Macquarie University Research Fellowship (MQRF)

Expression of Interest Guidelines 2024

Opening Date: Wednesday 8th March 2023
Closing Date & Time: Wednesday 26th April 2023 5pm (AEST)
Outcome notice: Expected June 2023

For information see our website which includes our toolkit which also contains frequently asked questions (FAQs) and discipline norms, our Frank bot and links to our webinars. If, after trying all our resources, you are still unable to find the answer to your question, email mqrf@mq.edu.au.

I, Sakkie Pretorius, Deputy Vice-Chancellor Research, having satisfied myself of the matters set out in the guidelines, approve these funding scheme guidelines.

Dated: 27 February 2023

Professor Sakkie Pretorius
Deputy Vice-Chancellor Research
Table of Contents

1. OVERVIEW ................................................................................................................................. 5
2. FUNDING AND FELLOWSHIPS AVAILABLE ............................................................................ 5
3. ELIGIBILITY .................................................................................................................................. 6
4. ASSESSMENT PROCESS: ............................................................................................................. 7
5. APPLICATION PREPARATION ..................................................................................................... 7
6. FELLOWSHIP SPONSOR ............................................................................................................. 7
7. BUDGET ....................................................................................................................................... 8
8. SELECTION CRITERIA .................................................................................................................. 8
9. OUTCOMES ................................................................................................................................. 10
10. APPEALS PROCESS: .................................................................................................................... 10
11. OTHER INFORMATION: .............................................................................................................. 10
Applying for an MQRF EOI

If you wish to submit an Expression of Interest (EoI) for a Macquarie University Research Fellowship in 2023, please provide the following information via email (mqrf@mq.edu.au).

Faculty of Medicine, Health and Human Science; Faculty of Science and Engineering; Macquarie Business School

Your complete EOI submission should be emailed, by 5pm Wednesday 26 April (AEST), as a single PDF named according to the following convention: “Surname_MQRF_EOI”. Use this checklist to ensure you include all the required information:

- Completed EOI form
- Proof of your Visa type, or invitation to apply for the Global Talent Visa (if you are not an Australian or NZ Citizen)
- Copy of PhD conferral
- 6-page maximum CV, including full publications list.
- ALL applicants must read and agree to the policy terms set out in Section 11 of these guidelines
- Expressions of Interest not complying with the above will not be accepted.

Faculty of Arts

If you wish to submit an Expression of Interest (EoI) for a Macquarie University Research Fellowship in 2023, and your research area is aligned with the Faculty of Arts you must complete the below pre-EOI steps.

You must email the relevant Director of Research and Innovation by 5 pm (AEST) on Wednesday, 29 March 2023. Information about our Departments and Schools is available here: https://www.mq.edu.au/faculty-of-arts/departments-and-schools. The email must include:

1. Provisional project title and a brief (up to 400 words) project description
2. Name of potential Sponsor (there is no need to contact the Sponsor at this stage)
3. Your PhD conferral date (or thesis submission date if the PhD is not yet awarded)
4. A copy of your CV as an attachment including a list of publications. Publications should be listed under the headings: books, book chapters, peer-reviewed journal articles and other. The CV should also briefly detail any career interruptions since the award of your PhD.
5. A copy of your Australian residency document – passport or visa.
Directors of Research and Innovation

- Department of Philosophy: A/Prof Robert Sinnerbrink
- Department of History and Archaeology: Prof Bronwen Neil
- Department of Media, Communications, Creative Arts, Language and Literature: Prof Bridget Griffen-Foley
- Macquarie Law School: Prof Niloufer Selvadurai
- Department of Security Studies and Criminology: A/Prof Courtney Fung
- Department of Indigenous Studies: Prof Bronwyn Carlson
- Macquarie School of Education: Prof Tiffany Jones
- Macquarie School of Social Sciences: A/Prof Andrew McGregor

The appropriate Department and School will, if successful, invite you to submit an EOI and confirm your Sponsor's name and contact details no later than Tuesday, 11 April 2023.

If you have been invited to submit an EOI, your complete EOI submission should be emailed, by 5pm Wednesday 26 April (AEST), as a single PDF named according to the following convention: “Surname_MQRF_EOI”. Use this checklist to ensure you include all the required information:

- Completed EOI form
- Proof of your Visa type, or invitation to apply for the Global Talent Visa (if you are not an Australian or NZ Citizen)
- Copy of PhD conferral
- 6-page maximum CV, including full publications list.
- ALL applicants must read and agree to the policy terms set out in Section 11 of these guidelines
- Expressions of Interest not complying with the above will not be accepted.
1. Overview

The Macquarie University Research Fellowships (MQRF) Scheme has three main objectives:

- To provide support to researchers within three years of the conferral of their PhD who have an outstanding track record (relative to opportunity) and/or who show evidence of excellent research potential.

- To provide an incubation research period for early career researchers, allowing them to increase their competitive edge in securing research funding from non-University sources.

- To enhance the research capabilities of existing and emerging areas of research strength at Macquarie University. To contribute to one or more of the University’s five Future-Shaping Research Priorities and detail the expected benefits to Macquarie University.

2. Funding and Fellowships Available

Macquarie University will offer up to 10 Research Fellowship positions commencing in 2024. Positions will be awarded on a competitive basis and are offered in two formats:

- 100% research over three years
- 75% research and 25% teaching over 4 years.

**NOTE:** Where the second option is chosen, the Host Department/School is responsible for salary to cover the 25% teaching component of the Fellow's salary costs. Written confirmation from Head of the Host Department/School must be provided with your application. Please check with your sponsor if this option is available in the Host Department/School.

**Fellowships must commence by 30 June 2024,** (in exceptional circumstances a request can be made to vary this date).

**Fellowship Salary**

- The salary range for the Fellowship will be awarded at Step 6, 7 or 8 of Level A of the Academic Salary Scale, plus annual leave loading and 17% employer superannuation.

- These salary levels will be adjusted in line with movements in the Academic Salary Scale (see the Academic Staff Agreement).

- Fellows will be paid on a fortnightly basis through the University's payroll system. Please note that all candidates must negotiate their appointment level with the Head of their proposed Host Department/School.
• Salaries above Level A, Step 8 cannot be supported by the Fellowship. However, supplementation by the Host Department/School may be negotiated and applicants should then retain written confirmation of the agreed salary level from the Head of Department/School and the Faculty Executive Dean.

• Such supplementation may be considered appropriate where a Fellow is currently occupying a position above Level A, or where their track record is such that a higher level of appointment is deemed appropriate.

Project Funding
Successful applicants will receive $50,000 over three years for research costs associated with the proposed project (up to a maximum of $20,000 in any one year).

3. Eligibility

• Applicants are eligible only if their PhD has been conferred on or after 1 March 2020 (or if they have successfully made a case at Expression of Interest stage for an exemption to this rule in Section 4 of the EOI application form); or their thesis will be submitted on or before 8 August 2023. The Fellowship cannot commence until the PhD has been conferred, which must be by 30 June 2024.

• Applicants who do not meet the eligibility criterion set out above, must make a convincing case for early career researcher status in their Expression of Interest application (Section 4). Circumstances establishing early career status could include career interruptions due to non-research employment, debilitating illness, childbirth, international relocation, disaster management, unemployment, misadventure or carer responsibilities.

• Each period of career interruption must be significant, extending for a period of greater than 60 calendar days, and not overlapping.

• At the time of applying for a MQRF Expression of Interest (EOI), applicants must have Australian Citizenship, Australian Permanent Residency or an existing entitlement to work in Australia for the duration of the fellowship (2024-2026).

• Applicants who have been **invited to apply** for a Global Talent Visa are eligible to apply for an MQRF in 2023.

• Fellows must be in full-time attendance at Macquarie University for the entire term of the Fellowship, except for approved field work and travel.

• Applicants who were/are PhD candidates at Macquarie University, or who have had full-time, part-time, or casual employment at Macquarie University since the beginning of 2020 must make a case (in Section 6 of the Expression of Interest Form) for why it is appropriate for them to continue or recommence their research career at Macquarie University.
• Applicants may be subject to review under the [Autonomous Sanctions Act 2011 (Cth)](http://www.research.mq.edu.au). This Act restricts Australian organisations (including Macquarie University) from interacting with people or organisations associated with countries on the [sanctions list](http://www.research.mq.edu.au).

• Applicants for any Macquarie University internal grant scheme must not have any overdue reports for internal grants on which they are a current or past lead investigator.

4. **Assessment Process:**

Expressions of Interest will be assessed by the relevant Faculty in accordance with the selection criteria outlined in these guidelines. Each Faculty will nominate a shortlist of proposals which will go forward to full application. Shortlisted applicants will be invited to submit a full application in accordance with the 2024 Full Proposal Guidelines.

The number of proposals on each Faculty's shortlist is shown in the following table:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Number of full applications permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>11</td>
</tr>
<tr>
<td>Macquarie Business School</td>
<td>2</td>
</tr>
<tr>
<td>Medicine, Health &amp; Human Sciences</td>
<td>12</td>
</tr>
<tr>
<td>Science and Engineering</td>
<td>15</td>
</tr>
</tbody>
</table>

5. **Application Preparation**

• Great care should be taken in preparing the application. The application must be informative to non-experts in the field, such that readers can understand what it is that the applicant is proposing to do, how this might be achieved, and why it is important. Unexplained jargon and/or overuse of discipline-specific language is strongly discouraged.

• Please avoid copying and pasting standard form text, particularly in relation to sponsor fit and environment. These sections should demonstrate real engagement between the sponsor and fellow, and a detailed understanding and analysis of Macquarie University’s appropriateness as the project location.

• Note the EOI form will be functional in Microsoft Word and Word for MAC.

6. **Fellowship Sponsor**

• It is the *responsibility of the applicant* to identify and secure the support of an appropriate Fellowship Sponsor.
• Applicants and their proposed Fellowship Sponsor must consult closely with one another in developing the MQRF Expression of Interest.

• Each Fellowship candidate must nominate a Sponsor from within the Host Department/School at Macquarie University. In addition to having a research profile appropriate to the proposed Fellowship project, the Sponsor's association with an area of recognised or emerging research strength within the University is important. Applicants must work with their Sponsor to identify how the proposed research aligns with existing strengths or emerging areas of strength for Macquarie University. Sponsors should only agree to sponsor applicants who they believe unreservedly have the capacity to undertake the MQRF.

• A Sponsor may be named on only one Expression of Interest, and subsequent Full Proposal, per round of the MQRF Scheme. This limit applies to both Primary Sponsors and Co-Sponsors (i.e., it is not possible to be a Sponsor on one application, and a co-sponsor on another).

• Adjunct staff members and those holding University honorary positions are eligible to act as Sponsors provided their on-going research is primarily carried out at Macquarie University, such that their affiliation in respect of authorship of published work is given as Macquarie University.

• A Sponsor’s contract should cover the whole period of the Fellowship.

• The Fellowship Sponsor must endorse the Full Proposal to confirm that Macquarie University has the required resources, systems, facilities (including animal facilities) and core research infrastructure in place to complete the proposed Fellowship project.

7. **Budget**

No budget is required at the Expression of Interest stage.

8. **Selection Criteria**

Applications will be evaluated on the following criteria:

**Applicant (40%)**

• Track record of the applicant relative to opportunity and career stage.

• Research performance and potential.

• All applicants must be able to demonstrate a promising track record based on high-quality publications, generation of research funding, and other achievements such as scholarships, awards and prizes.
Project (total 60%)

- **Significance (15%)**
  - Does the research address an important problem within the discipline?
  - Will the anticipated outcomes advance the knowledge base within the discipline?
  - Are the project aims and concepts significant and innovative?
  - Will new methodologies or technologies be developed?
  - What are the potential benefits to Australia?

- **Approach and Methods (15%)**
  - Are the conceptual framework, design, methods and analysis adequately developed, well integrated and appropriate to the aims of the project?

- **Feasibility (15%)**
  - Are there sufficient and appropriate resources (infrastructure and/or financial) available for the project?
  - Has the budget justification provided sufficient rationale (reasons why) for the items requested (relevant for full proposals only)?
  - Is the project timetable realistic and achievable?
  - Have issues such as ethics and workplace safety been addressed where appropriate?

- **Sponsor Relationship, Environment, and Benefit to Macquarie University (15%)**
  - Is the intellectual environment appropriate to foster a successful outcome for the project and provide a strong foundation for the Fellow’s career?
  - Does the Sponsor have the appropriate track record and the capacity to provide mentoring and intellectual leadership in the subject area of the proposed project?
  - Has the applicant made clear why Macquarie University is the appropriate place for this project?
  - Will the applicant and the project be integrated into a current or emerging research strength of Macquarie University?
  - How will the University benefit from the conduct of this project, including tangible benefits (such as publications, research, commercialisation, other income, capacity building and research impact), and intangible benefits, such as an enriched research culture, enhanced research reputation for the University and demonstrated engagement and impact for the wider community (this is especially important for applicants who hold a PhD from Macquarie, are already employed, or have been employed since the beginning of 2020 by the University).
9. Outcomes

Applicants and their Sponsors will be notified of the outcome of their Expression of Interest by email from Macquarie University Research Services.

10. Appeals Process

Unsuccessful applicants have the right to seek a review of outcome, on procedural grounds only. Applicants should discuss their appeal with their Sponsor prior to submitting an appeal to Research Services. To request a review of outcome, please write a brief email detailing the basis on which the review is requested. The email should be clearly marked “MQRF EOI - Confidential Appeal” and submitted to Dr Erin Semon (erin.semon@mq.edu.au) Director, Research Grants and Awards, Research Services.

11. Other Information

Macquarie University Privacy Policy

☐ The conduct of research projects supported under all internal Macquarie University Schemes is subject to the provisions of the Privacy Act 1988 (Cth).

☐ Information contained in applications will be received and treated as confidential by Macquarie University, and assessors will be required to treat applications in confidence.

Macquarie University Research Ethics, Integrity & Related Policies

☐ All researchers are expected to uphold an honest, ethical and conscientious research culture and apply the principles articulated in the Australian Code for the Responsible Conduct of Research.

☐ Macquarie University maintains strict control over all research activities involving human or animal subjects, and work in which issues of biosafety are involved. Such research must meet the ethical and safety requirements of the relevant government legislation or guidelines and satisfy the requirements of external funding agencies such as the National Health and Medical Research Council (NHMRC). Any research in which such issues are relevant must first be approved by the relevant ethics or biosafety committee.

☐ For more information refer to Ethics, Integrity and policies
Macquarie University Human Ethics, Animal Ethics and Biosafety Committees

☐ Researchers should consult Macquarie University’s Human Research Ethics Committee, Animal Ethics Committee, Biosafety Committee and Defence Trade Controls web pages to determine whether their research is subject to the respective guidelines and review processes.

☐ If the proposed research requires human ethics, animal ethics, biosafety and/or export controls approval, the research must not commence until approval has been obtained. Please contact the relevant Ethics Secretariat (Human or Animal), Biosafety Secretariat, Gene Technology & Biosecurity Secretariat and/or the Export Controls Secretariat for further information.

Macquarie University Research Integrity

☐ All researchers, research coordinators and supervisors of research students should be familiar with the Australian Code for the Responsible Conduct of Research and must comply with the standards encompassed in the Macquarie University Code for the Responsible Conduct of Research.

☐ Researchers are expected to be scrupulous in transparently declaring and managing conflicts of interest when engaged in research, including in the peer review process.

Macquarie University Intellectual Property

☐ In advance of submission of an application, the applicant should take steps to protect any intellectual property embodied in the proposed research. Upon a successful applicant taking up employment as a Research Fellow at Macquarie University, all IP developed during the period of employment will become the property of Macquarie University under the normal terms of employment of Macquarie University. The University’s Intellectual Property Policy may be found on the Macquarie University website.