SCU Research Acceleration Program

Senior Researcher Fellowship

Guidelines for funding commencing July 2021

1. Key dates

Applicants must be eligible for ARC/NHMRC fellowships targeted to senior researchers	Applicants unsure of whether they are eligible, should discuss with their Associate Deans (Research) (if in a Faculty) or their Head of Work Unit, if not
Opening date	1 June 2021
Closing date	5:00PM 21 June 2021 **Late applications will not be accepted**
Final report	Within 3 months from completion of project

2. Contacts

Information about the program, application process, funding arrangements and administration	Email: DVCR.Internalgrants@scu.edu.au* *Enquiries should specify in the subject line that they relate to the Senior Researcher Fellowship, as multiple schemes are administered through this inbox

3. Objectives

The SCU Research Acceleration Program supports e researchers to enhance their potential and helps SCU to attract and retain the best research talent.

The Senior Researcher Fellowship offered as part of the SCU Research Acceleration Program provides the opportunity for senior researchers to accelerate their research career with a view to applying for fellowship programs or other significant, capacity-building, funding opportunities. Applicants need to present an ambitious program of research and research engagement designed to increase their own competitiveness as a researcher, while also building SCU's reputation for research excellence.

4. Fellowship details

The Deputy Vice-Chancellor (Research) is funding grants of up to $25,000 to support eligible academic staff to undertake specific research projects. Fellowship recipients will be entitled to up to a year of teaching or administrative relief that will be supported by their Faculty/work unit.[1]

Grants will not be used to assist the completion of a higher degree by research.

5. Eligibility

To be eligible to apply, applicants must:

- be full-time or part-time academic staff employed at SCU on a continuing or fixed-term basis; for three years or more (on one or more fixed-term appointments); and

- be eligible for ARC/NHMRC fellowships targeted to senior researchers or other large-scale funding.

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[1] In 2021 some financial support for teaching relief will be available from DVCR

6. Selection process

The Deputy Vice-Chancellor (Research) or nominee will appoint a committee to assess applications for this Fellowship (Committee) against the selection criteria described in section 7.   Selection Criteria.

7. Selection criteria

The Committee will consider transformational potential, that is, the capacity of the Fellowship to significantly change the circumstances of the applicant; to accelerate their career substantively, and enable them to achieve in a way that they could not otherwise be so.

The following criteria will be used by the Committee to assess applications:

- Track record relative to opportunity
- Research background
- Proposed use of Fellowship
- Alignment with SCU Research Plan and Faculty/work unit research priorities
- Track record of research engagement
- The specific statements of endorsement for the application from the Executive Dean of Faculty/Head of Work Unit

8. Applications and timeframe

Application closing date: see **1.   Key dates.** Late applications will not be accepted.

Applications must comply with these Guidelines and will be made up of the documents described in **Annexure A   Required Documents**.

The application will set out how grant funds will be used to support the proposed research project. The following are examples of activities[2] which could be funded by the Fellowship:

- field work or project-specific travel;
- employment of research assistance/lab technicians; and
- expenditure for consumables, maintenance or equipment.

Applicants must have the support of their Executive Dean or other Head of Work Unit, as the Faculty/work unit will be responsible for managing the backfill attached to this program. The Executive Dean/Head of Work Unit will indicate that they endorse the application on the application form.

This is an internal grant. Applicants are responsible for checking eligibility and completeness before final lodgement.

Results of the selection process will normally be announced within a month of the application closing date.

Applicants should also ensure that they have up-to-date IRMA profile before submitting their application.

9. Obligations of Fellowship recipients

Funding received under this grant will normally be expended within the following calendar year.

Each grant recipient will provide a final report within 3 months of completing their project, as described in **10.   Conditions of Award** and **12.   Final Report**.

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[2] *Please note that proposed activities must comply with relevant SCU research policies and guidelines*

10. Conditions of award

Fellowship recipients are expected to commence their research project/activity in July 2021 but the timing of teaching or other backfill/relief will be negotiated with the Executive Dean/head of work unit. Funding received under this Fellowship will normally be expended and acquitted within 12 months of the date of commencement.

Fellows must provide a final report within 3 months of completing their project/activity, which will include:

- key activities undertaken;
- statement of financial acquittal;
- key outcomes such as:
  - publications and other outputs, grant applications, new techniques developed, research students attracted; and
  - information on how the Fellowship has assisted applicants to meet their research goals and enhanced their research career trajectory including challenges, problems or limitations encountered; and

- details of any further research opportunities, collaborations or research benefits for SCU arising from the research funded through the Fellowship.

The Fellowship shall be used for the approved research proposal for which it is awarded and shall not be used for any other purpose, and may only be used for purposes approved under the Fellowship guidelines.

Successful applicants may be required to submit a revised budget when requested by the Committee.

The research project/activities must be carried out in accordance with appropriate ethics and safety approval.

Fellows are expected to conduct research diligently, and to the best of their ability, in the field outlined in their application and approved by the committee. Fellows may be requested to participate in a future evaluation of this program and in promotional activities for the Fellowship.

11. Financial provisions

Management of Funds

Research activity codes for successful projects/activities will be established with Finance by the ODVCR.

Carry forward of unspent money beyond one year from the commencement of the project is not permitted.

If the Fellowship recipient is in breach of the grant guidelines, or relinquishes the Fellowship, any continuation of funding would be at the discretion of the DVC Research or nominee. In most circumstances early termination of a Fellowship will require the return of unpaid funds.

Any significant changes to budget items during the course of the Fellowship must be requested in writing to the DVCR.Internalgrants@scu.edu.au and approved by the DVCR's delegate.

Any funding which is not used in accordance with the budget or as otherwise approved by the DVCR's delegate must be repaid to the University.

Any funds not expended will be returned.

Any equipment purchased with Fellowship funding shall remain the property of SCU.

12. Final reports

The final report is an important component of the Fellowship. It allows the DVCR to judge whether the Fellowship has been used effectively and whether there were tangible outcomes.

Within 3 months from completion of the Fellowship, the following is required:

- a final report on activities, research outcomes and achievements, as outlined in 10. Conditions of Award; and

- a financial statement from the Faculty/work unit verifying that the funding was used for the purposes outlined in the Fellowship and a brief evaluative comment on the Fellow's final report.

The Fellow should send these reports to the Deputy Vice-Chancellor (Research) at dvcr@scu.edu.au with a copy to DVCR.Internalgrants@scu.edu.au and their Executive Dean and ADR (if within a Faculty) or head of work unit otherwise.

Failure to provide a final report may impact future decisions about discretionary SCU research support for the Fellow.

ANNEXURE A - REQUIRED DOCUMENTS

The below must be provided as a single PDF document.

Applicants should entitle applications using the following convention Senior Researcher Fellowship – Applicant's full name – Work Unit. For example:

Senior Researcher Fellowship –Joe Bloggs – FoH

Completed applications should be submitted electronically before the closing date (21 June 2021) to DVCR.Internalgrants@scu.edu.au using the same convention for the email subject line. The Office of the DVCR will forward the application to the Committee.

The document should be formatted with 2cm margins, using 12pt font.

a. Fellowship Proposal

A two-page (maximum) statement outlining the applicant's research strategy for the following two years, including proposed outcomes for the fellowship and the transformative effect it would have on the applicant's career.

Candidates **do not** need to create a new project for the purpose of this award; they should instead focus on describing the ways in which the Fellowship would allow them to expand and/or enhance significantly their existing projects or capabilities. However, candidates must identify specific outcomes for the Fellowship including (but not limited to) major publications or research outputs (including Non-Traditional Research Outputs), applications for research funding, development of new external partnerships and collaborations, or development of intellectual property or commercial opportunities.

The candidate should also demonstrate the alignment of his/her work with Faculty/Work Unit and University-wide strategies and provide the Field of Research (FOR) and Socio-Economic Objective (SEO) codes most relevant to the applicant's research area. Where possible, applicants should identify senior research and/or academic leaders as potential mentors.

b. Budget

A one page (maximum) statement including a justification of resources. This should include a brief description of how the $25,000 funding will be used and the teaching or administrative buy-out/backfill required (as agreed by the Faculty/work unit).

Please prepare the budget in a table form, as below, using GST exclusive figures:

	2021	2022
Teaching/admin relief funding requested		
Research funding requested (please provide details for the various items)		
Total		

Please note:
- No portion of the budget can be used to supplement the applicant's salary.
- If possible, applicants should note which items are budgeted in 2021 and 2022.

c. Curriculum Vitae (CV)

A CV focusing on the applicant's research performance over the last five years (or equivalent time period accounting career interruptions), including:
1. Research outputs over the last 5 years (or equivalent), divided in these categories as appropriate depending on the field:
   o Scholarly books
   o Scholarly book chapters
   o Refereed journal articles
   o Other (for example, major exhibitions, compositions or performances).
2. Research-related income in the past five years (detailing source, value, duration, and the applicant's role)
3. Non-academic impact as well as media or other types of external engagement/outreach
4. Leadership and other contributions to the applicant's discipline
5. Any career interruptions in the last five years for childbirth, carer's responsibilities, misadventure, or debilitating illness and/or periods of part-time employment

Sections 3, 4 and 5 (non-academic impact, leadership and other contributions and career interruptions) of the CV should be one page long each as a maximum.

d. Letter of support from the Executive Dean or Head of Work Unit

A one-page cover letter from the Executive Dean/Head of Work Unit, detailing how the award of the Fellowship to the applicant aligns with and enhances the local and University-wide strategic aims and research objectives.

Researchers are expected to have the support of their Associate Dean (Research) (if within a Faculty) before they approach their Executive Dean for a letter of support.

The letter of support should explain why that specific applicant has the potential to be a research leader in his/her field, how his/her work fits with the general strategy of the Faculty/work unit and how the Fellowship would be pivotal to accelerating his/her research trajectory. It is also important to indicate support and plans for managing teaching relief and any administrative duties during the course of the Fellowship.

An application without a support letter will not be considered – if you have issues with this, please contact the DVCR as soon as possible.