

GRIFFITH UNIVERSITY
POSTDOCTORAL FELLOWSHIP SCHEME
2020 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/Institutes.
- To provide Postdoctoral Fellow recipients with the time and support to develop their demonstrated research potential and track record, and to establish a successful career trajectory.

SELECTION CRITERIA

Griffith University Postdoctoral Fellows will be early career researchers who show potential to become leaders in their field. Applications will be evaluated based on the following criteria:

Quality of the applicant (50%) – as demonstrated by:

- track record subject to opportunity and career stage; and
- plan of action for candidate and host area to support future career through securing external research funds during appointment – through an externally funded project and/or fellowship.

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?

Strategic fit with the host School/Department/Centre/Institute (20%)

- Has the applicant identified an appropriate School/ Department or Research Centre/Institute to host the Fellowship?
- Has the applicant identified appropriate mentor/s within the School/ Department/Research Centre/Institute and obtained their support?
- Has the School/ Department/Research Centre/Institute committed to support the Fellow and their project?
 - The minimum commitment required from a School/ Department/Research Centre/Institute includes a contribution of 50% towards the cost of the Fellowship salary over the life of the award; 50% of the Fellow's travel and removal costs to take up the Fellowship, and an undertaking to provide appropriate accommodation, infrastructure, technical support, mentoring, and career development opportunities.

CANDIDATE ELIGIBILITY

- For this 2020 round, applicants must already be residing in Australia. If successful, Fellows will be required to have a visa to work in Australia for the duration of the Fellowship by the final acceptance date of 28 January 2021.
- 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 July 2020 (i.e. awarded on or after 29 July 2017) are eligible to apply.
- Applicants who have not been awarded their Research Doctorate by the closing date must have submitted their thesis by 29 July 2020. 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.
- For this 2020 round, applications may be hosted by Griffith University's Research Centres/Institutes and Schools/Departments that agree to provide the 50% contribution (see Funding Sources, below).

Applicants must obtain the support of the host Head of School/ Department or Research Centre/Institute Director, who must sign the application form to indicate support. Applicants are advised to contact the School/ Department/Research Centre/Institute as soon as possible to ensure they meet their timelines for GUPF applications.

- 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 (Subject heading: 2020 GUPF – Eligibility Exemption Request [*name of applicant*]) by **no later than 17 July 2020**.
- Eligibility exemptions will only be granted in exceptional circumstances, such as a significant career break since award of the Research Doctorate which 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 July 2020. 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.

DURATION OF AWARD

- 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.
- Acceptance of the award in writing must be within two weeks of offer and no later than 28 January 2021.
- Commencement of the Fellowship must be no later than 30 June 2021. Extensions to this start date are granted only in very exceptional circumstances.

SALARY AND SUPPORT

- Postdoctoral Fellows will be appointed within the salary range \$85,181 to \$88,311 (RF1.4 to 1.5). Superannuation benefits are paid in addition to salary (17%). For more information regarding salary levels visit: <https://intranet.secure.griffith.edu.au/employment/pay-conditions>
- Travel and removal costs (up to a maximum of \$5,000) 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 \$10,000 pa allocation for project costs.
- Griffith University Fellowships will include a \$5,000 pa allocation for collaboration, travel and conference support.

NUMBER

Up to twelve Fellowships may be awarded in 2020 including one Fellowship designated for an Aboriginal and Torres Strait Islander Researcher. Each Academic Group will be awarded at least one Fellowship.

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, including the required attachments. All forms can be downloaded from: <https://www.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants> (then scroll down to Griffith University Postdoctoral Fellowship Scheme section). The application must be lodged via [Griffith Jobs Portal](#).

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 copy of applicants' academic records to date, including all degrees. Scanned electronic certified copies are accepted. If an applicant's Research Doctorate has not been conferred at the time of application, a letter from the relevant institute 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

- Ensure to combine (in this order) your CV, academic record and eligibility exemption (*if applicable*) into one PDF 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 FOR APPLICATIONS

29 July 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 July 2020** (see below for further details).

Referee Report requirements

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 Griffith University.
- The host Head of School or Department/Centre or Institute Director 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 applicant is responsible for ensuring that referees submit their reports to the Office for Research by 29 July 2020. The University will not contact referees if reports are outstanding.
- Referees must submit their report by email to: internalgrants@griffith.edu.au with the heading '2020 GUPF Referee Report – [name of applicant]'.

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 Head of School/ Department/Centre /Institute Director.

Stage 2:

The Head of School/ Department or Research Centre/ Institute Director will be asked to rank the eligible applications listing their School/ Department/Centre/Institute as the host, in accordance with the scheme selection criteria.

The top two ranked applicants and all Aboriginal and Torres Strait Islander applicants will be considered for a Fellowship by the University Selection Panel.

- Research Centre/Institute Directors will submit their ranked lists to the Office of the relevant Academic Group Dean Research for information.
- Heads of School/ Department will submit their top two ranked applications to the relevant Academic Group Dean Research, who will rank all non-Research Centre/Institute applications within the Academic Group.
- The Academic Group Dean Research will then submit both the Group and Centre/Institute ranked 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.

The Panel will rank applications against the scheme selection criteria and produce 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 School/ Department/Centre/Institute.

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.

A School/ Department or Research Centre/Institute may be awarded up to two Fellowships in any given round as long as one Fellowship is identified as the Indigenous Researcher Fellowship.

Stage 4:

The University Selection Panel's recommendations will be submitted to the University Research Committee for noting. All applicants will be advised of the outcome of their application upon the completion of Stage 4.

CONDITIONS

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

- Recipients must accept the offer for their Fellowship, in writing within two weeks of offer and no later than 28 January 2021. Recipients must commence working at the University as soon as possible after notification and acceptance of the award but no later than 30 June 2021.
- 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 July 2020. If the Research Doctorate has not been conferred by this date, a letter is required from the relevant institution confirming the thesis has been submitted for examination. A successful applicant must demonstrate they have been awarded their Research Doctorate prior to taking up the 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 first 3 months of the Fellowship, the recipient must submit their career development plan including publication and external fellowship/grant application plans, endorsed by the Head of School/Department or Research Centre/Institute Director, to the Office for Research for approval by the Deputy Vice Chancellor (Research).
- The scheme aims to attract early career researchers to the University who are competitive at the national and international level. During each year of their Fellowship, recipients must apply for a minimum of one externally funded Fellowship.
- 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 report template is available on the Office for Research website. Progress reports must be endorsed by your host Head / Director, then emailed to Office for Research.
- A Final report will be required within 3 months from completion of the Fellowship. A report template is available on the Office for Research website. Final reports must be endorsed by the Head of School/Department or Research Centre/Institute Director, as well as the Academic Group Dean Research, then emailed to the Office for 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 Deputy Vice Chancellor (Research) via the Office for Research. The request must be accompanied by a written statement of support from the Fellow's supervisor.

FUNDING SOURCES

Fellowship salaries are funded in the proportion 50% Central funding and 50% School/ Department or Research Centre/ Institute funding.

In addition:

- Central funding will be used to provide \$10,000 per annum for project costs.
- Proportional 50% Central funding and 50% School/ Department or Research Centre/Institute funding will be used to provide \$5,000 per annum for collaboration, travel and conference support.
- Relocation costs - in accordance with Griffith University's policy on [Removal Assistance](#), up to a maximum of \$5,000 will be provided towards travel and removal costs to take up the Fellowship. This amount will be shared equally between Central funding and relevant host School/ Department or Research Centre/Institute.

The School/ Department or Research Centre/Institute'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.

Priority will be given to School/ Departments/Research Centres/Institutes that obtain external funding to support their contribution to the Fellowship. Where an application supported by newly sourced external funding has the same score as an application supported only by internal funds or a smaller portion of external funds, the externally supported application will be ranked higher.

It is therefore essential that applications are supported by the Research Centre/Institute Director or Head of School/ Department and developed in consultation with personnel of the host School/ Department or Research Centre/Institute.

NOTE: Applicants are required to submit, as part of their application, evidence that the Research Centre/Institute Director or Head of School/ Department has reviewed and endorses their application. This endorsement is evidenced by the appropriate Director/ Head signing the application form, confirming they have read and support its submission.

School/ Departments and Research Centres/Institutes may decide to jointly co-host Fellows. Applicants must indicate the Lead School or Department/Research Centre or Institute and collaborating School/ Department(s)/Research Centre(s)/Institutes(s) on the application form. Applicants external to Griffith University are encouraged to apply.

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/corporate-governance/plans-publications/griffith-university-privacy-plan>