Fellowship for Indigenous Researchers (MUFIR) Scheme

Full Application Funding Rules 2015

Submission: Only electronic copies will be accepted. You must complete the application form and submit it via email to research.preaward@mq.edu.au (and copy to the lead Chief Investigator’s Faculty Research Manager). Hard copies will not be accepted.

Certification: Before the deadline, you must also complete a MQ coversheet, accessed via: http://www.research.mq.edu.au/for/researchers/applying_for_grants/research_grant_application_cover_sheet4

Research Office Contact:

<table>
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Key Dates:

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<tr>
<th>Proposals Open</th>
<th>Wednesday 28 May 2014</th>
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<tr>
<td>Independent Reviewer Eligibility Ruling Requests Due</td>
<td>5pm, Wednesday 18 June 2014</td>
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<tr>
<td>Proposals Close</td>
<td>5pm, Wednesday 2 July 2014</td>
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<tr>
<td>Referee Reports Due</td>
<td>5pm, Wednesday 9 July 2014</td>
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<tr>
<td>Statements from Sponsor &amp; Head of Department Form Due</td>
<td>5pm, Wednesday 9 July 2014</td>
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<tr>
<td>Independent Reviewer Reports Due</td>
<td>9am, Monday 21 July 2014</td>
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<tr>
<td>Notification of results</td>
<td>Wednesday 6 August 2014</td>
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<tr>
<td>PhD Award Date for Eligibility</td>
<td>1 March 2011</td>
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<tr>
<td>Latest PhD submission date if no PhD yet awarded</td>
<td>2 July 2014</td>
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Check with your Faculty Research Manager for your Faculty’s internal deadline for Full Proposals (which will be earlier than the above Research Office deadline).
1. Purpose of Scheme
The Macquarie University Fellowship for Indigenous Researchers (MUFIR) Scheme has four main objectives:

1.1. To provide support to an Australian Indigenous Researcher who is at the beginning of his/her research career or is seeking to re-establish his/her research career following a career interruption. An Australian Indigenous Researcher is defined as “a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he [or she] lives” (Department of Aboriginal Affairs, Report on a Review of the Administration of the Working Definition of Aboriginal and Torres Strait Islanders (1981), Commonwealth of Australia, Canberra, cited in J Gardiner-Garden, The Definition of Aboriginality: Research Note 18, 2000–01 (2000) Parliament of Australia, 2.)

1.2. To provide support to Australian Indigenous Researchers within three years of the award of their PhD who have an outstanding track record (relative to opportunity) or who show evidence of excellent research potential.

1.3. To enhance the research capabilities of existing and emerging areas of research concentration and excellence within Macquarie University. Applicants who believe their research is in an area of emerging strength for Macquarie must discuss this with their proposed Macquarie Sponsor.

1.4. To provide an incubation research period for early career Australian Indigenous Researchers allowing them to increase their competitive edge in securing research funding from non-University sources.

2. Funding and Fellowship Available
2.1 Macquarie University will offer one full-time Research Fellowship position commencing in 2015. The position will be awarded on a competitive basis and will be tenurable for three years.

2.2 The salary for the Fellowship will be awarded at step 6, 7 or 8 of Level A of the Academic Salary Scale, plus annual leave loading and 17% employer superannuation. These salary levels will be adjusted in line with movements in the Academic Salary Scale. Fellows will be paid on a fortnightly basis through the University's payroll system.

2.3 Salaries above the range A6–A8 cannot be supported by the Fellowship. However, supplementation by the host Department may be negotiated. Applicants should retain written confirmation of any agreed salary level from the Head of Department and the Faculty Executive Dean. Such supplementation may be considered appropriate where a Fellow is currently occupying a position above Lecturer Level A, or where their track record is such that a higher level of appointment is deemed appropriate. The MUFIR Review Panel will provide advice on appointment levels if requested to do so by the host Faculty. However, approval of the appointment level decided by the host Faculty is not required.

2.4 Applicants may apply for up to $50,000 over three years for research costs associated with the proposed project (up to a maximum of $20,000 in any one year).
3. Eligibility

3.1 Applicants are eligible only if their PhD has been awarded on or after 1 March 2011; or will be submitted by 2 July 2014. The Fellowship cannot be commenced until the PhD has been awarded, which must be by 30 June 2015.

3.2 A case may be made for eligibility where the date of award of PhD is before 1 March 2011. If an intending applicant does not fit this definition, a convincing case must be made for early career researcher status in Section B10.3 of the Application Form. Circumstances establishing early career status beyond the above definition could include career interruptions due to non-research employment, misadventure or carer responsibilities.

3.3 If the Fellow is not an Australian citizen and does not have permanent resident status, he/she must obtain the necessary visa from the Department of Immigration and Citizenship before taking up the grant. http://www.immi.gov.au/.

3.4 Fellows must be in full time attendance at Macquarie University for the full term of the Fellowship with the exception of approved field work and travel.

3.5 Applicants who were/are PhD candidates at Macquarie University, or who have had full-time or part-time employment at Macquarie University since the beginning of 2012, must make a convincing case for why it is appropriate for them to continue or recommence their research career at Macquarie University. The case should be made in Section B10.4 of the proposal form.

3.6 Only applicants who have the agreement of a Macquarie University Sponsor are eligible to submit a Proposal; see section 4 below.

4. Fellowship Sponsor

4.2 A Macquarie University Sponsor of the proposal must be named as the second investigator.

4.4 Sponsors and Host Departments of successful applications will be responsible for basic administrative and infrastructure support required by the Fellow, and will be expected to provide the necessary mentoring and intellectual leadership. Progress and Final Reports should be certified by the Sponsor.

4.5 The proposed Sponsor and Head of Department must provide completed and signed Statements from the Sponsor and Head of Department form by 5pm, Wednesday 9 July 2014.

5. Application Preparation / Project Outline

5.1 All applicants are encouraged to take advantage of any mentoring or other grant writing assistance provided within their Faculty prior to submitting their application. Applicants should talk to their Head of Department or Faculty Research Manager for more information.

5.2 Great care should be taken in preparing the application. The application must be informative to non-experts in the field, such that readers can understand what it is that the applicant is proposing to do, and how this might be achieved.
6. Selection Criteria

Applications will be evaluated on the following criteria:

Applicant (40%)
- Track record of the applicant relative to opportunity and career stage.
- Research performance and potential.
- All applicants must be able to demonstrate a track record of quality publications showing promise.

Project Significance, Innovation and National Benefit (30%)
- Does the research address an important problem within the discipline?
- Will the anticipated outcomes advance the knowledge base within the discipline?
- Are the project aims and concepts significant and innovative?
- Will new methodologies or technologies be developed?
- What is the potential for the research to contribute to the National Research Priorities? How will Australia benefit from this research?

Approach, Resources and Feasibility (15%)
- Are the conceptual framework, design, methods and analysis adequately developed, well integrated and appropriate to the aims of the project?
- Are there sufficient and appropriate resources (infrastructure and/or financial) available for the project?
- Is the project timetable realistic and achievable?

Sponsor, Environment, Fit and Benefit to Macquarie University (15%)
- Is the intellectual environment appropriate to foster a successful outcome for the project and provide a strong foundation for the Fellow’s career?
- Does the Sponsor have the appropriate track record and the capacity to provide mentoring and intellectual leadership in the subject area of the proposed project?
- Has the applicant made clear why Macquarie University is the appropriate place for this project?
- Will the applicant and the project be integrated into a current or emerging research strength of Macquarie University? (see particularly, but not exclusively, the University’s Concentrations of Research Excellence at: http://www.research.mq.edu.au/about/research_core)
- How will the University benefit from the conduct of this project, including tangible benefits (such as publications, research, commercialisation, other income, and capacity building), and intangible benefits, such as an enriched research culture. (This is especially important for applicants who have a PhD from Macquarie, or who are already employed, or have been employed in the last year, by the University.)

Applicants must also demonstrate (in Section B8) engagement with the Australian Indigenous community, including the capacity to mentor other Australian Indigenous Researchers. This information will be taken into account for funding recommendations.

Applicants are encouraged to discuss their full proposals with Associate Professor Michelle Trudgett, Head of Warawara, Department of Indigenous Studies, Macquarie University (michelle.trudgett@mq.edu.au or 02 9850 8631), who is familiar with the experiences of Indigenous Researchers in Australian Universities. Associate Professor Trudgett will work closely with the Dean, Higher Degree Research, and Faculty Associate Deans (Research) to facilitate the identification of Sponsors in a range of disciplines.
7. Budget

Applicants may apply for up to $50,000 over three years for research costs associated with the proposed project (up to a maximum of $20,000 in any one year). Applicants who do not apply for project costs will be expected to explain how their research will be supported.

Full justification for budget items is required. Two basic principles must be used in determining and justifying budgets:

- accurate costing, and
- a clear explanation of the reasons for all proposed expenditure in relation to the research plan.

Justification of the budget is not merely restating in prose the proposed expenditure as detailed in the budget section of the application form.

Applicants are encouraged to consult their proposed host Faculty Research Manager for assistance with budget amounts.

Personnel

Applicants should indicate the level and duration of assistance required and cost it accordingly. Vague, unspecific requests for assistance will not be supported. All requests for funding of casual research personnel must include allowance for on-costs (workers' compensation, payroll tax and the national superannuation scheme) at the rate of 17% for casual appointments. Applicants should contact the relevant Faculty Finance Manager if they require additional information.

Equipment

Items of minor equipment may be requested. A descriptive statement of each item of equipment must be included in the justification of the budget. Quotation requirements are as per the Macquarie University purchasing procedure guidelines:

http://www.mq.edu.au/policy/docs/purchasing/procedure.html#quotation

Applicants are reminded that all equipment purchased with research grants remains the property of Macquarie University.

Applications for computer equipment will need to provide a particularly strong justification, establishing the specific need of the item for the proposed project. General computer needs will not be supported. Laptop computers are not eligible budget items unless a particularly strong and convincing case is made for exclusive use of the laptop for the proposed project for purposes such as fieldwork and archival procedures.

Maintenance

Consumables and any equipment costing less than $1,000 should be listed in this section. Each of these items must be fully justified.

Travel

Expenditure of funds may be granted only when travel is directly related to the project. Award of funding is based on justification and is awarded at the discretion of the Panel.
8. Application Process

8.1 Hard copy applications will not be accepted.

8.2 Applications must use the prescribed application form and be in the prescribed format:
- Times New Roman 12 point font.
- References may be reproduced in 10 point font.
- The layout of the form must not be altered.
- **Page limits must be strictly adhered to.**
- The Research Office will check all applications for compliance with formatting requirements.
- If required, the Research Office will adjust font size, line spacing, and margin widths to ensure the application meets formatting specifications. **Any resulting extraneous text will be deleted before the application is sent to the MUFIR Review Panel and Independent Reviewers.**
- Failure to adhere to formatting requirements may result in your application being ruled ineligible.

8.3 The Application must be submitted electronically, **emailed as a Word or PDF attachment** (preferably not a scanned version) to research.preaward@mq.edu.au (cc your Faculty Research Manager) by the Research Office deadline of:

| Closing Date: | 5pm, Wednesday 2 July 2014 |

8.4 Late applications will not be accepted and incomplete applications will be deemed ineligible.

Please contact your Faculty Research Manager for any Faculty deadlines for application review and/or receipt of the coversheet prior to the Research Office deadline.

9. Certification

Before the application deadline, you must complete a MQ coversheet, accessed via: [http://www.research.mq.edu.au/for/researchers/applying_for_grants/research_grant_application_cover_sheet4](http://www.research.mq.edu.au/for/researchers/applying_for_grants/research_grant_application_cover_sheet4)

10. Referee Report

10.1 Applicants must appoint a Referee to complete the Referee's Report Form. **It is the applicant’s responsibility to ensure that the Referee is provided with the Referee Report Form link on the Research Office MUFIR information page,** and that the Referee submits this report via email to research.preaward@mq.edu.au by 5pm, Wednesday 9 July 2014. Late reports will not be accepted.

10.2 Examples of suitable Referees include the applicant's PhD or postdoctoral supervisor, employer, one of their PhD examiners, or a research collaborator. The Referee is expected to comment on the applicant's track record, research performance, trajectory and potential, as well as how the research environment at Macquarie will help this applicant to develop his/her research career.
11. **Sponsor and Head of Department Statement**

The Sponsor and proposed Head of Department must email a completed Sponsor and Head of Department Statement to research.preaward@mq.edu.au by **5pm, Wednesday 9 July 2014**. A signed original must also be delivered to the Research Office (Level 3, Building C5C East).

The Statement is to be completed without any input from the applicant.

12. **Independent Reviewers**

12.1 Each MUFIR proposal will be assessed by the MUFIR Review Panel with expert input from up to five independent reviewers, from whom the University will request reports.

12.2 Applicants must identify five Independent Reviewers to whom their application may be sent for assessment. Appropriate Independent Reviewers should be internationally or nationally renowned as experts in the applicant’s research area and therefore knowledgeable in the field of proposed study. A brief reason for each nomination must be provided in the full proposal.

12.3 To avoid conflicts of interest, Independent Reviewers must not be PhD or postdoctoral supervisors, employers, co-authors, research collaborators, or colleagues of the applicant. If a similar application is being lodged elsewhere then a co-investigator on that application must not be a Reviewer. If such Reviewers described above are nominated, the application will be ruled ineligible. The only exception to this eligibility rule is cases in which the applicant is a co-author on a paper where a substantial majority of people in the applicant’s discipline are named as co-authors. Such cases must be approved by the Chair of the MUFIR Review Panel prior to submission of the proposal. Details of such requests must be emailed to research.preaward@mq.edu.au at least two weeks prior to the Research Office deadline.

12.4 Applicants must contact their nominated Independent Reviewers prior to submitting an application to confirm that they are willing and available to be a reviewer, but then applicants should have no further contact with the reviewers about their application.

12.5 The Research Office will contact the five nominated Independent Reviewers, requesting completion of their Reviewer Report by **9am, Monday 21 July 2014**. The Research Office will only follow up on, and accept, a missing Independent Reviewer Report if no reports have been received for a particular applicant by the deadline. Late reports cannot be accepted.

13. **Application Assessment Process**

Every proposal will be assessed by members of an independent and interdisciplinary MUFIR Review Panel made up of the Deputy Vice Chancellor (Research), the Pro Vice Chancellor (Social Inclusion), Head of Warawara, and other representatives selected for their knowledge and understanding of indigenous research and/or their disciplinary expertise, who will take into account comments and rankings from Independent Reviewers nominated by applicants.

Based on this assessment, the Panel will rank the applications in order, evaluate their requested project budgets and prepare recommendations for the Deputy Vice-Chancellor.
(Research) who has the authority to allocate funding. The Research Office will notify all applicants of the outcome of their applications.

14. Appeals
Unsuccessful applicants have the right to seek a review of outcome, on procedural grounds only.

To request a review of outcome, please write a brief letter detailing the basis on which the review is requested. The letter, clearly marked “Confidential Appeal”, should be submitted to Ms Louise Fleck, Director, Research Office, Building C5C East.

15. Conditions of Award
15.1 Macquarie University Indigenous Fellows must be in full-time attendance at Macquarie University for the duration of the award. The Fellowship is tenurable on a full-time basis only. Nevertheless, the Fellow may, during the term of the Fellowship, request approval from the Deputy Vice-Chancellor (Research) for conversion of the Fellowship to part-time status for periods of time.

15.2 The appointment will carry University-standard academic appointment benefits and restrictions. This includes the normal provisions for relocation expenses, etc. Details of the University's policy on such matters are available from Human Resources Office at: http://www.pers.mq.edu.au/.

15.3 The Fellowship must be commenced between 1 January 2015 and 30 June 2015, otherwise the award will lapse. In exceptional circumstances, Fellows may request an extension of this date by writing to the DVC(R) (care of the Research Grants Team in the Research Office) outlining the circumstances behind the request.

15.4 A successful candidate who has not been awarded their PhD at the time of MUFIR application submission cannot take up the Fellowship until formal advice that their PhD has been awarded is received by the Macquarie University Research Office.

15.5 Variation
Requests for variation of expenditure must be submitted on the appropriate form:
http://www.research.mq.edu.au/for/researchers/forms,_templates_and_useful_information

A request is required only when a change to the budget category is necessary; for example, using the funds for travel instead of personnel, where travel was not included as a budget item in the application. Requests must be fully explained and justified. Requests must be accompanied by a letter of support from the Head of Department.

15.6 Carry Forward
Successful applicants are expected to manage their research project funds to completion within the grant allocation period, therefore funds must be fully expended within the funded period.

Carry forward of funding beyond the funding allocation period is strongly discouraged, and will be approved only in exceptional circumstances that were beyond the control of the researcher.
Any request to carry forward unspent funds must reach the Research Office at least one month prior to the end of the funding period and must be submitted on the appropriate form:

http://www.research.mq.edu.au/for/researchers/forms,_templates_and_useful_information

Carry forward requests must be accompanied by a letter of support from the Head of Department.

15.7 Progress and Final Reports
The Macquarie University Indigenous Research Fellow must provide the Research Office with a progress report due by the end of the first and second years of the fellowship. Funds awarded in years two and three of the Fellowship to support project related costs are indicative, and conditional upon the approval of the annual progress reports.

The Macquarie University Indigenous Research Fellow must provide the Research Office with a final report one month after the end of Year 3.

The report templates can be found at:

http://www.research.mq.edu.au/for/researchers/forms,_templates_and_useful_information

16. Administrative Responsibilities
16.1 Faculties will be responsible for all appointment processes relating to a Macquarie University Indigenous Research Fellow, including advice to the successful applicant on appointment (and assistance with visa arrangements where applicable) as well as arranging for the letter of appointment to be sent via the Human Resources Office.

16.2 The Research Office will be responsible for the Letter of Offer relating to project costs awarded to the successful candidate.

17. Privacy Policy
All personal information provided to the Macquarie University Research Office is handled and protected in accordance with the provisions of the National Privacy Principles (2001). Persons, bodies and organisations involved in the MUFIR Scheme must abide by the National Privacy Principles when handling personal information collected for the purposes of the research program. Information contained in applications will be received and treated as confidential by Macquarie University, and assessors will be required to treat applications in confidence.

18. Intellectual Property
In advance of its submission, the applicant should take steps to protect any intellectual property embodied in the proposed research. Upon the successful applicant taking up employment as an Indigenous Research Fellow at Macquarie University, all IP developed during the period of employment will become the property of Macquarie University under the normal terms of employment of Macquarie University.

(http://www.research.mq.edu.au/about/research_@_macquarie/policies,_procedures_and_conduct/intellectual_property_policy)
19. Ethics
The University maintains strict control over all research activities involving human or animal subjects, and work in which issues of biosafety are involved. Such research must meet the ethical and safety requirements of the relevant government legislation, and satisfy the guidelines of external funding agencies such as the National Health and Medical Research Council (NHMRC). Any research in which such issues are relevant must first be approved by the relevant ethics or biosafety committee. Researchers are expected to be scrupulous in avoiding conflicts of interest (especially where commercial issues are involved) when engaged in the peer review process. In addition, by encouraging public scrutiny of research results by publication and other means, the University also wishes to help combat fraud and misconduct.

All researchers, research coordinators and supervisors of postgraduate students should be familiar with the Australian Code for the Responsible Conduct of Research, relevant external and internal ethical guidelines. These conditions include compliance with Macquarie University's Responsible Conduct of Research.

University Animal Ethics, Human Ethics and Biosafety Committees

Researchers should consult the Animal Ethics Committee, Human Ethics Committee and Biosafety Committee web pages to determine whether their research is subject to the respective guidelines and review processes.

If the proposed research requires human, animal or biosafety ethical clearance, the grant will not commence until approval has been obtained. Please contact the Ethics Secretariat at ethics.secretariat@mq.edu.au, telephone (02) 9850 6848 for further information.

20. Faculty Research Contacts

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<th>Faculty</th>
<th>Research Manager</th>
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<tr>
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