

GRIFFITH BUSINESS SCHOOL POSTDOCTORAL AND RESEARCH FELLOWSHIP

APPLICATION FORMAT AND CONTENT

APPLICATION FORMAT:

Page size:	A4
File format:	PDF
Margins:	All 2.5 cm
Font:	12 point, preferably Times New Roman.
Spacing:	Single line spacing must be used throughout the application.
Layout:	The application should be set out using the sections and headings 1 to 13 below. Each new section (A to D) must be started on a new page. All pages should be numbered in sequential order in the bottom right hand corner. Your name and the scheme name (Postdoctoral or Research Fellow) should be included in the header of every page.
Closing Date:	<u>31 January 2010</u>

SECTION A – APPLICANT INFORMATION

- 1. Name:** Include title, given names, family name.
- 2. Contact details:** Current postal address, telephone and facsimile numbers and e-mail address.
- 3. Citizenship, date of birth, gender**
- 4. Approved Research Topic:** (See guidelines for details on approved topics). List the name of one or more academic staff members with whom you have developed your application and consulted with regarding the project. Briefly justify (5 – 10 lines) your choice of research topic.
- 5. Academic qualifications:** include name of qualification, educational institution, place and country, year awarded. List all academic qualifications including PhD with most recent qualification first.
- 6. PhD details:** provide the title of your PhD thesis and supervisor details. Indicate what date the award was conferred. For Postdoctoral Fellowship applicants, if your PhD is not yet conferred, give details of the date the thesis was submitted.

SECTION B – EXPERIENCE AND ACADEMIC ACHIEVEMENTS

- 7(a). Current appointment & previous experience:** list the position title, organisation, commencement and end dates for current and previously held positions of employment. Begin with the most recent, and if applicable, specify your most recent university salary level and step of appointment.
- 7(b). Any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this application:** For example, interruptions to career, any other circumstances that may have impacted your research and publication record. Half page maximum.
- 8. Academic distinctions:** provide details of any honours, prizes, awards, scholarships, etc., awarded from undergraduate level onwards. List the name of the award, the institution and the year awarded.
- 9(a). Publications list:** provide a full list of publications. Publications must be listed under the headings: refereed journal articles, refereed conference proceedings, books, book chapters, other publications. The publications should be numbered and listed in reverse chronological order (most recent publications first).
- 9(b). Publication quality and impact:** Please provide a general statement on the quality and impact of research publications to date (e.g., journal rankings, citation rates and impact factors, standing of publishing houses for books). Half page maximum.
- 9(c). Research support:** provide your research funding history using the headings: "Past", "Current", and "Requested". For each grant, list the funding scheme, project name, all named chief investigators as listed on the original application and year and amount for each year funded.
- 10. Fellowship academic salary level and step:** propose an initial academic salary level and step of appointment, commensurate with your research experience (RF1.4 or RF1.5 for postdoctoral fellowships; RF2.1 through RF2.6 for research fellowships). Requests outside the normal range for postdoctoral/research fellows should be referred to the Research Centre Director / Program Leader for approval by the PVC (Business) at the time of application.

SECTION C – RESEARCH PLAN / PROJECT PROPOSAL

- 11(a). Research Plan / Project summary:** In no more than half a page provide a 'plain English' summary of the aims, significance and expected outcomes of the proposed project.
- 11(b). Research Plan / Project description:** In 4 pages (maximum) outline your proposed research plan / project using the following headings: Title; Aims; Background; Significance and Innovation; Approach and Timetable. Please note that the review panel will have a multi-disciplinary membership and the description should be written in such a way that the salient features and the significance of the proposal can be comprehended by a researcher who may not necessarily be an expert in the field.

- 11(c). Research and career objectives (Research Fellowship applicants only):** in no more than one page, outline your career and research objectives for the next 5 years.
- 12. References:** include a one page list of references pertinent to your plan / project.

SECTION D – REFERENCES AND ATTACHMENTS

- 13. Referees:** applicants must nominate 3 referees who can comment on the quality of the proposed research plan / project and the applicant's capacity to undertake it. One referee should be your current supervisor or manager. The Director / Program Leader of the host GBS research entity may not act as a referee for the applicant. Provide the following details for each referee:
- Title and Name
 - Position
 - Phone, Email and Fax
 - Department
 - Organisation and Locality
- Postdoctoral Fellowship applicants must obtain at least one (1) referee who is external to Griffith University.
 - Research Fellowship applicants must obtain at least two (2) referees who are external to Griffith University.
 - Applicants must provide a full copy of the completed application and a report form (with applicant section completed) to each referee.
 - Referees must be advised to submit their report to the Dean (Research) office by no later than 15 February 2010.
 - Referees may submit their report to Fran Mitchell <f.mitchell@griffith.edu.au> or fax (+61 (0)7 3735 5371).
 - The University will not contact referees if reports are outstanding.
- 14. Attachments:** Please attach a certified copy of your academic record to date. For Postdoctoral Fellowship applicants, if your PhD has not been conferred at the time of application, you must attach a letter from the relevant institution confirming that your thesis has been submitted.