

Industry Research Fellowships

Guidelines 2021

About the program

Advance Queensland focuses on growing the economy and creating jobs. This includes investing in science and innovation in order to:

- build Queensland's reputation and capacity to conduct innovative research and development
- deliver new products and services for Queenslanders
- establish new industries that will provide jobs for the future.

The Advance Queensland Industry Research Fellowships program supports researchers partnering with industry to complete original research that will have a positive impact on Queensland by translating the research into practical application. The program is focussed on establishing and/or maintaining meaningful collaboration between researchers and industry.

The following fellowship grants are available:

- early-career fellowships – \$160,000 over two years, or \$240,000 over three years (excluding GST)
- mid-career fellowships – \$240,000 over two years, or \$360,000 over three years (excluding GST).

Applicants must apply for the full amount of funding. Applications for part-funding will be deemed ineligible.

The fellowship funding is paid to the Applicant Organisation (the Fellow's employer).

The program is managed by the Department of Tourism, Innovation and Sport (the department).

Benefits

The Advance Queensland Industry Research Fellowships program:

- provides opportunities for researchers to pursue and continue their research careers
- assists in retaining the state's best and brightest research minds in Queensland

- attracts talented researchers from interstate and overseas
- supports increased linkage and closer collaboration with industry organisations to foster the translation of research into practice
- delivers tangible benefits and practical outcomes for Queensland by supporting applied research and development.

Eligibility Criteria

The Applicant Organisation

- The Applicant Organisation must be a Queensland-based agency that conducts research as part of its core activities, including some universities, government agencies, not-for-profit organisations, and companies.
- The Applicant Organisation must be registered for GST and have an Australian Business Number.
- Agencies that provide medical services, including hospitals, will not be regarded as research agencies, but can partner with research agencies on fellowships.

The proposed fellow

- The Fellow must be an Australian citizen, or have Australian residency covering the duration of the proposed fellowship, when the Industry Research Fellowship application is submitted.
- Applications nominating Aboriginal and/or Torres Strait Islander researchers are encouraged.
- The proposed Fellow must 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

Applications for proposed Fellows who do not have their PhDs conferred or accepted at submission will be deemed ineligible.



The post PhD duration is calculated from the conferral date of the PhD to the closing date for applications.

Research gaps can be claimed when determining post-doctoral research experience. For example, time away from research for parenting, caring, extended illness, or time in non-research roles will be considered as gaps in research. Applicants cannot claim standard recreation leave, sick leave or long service leave as a research gap.

Nominated Fellows who have had positions where non-research duties were **concurrent** with research roles can claim up to one year in total for all such non-research components as a research gap. For example, a researcher who had a position that was 70% research and 30% academic, can claim the non-research (academic) component as a research gap.

Specific non-research positions, i.e. those that are **not concurrent** with research employment, can be claimed in entirety. For example, if the nominated Fellow worked in a full-time administrative role for two years, those two years can be claimed as a research gap.

Details of research gaps must be outlined in eligibility section of the application.

- The Fellow must be employed and paid by the Applicant Organisation in a **minimum 50 per cent FTE** capacity.
- The fellowship must be undertaken in Queensland, and the Fellow must work and reside in Queensland for the duration of the fellowship.
- The Fellow must spend a **minimum 50 per cent FTE** on the fellowship. Consequently, a candidate who is employed by the Applicant Organisation in a 50 per cent FTE capacity must spend all of that time on the proposed fellowship.
- The fellowship funding is the same (full amount) for both full-time (100% FTE) and part-time (50-99% FTE) Fellows. Part-time Fellows may decide to use the funding to engage more technical and research support to enable the project to be completed in the scheduled Fellowship timeframe (two or three years).
- Previous recipients of Queensland Government fellowships are not eligible for a fellowship category that they have previously secured. For example, a researcher who previously received an early-career Queensland Government fellowship is not eligible for a second early-

career fellowship, but can apply for a mid-career Industry Research Fellowship, if they satisfy the eligibility conditions. *[The only exception to this is if the initial fellowship secured was a 2020 short-term COVID Industry Research Fellowship.]*

- Current recipients of a Queensland Government research fellowship are not eligible to apply for a 2021 Industry Research Fellowships unless they can complete their existing fellowship by 2 May 2022. Researchers are not permitted to hold concurrent Queensland Government fellowships.
- Candidates who have other research grants will only be considered for an Industry Research Fellowship if they spend at least 50 per cent FTE on the Industry Research Fellowship, and all eligibility conditions are met. In addition, the candidate must not have binding arrangements with other parties, including other funding providers, that prohibit the successful completion, delivery and promotion of the proposed Industry Research Fellowship.
- There can be no more than one nomination of a given researcher for a fellowship in a funding round.

Cash co-funding

- The fellowship project must have combined cash co-funding from the Applicant Organisation and/or Partner Organisation(s) that **equals or exceeds** the Queensland Government Advance Queensland funding sought.
- For the purposes of this program co-funded “cash” is defined as:
 - cash directly contributed to the fellowship by the Applicant Organisation and/or the Partner Organisation(s)
 - “salaries-as-cash”. This includes the standard salary remuneration and standard salary on-costs of the Fellow and other dedicated fellowship research or technical staff. This only applies to the portion of the salary allocated to the fellowship that is paid by the Applicant or Partner Organisation.
Salaries-as-cash can be claimed for the FTE time spent on the fellowship project for **eligible Applicant and Partner Organisation staff**. The non-fellowship time of these staff cannot be claimed as a cash contribution, and the time of ineligible staff cannot be claimed (e.g. administrative staff, supervisors, mentors, PhD scholars or other fellows).
- Queensland Government **non-grant** funding from all sources (new cash and salaries-as-cash) may be used as co-funded cash, but cannot exceed **half** of the Queensland

Government Advance Queensland funding sought.

- Other Queensland Government **grant** funding secured, including Queensland Government scholarships, fellowships and project grants, cannot be used as co-funded cash.
- In-kind contributions will not be considered as cash, but may assist in demonstrating Applicant and/or Partner Organisation commitment to the fellowship.

The fellowship project

- The fellowship proposal must address at least one of the following **investment areas**:
 - using the following innovative technology to advance industry:
 - Automated systems
 - Robotics and artificial intelligence
 - Nanotechnology
 - innovating the tourism industry
 - using innovative methods to improve agriculture and food
 - developing environmentally responsible mining practices
 - managing Queensland’s waste and pollution
 - managing future potential pandemic crises, or similar emergency events, that could severely impact Queensland
 - mitigating and preventing climate change
 - building resilience against natural disasters e.g., droughts, floods, cyclones and bushfires
 - energy sustainability
 - sustainable fuels (excluding hydrogen)
 - water sustainability.
- Advance Queensland fellowships must be completed over the approved duration (two or three continuous years), irrespective of the Fellow’s FTE commitment to the fellowship (which must be 50 per cent FTE or higher). Fellows with approved projects of two years duration will not receive additional Advance Queensland funding for extensions.

Industry Partners

- The fellowship project **must** involve at least one Queensland-based industry/end-user organisation. The industry/end-user Partner does not have to be headquartered in Queensland, but must have a legitimate physical presence in Queensland where the nominated Fellow can be physically hosted (if possible).
- An industry/end-user organisation is a private, public or not-for-profit organisation that will

progress the translation and practical application of the research outcomes. Examples include:

- a medical device company
 - a mining company
 - a software development company
 - a natural resource management group
 - a hospital (where the project involves clinical trials)
 - a local council.
- For the purposes of this program the Australian Institute of Marine Science (AIMS) and the Commonwealth Scientific and Industrial Research Organisation (CSIRO) are regarded as research organisations and cannot be claimed as industry Partners.
 - It is highly desirable for Fellows to spend some of their fellowship physically co-located with one or more Queensland-based industry/end-user organisation(s). Alternatively, Fellows must outline how they will stay connected with their industry/end-user partner(s) in a meaningful way throughout the fellowship.
 - The industry/end-user Partner must be a separate entity from the Applicant Organisation, that is, not a parent or subsidiary, or a spin-out established for less than 12 months. A spin-out is a company that has links to the Applicant Organisation, for example:
 - the company was founded by the Applicant Organisation or current/former Applicant Organisation staff
 - the company employs current/former Applicant Organisation staff
 - the Applicant Organisation has shares, or is an equity holder, in the company
 - the company uses Applicant Organisation intellectual property, or technology owned/developed by: 1) the Applicant Organisation, or 2) current/former Applicant Organisation staff
 - the company has Applicant Organisation staff on the management board, advisory panels, or in other senior administrative roles.
 - Nominated Fellows must not have vested interests in Partnering Organisations. Vested interests include being employed by the Partner; having shares or equity in the Partner company; or being on a board or committee in the Partner Organisation.

Business/Company Applicants

- For proposals where a business or company that conducts research is the Applicant Organisation, the fellowship project **must** involve at least one Queensland-based research agency as a Partner (e.g. a Queensland university).

Other Partners

- In addition to the required 1) Queensland-based industry Partner for research agency applicants, or 2) Queensland-based research Partner for company/business applicants, the fellowship may involve collaboration with other Partner organisations (industry or non-industry) that can make significant contributions to the project. These Partners can be based in Queensland, interstate, or overseas.

Other conditions

- Fellowships must commence by no later than **2 May 2022** or the fellowship offer will be withdrawn.
- The fellowship is not transferable in cases where the approved Fellow cannot complete the fellowship.
- The department must be advised of any changes likely to impact on the fellowship, including changes that may impact on eligibility, research milestones, project funding or reporting.
- Advance Queensland or Applicant Organisation fellowship funding cannot be used to pay Partner Organisations for the salaries of their staff who work on the fellowship project.

Assessment criteria

The following four assessment criteria will have equal weighting in the assessment process.

1. Project focus, relevance and merit
2. Meaningful collaboration
3. Translation and outcomes for Queensland
4. Proposed Fellow's track record.

Criterion 1: Project Focus, Relevance and Merit

To address this criterion:

- outline the industry issue the research will address, including why it is important to industry, the project partners and Queenslanders
- clearly outline the proposed fellowship research, demonstrating that it has scientific merit, and is well designed and achievable
- demonstrate why the proposed research is novel, and an understanding of **key** related research. There is no need for a detailed literature review.
- provide plain English, stand alone milestones that are easy to assess as completed or not completed, including milestone activities in the final year of the fellowship which clearly outline

how the research will be translated into practical outcomes with the industry partner(s)

- outline how the fellowship is aligned to at least one of the investment areas.

Criterion 2: Meaningful Collaboration

To address this criterion outline the role of each partner in the project, and why each partner is the right match for the proposed project.

Meaningful collaboration with Partner Organisations can be demonstrated by:

- spending some of the fellowship physically and/or virtually co-located with one or more Queensland-based industry/end-user Partner Organisations (**compulsory**)
- outlining the complementary skills and expertise that will be provided to progress and translate the research into practical outcomes within the project timeframe
- new cash and salaries-as-cash contributions from the Partner Organisation(s)
- access to specialist expertise in the Partner Organisation, and specialist equipment and supplies owned by the Partner Organisation(s)
- access to a mentor in a Partner Organisation
- providing convincing letters of support (refer to the specific section of the guidelines on letters of support).

Criterion 3: Translation and Outcomes for Queensland

To address this criterion:

- provide clear, quantified, outcomes/benefits for Queensland within the next five years. For example: a new product, service, process or procedure; a social benefit; an environmental benefit; benefits to regional Queensland
- ensure that the outcomes and benefits are realistic
- discuss how the likely outcomes will benefit each Partner
- provide a translation plan that shows how, and by when, the research will deliver tangible outcomes and/or benefits for the industry partners.

Criterion 4: Proposed Fellow's Track Record

To address this criterion clearly outline the proposed Fellow's:

- research experience and how it aligns to the proposed fellowship research

- experience in managing/leading research projects and budgets, and in delivering research on time and in line with agreed activities
- capacity to engage, collaborate, and complete agreed research with industry/end-user Partners
- experience at translating research into practical outcomes.

Assessment process

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.

The assessment process may 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.

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

The decision to award funding is at the discretion of the Queensland Government and all decisions are final. There is no appeals process for unsuccessful applicants.

Feedback regarding unsuccessful applications will be provided to the Applicant Organisation – not to individual researchers from a given Applicant Organisation.

Using the fellowship funds

The Queensland Government fellowship payments will be released to the Applicant Organisation to administer the grant funding.

Payment structures for three years fellowships are:

- Payment 1: \$80,000 (early-career) or \$120,000 (mid-career) upon fellowship commencement, following the execution of the Financial Incentive Agreement.
- Payment 2: \$80,000 (early-career) or \$120,000 (mid-career) upon the submission of a satisfactory first progress report and associated financial acquittal statement one year after the commencement date.
- Payment 3: \$60,000 (early-career) or \$100,000 (mid-career) upon the submission of a satisfactory second progress report and associated financial acquittal statement two years after the commencement date.

- Payment 4: \$20,000 (early-career and mid-career) upon the submission of a satisfactory final report and associated financial acquittal statement three years after the commencement date.

For approved two year fellowships the second payment above is excluded.

The Advance Queensland fellowships funding is paid in advance. The funding may be partially or completely recovered by the Queensland Government if the Recipient is subsequently found to not be entitled to the funding, or has not used the funding in accordance with the fellowship Agreement or the program guidelines.

Upon completion of the fellowship (early or full-term) the total fellowship expenditure must be in accordance with that outlined in the fellowship application, or a subsequent department approved variation.

NOTE: Unspent fellowship funds can NOT be carried forward at project completion. Upon completion of the fellowship and all contracted activities, Recipients must submit a final financial acquittal statement and any unspent funds (or Advance Queensland funds not matched by the Recipient and/or Partner co-funding) must be returned to the Department.

The fellowship funding may be used for the following costs:

Salary 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. The Fellow's claimed salary must be commensurate with the FTE percentage committed to the fellowship. A Fellow is not entitled to a full-time salary unless they spend 100 per cent FTE on the fellowship
- the FTE fellowship time of other dedicated fellowship research/technical staff, including post-doctoral research staff.

Other costs

Project costs directly related to the fellowship, including:

- consumables required specifically for the fellowship project
- small equipment (up to \$10,000 per item) required specifically for the fellowship project
- travel to conduct research, including field trials, for the Fellow and dedicated fellowship research/technical staff. Economy airfares and

reasonable accommodation costs only will be considered.

- publication costs of up to \$3,000 over the term of the fellowship (but not after the fellowship is completed)
- contract research for services that cannot be performed by the Applicant Organisation, but are integral to the fellowship project
- conference travel for the Fellow where the Fellow presents fellowship findings, or where the conference content directly relates to the fellowship.

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

Ineligible expenditure and cash contributions

Items not eligible for funding, or to be regarded as co-funded cash, include:

- institutional salary 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 Applicant or Partner Organisation(s)
- conference travel for technical/scientific support staff
- salary costs of non-fellowship activities for the Fellow or other dedicated fellowship staff
- salary costs of the Fellow's supervisor or mentor
- scholarships, including PhD scholarships, or other fellowships
- any costs associated with PhD scholars who are part of the fellowship project
- grants or prizes
- costs associated with administrative support staff
- contract research for services that can be performed by the Applicant Organisation
- any non-fellowship related activity.

The Fellowship Agreement

For successful applications, the Applicant Organisation will enter into a legally binding Financial Incentive Agreement (the Agreement) with the Queensland Government. The Applicant Organisation automatically signs the Agreement by submitting a signed declaration page with the application form, but the Agreement is not finalised until the authorised departmental representative signs a separate Agreement execution page. This

occurs after the successful applicants have been approved.

Applicant Organisations and nominated researchers must read and accept the Terms and Conditions of the Agreement before applying for funding.

The Agreement consists of the Advance Queensland Industry Research Fellowships Terms and Conditions; the Advance Queensland Industry Research Fellowships guidelines; and the application, including supporting information.

The Applicant Organisation and the nominated Fellow must not enter into any legally binding arrangements with other parties which prevent them from meeting their obligations under the Advance Queensland Industry Research Fellowships Agreement.

Applicants must ensure that they read, understand and accept the Agreement Terms and Conditions, available on the Advance Queensland website. These Terms are not negotiable.

The Department does not require copies of collaborative agreements. However, the Applicant Organisation may independently decide to enter into agreements with Partner Organisations to clarify and outline the details of the collaborative arrangements.

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 under the *Financial Accountability Act 2009* for the purpose of assessing the application for funding.

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.

Some information may be used to promote funded projects.

The Fellow's personal information will not be disclosed to any other third party without their consent, unless required by law or for the purposes of the *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 2021 Advance Queensland Industry Research Fellowships close **1:00 pm AEST, on Monday 19 July 2021**. The application consists of:

- a completed on-line application form
- a scanned (PDF) copy of the proposed Fellow's PhD, or evidence that the PhD thesis has been accepted
- evidence of Australian residency for the duration of the proposed fellowship (for candidates who do not have Australian citizenship)
- scanned (PDF) letters of support from the Applicant Organisation and Partner Organisation(s)
- a signed Financial Incentive Agreement terms and conditions declaration page. The template is available on the Advance Queensland website and must be printed, signed by the nominated Fellow and an authorised representative from the Applicant Organisation, scanned in PDF, and uploaded with the application form.

All scanned documents can be submitted as part of the on-line application process.

Applications cannot be revised after submission, but the department **must** be advised of any changes that are likely to affect funding eligibility.

Letters of support

Letters of support from the applicant and Partner Organisations should clearly outline:

- their commitment to, and reasons for supporting, the fellowship project
- the likely benefits to be gained by participating in the fellowship
- the cash co-funding and salaries-as-cash contributions to the fellowship
- details of any proposed physical co-location by the nominated Fellow.

Important: Please ensure that all scanned attachments, including letters of support, PhD certificates and signed declaration pages, are NOT password protected.

Letters of support will NOT be accepted after the closing date for applications.

Recipient Responsibilities (for successful applicants)

If an application for an Industry Research Fellowship is successful the Applicant Organisation will become the Recipient Organisation.

The fellowship award must be kept confidential until it is announced by the Queensland Government. A departmental officer will advise your agency when the fellowships have been announced by the Queensland Government.

Promotion

Fellows should actively promote their research; provide broad fellowship information if required; and attend media/promotion events, if requested by the department.

The Fellow and Recipient Organisation must acknowledge the Queensland Government's funding in all relevant published material, media releases and public statements.

Reporting

Recipients are required to submit reports on the progress of their funded fellowship projects, as outlined in Schedule 2 of the Agreement.

Fellows must report on the completion of their agreed research activities. Fellows must complete at least 75% of their agreed research activities for progress reports, and must have completed all research activities (100%) for the final report.

All reports must be written in plain English as they will most likely be reviewed by people who are not scientists.

As part of the reporting process, Recipients must also provide financial acquittal statements, in a format notified by the department, which clearly outline details of the receipt and expenditure of each source of project funding.

Please ensure that the final report is submitted on time as Industry Research Fellowship agreements expire three months after the final report due date.

Financial Acquittal Statements

A financial acquittal statement must be submitted with each fellowship report, unless advised otherwise by the department. The financial acquittal statement must clearly outline the receipt and expenditure of the Advance Queensland Funding, the Recipient co-funding and all Partner co-funding. The department can then determine if the agreed co-funding arrangements outlined in the Agreement have been honoured, and if the project expenditure is on track with that outlined in the original fellowship application or a subsequent expenditure variation.

Fellows are expected to spend all Advance Queensland funding received, and to ensure that all co-funding committed by the Recipient and Partners is provided and expended appropriately as outlined

in the fellowship application, or subsequent department approved project variation.

Expenditure must be shared between funding sources in the agreed manner. For example, if a project has \$240,000 in Advance Queensland funding and \$360,000 in Recipient/Partner co-funding, the expenditure must be in a 2:3 ratio at project completion or relinquishment. If not, the Recipient must return any Advance Queensland funding that they are not entitled to.

Please ensure that the final financial acquittal statement, submitted with the final report, accrues the outstanding Advance Queensland funding owed and associated expenditure. If not, the final Advance Queensland instalment may be relinquished.

The reports and financial acquittal statements must be assessed as satisfactory before the associated fellowship payment is released.

Interim reports and financial acquittal statements may be requested if a fellowship ends prior to the scheduled reporting or completion date.

Changing the fellowship

It is important that the Recipient notifies the department of any changes to the fellowship, including changes to the Fellow's contact details.

Some changes will require the submission of a **project variation request**, including:

- *Changes to the agreed commencement date or reporting dates.* Please note that no additional Advance Queensland Industry Research Fellowship funding is available if the fellowship reporting dates are extended. It is the responsibility of the Recipient Organisation to support the fellowship if it is extended beyond the agreed fellowship term.
- *Changes to the fellowship milestones.* Sometimes the fellowship milestones must be changed based on new information obtained during the early stages of the research. The intent of the fellowship must not change, as the original activities and expected outcomes were important in securing the approval of the original funding application.
- *Changes to the Fellow's time on the fellowship.* Fellows must spend at least 50% FTE on the fellowship. The department must be advised if the Fellow's FTE commitment to the fellowship changes from that advised in the fellowship application.

- *Changes to the Recipient and/or Partner Organisation cash, and salaries-as-cash, co-funding or details.* This includes the withdrawal or addition of Partner Organisations.
- *Changes to fellowship expenditure from that proposed in the fellowship application.* The department must be advised of changes to the project expenditure proposed in the fellowship application as this may affect funding entitlement and impact financial acquittal statements.
- *The Fellow securing an additional research grant while undertaking the fellowship.* The Recipient must notify the department if the Fellow secures an additional research grant while undertaking the Industry Research Fellowship, as this may impact on the Recipient's entitlement to the Industry Research Fellowship. Under these circumstances, the ongoing entitlement to the Industry Research Fellowship funding will be assessed on a case-by-case basis, subject to determining how an amended Industry Research Fellowship and an additional research grant can deliver an agreed overall research outcome for Queensland.
- *Other changes that may affect fellowship eligibility or funding entitlement.* These include – the Fellow ceasing employment with the Recipient Organisation; the Fellow moving residence to outside of Queensland; the Fellow leaving Queensland for extended periods, or the Fellow changing the proportion of their time committed to the fellowship.

Occasionally Fellows change their employer. If this happens the department must be consulted regarding a Deed of Novation. It may not always be possible for a researcher to change agency and retain their fellowship, consequently requests for Deeds of Novation are assessed on a case-by-case basis.

The department **must** be notified if there are any changes to the fellowship within **20 business days** of the change. All requests to change fellowship details are subject to approval by the department.

Other responsibilities

- Fellows should actively promote their research; provide broad fellowship information if required; and attend media/promotion events, if requested by the department.
- The Fellow and Recipient Organisation must acknowledge the Queensland Government's funding in all relevant published material, media releases and public statements.

Further information

Please refer to the Advance Queensland website for additional information.

If you have specific questions about the program, please contact the grants manager in your organisation, who will contact the department if necessary.