1 PURPOSE AND SCOPE
The purpose of the Fellowship is to provide eligible staff with funding to assist in maintaining their research performance and trajectory.

The Fellowship is available to researchers in the Faculty of Science and Engineering whose career has been, or will be, interrupted through at least 6-months continuous full time parental leave (or equivalent pro-rata for part-time staff), and is to supplement any other relevant MQ Awards to be held concurrently (e.g. MQ Restart Grant, MQ Research Fellowship).

Associated documents
- FSE Research Fellowship Application Form
- FSE Research Fellowship Final Report Form
- FSE Research Productive Definition (Appendix A)

2 DEFINITIONS
Commonly defined terms are located in the University Glossary. The following definitions apply for the purpose of this Procedure.

Reccurrently funded: Staff funded from Macquarie University operating funds. Project funds are classified as non-recurrent because allocated for a defined activity or timeframe. Research grants are considered non-recurrent.

Research Productive: Faculty of Science and Engineering Research Productive Definition - Appendix A.

Academic Staff: Teaching and Research roles.

3 PROCEDURE
3.1 Available funding
One Fellowship will be awarded annually. Staff who meet the eligibility criteria may apply for funds to cover personnel (such as a A6 postdoc for 6-months), teaching relief, equipment, maintenance, travel, and professional development such as conference attendance. All funds must be spent within twelve months of the conclusion of the parental leave.

The level of funding will reflect the level of research activity and performance prior to the parental leave. Requests should normally not exceed $60,000. The Award may commence prior to, or upon return to work after the parental leave.

3.2 Eligibility
To be eligible staff must meet the following eligibility criteria:
- commencing / recently returned from at least 6-months continuous full-time parental leave (or equivalent pro-rata for part-time staff)
- recurrently funded academic staff, Level B-E; or externally funded competitive research fellowships eg ARC/NHMRC – DECRA, Future Fellowship
- have been employed at MQ for at least 12 months full-time equivalent prior to the parental leave
- hold a continuing or fixed term appointment ceasing at least 1 year after returning from parental leave
- meet the Faculty's definition of research productive (Appendix A)
- be actively seeking external research funding
- demonstrate an active annual leave management plan

3.3 Application process
Applications are to be made on the Faculty of Science and Engineering Parental Leave Research Fellowship Application Form via Smartsheet and endorsed by the Head of Department/Dean of School.

In normal circumstances, application outcomes will be provided within 1 month of submission.

Applicants should attach:
- A CV including record of publications, research grants and research training
- A statement of no more than two A4 pages in 12 point font outlining the objectives, significance and expected outcomes of the Fellowship. This should include a budget breakdown with timing, and a description of how the Fellowship will be used to assist in returning the applicant’s research performance and trajectory to a level comparable to that prior to the parental leave – [template available](#)
- A letter of support from the Head of Department/Dean of School, including an assessment of the applicant’s overall contribution to the Department/School community – [template available](#)

### 3.4 Assessment process
The panel will comprise the Deputy Executive Dean (or delegate), A/Dean Research (or delegate), and an independent Head of Department (with gender diversity representation). The panel will consider:
- The research record and career profile of the applicant
- The potential of the Fellowship to maintain the applicant’s research career, and enable the continuation of research activity including production of publications, successful grant applications and research supervision
- The objectives and expected outcomes of the Fellowship
- The level of support for the application from the Head of Department / Dean of School.

| 1. | Complete FSE Parental Leave Research Fellowship Application Form via [Smartsheet](#), closing on the first Friday in July. |
| 2. | Attach documentation as specified at 3.3 of the FSE Parental Leave Research Fellowship Procedure |
| 3. | Assessment completed by panel, chaired by the Deputy Executive Dean |
| 4. | Outcome communicated to Applicant and Head of Department/Dean of School |
| 5. | If successful, allocation communicated to Applicant, Head of Department/Dean of School, Department Manager, Department Administrator (Finance/Staff), and Faculty Finance for processing |

### 3.5 Final Report
A one page written report outlining the activities and research outcomes of the Fellowship, using the FSE Research Fellowship Final Report Form, must be completed within 1 month of the end of the Fellowship. The report should be submitted to the HoD/DoS for comment and then forwarded to the Operations Manager for referral to the Executive Dean.

### 3.6 Funds allocation
Approved costs will be charged to the nominated Department level account, and this is where the funds will be transferred to. All funds must be spent in accordance with the approved budget. Any variations to the timing of the spend must be approved by the Deputy Executive Dean (or delegate) in advance.

### 4 FURTHER INFORMATION
For further information and advice about the Fellowship, please contact: Meredith Lowe, Operations Manager – Faculty of Science and Engineering E: [meredith.lowe@mq.edu.au](mailto:meredith.lowe@mq.edu.au) T: +61 2 9850 8319

| 5.1 | Approval Authority | Executive Dean, Faculty of Science and Engineering |
| 5.2 | Date Approved | 2 November 2018 |
| 5.3 | Date for Review | April 2019 |
| 5.4 | Amendment History |
Faculty of Science and Engineering Research Productive Definition

The Macquarie University Strategic Research Framework 2015-2024 outlined the goal to accelerate world-leading research performance, specifically to increase the number and proportion of research-productive staff. Each faculty has been asked to develop a definition of Research Productive to sit alongside the University’s definition of Research Active.

Research Active
The University’s formal Research Active definition is generally used for purposes including but not limited to:

1. Qualification for OSP
2. Qualification to be on the supervision register
3. Qualification for some internal research funding
4. A standard for external examiners of research theses.

It should be noted that the Research Active definition is a minimum common standard.

Research Active Definition: to be regarded by Macquarie University as “research active” a staff member must be a contributor or co-contributor to at least five peer-reviewed (weighted) research outputs in the past five years.

Research Productive
The above definition of research active is based solely on publications and sets a common minimum standard to indicate whether staff are actively engaged in research. In line with the Strategic Research Framework 2015-2024, staff in the Faculty of Science and Engineering should aim to be more than just active in research, but also productive, meaning producing publications, attracting research grants and being active in HDR supervision. To enhance the Faculty's performance in research across these areas, the Faculty has incorporated all three measures (publications, grants and HDR supervision) into a definition of research productive. The Faculty's research productive definition also recognises that research performance should increase across the academic levels.

To be considered Research Productive, staff in the Faculty of Science and Engineering are expected to achieve the required performance in at least two of the three areas of Research Productivity: Publications, Research Grants and HDR supervision, as outlined in the tables below. Staff should aim to meet these minimum standards, but we expect that many staff would aim to exceed these benchmarks. Indicative measures which reflect high productivity are also provided for reference.

In line with the goals set out in the Strategic Research Framework: 2015-2024, staff are to incrementally aim to meet the Faculty of Science and Engineering definition of research productive by 2024.

1 The formal definition of Research Active, can be found here:
http://www.research.mq.edu.au/current_research_staff/forms_templates_and_useful_information
## 1 Publications

<table>
<thead>
<tr>
<th>Role</th>
<th>Research Active</th>
<th>Research Productive</th>
<th>High Productivity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/lecturer A</td>
<td>1</td>
<td>1</td>
<td>&gt;1</td>
<td>Lead or co-author</td>
</tr>
<tr>
<td>Lecturer B</td>
<td>1</td>
<td>1.5</td>
<td>3</td>
<td>Mix of lead and co-authored</td>
</tr>
<tr>
<td>Senior Lecturer C</td>
<td>1</td>
<td>2</td>
<td>3.5</td>
<td>Mix of lead-, senior- and co-authored</td>
</tr>
<tr>
<td>A/Professor D</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>At least 2 as senior author</td>
</tr>
<tr>
<td>Professor E</td>
<td>1</td>
<td>4</td>
<td>&gt;7</td>
<td>At least 3 as senior author</td>
</tr>
</tbody>
</table>

All numbers are **three year averages** \((5 \times A_1 + B_1 + C_1 + E_1)\). Sole-author papers, and papers for people in the Departments of **mathematics** and **statistics** will count as two for the Research Productive definition.

To maintain quality it is expected that 30% of publications are in the top 25% of journals in the relevant discipline ranking (eg ISI, CORE).

**Research Only** staff are expected to exceed the above averages by 30% and to have 50% of their journal publications in the top 25% quality ranking.

## 2 Research Grants

<table>
<thead>
<tr>
<th>Role</th>
<th>Research Productive</th>
<th>High Productivity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/lecturer A</td>
<td>Attending grant writing courses</td>
<td>Applying for external funding</td>
</tr>
<tr>
<td>Lecturer B</td>
<td>1 small grant or 1 large grant with senior colleagues</td>
<td>1 small grant or 1 large grant with senior colleagues</td>
</tr>
<tr>
<td>Senior Lecturer C</td>
<td>1 small grant or 1 large grant with senior colleagues</td>
<td>2 small grants or 2 large grants with senior colleagues</td>
</tr>
<tr>
<td>A/Professor D</td>
<td>1 large grant to sustain research of international standing</td>
<td>2 large grants to sustain research of international standing</td>
</tr>
<tr>
<td>Professor E</td>
<td>1 large grant to sustain research of international standing</td>
<td>3 large grants including major funding schemes eg Centres</td>
</tr>
</tbody>
</table>

All numbers are the average number of **external grants** held each year over a three year period (each CI can count the full grant equally).

small \(<$60k\), large \(\geq$60k\) (a combination of small grants to this value could also count as one large grant).

**Research Only** staff: small \(<$80k\), large \(\geq$80k\) or a research fellowship

\(^\text{2} \) The formal definition of **Research Active**, is based on a five year period
## HDR Supervision & Completion

<table>
<thead>
<tr>
<th>Role</th>
<th>Research Productive</th>
<th>High Productivity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/lecturer A</td>
<td>HDR Training</td>
<td>Co-supervision</td>
</tr>
<tr>
<td>Lecturer B</td>
<td>co-supervisor of 1 MRes or 1 PhD candidate</td>
<td>Primary supervisor of 1 MRes candidate or 1 PhD candidate</td>
</tr>
<tr>
<td>Senior Lecturer C</td>
<td>Supervision of 1 HDR candidate</td>
<td>Primary HDR supervisor of 2 HDR candidates</td>
</tr>
<tr>
<td>A/Professor D</td>
<td>Supervision of 2 HDR candidates</td>
<td>Primary supervision of 3 HDR candidates</td>
</tr>
<tr>
<td>Professor E</td>
<td>Supervision of 3 HDR candidates</td>
<td>Primary supervision of 4 HDR candidates</td>
</tr>
</tbody>
</table>

All numbers are HDR candidates per year averaged over three years.

On average staff at all levels are expected to complete 30% of their expected HDR load each year.

Research Only staff have the same HDR supervision expectations as Teaching and Research staff.

Staff in the departments of **Mathematics and Statistics** at levels D & E are expected to supervise at least 1 HDR candidate per year averaged over a three year period.

### Notes

In exceptional cases, the Dean may, at their discretion deem a staff member to be research productive.

Research productivity standards for staff with lower than 0.4FTE research workload allocation will be adjusted pro-rata.