



Faculty of Arts INDIGENOUS AUSTRALIAN POSTDOCTORAL FELLOWSHIP PROGRAM Funding Guidelines for 2017 Commencement

1 OBJECTIVES

1.1 The objectives of the program as of 2017 are to:

- Attract talented, recent Australian Aboriginal and Torres Strait Islander doctoral graduates to the University of Melbourne in areas that are a research priority for the University;
- Recruit researchers who have the potential to successfully apply for future government funding available in their discipline for Early Career Researchers.
- Increase the profile of Australian Aboriginal and Torres Strait Islander researchers at the University whose work aligns with the initiative *Research at Melbourne: Ensuring Excellence and Impact to 2025* and research themes of the Faculty's Schools.

2 FUNDING

2.1 Fellowships will be awarded starting at Level A.6 in the University Salary Band (currently \$84,458 plus a minimum 9.5% superannuation). In addition, the Faculty will provide \$16,000 for project costs (\$8,000 per annum) over the term of the two year Fellowship. Applicants will also be able to apply to the Faculty's Indigenous staff development fund.

2.2 This Program does not provide visa or relocation expenses.

3 APPLICANT ELIGIBILITY

3.1 Only Indigenous Australians are eligible to apply as this position is exempt under the special measure provision, Section 12(1) of the Equal Opportunity Act 2011 (VIC).

3.2 Applicants:

a) Must have been awarded¹ their PhD on or after 1 March 2013

Or

b) Must have been awarded their PhD on or after 1 March 2011 and had a period of significant research career interruption between 1 March 2013 and 30 September 2016. Applicants should be able to clearly demonstrate that their research career has been significantly constrained or interrupted by circumstances such as chronic illness, child bearing, child rearing or other family

¹ The date of the award is considered to be the date of the official notification letter. For those applicants attending institutions where no such letter is provided, equivalent evidence that they have graduated or have completed all the required steps to be eligible to graduate with a PhD is required.

responsibilities such as primary responsibility for the sustained care of a dependent family member (e.g. elderly, sick or a person with disabilities). Applicants who fit this criterion must contact arts-staffresearch@unimelb.edu.au at least 4 weeks prior to the deadline to request an eligibility exemption.

3.3 Applicants must be awarded their PhD before 30 September 2016.

3.4 Applicants must be able to commence their Fellowship no later than 30 March 2017.

4 APPLICATION ELIGIBILITY

4.1 Applicants may submit a maximum of one (1) application.

4.2 All questions must be answered or marked 'not applicable'. No sections of the Application Form are to be left blank.

4.3 Applicants must adhere strictly to page and word limits in each part of the Application Form.

4.4 All text supplied within an application must be typewritten in black and at a 12 point highly legible font (e.g. Helvetica, Times New Roman and Arial).

4.5 All documents must be written in English and must comply with the format and submission requirements.

4.6 The application must contain all the information necessary for assessment of the project without the need for explanation or reference to further documentation, including reference to the World Wide Web.

5 APPLICATION PROCESS

5.1 Application forms can be accessed at the [Indigenous Australian Postdoctoral Fellowship Program application form](#)

5.2 The Application Form consists of nine parts:

- Administrative Summary;
- Eligibility;
- Citizenship/ Residency Status;
- Proposed Research Project;
- University of Melbourne Mentorship
- Referee Information;
- Curriculum Vitae;
- Privacy Notice;
- Applicant Declaration.

5.3 Applications for the Fellowship close at **11.59pm (AEST) Friday 30 September 2016.**

Your application must be supported by two testimonials from academic referees, only one of the referees may be the PhD supervisor. The referees must submit the written testimonial via email by no later than **11.59pm (AEST) Friday 30 September 2016.**

Email: arts-staffresearch@unimelb.edu.au
Subject: Indigenous Australian Post-Doctoral Scheme 2017 – Confidential Report – SURNAME
OF APPLICANT

6 SELECTION CRITERIA

6.1 All applications will be assessed on the following criteria:

a) **Proposed Research Project**

This includes its appropriateness to the area in which it would be located; anticipated project outcomes; and how these will make possible strong opportunities for further external funded fellowships or academic employment.

b) **Track Record**

This includes an evaluation of the research experience and publication record of the applicant relative to opportunity, as well as the relationship between the research proposed and existing research in their discipline.

c) **Contribution to research renewal and development in the Faculty**

This includes how the proposed research will contribute to strategic research directions and broader collaboration and linkages in the Faculty.

7 EVALUATION AND ASSESSMENT

Applications will be assessed by a panel of senior researchers in the Faculty of Arts with representatives from all schools and an Indigenous Australian representative.

8 TIMETABLE

Monday 4 July 2016	Release of guidelines
Friday 2 September 2016	Should notify arts-staffresearch@unimelb.edu.au regards exemptions
Friday 30 September 2016	Completed applications to be submitted online Referees to email completed written testimonials to arts-staffresearch@unimelb.edu.au
Mid December 2016	Notification of results to applicants and Schools
December 2016	Applicants to informally accept Fellowship
January 31 2017	Funds made available to Schools
Thursday 30 March 2017	Latest commencement date for Fellowship

9 EMPLOYMENT AND FUNDING CONDITIONS

9.1 Funding Conditions

- 9.1.1 Fellows will normally be appointed full-time for a period of two years with funding being provided by the Faculty of Arts, with no further extensions to be granted. Extensions to length of time of the fellowship are possible only in circumstances where part-time working arrangements are negotiated due to a Fellow's carer's responsibilities, illness, or other compelling reason. In no circumstances will the fellowship be extended beyond the equivalent of two years full time.
- 9.1.2 Funding is contingent upon a satisfactory annual report from the Fellow submitted to the Associate Dean of Research. Funding will be provided by the Faculty to the host School as an annual transfer, with the Fellowship itself to be managed via the School.
- 9.1.3 Fellows may not hold additional appointments or remuneration that imposes commitments that conflict with the full time Fellowship. Fellows may undertake a small amount of teaching in the last semester of their fellowship, up to 0.2FTE.
- 9.1.4 It is the intent of the Fellowship scheme that Fellows will actively make a contribution to collaboration and research building in the University. Fellows cannot spend more than six months of the duration of the Fellowship overseas and/or away from the University of Melbourne except where extensive fieldwork is required for the purposes of the research and only with the explicit prior approval of their head of department. Fellows should refer requests to work on their research away from the University to their Head of School and provide information on this in their annual report.
- 9.1.5 Fellows will be employed at Level A.6 in the University Salary Band (currently \$84,458 plus a minimum 9.5% superannuation) and will receive an additional \$16,000 to be spent on project costs over the term of their Fellowship. This Program does not provide relocation funding. Fellows will be employed by the University of Melbourne, and be responsible to their host school within the Faculty.
- 9.1.6 Continuation of the award into the second year is dependent on the Fellow having demonstrated satisfactory progress. This will be determined by the Head of School and documented in a progress report submitted to the Associate Dean (Research) prior to the anniversary of the start date of each award. Fellows are expected to demonstrate building an excellent body of research achievement, and also to demonstrate active exploration of and engagement in broader research linkages in the University.
- 9.1.7 Fellows who apply for, and are successful in gaining, externally funded fellowships prior to the end of the appointment of the Fellowships at the Faculty of Arts, will be eligible to continue to receive the \$16,000 for project cost for the full two years. The salary component of the Fellowship will cease.
- 9.1.8 Faculty reserves the right to reclaim any remaining funds at the cessation and or completion of the Fellowship.

9.2 Visas and Relocation Expenses

- 9.2.1 It is the responsibility of Fellows to apply for and satisfy the requirements for the issue of an appropriate entry visa to Australia. The offer of a Fellowship does not guarantee the granting of a visa and is conditional upon gaining a visa. Any costs associated with obtaining the visa and any relocation expenses are the responsibility of the Award Holder.
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9.3 **Period of Appointment**

- 9.3.1 Fellows will be appointed for up to two years full-time. Fellows must take up the Fellowship no later than Thursday 30 March 2017. The commencement date must be approved by the Head of School.

9.4 **Leave**

In the case of parental leave being taken during the Fellowship, the completion date of the Fellowship will be extended by the length of the parental leave taken. Fellows should advise the Faculty when parental leave is approved. It is the responsibility of the Fellow to liaise with the Faculty and local HR contact to ensure their employment contract is modified accordingly.

9.5 **Responsibilities and Reporting Requirements**

- 9.5.1 Fellows will report to their Head of School.

9.5.2 Annual Progress Reports

Fellows are required to submit an annual progress report for the first year of their Fellowship as part of the PDF process.

9.5.3 Final Report

Fellows are required to submit a Final Report within three months of completing their Fellowship. A *pro forma* for the final report can be found on the [Reporting requirements](#) web page.

10 **ADMINISTRATIVE CONTACT**

All administrative enquiries for the scheme should be directed to arts-staffresearch@unimelb.edu.au