Instructions to Applicants

For funding commencing in 2015

CLOSING DATE: Friday 4th July, 2014 at 5:00pm GMT+ 8:00

FOR FURTHER INFORMATION:
Telephone: (+61 8) 9266 1013
Email: ord-fellowships@curtin.edu.au
Website: http://research.curtin.edu.au/research-funding/fellowships.cfm
1. OVERVIEW

This document is intended to assist applicants in the completion and submission of Curtin Research Fellowship proposals for funding commencing in 2015. It should be read in conjunction with “Curtin Research Fellowships 2015 – Guidelines”.

Applications must be completed and submitted electronically using the Fellowship Online Application System accessed through the Curtin website at http://research.curtin.edu.au/research-funding/fellowships.cfm (unless you qualify for the FastTrack Option).

FastTrack Option:

If you have recently applied for an ARC / NHMRC Fellowship scheme and would like to be considered for a Curtin Research Fellowship, Curtin invites you to submit your full ARC / NHMRC application directly to:

ORD-Fellowships@curtin.edu.au

Along with the submission of your application, please ensure that you complete and attach the required FastTrack Applicant Details Form.

A completed Certification Form should also be attached with your submission.

Note: Your application is not lodged until you have received an acknowledgement email from the ORD Fellowship Officer confirming receipt of your application and required documents.

2. KEY DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 19 May 2014 9:00am (GMT +8:00)</td>
<td>Applications open</td>
</tr>
<tr>
<td>Friday, 4 July 2014 5:00pm (GMT +8:00)</td>
<td>Applications close</td>
</tr>
<tr>
<td>July / August 2014</td>
<td>Applications reviewed. Unsuccessful applicants notified. Shortlisted applicants contacted for interview.</td>
</tr>
<tr>
<td>Early September 2104</td>
<td>Recommendations submitted to the Deputy Vice-Chancellor Research &amp; Development for approval. DVC R&amp;D determines final number of offers to be made.</td>
</tr>
<tr>
<td>Early September 2014</td>
<td>All shortlisted applicants notified of outcome.</td>
</tr>
</tbody>
</table>

3. KEY CONTACTS

General administrative or system enquiries should be directed to:
3.1 Head of Recruiting Area
The Head of the Recruiting Area should be the first point of contact in each Faculty for applicants to discuss their research proposal. If you are unsure of appropriate area for your research, please contact the ORD Fellowship Officer. All applications must have the approval of the Head of Recruiting Area and Dean of Research prior to submission to be considered eligible.

A full list of Curtin teaching areas is available at: http://find.curtin.edu.au/indexaz/indexschools.cfm

Curtin Business School  Professor Fran Ackermann  
Tel: (+618) 9266 1835  
Email: Fran.Ackermann@curtin.edu.au

Faculty of Health Sciences  Associate Professor Garry Allison  
Tel: (+618) 9266 2993  
Email: g.allison@curtin.edu.au

Faculty of Humanities  Professor Tim Dolin  
(+618) 9266 7875  
Email: Tim.Dolin@curtin.edu.au

Faculty of Science & Engineering  Professor Craig Buckley  
Tel: (+618) 9266 3532  
Email: c.buckley@curtin.edu.au

4. STARTING A NEW APPLICATION

The proposal is prepared and submitted through the Fellowship Online Application System: http://research.curtin.edu.au/research-funding/fellowships.cfm. Applications may be saved at any time* and edited or completed at a later date up to the closing deadline.

*NOTE: All details on a page must be completed before it can be saved.

4.1 Internal Applicants
Please use your Novell ID and password to login. This will take you to the first page of the application form.

4.2 External Applicants
• Click on “Signup Form” to register a new login.

  ![Signup Form](image)

  If this is the first time you have visited this website and you don’t have a Curtin ID, please use the Signup Form to register a login for this website. If you have forgotten your password, please use the Forgotten Password form.

  You need to log in to access this area. Please supply your Curtin network credentials, or if you don’t have a Curtin ID and password and you have registered for this website, your email address and password.

  Login ID

  Password

  Login

• Complete the Signup Form and click “Submit”. A verification email will be sent to the address specified.
• Check your email account. This will provide you with a link to complete your registration. Either click on the link or paste it into your browser.
• Follow the instructions to login with the email address and password you provided during the registration process. You will then be redirected to the first page of the application form.

5. PERSONAL DETAILS

Please ensure all contact details are accurate for the period in which applications are being assessed (see 2. Key Dates). Shortlisted applicants will be invited to interview via telephone or email in the first instance (depending on time zone).

6. QUALIFICATIONS

Applicants must have a research doctoral degree (equivalent to an Australian PhD degree) before 1 January 2015 to be eligible for a Curtin Research Fellowship. Applicants whose PhD thesis has not been submitted at the time of application will not be accepted.

Qualifications other than the PhD should be listed in reverse chronological order (most recent first).

7. ACHIEVEMENTS

7.1 Academic, Research, Professional and Industry Experience
• Provide details of academic, research, professional and industry experience for up to the past ten (10) years.
• Begin with your current/most recent position.
• Specify the start and end date of each position. If ongoing, leave end date blank.
• Add additional positions as necessary by clicking “Add another Position” below the field.

7.2 Publications and Other Academic Outputs
• Provide details of refereed publications (not abstracts) for the last four years inclusive (2011 – 2014)
• Select the Category from the drop down list and enter the number of publications you have of that category type.
• In the “Details” box, enter full details of all publications in that category. Content may be pasted from an external source if required (eg. MS Word document) however formatting will be lost. Please check paragraph spacing. Include full citation data (number of times it has been cited) and journal impact factor where available (advising of source).
• Add additional publication categories as required by clicking “Add another Publication Category”.

7.3 Best Publications
• Enter details of up to four (4) best publications for the last four years inclusive (2011 – 2014).
• Include full citation data (number of times it has been cited), journal impact factor (advising of the source) where available and a short justification outlining the rationale for selection.
7.4 Summary of Research Income
- Enter the amount of research income awarded to you over the last four years inclusive (2011 – 2014). If there is more than one (1) Chief Investigator on the grant, the amount should be pro-rata (only include the amount attributable to your portion of the grant).
- Amounts must be entered in Australian Dollars ($AUD). Foreign currencies should be converted into Australian dollars.
- Research income is divided into the following categories:
  o Nationally Competitive Research Grants – Prestigious schemes provided on a nationally competitive basis, solely for research, with a well defined mechanism for competition and selection by a well-qualified panel. If you are an Australian applicant, please see http://www.innovation.gov.au/Research/ResearchBlockGrants/Documents/2013ACGRListFinal.pdf
  o Public – Other grants awarded by the Government of your country of residence.
  o Industry – Grants awarded by private companies/enterprise.
  o Cooperative Research Centre – Grants awarded by the Australian Commonwealth Department of Industry, Innovation, Science, Research and Tertiary Education via the CRC Program.
  o International – Grants awarded from sources outside your country of residence.

7.5 High Level Esteem Factors
- Enter up to five (5) best examples from the last four years inclusive (2011 – 2014).
- Examples include major prizes, key note addresses at major international conferences, participation in major international committees, Fellowship of a national Academy or similar international organisation, significant role in a major national or international review, editorship of a major journal etc.

7.6 Higher Degree by Research Completions
- List the number of students you have supervised (as principal or co-supervisor) who have completed either Doctoral or Masters research degrees over the last four years inclusive (2011 – 2014).

7.7 Destination of Graduates
- Provide the current status of students listed above, eg program in which they are currently enrolled, or current employment.
- Add additional fields as necessary by clicking “Add another Graduate”.

8. PROJECT PROPOSAL

8.1 Fellowship Stream
- An Early Career researcher is defined as being awarded a PhD on or after 1 March 2009 – taking into account career interruptions such as parental/carer responsibilities, and careers outside of academe.
- Applicants can apply for either the Early Career or Senior Research Fellowship streams, but not both.
8.2 Field of Research (FoR) Codes

- FoR codes define research according to disciplines. Select a Division (2 digits), Group (4 digits) and Code (6 digits) that relate to your proposal.
- To save the selected code, click “Add Code to List”. It will then appear in a list below.
- Add additional FoR codes if applicable.

8.3 Socio-Economic Objective (SEO) Codes

- SEO classifications indicate the sectors that are most likely to benefit from the project.
- Follow the same procedure as for the FoR codes, adding additional SEO codes if applicable.

8.4 Type of Activity

- Definitions of the 4 research activity types are available at:
  http://research.curtin.edu.au/guides/grants.cfm#typesresearch
- Enter percentage distribution in one or more activity types, totalling 100%.

8.5 Project Details

- Provide a short descriptive title of no more than 20 words.
- Ensure that the title is precise, informative and, preferably using language which is comprehensible and accessible to the general public.
- Provide a summary of no more than 100 words focusing on the aims, significance and expected outcomes of the project.
- The Recruiting Faculty/Area selected must be aware of and approve the application (see 10.4 – Certification Form).

8.6 Mentor Details

- Early Career Fellowship applicants must nominate a mentor at Curtin. Senior Research Fellowship applicants are not required to nominate a mentor.
8.7 **Budget Information**
- Research support of up to $30,000 will be provided during the course of the Fellowship, in addition to the Fellowship salary, distributed as follows: 2013 - $15,000, 2014 - $10,000, 2015 - $3,000, 2016 - $2,000. The amount entered must not exceed these limits.

9. **REFEREE DETAILS**

Provide details for three (3) referees.

10. **ATTACHMENTS**

- All attachments must be in .pdf format.
- Each section must have an attachment to enable the ‘review’ and ‘submit’ links.
- Multiple documents may be attached at one time.
- Use a 12 point highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used. References only may be produced in 10 point font.

**10.1 Selection Criteria Statement**
- Maximum 3 pages in a 12 point font.
- Selection Criteria are provided in section 2.8 of the Curtin Research Fellowships 2015 – Guidelines.

**10.2 Research Project Details**
- Attach a copy of your full research proposal.
- Maximum 10 pages in a 12 point font, excluding references.

**10.3 Curriculum Vitae**
- Maximum 5 pages in a 12 point font.

**10.4 Certification Form**
- Sign it and provide a copy to the Head of Recruiting Area and Dean of Research together with your final research proposal for approval. Electronic signatures are accepted.
- Certification forms may be signed in counterpart and multiple documents uploaded.
- It is important that applicants confirm the procedure for certification sign-off with their Head of Area. Most areas will return certification forms to the applicant to upload to their application prior to submission, however some certification forms which are approved in the final days may be forwarded directly to the Office of Research and Development. Applicants will not be penalised for any delays by the Recruiting Area or office of the Dean of Research as long as the certification form is provided to them with a copy of the completed application before the closing deadline.
• All applicants are expected to have discussed their proposal with the prospective Head of Area prior to this stage.

10.5 Full List of Publications and Other Research Outputs

• Attach a full list of publications and other research outputs. No page limit.

10.6 Full List of Research Grants Awarded

• Attach a full list of research grants awarded. No page limit.

10.7 Other Documents (Optional)

• If your outputs are non-traditional, (eg. creative works embodying a program of research) please attach a list of the outputs, the venue where they have been introduced to the public domain, and a short synopsis of the program of research.

11. REVIEW

• Review your application carefully before submitting. A pdf copy of your online application can now be generated for your records by clicking the link at the top of the review page.

Research Fellowship Application

• Once submitted, you will receive an email confirming successful submission.
• Applications can be amended and resubmitted up to the closing deadline by logging in, saving any changes, and clicking “Update Submission”. This will override any previously submitted data.
• No changes can be made after the closing deadline of 5:00pm GMT+8 on Friday 4 July 2014.

12. REFEREE REPORTS

• Reports are to be submitted to the Office of Research & Development directly from the referee either electronically by email (preferred) or in hardcopy.
• Electronic copies must contain a digital signature. The file should be saved with the following format: [Application ID] – [Referee Surname] eg. CRF15346 – Smith. The report should be emailed to ord-fellowships@curtin.edu.au.
Hardcopy referee reports may be sent to:

**POSTAL ADDRESS**
Fellowships Officer
Office of Research and Development
Curtin University of Technology
GPO Box U1987
Perth WA 6845
AUSTRALIA

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