UQ POSTDOCTORAL RESEARCH FELLOWSHIPS FOR WOMEN
2015 – 2017
GUIDELINES

OVERVIEW
The University of Queensland invites applications for a small number of Postdoctoral Research Fellowships for Women (approx. 2) to commence in 2015. The Fellowships are open to women with a PhD or equivalent qualification, whose academic careers have been interrupted, delayed or otherwise constrained by family or other responsibilities. This includes applicants who are precluded from applying for post-doctoral research fellowships in locations elsewhere because of particular family or care-related circumstances. Fellowships will be available for full-time research over a period of three years or half-time research over a period of three years.

The research must be conducted at The University of Queensland in any of its disciplines. A comprehensive, but not exhaustive, list of Schools, Institutes and Centres can be found at http://www.uq.edu.au/departments/unit_types.html?type=5

The UQ Postdoctoral Research Fellowships for Women support the University’s research strategy to introduce special initiatives to advance women in research. The purpose of the Fellowships is to assist eligible women to re-establish their academic research careers after a career break or interruption.

ELIGIBILITY
All applicants must fulfil the eligibility criteria listed below:
(a) As at 30 June 2014, an applicant must not have had more than five years full-time equivalent professional research experience since the award of a PhD. In determining full-time equivalent professional research experience, the applicant may claim commensurate periods of career interruption. The following types of interruption are eligible:
   - carer’s responsibility; and/or
   - maternity or parental leave; and/or
   - illness; and/or
   - disruption due to international relocation for international post-doctoral studies (no greater than 3 months); and/or unemployment or non-research employment where the work is predominantly non-research (not exceeding three years).
   Applications for variation of timing will only be accepted if the researcher was awarded their PhD on or after 30 June 2006.
(b) Applicants under this scheme must demonstrate clearly how their careers have been interrupted, delayed or otherwise constrained by family or other responsibilities (normally care-related). Applicants must possess Australian citizenship or permanent residency status.
(d) Any applicant who is employed by The University of Queensland (UQ) at the time of application, or who has received a doctorate from UQ and has not subsequently held a position at another university or research institution (Internal Applicants), must provide a compelling academic and/or social justification indicating why their research needs to be continued at postdoctoral level at this institution. Under the UQ Postdoctoral Research Fellowships for Women, this is not a basis by which Faculties and Institutes may determine not to accept proposals from Internal Applicants.

Closing date with Schools/Centres/Institutes: 19 May 2014
ASSESSMENT CRITERIA
The assessment criteria will include the excellence of the researcher and the program of work to be undertaken. Applicants must have an outstanding track record relative to opportunity and have demonstrated capacity for undertaking original work. In addition, the selection process will consider

a) the alignment of the proposed research with research areas of existing strength, or research areas that Faculties/Institutes wish to develop as priorities; and
b) the quality of the people with whom the Fellow will work.

TENURE
Duration
The period of appointment for both full-time and part-time UQ Postdoctoral Fellowships for Women will be three years only.

Commencement
The appointment is to be taken up as soon as possible after 1 January 2015 and normally before 28 February 2015. Deferral of the award commencement date beyond 28 February 2015 is subject to the approval of the Deputy Vice-Chancellor (Research) (or delegate), through UQ Research and Innovation (UQ R&I). A commencement date later than 30 June 2015 is not likely to be approved, though the University is prepared to consider any such request on its merits.

Location
For the duration of the appointment, Fellows are expected to reside in Queensland and conduct research at one of the University’s campuses or teaching and research sites. Where necessary, and with approval from the host School/Centre/Institute and UQR&I, Fellows may spend periods of time conducting research activities interstate or overseas (eg. for fieldwork or international collaboration) in accordance with the Conditions of Award.

VALUE OF THE FELLOWSHIP
Salary
The current salary range for the award is on a three-level scale from $74,254.69 - A$79,708.50 p.a. (full-time) and approximately $37,127.34 - A$39,854.25 p.a. (half-time) (2014 Academic Staff Salaries). Commencing salaries are based strictly on the number of full years’ experience since receiving a doctorate. Salary scales are reviewed from time to time.

The appointee will be required to participate in a superannuation scheme to which both the appointee and the University will contribute.

Maintenance
Maintenance funds of $10,000 in the first year of the Fellowship, and $5,000 in each of the two subsequent years will be made available to the Fellow to support research costs.

Relocation
An appointee will be entitled to an economy class airfare (or where appropriate, a first class rail fare) for him/herself and dependants,

(i) for the journey to Brisbane when taking up the Fellowship; and
(ii) for the return journey, immediately after expiry of the full appointment period.

The fares provided are for travel by the direct route. The cost of any variation must be borne by the appointee. The appointee’s School/Centre/Institute can make travel arrangements through the University’s travel agent, Campus Travel.
The appointee will be entitled to reimbursement for relocation costs to a maximum level as outlined in the *UQ Postdoctoral Research Fellowships for Women Conditions of Award 2015*. The appointee should discuss relocation costs with her School, Centre or Institute, as it will usually be necessary for quotes to be obtained.

**CONDITIONS OF AWARD**

Full Conditions of Award are available from the UQ Research and Innovation [website](#).

**APPLICATION PROCESS**

Prior to submitting an application, it is imperative that a prospective applicant contacts the Head/Director of the appropriate School, Centre or Institute to obtain more details of their research interests, to ascertain whether the School/Centre/Institute is prepared to support the applicant’s application and to identify an appropriate supervisor. If the Head/Director (or delegate) indicates that the candidate will receive support the applicant may proceed with the preparation of their application.

Candidates may apply for both the full-time and half-time applications simultaneously if they wish (and should indicate as such on the Application Form).

**Application Form**

- Applications must be submitted on the 2015-2017 *UQ Postdoctoral Research Fellowships for Women Application Form* with accompanying supplementary pages as specified on the Form.
- Applicants must conform to the prescribed page and formatting limits.

**Submission of Application**

- An electronic copy of the application is required to be submitted via email to the relevant Head of School/Centre/Institute by **19 May 2014**.
- **Schools/Centres/Institutes are then required to refer the applications on to Faculty/Institute via email by 2 June 2014** as outlined in the Assessment Process below.

**Referee Reports**

Reports from three referees must be provided as part of the application process. These should be submitted by each referee, directly to the host School/Centre/Institute, no later than the application closing date. Further details regarding the referee reports and the Referee Report Form are included in the Application Form and on the UQ Research and Innovation [website](#).

**ASSESSMENT PROCESS**

All applications will be assessed against the assessment criteria listed above. The assessment process will be undertaken in the first instance by each School/Centre with ranked applications forwarded to the relevant Faculty/Institute. Each Faculty/Institute will short-list up to two applicants and these will be considered by a Central Selection Committee. Each application will be assessed on its merit against all other applications.

An overview of the assessment process is included below.
Conflict of Interest
Where any assessor believes that they may have a conflict of interest in providing an assessment, the matter is to be discussed with the relevant Faculty Associate Dean (Research) or Institute Research/Deputy Director. It should also be noted that applications under the UQ Postdoctoral Research Fellowships for Women scheme are submitted in confidence. Assessors are required to respect this confidence.

APPEALS
Unsuccessful applicants have the right of appeal against administrative processes employed in the selection process, but not assessment outcomes. The appeals committee for this round will be chaired by the Deputy Vice-Chancellor (Research) or delegate, and will not involve anyone who has participated in the assessment process.

POST-AWARD PROCESS
Applicants are likely to be notified of the outcome of their application in August 2014.

Following the announcement, successful applicants will be issued with a Grant Record Letter which will include details of the Fellowship and the Conditions of Award. Where ethical or biosafety clearances are required, no research requiring such clearances may commence until the necessary clearances have been obtained.

Following the issue of a Grant Record Letter, appointees will receive a formal Offer of Appointment letter from the host School/Centre/Institute.

REPORTING REQUIREMENTS
UQ Postdoctoral Research Fellows are required to provide the following reports to UQ Research and Innovation, during the three-year appointment:
- a Progress Report by the 31 March following the first and second year of appointment; and
- a Final Report within six months of the completion date for the Fellowship.

The reports should be completed using the template available on the UQR&I website.

CONTACTS FOR ASSISTANCE
Queries regarding the scheme should be directed to the scheme staff in the Research Grants Unit, UQ Research & Innovation in the first instance:

Vicki Sheehy, Administration Officer, Grants
UQFellowships@research.uq.edu.au