

Research Fellowships

Guidelines 2015-16

About the program

Advance Queensland focuses on growing the economy and creating jobs. This includes investing in science and innovation in order to attract and retain the best and brightest research minds, build Queensland's reputation and capacity to conduct innovative research and development, deliver new products and services for Queenslanders, and establish new industries that will provide jobs for the future.

The Advance Queensland Research Fellowships program supports researchers undertaking original work that will have a positive impact on Queensland.

The Queensland Government has committed \$28.5 million for Advance Queensland Research Fellowships, with the following grants available:

- early-career fellowships - **\$180,000** over three years (excluding GST)
- mid-career fellowships - **\$300,000** over three years (excluding GST).

Benefits

The Advance Queensland Research Fellowships support innovative research that will have a positive impact on Queensland. The program will:

- support innovative, practical and applied research addressing at least one of the *Queensland Science and Research Priorities*
- support emerging research leaders to establish research reputations by leading and managing research projects
- ensure female researchers and regionally-based researchers are awarded fellowships to establish or continue their research careers

- address the 'brain drain' by attracting from overseas or interstate, or retaining from within Queensland, the best and brightest research minds to Queensland
- foster increased linkage and closer collaboration with industry organisations
- deliver tangible social, economic, environmental and/or regional benefits for Queensland in the next five years.

Eligibility criteria

To apply for an Advance Queensland Research Fellowship you must:

- be an Australian citizen, or secure Australian residency for the duration of the fellowship
- have a PhD research qualification with:
 - up to 5 years post-PhD research experience for **early-career** fellowships.
 - 5 to 10 years post-PhD research experience for **mid-career** fellowships.

Note: Allowances will be made for time taken away from research, for example, for parenting, caring, illness, or time in non-research roles
- have a research proposal that addresses one of the [Queensland Science and Research Priorities](#)
- have a Queensland-based **sponsor organisation** (GST registered with an Australian Business Number) for the duration of the fellowship. Eligible sponsoring organisations are:
 - Queensland universities



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- Queensland-based government organisations that conduct research (local, Queensland and Commonwealth)
- Queensland-based not-for-profit/charitable organisations that undertake research as their primary business

- have one or more partner organisations, including at least one **industry/end-user organisation**, that is, a private, public or not-for-profit organisation that will progress the translation and practical application of the research.

The industry/end-user partner must be a separate entity from the sponsor, that is, not a parent or subsidiary, or a spin-out established for less than 12 months.

Partner organisations may be based outside of Queensland. However, Assessment Criterion 3 requires that the proposed research demonstrate clear positive outcomes relevant for Queensland.

- have combined cash funding from the sponsor and partner(s) that equals or exceeds the Queensland Government funding sought
- spend at least 50 per cent of your fellowship time physically located with an industry/end-user partner.

Note: Consideration may be given to applicants who cannot spend 50 per cent of their fellowship time physically co-located with one or more industry/end-user organisations due to geographical separation. If this applies to you, please outline in your application:

- your case for geographical separation
- the amount of time you will be physically co-located with your industry/end-user partner, and
- what you will do to ensure meaningful and regular interaction with your industry/end-user partner

- have not previously received a Queensland Government Smart State, Smart Futures, or

Accelerate Fellowship at the same or higher level.

Using the fellowship funds (including matched cash)

The fellowship payments will be released to the sponsor organisation to administer the grant funding. The funding may be used for the following eligible project costs:

- salary costs, including standard on-costs (leave loading, superannuation contributions, worker's compensation contributions, and payroll tax) for key research staff, including:
 - the Fellow, who must spend at least 80 per cent of their time on an early-career fellowship, or 50 per cent of their time on a mid-career fellowship
 - other dedicated fellowship research/technical staff, including post-doctoral research staff, provided they spend at least 20 per cent of their total work time on the fellowship research project

Note: Standard remuneration and on-costs of the Fellow and other dedicated fellowship researchers and technicians can be regarded as cash when calculating the sponsor's matched cash funding. You cannot claim salary costs for the non-fellowship activities of staff, or for support staff who spend less than 20% of their time on the fellowship project.

- project costs directly related to the research project
- project consumables and small equipment (up to \$10,000) required specifically for the fellowship project
- travel within Australia that is required as part of the fellowship, including attending state or national conferences
- overseas travel, including registration and attendance at overseas conferences.

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Only eligible expenditure incurred on or after the commencement of the fellowship can be claimed.

Ineligible expenditure (including matched cash)

Items **not** eligible for funding, or to be regarded as matched cash funding, include:

- institutional on-costs **above** standard salary on-costs
- institutional overheads and operational costs, including general facility and accommodation related costs
- costs associated with non-fellowship projects/programs of the sponsor or partner organisations
- costs associated with administrative support staff
- contract research for services that can be performed by the sponsor organisation
- equipment costing more than \$10,000.

Other conditions

- Fellows will be expected to actively promote their research, and to provide information and attend media/promotion events if requested.
- The fellow and sponsor must acknowledge the Queensland Government's funding in all relevant published material, media releases and public statements.
- The fellowship is not transferable in cases where a recipient cannot complete the fellowship.
- Fellows are expected to complete the fellowship research over three continuous years in a full-time capacity.
- The sponsor organisation must provide a financial acquittal statement to the department annually containing broad details of Queensland Government funding received and expended, and broad details of sponsor and partner cash contributions to the fellowship.
- Advance Queensland Research Fellows must not concurrently hold another fellowship.

- The research project must commence within six months of being awarded the fellowship.

Assessment criteria

1. Well planned novel research project

You should demonstrate that:

- you are aware of other research that has been/is being undertaken in the proposed research space. (If applicable, please also complete patent searches)
- the proposed research is novel, has scientific merit, and addresses a significant issue
- the proposed project is well planned and achievable.

2. Quality of the collaboration

You should demonstrate that you will:

- seriously engage an industry/end-user organisation in the fellowship
- establish working relationships that will benefit your research, **both** on the research side (locally, nationally and/or internationally) and with your partner organisation(s)
- meaningfully involve people/organisation(s) with complementary areas of expertise.

The letters of support from the sponsor and partner organisations will be considered as part of this assessment criterion.

3. Clear outcomes and relevance for Queensland

You should outline how:

- you plan to translate the research findings into outcomes, and how you will demonstrate the benefits for Queensland
- the proposed research addresses one or more of the [Queensland Science and Research Priorities](#)
- the proposed research will deliver value for money through tangible economic, social, environmental and/or regional benefits to Queensland within the next five years.

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4. Track record

You should demonstrate that you have the professional, research, project management and industry engagement skills to undertake and complete the proposed fellowship.

Application assessment

Applications will be assessed in a competitive, merit based process against the program's assessment criteria by panels comprised of members with scientific, research, and/or industry background.

Applicants may be contacted during the assessment process to clarify information provided in the application and/or to request additional information to enable the appropriate consideration of the application.

Applications may also be considered in the context of the government's priorities and the imperative to create jobs for the economy.

To support better assessment and targeted investment in science and research, the '[R.E.D.S.](#)' Decision Rules were developed. In essence, these rules will be considered in evaluating, prioritising and making decisions around future investment.

Therefore, in your response to the assessment criteria you should ensure your application can address the following science and research investment Decision Rules (the '[R.E.D.S.](#)')

- **Real future impact for Queensland** - what will be the tangible benefit for Queensland, and how long will it take to happen?
- **External commitment** - what is the involvement of, and commitment from, your external collaborative partners and end-users?
- **Distinctive angle** - what is in it for Queensland, and why is Queensland the place to conduct the research?
- **Scaling towards critical mass** - how, and with whom, will you be collaborating on your research, locally (i.e. state-wide) as well as nationally/internationally to achieve quality and significant capability in Queensland?

The assessment process will also take into account the need to balance the Queensland Government's research investment to support a diversity of capability across scientific disciplines, geographic regions and research groups.

Fellowship agreement

Successful applicants, and their sponsors, will enter into a legally binding financial incentive agreement with the Queensland Government. This agreement is formed when the delegated departmental representative signs the declaration section of the application form.

The agreement will consist of your application and the Advance Queensland Research Fellowships terms and conditions. Please ensure that you and your sponsor have **read and accept the terms and conditions** prior to submitting your application.

You must have appropriate agreements with the sponsor and all partners in place to formalise arrangements for the disbursement of funding and to clarify other issues, such as intellectual property rights. These agreements are separate to the Advance Queensland Research Fellowships financial incentive agreement, and are to be consistent with the terms and conditions of these guidelines.

You may be required to submit copies of all signed partner agreements before the first fellowship payment is released.

You must not enter into any legally binding arrangements with other parties which prevent you/them from meeting obligations under the Advance Queensland Research Fellowships financial incentive agreement.

Privacy

The Queensland Government collects and collates information from the application form to evaluate applications for the program. Only authorised departmental officers and approved grant assessors have access to this information.

Applicants should note that broad details of successful proposals, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government.

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Some information may be used to promote funded projects.

Your personal information will not be disclosed to any other third party without your consent, unless required by law or for the purposes of *Information Privacy Act 2009*.

For audit purposes, the Queensland Government is required to retain the applications and other supplied support material.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Queensland Government.

How to apply

Applications for the Advance Queensland Research Fellowships close 5.00pm, Friday **16 October 2015**.

Your application consists of:

- a completed on-line application form
- a completed cash budget template (available on-line)
- a completed research milestones template (available on-line)
- a scanned (PDF) copy of your PhD
- scanned (PDF) letters of support from your sponsor and partner(s)
- a signed financial incentive agreement declaration. The template is available on-line and must be printed, signed and scanned in PDF format.

Notes on letters of support:

The letter of support from your sponsor and partner(s) should clearly outline:

- *their commitment to, and reasons for supporting, your fellowship research*
- *the cash they will contribute to the fellowship each year*
- *the amount of time you will be co-located with them over the course of your research project (for industry/end-user partners). (for industry/end-user partners).*

You must advise the department of changes which are likely to impact on your project milestones, or your eligibility for an Advance Queensland Research Fellowship.

There is no implicit guarantee of approval at any stage of the application process.

Further information

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