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Definitions

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| Aboriginal and/or Torres Strait Islander Australian | An Aboriginal and/or Torres Strait Islander Australian is a person:  
  • Of Aboriginal and/or Torres Strait Islander descent, and  
  • Who identifies as an Aboriginal and/or Torres Strait Islander person, and  
  • Is accepted as such by the Aboriginal and/or Torres Strait Islander community.                                                                 |
| AIIM                                           | Australian Institute of Innovative Materials                                                                                                                                                    |
| Awarded a PhD                                  | Have met all the conditions for the award of a PhD. If all of the conditions for awarding of the degree have been met but the graduation ceremony has not yet taken place, a letter from the Postgraduate Student Office stating this, will be accepted. |
| DVC (R&I)                                      | Deputy Vice-Chancellor (Research and Innovation)                                                                                                                                                     |
| External                                       | Not a current or past employee, or student, of UOW                                                                                                                                                   |
| Organisation                                   | Australian or international university or a research organisation                                                                                                                                   |
| RSO                                            | Research Services Office                                                                                                                                                                              |
| STEM                                           | Science, Technology, Engineering and Mathematics                                                                                                                                                     |
| UOW                                            | University of Wollongong                                                                                                                                                                              |
| URC                                            | University Research Committee                                                                                                                                                                         |

1 Introduction / Background
The Vice-Chancellor’s Postdoctoral Research Fellowship Scheme was established in 2011 to connect outstanding early career researchers, less than five years post award PhD, with established, world-class academics working in areas of research of strategic importance at the University of Wollongong (UOW). From 2020, to align with the UOW Reconciliation Action Plan, the Scheme specifically established an Aboriginal and/or Torres Strait Islander Postdoctoral Research Fellowship to attract an Aboriginal targeted outstanding early career researcher.

2 Scope / Purpose
The Scheme aims to grow research capacity at UOW by attracting and developing outstanding early career academics to undertake full-time research to:

- establish a strategic program of focused research that will increase their potential for winning external research funding and make an impact through partnerships; and
- enhance the University’s research performance by supporting early career researchers with the ability to grow and expand research capacity in key discipline areas.

Successful applicants will have a highly competitive track record, relative to opportunity, and propose an innovative program of research with the potential to make a significant contribution to the University’s research profile and priority research areas.
Projects must also align with the research strategies of the host Faculty or the Australian Institute of Innovative Materials (AIIM).

In 2020 there will be up to six Vice-Chancellor’s Postdoctoral Research Fellowships, of three years duration, offered for early career researchers up to five years post award of PhD. Women are strongly encouraged to apply.

The 2020 Scheme includes a new targeted Aboriginal and/or Torres Strait Islander Fellowship – refer to the Vice-Chancellor’s Aboriginal and/or Torres Strait Islander Postdoctoral Research Fellowship Guidelines and Instructions 2020.

UOW is committed to equality, diversity and inclusion. As an equal opportunity employer, and a recognised leader in gender equality, we encourage and welcome applications from a diverse range of backgrounds and people including: culturally and linguistically diverse, women, disability, LGBTIQ+, and Aboriginal and/or Torres Strait Islander Australians.

3 Eligibility and Selection Criteria

3.1 Eligibility Criteria

Applicants must:

a) have been awarded a PhD on or after 1 July 2014 and on or before the closing date of applications. OR

b) have been awarded a PhD prior to 1 July 2014, which together with periods of significant career interruption (between the PhD award date and the closing time of submission of applications), would be commensurate with a PhD being awarded on or after 1 July 2014. Career interruptions of less than one month will not be considered. The following types of interruption will be considered:

- carer’s responsibility, including maternity or parental leave, care for immediate family (eg partner, children, parent);
- disruption due to international relocation for postdoctoral studies or other research employment, not exceeding 3 months per international relocation;
- illness;
- unemployment, or non-research employment outside of the research sector, including time working in industry.

AND

c) meet one of the following:

i. be external to UOW (See Definitions table); or

ii. be a UOW PhD graduate, who has held a postdoctoral research/academic position with another organisation, for a period equivalent to six months full-time at the time of application subsequent to the award of their PhD, who does not currently hold a continuing paid position at UOW; or

iii. be a current UOW employee, with a paid limited term appointment, who obtained their PhD elsewhere.

Strong preference will be given to candidates seeking to join UOW from other organisations within Australia or from overseas.

3.2 Eligibility Exemption Requests

Applicants needing to claim an eligibility exemption must submit a written request of no more than 300 words to email address at research-grants@uow.edu.au addressed to the Grants Manager, Research Services Office (RSO) by 5pm, Wednesday 28 August 2019. You must clearly state the
duration and details of each career interruption, clearly indicating the time period claimed for the exemption to demonstrate that the period is commensurate with a PhD being awarded on, or after, 1 July 2014.

**Eligibility exemption requests received after 28 August 2019 will not be considered.**

### 3.3 Selection Criteria and Assessment Process

Applications will be ranked by the relevant Faculty Research Committee. The final decision will be made by a sub-committee of the University Research Committee (URC), with representation from relevant discipline areas. The sub-committee will focus on the experience of the applicant and the potential for the project to contribute to, and develop research at UOW. Applicants should ensure that their proposal can be easily understood by academics from outside their discipline area. Committee members will consider information provided in the application and Referee Reports.

Applications will be assessed against the following selection criteria:

a. Research track record (e.g. publications, research achievements, awards etc.) and the potential of the applicant, taking into account research opportunity (weighting 50%).

b. The excellence of the proposed research and its strategic alignment with the host Unit, and project alignment with the nominated UOW priority area/s (weighting 50%).

*The URC sub-committee’s decision regarding the selection of successful applicants is final. There is no avenue for appeal.*

### 4 Application Process and Key Dates

#### 4.1 General Requirements

Applicants must discuss their application with their proposed Mentor, and the Head of the proposed host Unit, prior to commencing the application. Applications that do not have appropriate endorsements will not be considered.

The application must comply with the following formatting requirements:

a. Black type
b. Single column and single spacing
c. 12-point font size in Times New Roman or Arial font. References may be 10-point font size.
d. At least 2 cm margins on all sides

#### 4.2 Application

Applicants must submit the application online at the UOW Recruitment website and upload the following **four documents** as PDFs.

(i) **Project Proposal:** this section should be no more than 4 pages, plus references (not included in the page count), and outline the applicant’s research plan for the duration of the Fellowship. The following headings must be used:

- Project Title
- Aims
- Significance
- Approach and methods
- Strategic alignment with host Unit
- Project alignment with UOW priority research areas
- Budget ($10,000 p.a. is available for project costs - clearly state and justify these costs)
- Project timeline
• Expected outcomes including economic, commercial, environmental and/or social benefits and impact beyond academia.
• References (not counted in page limit)

(ii) **Curriculum Vitae:** including qualifications, employment history, details of track record relative to opportunity for demonstrating research performance, significant contributions to the research field; and a publications list. No more than 4 pages, plus the publications list.

(iii) **External Referee Report:** One Referee Report should be provided from a referee external to UOW. This referee is required to comment constructively on the research capability, potential and track record (relative to opportunity) of the applicant.

(iv) **UOW Mentor Report:** One UOW Mentor Report detailing how the applicant’s research project aligns with the host Unit and UOW priority research area(s), and the support to be provided by the host Unit during the Fellowship.

*Both reports must be completed on the proforma provided.*

*Note: A UOW Mentor cannot support more than one Fellowship Applicant.*

### 4.3 Key Dates

- **Application closing date:** Wednesday 18 September 2019
- **Applicants notified of outcome:** By Friday 15 November 2019
- **Fellowship commencement date:** Between 1 March - 31 August 2020

### 5 Conditions of Award

The Fellowship is awarded under the following conditions:

5.1 Funding for a Postdoctoral Fellowship shall be awarded for a period of three (3) years;

5.2 Throughout the approved Fellowship period, Fellows must become full-time, fixed-term employees of UOW and must not hold a concurrent paid appointment at another organisation. Part-time employment may be considered at any time during the Fellowship, however, the total duration of the Fellowship will not be extended beyond 3 years full-time, unless approved by the DVC (R&I);

5.3 Appointments should commence between 1 March and 31 August 2020, unless otherwise approved by the DVC (R&I);

5.4 A salary (taxable) will be provided. Appointment will commence at Level B1 of UOW’s academic salary scale;

5.5 Fellows shall be entitled to recreational, sick and parental leave in accordance with the University’s Enterprise Bargaining Agreement for academic staff. All recreational leave must be taken within the period of the Fellowship. The RSO must be notified of maternity leave in advance of the leave commencing. Requests to suspend or vary the hours of an award must be submitted in writing to the RSO and be approved by the DVC (R&I);

5.6 Relocation costs will be paid as per the UOW Relocation Assistance Guidelines;

5.7 For the term of the Fellowship, the proposed research must be carried out predominantly at UOW (excluding fieldwork);

5.8 Project costs of up to $10,000 per annum. will be provided and approved based on assessment of the budget details in the application;
5.9 Successful applicants awarded a fellowship or equivalent from another source must relinquish their Vice-Chancellor’s Postdoctoral Research Fellowship within three months of notification of the other award;

5.10 Fellows are expected to focus on research full time for the duration of the Fellowship. Fellows may be required to undertake other duties for up to 20% of their time (e.g. teaching duties, committee representation);

5.11 Fellows are to perform the duties as described in the Position Description to be provided with the Letter of Offer;

5.12 The work performance of Fellows will be reviewed annually by their supervisor in accordance with the University’s Performance Enhancement and Career Development program;

5.13 During the period of the Fellowship, Fellows should seek additional funding through external granting schemes for projects/fellowships administered through UOW;

5.14 Fellows are required to submit annual reports on their research work, including details of their intended program for the following 12 month period. A final report, covering all aspects of the work undertaken, must be submitted at the completion of the Fellowship. All reports must be provided to the RSO. Any Fellow considered not to be making satisfactory progress will have the Fellowship reviewed by a committee appointed by the DVC (R&I) which, at its absolute discretion, may terminate the Fellowship; and


6 Roles and Responsibilities

6.1 A sub-committee of the URC, chaired by the DVC (R&I), is responsible for the assessment and final determination of successful Fellowship applications.

6.2 The RSO is responsible for the management of the application process including:
   a. communicating the Vice-Chancellor’s Postdoctoral Research Fellowship Scheme to the external and UOW Community;
   b. collating the applications and distributing them to the Faculties and URC sub-committee; and
   c. disseminating information relating to the application process and Fellowship outcomes.

7 Version Control Table

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<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>1. Addition of wording to item 2 (addition of last paragraph)</td>
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<td>2. Definitions – Organisation added</td>
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<td>3. 4.1.c.i &amp; ii – addition of words to clarify external</td>
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<td>4. 4.2 reworded to clarify</td>
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<td>5. 6.9 – percentage changed from 10 to 20</td>
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<td>10/07/2017</td>
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<td>08/06/2018</td>
<td>Deputy Vice-Chancellor (Research and Innovation) 1. Definition added for “Awarded a PhD” 2. 3.1.c. added the term for a postdoc appointment</td>
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<td>Deputy Vice-Chancellor (Research and Innovation) Added: 1. Definition - Aboriginal and/or Torres Strait Islander 2. Section 1 - Aboriginal and/or Torres Strait Islander stream 3. Section 2 - Aboriginal and/or Torres Strait Islander stream 4. Section 2 - that women are strongly encouraged to apply; and the diversity statement updated 5. Section 4.2 - expected outcomes wording updated to include impact 6. Section 5.7 - requirement for Fellowship to be predominantly completed at UOW.</td>
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