DESCRIPTION AND PURPOSE OF SCHEME
The University of Queensland Fellowships aim to foster the development of the most promising early career researchers and retain mid-career and senior academic staff of exceptional calibre at the University. By investing in the best and brightest talent across all career levels, the UQ Fellowships facilitate a trajectory of continued excellence and impact in research, teaching and service at UQ. In doing so, the fellowships advance UQ’s strategic objectives in the pillars of Discovery, Learning and Engagement and develop elite professionals who create change in society in multi-dimensional ways.

The University’s pursuit of excellence is grounded in values of inclusiveness and opportunity, with the UQ Fellowships supporting the additional strategic objective of advancing the career progression of women through programs that enhance their academic profile, including issues of underrepresentation of women at senior academic levels. This strengthens UQ’s commitment to the broader strategies and principles embodied in the Discovery Strategic Objectives and Equity and Diversity Strategic Objectives.

In the current funding round, Fellowships must be taken up by 1 January 2017.

FUNDING AVAILABLE AND DURATION OF SUPPORT
Fellowships will be funded centrally in combination with the host Faculty/Institute and/or School/Centre. Eligible salary funding will be calculated at a flat per annum central contribution amount (to be indexed each year) for each of the academic appointment levels from Level A to E, as outlined below:

<table>
<thead>
<tr>
<th>Academic Level</th>
<th>Central award amount (salary and on-costs)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level A</td>
<td>$54,000</td>
</tr>
<tr>
<td>Level B</td>
<td>$64,000</td>
</tr>
<tr>
<td>Level C</td>
<td>$77,000</td>
</tr>
<tr>
<td>Level D</td>
<td>$90,000</td>
</tr>
<tr>
<td>Level E</td>
<td>$109,000</td>
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</tbody>
</table>

* Pro-rata allocations in the case of late starts and part-time status. Balance to be met from nominated host, see below.

The remaining co-funding is to be provided exclusively by the nominated host School/Centre/Faculty, or exclusively by the host Institute for the Fellowship. For example the host unit cannot seek reimbursement for teaching activities if these activities are to be undertaken in a different unit.

UQ Fellowships may be applied for and awarded funding for up to a maximum of three years. UQ Fellowships may be held on a part-time basis if the recipient is fulfilling family and/or carer responsibilities. The Fellowship may also be converted to (or from) part-time at any time to enable the Fellowship recipient to fulfil family and/or carer responsibilities provided that the Fellowship does not exceed three years from the date of commencement (excluding any approved periods of suspension).

The Fellowships are not bankable or transferrable, that is, recipients must relinquish these Fellowships on securing another position or Fellowship. UQ Fellowship recipients are required to apply for external fellowships for which they are eligible (at least one per annum for each year that the UQ Fellowship is held, unless a waiver is approved by UQ Research and Innovation). Relocation allowances for external applicants are the responsibility of the host School/Centre/Faculty/Institute in accordance with UQ policies. UQ Fellowships do not provide research support funding. It is expected that recipients already have, and/or are able to obtain, research support from external sources.
ELIGIBILITY

UQ Fellowships are focussed in two areas:
(1) Fostering promising early career researchers (ECRs); and
(2) Retaining mid-career and senior academic staff of exceptional calibre.

Eligibility requirements specific to each group:

(1) **Fostering promising early career researchers:**
    UQ Fellowships are open to early career applicants who:
    - have been awarded a PhD on or after 1 August 2010; or
    - have been awarded a PhD on or after 1 August 2006, together with periods of eligible career interruption that if taken into account would be commensurate with a PhD being awarded on or after 1 August 2010. Eligible career interruptions are defined as: carer’s responsibility; disruption due to international relocation for post-doctoral studies or other research employment not exceeding three months per international relocation; illness; maternity or parental leave; unemployment and/or non-research employment not concurrent with research employment.

    NB: Periods of career interruption must occur between the PhD award date and the closing time for submission of applications.

    Any ECR 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 ECRs), must provide a compelling academic and/or social justification indicating why their research needs to be continued at postdoctoral level at this institution. UQ Faculties and Institutes may apply this criterion based on their own strategic priorities, and in some cases, may determine not to accept proposals from Internal ECRs. Internal ECRs should therefore seek advice from the relevant Faculty/Institute Associate Dean (Research) or Deputy Director (Research) prior to submitting an application.

(2) **Retaining mid-career and senior academic staff of exceptional calibre:**
    UQ Fellowships are open to current UQ academic staff who hold (or have held):
    - a UQ Vice-Chancellor’s Senior Research Fellowship, ending in 2014, 2015 or 2016; or
    - a competitively-funded Fellowship/Award from the ARC, NHMRC or Queensland State Government ending in 2014, 2015 or 2016.

    Preference will be given to applicants who do not already hold a continuing UQ appointment.

2016 CAPACITY AREAS

All UQ Fellowship applicants must apply under one of the round-specific Capacity Areas. UQ Fellows are required to spend 20% of their time on the Capacity Area.

A Capacity Area Mentor must be nominated on the application. The mentor is preferably not the line manager. Capacity Area Mentors should have experience in the Capacity Area nominated and be able to provide the UQ Fellow with active mentorship during the tenure of the fellowship. The progress of a fellow within their Capacity Area will be monitored annually, with progression into Years 2 and 3 of the UQ Fellowship conditional on satisfactory progress in the prior year.

The 2016 UQ Fellowships round has the following Capacity Areas:

- **Research-Teaching:** This Capacity Area aims to provide the prerequisite training and experiences that will ensure the candidate is competitive for future teaching and research (T&R) academic positions. Supervision of honours or research higher degree (RHD) students is not included in the teaching allocation.

- **Research-Industry:** This Capacity Area aims to provide the prerequisite training and experiences that will ensure the candidate can work effectively in research-industry partnerships or in industry positions.
• **Research-Service:** This Capacity Area aims to provide the prerequisite training and experiences that will ensure the candidate can advance their future opportunities in University service and organisational development, in Government or relevant not-for-profit positions or within the profession or discipline.

**ADVANCING FEMALE ACADEMICS**

In addition to the round-specific Capacity Areas, the UQ Fellowships will support UQ’s strategic objective to promote the career advancement of women in academia. All female applicants qualify under the strategic objective of *Advancing Female Academics*. The UQ Fellowships will use a centrally defined target in the order of 40% of awards for female academics, provided an adequate number of quality applications are received. In keeping with this objective, Faculties and Institutes should endeavour to provide pipelines of applications for central consideration that are appropriately gender balanced.

**SELECTION CRITERIA**

To be considered for a UQ Fellowship, an eligible applicant must first be assessed as satisfactory against one of the three Capacity Areas. This determination will be made by the Central Selection following endorsement by the mentor and the Faculty/Institute. If the Capacity area is research-teaching and teaching will be based in a different Faculty to the host for the fellowship, endorsement will be required by both the host for the fellowship and the teaching faculty.

Applications deemed satisfactory will then be assessed by the University on a competitive basis with respect to the scheme selection criteria outlined below. Research excellence, relative to opportunity, is the primary criterion for the award of a Fellowship, both in terms of the applicant and the proposed program of work.

If the Capacity Area has been deemed satisfactory the following selection criteria *(with weightings shown in brackets)* will apply to assess the application:

- The excellence of the applicant relative to career opportunity (40%);
- The excellence of the program of work to be undertaken as determined by quality, innovation and collaborative potential of the research (40%);
- The alignment of the proposed research with UQ’s current or emerging research strengths and, where applicable, teaching priorities (20%).

**APPLICATION PROCESS**

Applicants should initially discuss their proposed application with the relevant Head of School or Centre/Institute Director to ensure that the application is appropriate to the needs and strategies of the host School/Centre/Institute and Faculty, and ascertain whether the School/Centre/Institute is prepared to support the application.

Faculties and Institutes are to determine an appropriate mix of proposals (ECR/mid-career/senior academic) according to their local demands and priorities. To ensure that the *Advancing Female Academics* objective is supported, applicant fields submitted by Faculties/Institutes should endeavour to provide appropriately strong pipelines of female applicants and be especially mindful of the defined scheme criterion of ‘excellence of the applicant’, which assesses each candidate relative to career opportunity.

Applicants must submit their proposal as a mature plan ready for implementation. The application must contain all information necessary for the assessment of the project without need for further written or oral explanation, or reference to additional documentation unless requested by the assessors.

All details in the application, including employment details, must be correct as at the time of submission. Applications marked commercial-in-confidence cannot be assessed and will be excluded. Applications may be withdrawn but may not be changed after submission. Additions, deletions and modifications will not be accepted after submission, unless invited.
Application Form

- Applications are to be submitted on the 2016 University of Queensland Fellowships Application Form with accompanying supplementary attachments as specified in the form. Applications are submitted online, including the required PDF uploads.
- Applications must conform to the prescribed page and formatting limits.

Submission of Application

- An online application must be submitted to the relevant Head of School/Centre/Institute by 16 October 2015.
- Endorsed online applications are then referred on to Faculty/Institute by 2 November 2015 as outlined in the Assessment Process below.

ASSESSMENT PROCESS

Applications are submitted initially to the School/Centre/Institute.

Completed applications, accompanied by any online recommendation comments from the Head of School are then routed to the host Faculty or Institute, where assessment will be undertaken by a Faculty/Institute Committee established for the purpose of ranking the Fellowships. Ranked proposals will then be forwarded for consideration by a Central Selection Panel, which will be appointed by the Provost.

The Capacity Area submission will first be considered to determine whether it is satisfactory. Applications with Capacity Area’s deemed unsatisfactory will not be considered any further.

Applications will then be assessed against the scheme selection criteria. Awards will be made from the pool of applicants on the basis of excellence (that is, each application will be assessed on its own merit against all other applications), with a centrally defined target for awards under the Advancing Female Academics objective, in the order of 40% of total awards.

An overview of the assessment process is included diagrammatically below.

1. Applicants submit their complete, online applications to the host School/Centre/Institute (by 16 October 2015).
2. Endorsed applications are routed to the host Faculty/Institute, including any online comments accompanying the endorsement from the Head of School/Centre Director/delegate (by 2 November 2015).
3. Faculty/Institute Committees assess and rank applications submitted, and provide a summary spreadsheet of assessments/rankings to UQR&I (23 November 2015).
4. UQR&I checks the eligibility of each application prior to referring to the Central Selection Panel (late November 2015).
5. The final selection of successful applicants is made by a Central Selection Panel (mid-late December 2015).
6. Applicants receive notification regarding the outcome of their application (~December 2015).
Conflict of Interest
Where any assessor believes that they may have a conflict of interest (COI) in providing an assessment, UQ Policy and Procedure on COI is to be followed. It should also be noted that applications under this 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 process will be coordinated by UQR&I, and will not involve anyone who has participated in the assessment process.

NOTIFICATION AND GRANT ESTABLISHMENT
Following the announcement of outcomes, UQ Fellows will be issued with a Grant Record Letter that will include details of the Fellowship and the Conditions of Award. Applicants should note that all necessary ethical and other clearances required in order for the work to commence, must be obtained before a Grant Record Letter will be issued and funds will be released. It is the responsibility of the Fellow to comply with the University’s clearance requirements. Following the issue of a Grant Record Letter, appointees will receive a formal offer of appointment letter from the host School/Centre/Institute.

EXPENDITURE OF FUNDS AND VARIATION OF AWARD
Applicants should note that this scheme provides salary support for the Fellow only and funds should be expended accordingly. Variation/s from the research/teaching/service program outlined in the application are subject to approval by UQR&I, following endorsement by the relevant Head of School or Centre/Institute Director/Executive Dean/s.

REPORTING REQUIREMENTS AND POST-AWARD CONDITIONS
UQ Fellowship recipients are required to provide a Progress Report by 30 April following the first and second year of appointment. A Final Report on the outcomes of the project will be required within 6 months of the completion date of the Fellowship. The report must be submitted through the Capacity Area Mentor and Executive Dean/Institute Director, for onward transmission to UQR&I. The report must include:

- a statement on the research outcomes of the Fellowship, including a list of any research outputs resulting from the Fellowship (e.g., publications, grants, etc.)
- and, as relevant,
  - for the Research-Teaching Capacity Area, a statement on the extent to which the objectives of the project plan have been reached, including student survey results and details on how the UQ student experience has been enhanced;
  - for Research-Industry Capacity Area, the extent to which the Fellow’s portfolio of research-industry plan has been achieved;
  - for Research-Service Capacity Area, a statement on the Service Enhancement activities undertaken, including their reach and outcomes.
- A confidential report by the Mentor regarding the UQ Fellow’s progress in their Capacity Area.

Proforma report/s will be made available on the UQR&I website.

For the duration of the appointment, Fellows are expected to reside in Queensland and undertake their uq Fellowship activities at one of the University’s campuses or teaching and research sites. Where necessary, and with approval from the host School/Centre/Faculty/Institute and UQR&I (if not otherwise approved as part of the original application), Fellows may spend periods of time conducting research activities interstate or overseas (e.g., for fieldwork, international collaboration, or industry placement) in accordance with the Conditions of Award.

UQ Fellowship recipients must continue to apply for external fellowships for which they are eligible (at least one per annum for each year that the University of Queensland Fellowship is held), unless a waiver is approved by UQR&I, in exceptional circumstances. UQ Fellowship recipients must accept an external fellowship if
successful. Any shortfall in the funding provided by the externally-supported fellowship would need to be supported as per standard requirements for all fellows funded under that external scheme.

CONTACTS FOR ASSISTANCE
Queries regarding the scheme should be directed to UQR&I at UQFellowships@research.uq.edu.au.