

## **UNIVERSITY OF QUEENSLAND POSTDOCTORAL RESEARCH FELLOWSHIPS CONDITIONS OF AWARD 2012**

1. The award is to be used for the purposes given in the application and must be taken up at The University of Queensland. Any significant variation is subject to the approval of the Deputy Vice-Chancellor (Research) or delegate, through the Research and Innovation Division.
2. The University Research Committee requires UQ Postdoctoral Research Fellows to provide the following reports to the Director, Research and Innovation Division, during the three-year appointment:
  - (a) Progress Reports by 31 March following the first and second year of appointment, and
  - (b) a Final Report within six months of the completion date for the Fellowship.A report template is available on the R&ID website.
3. The appointment is to be taken up as soon as possible after 1 January. A commencement date later than 30 June is not likely to be approved, although the University is prepared to consider any such request on its merits. Deferral of the award commencement date beyond 29 February is subject to the approval of the Deputy Vice-Chancellor (Research) or delegate, through the Research and Innovation Division.
4. Suspension of award is subject to the approval of the Deputy Vice-Chancellor (Research) or delegate, through the Research and Innovation Division. A request for suspension must be accompanied by the written approval of the Head/Director of School/Centre/Institute.
5. 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. These costs will be met by the Deputy Vice-Chancellor (Research) and the Fellow's Faculty/School/Centre/Institute, in line with the base salary funding arrangement. Any maintenance funds unspent at the completion of the fellowship are to be returned to the UQ party/s contributing to the costs.
6. UQ Postdoctoral Research Fellows are not eligible to apply for UQ New Staff Research Start-Up Funds.
7. UQ Postdoctoral Research Fellows are expected to participate in seminars and research discussions. Fellows may be involved in teaching during tenure of their award, provided that:
  - (a) this does not interfere with the progress of the primary research project;
  - (b) the Fellow obtains the permission of his/her supervisor and Head/Director of School/Centre/Institute; and
  - (c) the time commitment to such activities does not exceed 10% of total time available. In special circumstances, a higher time commitment may be considered. Such requests will be assessed on their merits and are subject to the approval of the Deputy Vice-Chancellor (Research) or delegate, through the Research and Innovation Division.
8. UQ Postdoctoral Research Fellows who are relocating to take up the award are entitled to claim travel and relocation expenses up to the following amounts, subject to the submission

of three quotes for removal costs. Receipts for all payments are required.

- (a) a maximum of \$17,000 for a Fellow who relocates from North America;
- (b) a maximum of \$14,000 for a Fellow who relocates from UK/Europe / Asia (Northern Hemisphere)/Africa/South America;
- (c) a maximum of \$11,000 for a Fellow who relocates from Asia (Southern Hemisphere)/Oceania; and
- (d) a maximum of \$8,000 for a Fellow who relocates within Australia.

Travel associated with relocations will be funded only up to a maximum of one return economy class airfare for him/herself and dependants –

- (a) for the journey to Brisbane when taking up the Fellowship, and
- (b) 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 is to be borne by the appointee.

If a Fellow elects to travel by car, reimbursement will be provided based on a mileage allowance up to the maximum equivalent of the cheapest direct airfare.

(Fares are paid on the condition that if for any reason other than ill health an appointee voluntarily resigns during the period of the appointment, the appointee will, if so required by the University, repay a pro-rate amount of the fares paid by the University).

These costs will be met by the Deputy Vice-Chancellor (Research) and the Fellow's Faculty/School/Centre/Institute, in line with the original base salary funding arrangement.

9. UQ Postdoctoral Research Fellows may spend periods overseas or elsewhere within Australia, conducting research relating to their fellowship program. The total amount of time spent away from the University of Queensland should normally not exceed 6 months. Periods of absence (excluding normal leave entitlements) are subject to the approval of the Deputy Vice-Chancellor (Research) or delegate, through the Research and Innovation Division. A request for a period of absence must be accompanied by the written approval of the Head/Director of School/Centre/Institute.
10. UQ Postdoctoral Research Fellows generally may not undertake additional outside work. Where outside work is undertaken, this must be in accordance with the University's *Outside Work and Business Interests – General and Research Staff* policy (<http://www.uq.edu.au/hupp/?page=24988&pid=24963>).
11. UQ Postdoctoral Research Fellows may seek promotion in accordance with the University's *Promotion of Academic Staff* policy (<http://www.uq.edu.au/hupp/?page=25306&pid=0>). In such cases the additional costs will be split equally between the Deputy Vice-Chancellor (Research) and the Fellow's Faculty/School/Centre/Institute.
12. Parental leave may be payable in accordance with the University's *Parental Leave* policy (<http://www.uq.edu.au/hupp/?page=25254&pid=25173>).
13. When submitting applications for external funding, UQ Postdoctoral Research Fellows must make submissions through the Research and Innovation Division.