



GRIFFITH UNIVERSITY POSTDOCTORAL FELLOWSHIP SCHEME

2019 GUIDELINES

PURPOSE

The Griffith University Postdoctoral Fellowship Scheme was established to assist the University in achieving its objective of strengthening its research profile and capacity. The GUPF Scheme's main objectives are:

- To attract and retain:
 - (i) high calibre early career researchers as Postdoctoral Fellows; and,
 - (ii) high calibre early career Aboriginal and Torres Strait Islander Researchers.
- To further strengthen the University's existing areas of research expertise by awarding Fellowships to applicants whose profile will complement the work of established Research Centres.
- To provide Postdoctoral Fellow recipients with the time and support to develop their demonstrated research potential and track record.

NUMBER

Up to eight Fellowships may be awarded in 2019 with one Fellowship designated for an Aboriginal and Torres Strait Islander Researcher.

FUNDING

Fellowships salaries are funded in the proportion 50% central funding and 50% Research Centre(s) funding. In addition, central funding will be used to provide \$10,000 per annum project costs. Up to \$5,000 will be provided towards travel and removal costs to take up the Fellowship, with the amount being shared equally between central funding and the host Research Centre(s) (and in accordance with Griffith University's policy on [Removal Assistance](#)). If applicable, visa application costs will also be shared between central funding and the relevant Research Centre.

In exceptional circumstances and where the Research Centre is already hosting a GUPF, the Research Centre's proportional share may be reduced to enable the Centre to fund an outstanding Fellow.

The Research Centre's contribution may be derived from a combination of internal and external funding sources. Sources may include funds from research grant agencies, industry, government, or community organisations. Preference will be given to applications with a higher proportion of newly sourced external funding. Therefore it is essential that applications are supported by the Research Centre Director and developed in consultation with personnel of the host Research Centre.

NB. This year the Arts Education and Law Group (AEL) will fund up to two additional Fellowships from the ranked list of AEL GUPF nominees. These AEL Fellowships will also be available to AEL centres not currently participating in the GUPF: the Queensland Conservatorium Research Centre and the Griffith Centre for Design and Innovation Research.

Griffith Sciences and Griffith Business School may also fund extra highly ranked GUPF applications but will not accept applications outside of their participating Centres listed in these Guidelines.

Health Group applicants from areas outside of MHIQ are welcome to apply for a GUPF but must have the endorsement of the Head of School confirming that their research aligns with an area of research priority of the School, and seek support from the Dean (Research) - Health.

The same project, travel and removal costs will apply to these Fellowships. If applicable, visa application costs will be covered by the relevant Research Centre.

Research Centres may conduct an Expression of Interest (EOI) process to manage their applications prior to the official opening date for applications. Applicants must contact the Research Centre/Program Director to ascertain whether they are required to submit an EOI.

Regardless of whether or not an EOI process is run, applicants are required to submit as part of their application evidence that the Research Centre Director has reviewed and endorses their application. This endorsement is evidenced by the Director signing the application form, confirming they have read and support its submission.

Research Centres/Programs may decide to jointly co-host Fellows. Applicants must indicate the Lead Research Centre/ Program and Collaborating Research Centre(s) Program(s) on the application form. Applicants external to Griffith University are encouraged to apply.

ELIGIBILITY

- Both non-residents and Australian citizens/residents may apply.
- Successful international applicants (with the exception of those from China, Japan, Thailand, Singapore, New Zealand or Canada) will need to accept their offer and have a visa application lodged within 4 months of the opening date for this scheme (i.e. 31 August 2019).
- Recipients must reside in Australia for the full term of the Fellowship.
- Holders of a Research Doctorate awarded not more than three years prior to the closing date of 29 May 2019 (i.e. awarded on or after 29 May 2016) are eligible to apply. Postdoctoral Fellows will be early career researchers who show potential to become leaders in their field.
- Applicants who have not been awarded their Research Doctorate by the closing date must have submitted their thesis by 29 May 2019. If the Research Doctorate has not been conferred by this date a letter is required from the relevant institution confirming that the thesis has been submitted for examination.
- Only one application per person will be accepted - if multiple applications are submitted then the applicant will be asked to withdraw all applications except one.
- Applicants must obtain the support of the host Research Centre Director/Program Director, who must sign the application form to indicate support. Applicants are advised to contact the Research Centre/Program as soon as possible to ensure they meet the Research Centre/Program timelines for GUPF applications. Griffith University Research Centres can be found at: <https://www2.griffith.edu.au/research/centres-institutes>
- To be considered for the Indigenous Fellowship, researchers must be an Australian of Australian Aboriginal or Torres Strait Islander descent who identifies as an Australian Aboriginal or Torres Strait Islander and is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which she/he lives or has lived and meet all other criteria as set out in these guidelines.

EXEMPTIONS

- Applicants who may be ineligible must seek eligibility exemption prior to submitting an application. Eligibility exemption requests, explaining the reason why an eligibility exemption should be granted, must be emailed to internalgrants@griffith.edu.au (Attention: Postdoctoral Fellowships) by no later than 17 May 2019.
- Eligibility exemptions will only be granted in exceptional circumstances, such as a significant career break since award of the Research Doctorate that has had an adverse impact on the applicant's publication output and career opportunity. Adequate grounds for eligibility exemption are ill health, or carer's/ parental leave and must be included in the eligibility exemption request. Failure to include an eligibility exemption approval in the application will lead to the application being deemed ineligible.
- No exemptions will be granted for postdoctoral applicants who have not submitted their thesis by the closing date of 29 May 2019. Successful applicants who have not been awarded their Research Doctorate by the closing date must demonstrate that they have been awarded their Research Doctorate prior to taking up the fellowship.

TENURE

- Fellows will normally be appointed for a period of two years.
- Fellowships are tenable on a full-time basis at Griffith with the Fellow located on one of Griffith University's five campuses.
- The Fellowship must be commenced as soon as possible after notice and acceptance of the award and no later than 31 January 2020. Extensions to this start date are granted only in very exceptional circumstances.

SALARY AND SUPPORT

- Postdoctoral Fellows will be appointed within the salary range \$83,510 to \$86,579 (RF1.4 to 1.5). Superannuation benefits are paid in addition to salary (17%). For more information regarding salary levels visit; <http://www.griffith.edu.au/future-staff/benefits-conditions>
- Travel and removal costs to take up the Fellowship will be provided for the recipient and his/her dependents in accordance with Griffith University's policy on Removal Assistance. This includes economy class air passage by the most direct scheduled route and a contribution to removal expenses.
- Griffith University Fellowships will include a \$5,000 pa allocation for travel and conference support.
- Griffith University Fellowships will include a \$10,000 pa allocation for project costs.
- If applicable, Griffith University will cover visa application costs.

SELECTION CRITERIA

Applications will be evaluated based on the following criteria:

- The quality of the applicant (50%) as demonstrated by track record subject to opportunity, career stage and likelihood of attracting external research funds during appointment either through an externally funded project and/or fellowship.
- The quality of the project (30%). This will be measured by:
 - a) The significance of the project:
 - Does the project address an important problem that will advance the knowledge base of the discipline?
 - Are the project aims and concepts innovative?
 - Will new methodologies or technologies be developed?
 - b) The feasibility of the project:
 - Are the conceptual framework, design, methods and analyses appropriate and adequately developed?
 - Is the timeframe realistic?
- The strategic fit with the host Centre (20%). Has the applicant identified an appropriate Research Centre to locate the project in? Has the applicant identified appropriate mentor/s within the Centre and obtained their support? Has the Centre indicated a willingness to support the Fellow and project? The minimum commitment required from a Research Centre includes a contribution of 50% towards the cost of the Fellowship salary over the life of the award, 50% of the Fellow's travel, removal and visa application (if applicable) costs to take up the Fellowship, and an undertaking to provide appropriate accommodation, infrastructure, technical support and mentoring.
- Priority will be given to Research Centres that obtain external funding to support their contribution to the Fellowship. Where an application supported by newly sourced external funding has the same core as an application supported only by internal funds or a smaller portion of external funds, the externally supported application will be ranked higher.

ASSESSMENT PROCESS

Stage 1: The Office for Research will forward all eligible applications received by the closing date, and in the prescribed format, to the relevant Centre Director/Program Director.

Stage 2: The Centre Directors or Program Directors will be asked to rank the eligible applications listing their Centre/ Program as the host, in accordance with the scheme selection criteria. Applicants ranked in positions one and two and all Aboriginal and Torres Strait Islander applicants will be considered for a Fellowship by the University Review Panel. Research Centre/Program Directors will submit their lists to the Office for Research for collation and distribution to the University Selection Panel.

Stage 3: The University Selection Panel will consider all applications remaining under consideration at the completion of stage 2. It will rank applications against the scheme selection criteria and recommend to the University Research Committee a list of awardees and reserves. Its deliberations will be based upon applicants' referee reports, the application and the statement of support from the proposed host Centre. Wherever possible, and with regard to the overall quality of applicants, the University Selection Panel will recommend appointment of a minimum of one Fellowship to each Academic Group.

Stage 4: The University Selection Panel's recommendations will be submitted to the University Research Committee for ratification.

All applicants will be advised of the outcome of their application upon the completion of Stage 4. Successful outcomes will be posted on the Office for Research website after the awards have been accepted.

CONDITIONS

Fellows will be appointed in accordance with the Fellowship Conditions of Award:

- Recipients must accept the offer for their Fellowship within two weeks of receipt and should commence working at the University as soon as possible after notification and acceptance of the award and no later than 31 January 2020 (subject to receiving appropriate visa approvals, where relevant).
- Fellows will be employed in accordance with the *Griffith University Academic Staff Enterprise Agreement* and other relevant University policies in operation during the period of their appointment.
- Applicants who have not been awarded their Research Doctorate by the closing date must have submitted their thesis by 29 May 2019. If the Research Doctorate has not been conferred by this date a letter is required from the relevant institution confirming that the thesis has been submitted for examination. A successful applicant must demonstrate that they have been awarded their Research Doctorate prior to taking up the fellowship.
- A Research Centre/Program may be awarded up to two Fellowships in any given round as long as one Fellowship is identified as the Indigenous Researcher Fellowship.
- Fellowships are full-time, research only positions. Recipients are expected to spend their time engaging in activities that will build their profile as a researcher. This includes progressing the primary research project, participating in seminars, research discussions, conferences and related research projects, and publishing their research outcomes in high quality publication outlets. A small amount of postgraduate research supervision is also desirable - up to 15% of the Fellow's time.
- Recipients may apply for a Griffith University New Researcher Grant where they meet the eligibility criteria of the scheme.
- During the term of their Fellowship, recipients must apply for a minimum of one externally funded Fellowship.
- The scheme aims to attract early career researchers to the University who are competitive at the national and international level. Where an externally funded research fellowship application is successful, the Postdoctoral Fellowship must be relinquished and the externally funded research fellowship taken up at the earliest date possible.

- Annual progress reports must be submitted to the Office for Research by 31 October each year (including outlining plans for applying for an external Fellowship scheme). A final report will be required upon completion of the Fellowship. This must be provided prior to departing from or moving to a new appointment in the University. A report template is available on the Office for Research website. Final reports must be emailed to the Office for Research and also to the relevant Dean (Research).
- Current and former Griffith University Postdoctoral Fellowship recipients are not eligible to apply for further Griffith University Postdoctoral Fellowships.
- Where a Fellow wishes to vary any of the conditions upon which the Fellowship is awarded, a written request must be made to the Senior DVC via the Office for Research. The request must be accompanied by a written statement of support from the Fellow's supervisor.

GRIFFITH UNIVERSITY RESEARCH CENTRES

The following Centres and Institutes are participating in the scheme for 2019. If a Centre or Institute is not listed, they are not participating.

ARTS, EDUCATION, LAW

- Griffith Institute for Educational Research
- Griffith Centre for Social and Cultural Research
- Law Futures Centre
- Griffith Criminology Institute
- Queensland Conservatorium Research Centre (AEL funded GUPF only)
- Griffith Centre for Design and Innovation Research (AEL funded GUPF only)

BUSINESS

- Griffith Asia Institute
- Social Marketing @ Griffith
- Centre for Work, Organisation and Wellbeing

HEALTH

- Menzies Health Institute Queensland
 - Disability & Rehabilitation
 - Infectious Diseases & Immunology
 - EPIC Health Systems
 - Health Care Practice & Survivorship

INSTITUTE FOR GLYCOMICS

SCIENCES

- Australia Rivers Institute
- Centre for Coastal Management
- Centre for Quantum Dynamics
- Cities Research Institute
- Environmental Futures Research Institute
- Griffith Institute for Drug Discovery
- Institute for Integrated and Intelligent Systems
- Queensland Micro and Nano Technology Centre

For more information about Griffith University centres visit: <https://www2.griffith.edu.au/research/centres-institutes>

APPLICATION SUBMISSION REQUIREMENTS - Failure to adhere to the following requirements could result in an application being ruled ineligible

Submission:

The application form must be completed and submitted in full with the required attachments. The application must be lodged via [Griffith Jobs Portal](#). Failure to complete all required sections could result in an application being ruled ineligible. The forms to be submitted via Griffith Jobs Portal can be downloaded from: <http://www.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants>.

Required Attachments to be uploaded to Griffith Jobs Portal:

- 1) Completed application form (upload to 'Cover Letter' section)
- 2) Copy of applicant's CV.
- 3) One certified (notarised) copy of applicants' academic records to date, including all degrees. Scanned electronic certified (notarised) copies are accepted. If an applicant's Research Doctorate has not been conferred at the time of application, a letter from the relevant institution confirming that the thesis has been submitted for examination must be attached to the application.
- 4) Copy of Eligibility Exemption Approval (if applicable).

Formatting:

- 1) All text is to be in 12 point font Times New Roman or equivalent.
- 2) Single line spacing must be used throughout the application.

Prior to submission, please combine your CV, academic record and eligibility exemption (if applicable) into one PDF, in that order, and attach to the 'CV' section in the Jobs Portal.

Attach your GUPF Application Form to the 'Cover Letter' section in the Jobs Portal.

Closing Date:

29 May 2019 11:59pm AEST - Late applications will not be accepted. After submission applications may be withdrawn but not amended.

Referee Reports:

Must be submitted by referees using the format described below. Referee reports must be submitted via email to the Office for Research by the closing date, 29 May 2019 (see below for further details).

REFEREE REPORTS

Applicants **must nominate three referees** who can comment on the quality of the proposed project and the applicant's capacity to undertake it.

- One referee should be the applicant's **current supervisor**.
- At least one referee must be external to the University.
- The Director of the host Research Centre/Program may not act as a referee for the applicant.
- Applicants must provide a full copy of the completed application and a referee report form (with applicant section completed) to each referee.
- The referee report form can also be downloaded from: <https://www2.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants>
- The applicant is responsible for ensuring that referees submit their reports to the Office for Research by 29 May 2019. The University will not contact referees if reports are outstanding.
- Referees must submit their report by email to: internalgrants@griffith.edu.au.

PRIVACY

Griffith University collects, stores, and uses personal information only for the purposes of administering **research grants**. The information collected will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information, consult the University's Privacy Plan at <https://www.griffith.edu.au/about-griffith/governance/plans-publications/griffith-university-privacy-plan>