the selection of successful applicants is final. There is no avenue for appeal.

5 Eligibility, Assessment Criteria and Key Dates

5.1 General Requirements

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

The EOI and full application must comply with the following formatting 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 all sides

5.2 Stage 1: Expression of Interest

Applicants must submit the application online at the UOW Recruitment website and upload one PDF attachment, which includes the Project Outline, CV and publications list as outlined below.

- (a) **Online application details:** enter your personal details. Once you complete the questions and attached your one document which includes the project outline, CV and publications list; click the "Submit Application" button and the next questions will populate, which includes the name of your UOW 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, significant contributions to the research field; and a publications list. No more than **2 pages, plus publications list**.

First stage EOIs must be submitted online by Wednesday 3 August 2016.

5.3 Stage 2: Full Application

Candidates who are shortlisted to submit a Stage 2 Full Application will be advised by Tuesday 20 September 2016 and must submit their application as advised 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 p.a. 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, significant contributions to the research field; and a publications list. No more than **4 pages, plus publications list**.
- (c) **Referee Reports:**
- (i) One external referee 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.



- (ii) One UOW mentor should also provide a referee 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 Wednesday 12 October 2016.

5.4 Timetable

Stage 1 Expression of Interest:

Stage 1 EOI closing date: Wednesday 3 August 2016
Applicants notified of EOI outcome: By Tuesday 20 September 2016

For those shortlisted to proceed to Stage 2:

Stage 2 Full application closing date: Wednesday 12 October 2016
Applicants notified of outcome: By Friday 18 November 2016
Fellowship intended commencement date: Between 1 January - 30 June 2017

6 Conditions of Award

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 between 1 January and 30 June 2017, unless otherwise approved by the Deputy Vice-Chancellor (Research and Innovation) (DVC R&I). The latest possible start date is 30 September 2017;
- 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 Enterprise Bargaining Agreement 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 be approved by the DVC (R&I);
- 6.6 Relocation costs will be paid as per the *UOW Relocation Assistance Guidelines*;
- 6.7 Project costs of up to \$10,000 p.a. 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 20% of their time (e.g. teaching duties, committee representation);
- 6.10 Fellows are to perform the duties as described in the Position Description to be provided with the Letter of Offer.
- 6.11 The work performance of Fellows will be reviewed annually by their supervisor in accordance with the University's Performance Enhancement and Career Development program;
- 6.12 Fellows should seek, during the period of the Fellowship, additional funding through external granting schemes for projects/fellowships hosted through UOW;
- 6.13 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&I) which, at its absolute discretion, may terminate the Fellowship; and
- 6.14 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 Roles and Responsibilities

- 7.1 A sub-committee of the URC, chaired by the DVC (R&I), is responsible for the assessment and final determination of successful Fellowship applications.
- 7.2 The RSO is responsible for the management of the application process including:
 - a. communicating the Vice-Chancellor's Postdoctoral Research Fellowship Scheme to the external and UOW Community;
 - b. collating the EOIs and applications and distributing them to the faculties and URC sub-committee; and
 - c. disseminating information relating to the application process and Fellowship outcomes.



8 Version Control Table

Version Control	Date Effective	Approved By	Amendment
1	01/07/2015	Deputy Vice-Chancellor (Research & Innovation)	
2	08/06/2016	Deputy Vice-Chancellor (Research & Innovation)	<ol style="list-style-type: none">1. Addition of wording to item 2 (addition of last paragraph)2. Definitions – Organisation added3. 4.1.c.i & ii – addition of words to clarify external4. 4.2 reworded to clarify5. 6.9 – percentage changed from 10 to 20