

**POSTDOCTORAL FELLOWSHIP SCHEME**

**2019 APPLICATION FORM**

# *You must read the* [*Guidelines*](https://www2.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants) *for Applicants for the 2019 Griffith University Postdoctoral Fellowship Scheme before completing this form. Please see Application Submission Requirements in the* [*Guidelines*](https://www2.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants) *for Applicants and at the end of this document for formatting (font and spacing) requirements and submission instructions. This Application Form must be uploaded to the Griffith Jobs Portal.*

# SECTION A — APPLICANT INFORMATION

# 1. NAME AND CONTACT DETAILS

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | **First Name** |  | | | | **Last Name** |  |
| *Any other names you published under* | | | | | | | | | |
| **DOB** | | (dd/mm/yyyy) | | | **Gender** |  | **Citizenship** | |  |
| **Postal Address** | | |  | | | | | | |
| **Phone** | | |  | | | | | | |
| **Email Address** | | |  | | | | | | |

# 2. RESEARCH CENTRE/INSTITUTE DETAILS

*Provide details of the host Research Centre or Institute. List the name of one or more academic staff members from the Centre/Institute with whom you have developed your application and consulted regarding the project. Briefly justify (5-10 lines) your choice of Centre/Institute. If an applicant (and their proposal) is part of a larger research team project explain how this proposal fits into the larger project. A list of eligible Centres and Institutes is provided in the* [*Guidelines*](https://www2.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants)*.*

|  |  |
| --- | --- |
| **Research Centre/Institute** |  |
| **Academic Staff Member/s** |  |
| **Justification of Host Centre/Institute – If an applicant (and their proposal) is part of a larger research team project explain how this proposal fits into the larger project** | |
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***Do you want to nominate more than one Host Centre/Institute?*  Yes No**

***Have you nominated a Host Centre/Institute/element which is not listed on the GUPF Guidelines?***

**Yes No**

**3. ACADEMIC QUALIFICATIONS**

*List all academic qualifications including Research Doctorate.*

**Research Doctorate Details**

*Provide the title of your thesis and supervisor details. Indicate the date of conferral. If your Research Doctorate 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 for examination.*

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| --- | --- | --- | --- |
| **Thesis Title** |  | | |
| **Supervisor** |  | | |
| **Institution** |  | | |
| **Country** |  | | |
| **Date Conferred** | (dd/mm/yyyy) | **(or) Date Thesis Submitted** | (dd/mm/yyyy) |

**Qualification***(e.g. Masters Degree)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** |  | | |
| **Institution** |  | | |
| **Country** |  | **Year Awarded** |  |
| **Type** |  | | |
| **Institution** |  | | |
| **Country** |  | **Year Awarded** |  |
| **Type** |  | | |
| **Institution** |  | | |
| **Country** |  | **Year Awarded** |  |

**4. 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.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Award** | | | |
| **Institution** |  | **Year Awarded** |  |
| **Name of Award** | | | |
| **Institution** |  | **Year Awarded** |  |
| **Name of Award** | | | |
| **Institution** |  | **Year Awarded** |  |
| **Name of Award** | | | |
| **Institution** |  | **Year Awarded** |  |
| **Name of Award** | | | |
| **Institution** |  | **Year Awarded** |  |

**5. ELIGIBILITY**

*Please indicate an initial academic salary level, RF1.4 or RF1.5, commensurate with your research experience. Requests outside the normal range for postdoctoral fellows should be referred by the Research Centre Director for approval by the Senior DVC, at the time of application.*

1. *I am applying for Postdoctoral Fellowship at Requested Salary*

*RF1.4 RF1.5 Other*

1. *I meet all of the eligibility criteria for the Postdoctoral fellowship Yes No*
2. *I am of Australian Aboriginal or Torres Strait Islander descent and Yes No*

*would like to be considered for the Indigenous Research Fellowship*

# SECTION B — EXPERIENCE

**6. CURRENT APPOINTMENT & PREVIOUS RELEVANT EXPERIENCE**

*(a) Provide details of experience from the most recent to the least recent*

**Current Appointment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position Title** |  | | | | |
| **Type of Appointment** | **Continuing** | |  | **Full time** |  |
| **Contract** | |  | **Part time** |  |
| **Organisation & address** |  | | | | |
| **Commencement Date** | |  | | **End Date** |  |
| If applicable, please specify your most recent university salary level and step of appointment. | | | | | |

**Previous Relevant Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position Title** |  | | | | |
| **Type of Appointment** | **Continuing** | |  | **Full time** |  |
| **Contract** | |  | **Part time** |  |
| **Organisation & address** |  | | | | |
| **Commencement Date** | |  | | **End Date** |  |
| **Position Title** |  | | | | |
| **Type of Appointment** | **Continuing** | |  | **Full time** |  |
| **Contract** | |  | **Part time** |  |
| **Organisation & address** |  | | | | |
| **Commencement Date** | |  | | **End Date** |  |
| **Position Title** |  | | | | |
| **Type of Appointment** | **Continuing** | |  | **Full time** |  |
| **Contract** | |  | **Part time** |  |
| **Organisation & address** |  | | | | |
| **Commencement Date** | |  | | **End Date** |  |
| **Position Title** |  | | | | |
| **Type of Appointment** | **Continuing** | |  | **Full time** |  |
| **Contract** | |  | **Part time** |  |
| **Organisation & address** |  | | | | |
| **Commencement Date** | |  | | **End Date** |  |

*(b) Please provide any aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this application: e.g., interruptions to career, any other circumstances that may have slowed down your research and publication rates* ***(4,000 characters maximum, including spaces)***

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**7. PUBLICATIONS AND RESEARCH SUPPORT HISTORY**

*(a) PUBLICATION LIST – Provide a full list of publications. Publications must be listed under the headings: scholarly books, scholarly book chapters, refereed journal articles, refereed conference papers, validated ERA-eligible creative works, other. In press publications require an acceptance date. Applicants may include further qualitative indicators such as impact factors of publications and publication citation counts, e.g.* **Smith et al, Title, Journal x, xx x (IF xx), citations: ##.**  *The publications should be numbered and listed in reverse chronological order.*

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*(b) GENERAL STATEMENT ON PUBLICATIONS –* *Please provide a general statement on research publication outputs to date listed in 7 (a). (****3,000 characters maximum, including spaces)***

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*(c) RESEARCH SUPPORT AND GRANT APPLICATION HISTORY –* *Provide your research support and grant application history, including all application requests and successes, listed in reverse chronological order.*

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| --- | --- | --- | --- | --- | --- |
| Year/s | *Funding Scheme* | *Project Name* | *Chief Investigators* | *Funding Requested Awarded $* | *Successful*  *Yes / No / Pending* |
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**8. EXTERNAL FUNDING**

*Please outline any external funding that will support the Fellowship.*

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**SECTION C — PROPOSAL SUMMARY**

**9. PROJECT PROPOSAL**

*(a) PROJECT SUMMARY – Please provide a layperson summary of the aims, significance and expected outcomes of the proposed project. (****3,000 characters maximum, including spaces)***

***Please note that applicants must submit their full Project Proposal in Section D***

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**10. CODES AND CLASSIFICATIONS**

*Choose the FOR and SEO code/s from the lists available at:* <https://www.griffith.edu.au/research/research-services/research-grants/apply-for-funding/grant-application-resources> *that best describe your research.*

*No more than 3 FOR and 3 SEO codes should be chosen. For each code, please indicate the relevant importance by allocating a percentage weighting. The total of the percentages allocated to FOR codes must equal 100%. The total of percentages allocated to SEO codes must also equal 100%.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FOR** | | | | | | **%** |  | **SEO** | | | | | | **%** |
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| **Total:** | | | | | |  | **Total:** | | | | | |  |

**11. REFEREES**

*Applicants* ***must nominate 3 referees*** *who can comment on the quality of the proposed project and the applicant’s capacity to undertake it. One referee should be your current supervisor. However, the Director of the host Research Centre or Institute may not act as a referee for the applicant.*

* ***Applicants must nominate at least one (1) referee who is external to the University***

|  |  |  |  |
| --- | --- | --- | --- |
| **Title and Name** |  | | |
| **Position** |  | | |
| **Department, Organisation and Locality** |  | | |
| **Email** |  | | |
| **Phone** |  | **Fax** |  |
|  |  | | |
| **Title and Name** |  | | |
| **Position** |  | | |
| **Department, Organisation and Locality** |  | | |
| **Email** |  | | |
| **Phone** |  | **Fax** |  |
|  |  | | |
| **Title and Name** |  | | |
| **Position** |  | | |
| **Department, Organisation and Locality** |  | | |
| **Email** |  | | |
| **Phone** |  | **Fax** |  |

# Referee reports must be emailed to [*internalgrants@griffith.edu.au*](mailto:internalgrants@griffith.edu.au) by the closing date. Late reports will not be accepted.

# SECTION D — PROPOSAL

# 12. PROJECT PROPOSAL

***(A) PROJECT DESCRIPTION -*** *In* ***4–6 pages*** *outline your project proposal 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 are comprehensible to an intelligent person who is not an expert in the field.*

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# *(B) REFERENCES*

*Include a* ***one page*** *list of references pertinent to your project proposal. This section may be in 10 point font.*

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# 13. SUPPORT OF RESEARCH CENTRE /INSTITUTE DIRECTOR OR HEAD OF SCHOOL

***Applicants must obtain the support of the host Research Centre /Institute Director, or for elements not listed in the GUPF Guidelines the Head of School, who must sign this form prior to submission of the application to indicate support.***

|  |  |
| --- | --- |
| Name of Research Centre/ Institute/School |  |
| Title and Name of Research Centre /Institute Director/Head of School |  |
| Signature of Research Centre /Institute Director/Head of School  *(Electronic signature acceptable)* |  |
| Date | / /2019 |

*For Health Group applicants from outside of MHIQ, the Dean (Research) - Health must sign this form prior to submission.*

*Dean (Research) - Health*

|  |  |
| --- | --- |
| Name of Group |  |
| Name of Dean (Research) - Health |  |
| Signature of Dean (Research) - Health  *(Electronic signature acceptable)* |  |
| Date | / /2019 |

CHECKLIST

# Please complete before you submit this application

I have read the 2019 GUPF scheme [guidelines](https://www2.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants).

I have checked the eligibility requirements for 2019 GUPF applicants.

I have attached a copy of my Eligibility Exemption Approval (if applicable).

I have completed the application form in full. (*Failure to complete required sections of the application could result in your application being ruled ineligible.)*

I have not exceeded the specified character/page limits. (*If the specified character/page limits have been exceeded, this could result in your application being ruled ineligible.)*

I have consulted with my proposed Centre Director/Institute Director about the submission of this application and he/she is happy for me to proceed *(Centre Director/ Institute Director support is crucial to the success of your application as the Centre/ Institute must provide 50% of the cost of the fellowship).*

My proposed Centre/Institute Director, and for non-listed elements my proposed Head of School, has signed this application form. For Health Group applicants outside of MHIQ, the Dean (Research) – Health has also signed this form.

I have contacted three referees and have provided them with the standard referee report proforma (attached to the [guidelines](https://www2.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants) and available on the Griffith website).

I have contacted a minimum of one referee who is external to Griffith University.

I have included with my submission one certified copy of my academic record to date for all of my degrees. *(A scanned electronic certified copy submitted with your application is acceptable.)*

For applicants applying who have not had their Research Doctorate conferred: I have included with my submission a letter from the relevant institution confirming that my Research Doctorate thesis has been submitted for examination.

For Indigenous Fellowship applicants only: I have answered Yes to Question 5c.

Completed applications, **submitted via Griffith Jobs Portal by 11.59pm AEST 29 May 2019**, should include:

Required Attachments to be uploaded to Griffith Jobs Portal:

1. Completed application form.
2. 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 institution confirming that the thesis has been submitted for examination must be attached to the application.
3. Copy of Eligibility Exemption Approval (if applicable).
4. Copy of applicant’s CV.

Prior to submission, please combine your application into one single PDF for upload.

**Referee reports to be sent separately to** [**internalgrants@griffith.edu.au**](mailto:internalgrants@griffith.edu.au) **by 29 May 2019.**