BACKGROUND
The Alfred Deakin Postdoctoral Research Fellowships were established in 2008 to support excellence in research in areas of research strength at Deakin University. The Fellowships are designed to support early career researchers by building research capacity in areas of key research strength in order to build the next generation of nationally competitive researchers.

SCHEME OBJECTIVES
- To recognise early career researchers who demonstrate outstanding track records relative to opportunity
- To support talented early career researchers whose areas of research interest directly align with research priorities at Deakin University
- To further innovative research in areas of strategic importance across the spectrum from discovery to industry focussed research

LEVEL AND PERIOD OF FUNDING
The Fellowship provides 2 years of salary support at Level 1 - Level A Step 6 in Year 1 ($80,490 per annum)* and Level A Step 7 in Year 2 ($83,396 per annum)*

NB: Applicants who will need to relocate to take up a Fellowship are responsible for ascertaining ‘cost of living’ expenses prior to accepting any Fellowship offer (refer also to Conditions of Award below).

Fellowships are offered on a full-time basis and Fellows must be physically based at the University for the duration of the Fellowship. This is a mandatory requirement and is non-negotiable as are all other terms and conditions. Successful Fellows also receive a one-off research support grant of $10,000. If a Faculty or the Institute for Frontier Materials negotiates an industry placement, additional funds will be available to the successful applicant in the form of the industry partner organisation contribution.

INDUSTRY BASED FELLOWSHIPS
In 2017 the University will offer up to 3 Industry based fellowships if the relevant Faculty/ SRC or the Institute for Frontier Materials identifies a suitable industry partner for an applicant and their project. Only one industry partner may be designated per applicant. The industry partner will be expected to be closely involved in the proposal and must provide the following to support the Fellow over the duration of the Fellowship:
- A co-supervisor
- Additional project funding of a minimum of $15,000, preferably provided in the first year of the Fellowship
  - Not-for-profit organisations have no minimum contribution requirements

The industry partner must also provide a letter of support as part of the full application and must enter into an agreement with Deakin University if the applicant is successful. It is expected that the host Faculty/Institute or SRC will draw on existing partnerships to establish, facilitate and manage all aspects of these fellowships.

* Based on 30 April 2016 rates at time of drafting. University salary scales are at http://www.deakin.edu.au/research/researcher-support/grants-and-contracts/grants-resources
ASSESSMENT CRITERIA

1. Candidate – 50%
   • Excellence in terms of track record relative to opportunity and potential to contribute to and develop areas of research strength

2. Project Quality – 25%
   • The excellence and significance of the project
   • Does the research address an important problem?
   • If an Industry Based Fellowship is proposed and supported by the host Faculty/SRC or Institute, is there the potential to produce important or translational outcomes?

3. Alignment - 25%
   • The alignment of the proposed research with existing activity and the environment in the host Faculty/Institute or SRC - based on the case made by the host Faculty/Institute or SRC and the supervisor’s track record and supervisory experience
   • Where an Industry Based Fellowship is proposed and supported by the host Faculty/SRC or Institute, the strength of the existing relationship between the partner and the host area and the commitment of the partner.

ELIGIBILITY

Applications are open to both Deakin University and external applicants subject to the eligibility criteria listed below.

PhD Award Date and Career Interruptions

Applicants must have been awarded a PhD\(^1\) on or after 1 January 2013 or, commensurate with a period of significant career interruption, on or after 1 January 2011. Career interruption can include maternity leave, parental leave, carer’s responsibility, illness, unemployment or non-research employment not concurrent with research employment and must be for periods of 1 month or greater. Applicants with a PhD award date prior to 01 January 2011 are ineligible to apply regardless of any career interruptions.

**Examples:**

1. An applicant awarded a PhD on 1 January 2012 who can demonstrate they were on parental leave for 12 months would be eligible to apply. An applicant awarded a PhD on 01 January 2012 who can demonstrate a career interruption of 6 months would be ineligible.

2. To demonstrate non-research employment, applicants must be able to provide evidence that the role involved no element of research and that they did not have an opportunity to undertake research e.g. a position description or employment contract. Any role which involves a component of research will not be considered a career interruption.

Applicants must document any career interruptions relevant to their eligibility in the table provided in the Expression of Interest form. If invited to submit a Full Application, applicants will need to provide documentary evidence in English or an authorised English translation of such documents to substantiate claimed career interruptions.

Applicants who have not yet been awarded a PhD can apply if their PhD thesis is submitted by the full application closing date (refer to the Key Dates section). Proof of PhD thesis submission may be requested and applicants should carefully note point 5 of the Conditions of the Award pertaining to the offer of a Fellowship. Applicants who have not yet submitted their thesis by the full application closing date are not eligible.

\(^1\) PhD award date is defined as the date on the testamur.
Citizenship
Applicants can be Australian or non-Australian citizens. The appointment of Fellows who do not hold Australian citizenship or permanent residency status will be subject to Deakin University receiving sponsorship for residence approval from the Australian Department of Immigration and Border Protection and the recipient being granted an appropriate visa. (Refer also “Conditions of Award” point 2). Applicants who will have to relocate to take up the Fellowship should familiarise themselves with the daily cost of living expenses as there are no additional funds or allowances available to cover unanticipated expenses incurred by individuals. Some applicants may be affected by Australia’s Autonomous Sanctions requirements. Please refer to “Conditions of Award” point 3)

Existing or Past Alfred Deakin Postdoctoral Research Fellows
A past or present Alfred Deakin Postdoctoral Research Fellow cannot hold a second or subsequent Alfred Deakin Postdoctoral Research Fellowship. There is no provision within this scheme for the extension of existing Alfred Deakin Postdoctoral Research Fellowships.

Other Deakin Employees
Applicants currently employed at Deakin University (other than existing or past Alfred Deakin Postdoctoral Research Fellows) are eligible to apply if they meet all other eligibility requirements. Deakin University applicants with any outstanding reports to any funding body or for any internal schemes are ineligible to apply.

Overlap with other Fellowship Schemes
The Alfred Deakin Postdoctoral Research Fellowship cannot be held in conjunction with another fellowship.

1. Those applying for a 2017 Alfred Deakin Postdoctoral Research Fellowship who have requested Fellowship support from other sources for funding to commence in 2017 may submit the same project to the Alfred Deakin Postdoctoral Research Fellowship scheme, provided full disclosure is made under Part B (Research Support) in the full application form.
   a. Applicants for the 2017 Alfred Deakin Postdoctoral Research Fellowship who apply for and are successful for alternate 2017 Fellowship support must notify Deakin University within one week of notification of the other award. If these candidates wish to continue with an Alfred Deakin Postdoctoral Research Fellowship application they must relinquish the alternate Fellowship.
   b. Those who are offered a 2017 Alfred Deakin Postdoctoral Research Fellowship but who have not yet accepted and/or commenced the Alfred Deakin Postdoctoral Research Fellowship who are subsequently awarded 2017 Fellowship support from an alternate funding body must notify Deakin University within one week of notification of the other award of their intent to either relinquish or take up the Alfred Deakin Postdoctoral Research Fellowship offer. If these candidates decide to take up the alternate Fellowship, Deakin University will withdraw their employment offer.

2. Alfred Deakin Postdoctoral Research Fellowship recipients who apply for and receive Fellowship funding from an alternate source must comply with points 22 and 23 listed under “Conditions of Award”

APPLICATION PROCESS
The application process consists of two stages (refer also to Key Dates section):

1. Expression of Interest (EOI)
2. Full application and referee reports (by invitation i.e. successful EOI applicants only)


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2 Fellowship support includes, but is not limited to, any NHMRC Fellowship scheme, the ARC Discovery Early Career Researcher Award or other forms of funding that provide salary support for the recipient.
**Expression of Interest (Part A)**

1. Applicants must determine which Faculty/Institute/SRC aligns most closely with their research interests
   - Applicants should source information on the objectives of the Faculties/Institutes and SRCs and contact the most appropriate area to discuss their application (refer to the Web Links and Contact Details section below)

2. Complete and submit an EOI (Part A)
   - Applicants must follow the submission instructions on the EOI form.
   - Applicants should identify a preferred supervisor based on the alignment of their research interests and area of expertise.
   - The proposed supervisor must provide their support and approval prior to the applicant nominating them on the EOI
     - NB: Faculties/Institutes and SRCs are under no obligation to support an applicant’s supervisor nomination and may provide an alternate supervisor based on their assessment of the information provided by the applicant. Depending on the outcome of the EOI round, Faculties/Institutes and SRCs may change nominated supervisors
   - Applicants submit the completed EOI form to research-grants@deakin.edu.au
   - Only one EOI form is accepted per applicant. All information required to assess each applicant must be contained within the EOI form as no additional documents will be considered.

3. The EOI will be forwarded to the nominated Faculty/Institute/SRC for review and assessment.

4. Both successful and unsuccessful applicants will be notified of the outcome
   - Only applicants assessed as being competitive at the EOI stage will be invited to submit a full application

**Full Application (Parts B and C)**

1. If an applicant is invited to submit a full application they will be sent a copy of the form by email
2. The Faculty/Institute/SRC will assign a supervisor, taking into account the supervisor listed on the EOI
   - Applicants should note that a Deakin University staff member may only supervise one 2017 Alfred Deakin Postdoctoral Research Fellow so an alternate supervisor may be nominated by the Faculty/Institute/SRC
3. The Faculty/Institute/SRC assigned supervisor will assist the applicant with Part B and must complete Part C of the full application
   - Applicants and their supervisors should ensure that the proposal can be easily understood by academics outside the discipline area as those referred to the University Research Advisory Committee Assessments Sub-Committee will be read by assessors from a range of research disciplines
4. The Faculty/Institute/SRC must coordinate any aspects of the Fellowship application in relation to Industry Based Fellowships and complete the relevant sections of Part C

**Referee Reports (Part D)**

1. If an applicant is invited to submit a full application, they should request a referee report from each of their nominated referees (maximum two)
   - Reports must be completed using the 2017 ADPRF Referee report template available from our website (refer to the Further Information and Web Links section below)
2. Referees should submit their statements to research-grants@deakin.edu.au on or before the full application due date (refer to Key Dates section)

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3 Deakin University staff members can only supervise one 2017 ADPRF however they may also supervise an existing ADPRF
• It is the responsibility of the applicant to ensure that their referees submit the statements by the due date

Application Formatting Requirements
The following formatting specifications are compulsory. Failure to comply with any of these instructions may render your application ineligible for consideration.

Application Templates: EOs and full applications must be prepared using the 2017 templates
  • Do not alter page formats, margins, line and character spacing, or font type and sizes.

PDF: The word template should be converted to pdf and not scanned. The application must not exceed 2 Mb in size.

Signatures: Where signatures are required, electronic (jpeg or tiff) signatures may be inserted in the Word templates.
  • Do not use the ‘Sign & Certify’ function in Adobe. If electronic signatures are not available, the page may be printed, signed and scanned as a pdf, then inserted into the pdf template

False or Misleading Information
All information provided in the application, particularly concerning publication data and the status of a PhD qualification must be current at the time of submission of an EOI/full application. If Deakin University considers that an application for an ADPRF contains false or misleading information, the application will be excluded from further consideration or, if an offer has been made, the offer will be withdrawn.

Acknowledgement of Receipt
Deakin Research will acknowledge receipt of all EOI’s, Full Applications and Referee Statements by return email to the sender. We will attempt to do this within two working days of receiving the document.

If an applicant wishes to check whether a referee has submitted a statement, they should contact their referee.

If you do not receive an Acknowledgement of Receipt for your EOI or Full Application within two working days, please send a “Request for Confirmation of Receipt of EOI or Full Application [your surname]” to research-grants@deakin.edu.au. Applicants are advised to retain a copy of their application. Please note: the first electronic submission will be considered as the final version of your EOI/full application; subsequent submissions will not be accepted.

ASSESSMENT PROCESS
Expression of Interest (EOI)
The EOI will be assessed for its competitiveness and alignment with strategic objectives by the relevant Faculty/Institute or SRC. Faculties/Institutes or SRCs may ask applicants to participate in a brief interview via LYNC (or similar) as part of the EOI shortlisting process.
  • Successful EOI applicants will be invited to submit a full application
  • Unsuccessful applicants will be notified

Full Application & Panel Review
1. Full applications will be assessed by the relevant Faculty or the Institute for Frontier Materials (IFM) in consultation with their associated Strategic Research Centres and Institutes.
2. The top 8 applications from each Faculty and the Institute for Frontier Materials will be reviewed by the University Research Advisory Committee Assessments Sub-Committee (URAC ASC)
  • Successful and unsuccessful applicants will be notified once the URAC ASC processes are finalised
OUTCOMES

Successful Applications

If an applicant is successful they will be notified by email – this constitutes an “informal” offer from Deakin Research. If an applicant accepts the “informal” offer, a “formal” letter of offer will be issued by the Deakin University Human Resources Division. Only the Human Resources Division (HRD) of Deakin University can issue formal employment offers and employment contracts. Successful applicants should not resign from any existing position until a “formal” offer is accepted and signed and its receipt acknowledged by the University via the Human Resources Division.

Unsuccessful Applications

Unsuccessful applicants will be notified by email. Due to the number of applications we cannot provide individual feedback to applicants. Please note that the URAC Assessments Sub-committee may nominate applicants for the “reserve” list who may be contacted if a successful applicant declines their informal or formal offer of appointment. Applicants who are placed on the “reserve” list will be advised of this.

FURTHER INFORMATION AND WEB LINKS


For further information please contact Phuong Au, Grants Officer at Deakin Research: +61 3 5227 2448 or email research-grants@deakin.edu.au

KEY DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 May 2016 (9:00am)</td>
<td>EOI closes – email EOI to: <a href="mailto:research-grants@deakin.edu.au">research-grants@deakin.edu.au</a></td>
</tr>
<tr>
<td>1 June – 21 June 2016</td>
<td>Host SRCs/Faculties/Institutes assess EOIs</td>
</tr>
<tr>
<td>22 June – 24 June 2016</td>
<td>Deakin Research – Grants invites competitive applicants to submit a full application. Applicants will be sent the full application form by email</td>
</tr>
<tr>
<td>25 July 2016 (9:00am)</td>
<td>Full application closes – email application and referee reports to <a href="mailto:research-grants@deakin.edu.au">research-grants@deakin.edu.au</a></td>
</tr>
<tr>
<td>27 July - 17 August 2016</td>
<td>Faculty or Institute for Frontier Materials assesses full application in consultation with associated SRC or Institute Directors and prepares final assessment statement for consideration by URAC Assessment Subcommittee</td>
</tr>
<tr>
<td>22 August –16 September 2016</td>
<td>URAC Assessment Subcommittee assesses applications</td>
</tr>
<tr>
<td>20 September 2016 (tentative)</td>
<td>URAC Assessment Subcommittee meeting (dependent on actual meeting date)</td>
</tr>
<tr>
<td>October 2016 (tentative)</td>
<td>Applicants notified of outcome by Deakin Research - Grants.</td>
</tr>
</tbody>
</table>
### WEB LINKS AND CONTACT DETAILS OF KEY FACULTY/INSTITUTE/SRC PERSONNEL

Further information on research within each Faculty/Institute/SRC is available via the links provided in each table:

#### List of Contacts: Faculties & Institute for Frontier Materials

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Associate Dean (Research)</th>
<th>Contact details</th>
<th>Further Information on Faculty research areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Education</td>
<td>Prof Chris Hickey</td>
<td><a href="mailto:chris.hickey@deakin.edu.au">chris.hickey@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/arts-ed/research">http://www.deakin.edu.au/arts-ed/research</a></td>
</tr>
<tr>
<td>Business &amp; Law</td>
<td>Prof Ingrid Nielsen</td>
<td><a href="mailto:Ingrid.nielsen@deakin.edu.au">Ingrid.nielsen@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/buslaw/research">http://www.deakin.edu.au/buslaw/research</a></td>
</tr>
<tr>
<td>Health</td>
<td>Prof Trish Livingston</td>
<td><a href="mailto:trish.livingston@deakin.edu.au">trish.livingston@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/health/faculty-research">http://www.deakin.edu.au/health/faculty-research</a></td>
</tr>
<tr>
<td>Science, Engineering &amp; Built Environment</td>
<td>Prof David Cahill</td>
<td><a href="mailto:david.cahill@deakin.edu.au">david.cahill@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/sebe/research">http://www.deakin.edu.au/sebe/research</a></td>
</tr>
<tr>
<td>Institute for Frontier Materials (IFM)</td>
<td>Prof Xungai Wang</td>
<td><a href="mailto:xungai.wang@deakin.edu.au">xungai.wang@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/research/ifm/">http://www.deakin.edu.au/research/ifm/</a></td>
</tr>
</tbody>
</table>

#### List of Contacts: Other Research Institutes and Strategic Research Centres

Further information on research within each SRC/Institute is available via [http://www.deakin.edu.au/research/](http://www.deakin.edu.au/research/)

<table>
<thead>
<tr>
<th>Institute/Strategic Research Centre</th>
<th>Director</th>
<th>Contact details</th>
<th>Further Information on Institute and SRC research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Education Research (Formerly Centre for Research in Educational Futures and Innovation, CREFI)</td>
<td>Prof Julianne Moss</td>
<td><a href="mailto:julianne.moss@deakin.edu.au">julianne.moss@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/research/crefi">http://www.deakin.edu.au/research/crefi</a></td>
</tr>
<tr>
<td>Centre for Social &amp; Early Emotional Development (SEED)</td>
<td>Prof Craig Olsson</td>
<td><a href="mailto:craig.olsson@deakin.edu.au">craig.olsson@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/research/seed">http://www.deakin.edu.au/research/seed</a></td>
</tr>
<tr>
<td></td>
<td>Prof Jo Salmon</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RICOS Provider Code: 00113B
# List of Contacts: Other Research Institutes and Strategic Research Centres (continued):

Further information on research within each SRC/Institute is available via [http://www.deakin.edu.au/research/](http://www.deakin.edu.au/research/)

<table>
<thead>
<tr>
<th>Institute/Strategic Research Centre</th>
<th>Director</th>
<th>Contact details</th>
<th>Further Information on Institute and SRC research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Molecular &amp; Medical Research (MMR)</td>
<td>Prof Alister Ward</td>
<td><a href="mailto:alister.ward@deakin.edu.au">alister.ward@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/research/mmr">http://www.deakin.edu.au/research/mmr</a></td>
</tr>
<tr>
<td>Centre for Population Health Research (CPHR)</td>
<td>Prof Tony LaMontagne</td>
<td><a href="mailto:pophealth@deakin.edu.au">pophealth@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/research/cphr">http://www.deakin.edu.au/research/cphr</a></td>
</tr>
<tr>
<td>Innovation in Mental and Physical Health and Clinical Treatment (IMPACT)</td>
<td>Prof Michael Berk</td>
<td><a href="mailto:berkoffice@barwonhealth.org.au">berkoffice@barwonhealth.org.au</a></td>
<td><a href="http://www.deakin.edu.au/research/impact">http://www.deakin.edu.au/research/impact</a></td>
</tr>
<tr>
<td>Centre for Chemistry and Biotechnology (CCB)</td>
<td>Prof Colin Barrow</td>
<td><a href="mailto:colin.barrow@deakin.edu.au">colin.barrow@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/research/ccb">http://www.deakin.edu.au/research/ccb</a></td>
</tr>
<tr>
<td>Centre for Integrative Ecology (CIE)</td>
<td>Prof Marcel Klaassen</td>
<td><a href="mailto:marcel.klaassen@deakin.edu.au">marcel.klaassen@deakin.edu.au</a></td>
<td><a href="http://cie-deakin.com/">http://cie-deakin.com/</a></td>
</tr>
<tr>
<td>Pattern Recognition and Data Analytics (PRaDA)</td>
<td>Prof Svetha Venkatesh</td>
<td><a href="mailto:pradasrc@deakin.edu.au">pradasrc@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/research/prada">http://www.deakin.edu.au/research/prada</a></td>
</tr>
<tr>
<td>Institute for Intelligent Systems Research and Innovation (IISRI)</td>
<td>Prof Saeid Nahavandi</td>
<td><a href="mailto:cisr-enquiries@deakin.edu.au">cisr-enquiries@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/research/cisr">http://www.deakin.edu.au/research/cisr</a></td>
</tr>
<tr>
<td>Centre for Creative Arts Research</td>
<td>Prof Kim Vincs</td>
<td><a href="mailto:kim.vincs@deakin.edu.au">kim.vincs@deakin.edu.au</a></td>
<td><a href="http://motionlab.deakin.edu.au/">http://motionlab.deakin.edu.au/</a> (CCAR website pending)</td>
</tr>
<tr>
<td>Centre for Rural and Regional Futures (CeRRF)</td>
<td>Prof David Halliwell</td>
<td><a href="mailto:david.halliwell@deakin.edu.au">david.halliwell@deakin.edu.au</a></td>
<td><a href="http://www.deakin.edu.au/research/cerrf/">http://www.deakin.edu.au/research/cerrf/</a></td>
</tr>
<tr>
<td>Centre for Sports Research (CSR)</td>
<td>A/Prof Paul Gastin &amp; Prof David Shilbury</td>
<td><a href="mailto:paul.gastin@deakin.edu.au">paul.gastin@deakin.edu.au</a> <a href="mailto:david.shilbury@deakin.edu.au">david.shilbury@deakin.edu.au</a></td>
<td>(CSR website pending)</td>
</tr>
</tbody>
</table>

RICOS Provider Code: 00113B
CONDITIONS OF AWARD

The Fellowship is awarded under the following conditions:

Employment Conditions

1. All conditions of employment are governed by the Deakin University Enterprise Agreement 2013 or any subsequent Enterprise Agreement. The Human Resources Division will issue the formal offer of employment and can advise successful fellows on matters such as superannuation, leave entitlements, relocation allowance, immigration requirements and intellectual property provisions. Relocation costs must be borne by the relevant administering area as per University policy as this scheme does not provide funds for this purpose.
   a. **NB:** Applicants who will have to relocate to take up a Fellowship are responsible for ascertaining ‘cost of living’ expenses prior to accepting any Fellowship offer. For example, those on 457 visas are obliged to have private health insurance and are not eligible for Centrelink payments or childcare rebates. These applicants are strongly advised to consider matters such as childcare availability and cost, health insurance costs and accommodation costs before committing to an appointment. The salary support provided under this scheme is fixed and no other allowances are provided.

2. An Alfred Deakin Postdoctoral Research Fellowship (ADPRF) recipient who is not an Australian citizen must obtain a legal right to work and reside in Australia for the duration of the award. Successful applicants are responsible for all visa costs associated with their appointment (except the “Nomination Fee” which is borne by the relevant administrative area). Successful Fellows should carefully assess their ability to manage on the income provided under the scheme as there are no additional allowances to support recipients for unanticipated living expenses such as childcare costs.

3. Autonomous Sanctions - applicants who are citizens of the following countries may be affected by the Department of Foreign Affairs and Trade (DFAT) requirements in relation to Autonomous Sanctions: Democratic People’s Republic of Korea, Iran, Libya, Myanmar (Burma), Crimea and Sevastopol, Russia, Syria, Ukraine, Yugoslavia (former Federal Republic of Yugoslavia), Zimbabwe. If successful, an application from a citizen whose country is subject to Autonomous Sanctions will be asked to provide additional information to satisfy DFAT requirements. Applications that do not satisfy DFAT requirements may ultimately be deemed unsuccessful. Applicants should check the DFAT website as the list of countries affected by Autonomous Sanctions is regularly updated.

4. Fellows must become fulltime employees of Deakin University and must be physically located on a Deakin University campus. Fellows must not hold a concurrent paid appointment.

5. All Fellowship offers are contingent on the applicant providing evidence of having qualified for the award of a PhD. If a successful applicant cannot provide proof of their qualification by their commencement date the offer will be withdrawn.

6. The duration of the Fellowship shall be for a total period of 24 months and no extensions are available.

7. Appointments must commence between 1 January 2017 and 31 March 2017. In exceptional circumstances, the Deputy Vice-Chancellor (Research) may approve a delayed start date which must not exceed the 30th June 2017. This provision is primarily made to accommodate those applicants whose commencement is delayed due to visa requirements.

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4 This list is current at 09 March 2016, applicants should check the DFAT website at [http://dfat.gov.au/international-relations/security/sanctions/sanctions-regimes/Pages/sanctions-regimes.aspx](http://dfat.gov.au/international-relations/security/sanctions/sanctions-regimes/Pages/sanctions-regimes.aspx) for a current list of countries affected by Autonomous Sanctions.
8. A salary (taxable) will be provided at Level A6 (Year 1) and A7 (Year 2) of the University’s Academic salary scale and the appointee will be required to participate in the relevant superannuation scheme.

9. The ADPRF recipient must take any annual leave entitlements during the term of the Fellowship as the Fellowship cannot be extended to cater for accrued leave.

10. Host Faculties, Institutes and Strategic Research Centres should note that where an internal applicant’s current salary is either at or above the offered scheme salary levels, the administering budget centre will be fully responsible for providing any additional salary costs. Any offers to appoint external applicants above the offered scheme salary levels must comply with relevant University Policies and Procedures and any salary shortfall must be met by the area which will host the Fellowship recipient.

11. In the case of current Deakin employees who are awarded an ADPRF, host Faculties, Institutes and Strategic Research Centres should note that where the offer of a two year Fellowship entitles a current employee to severance pay at the conclusion of the Fellowship, the administering budget centre will be fully responsible for covering this cost.

12. The work performance of Fellows will be reviewed annually in accordance with the University’s Performance, Planning and Review process. Under the Fellowship, ADPRF recipients have reporting obligations (refer conditions 19, 20 & 21). Fellows who do not provide the required reports may face disciplinary action.

13. Requests to vary the fellowship for any reason must be submitted to Deakin Research and approved by the Deputy Vice-Chancellor (Research).

Duties

14. Fellows are expected to focus full-time on research for the duration of the Fellowship however Fellows may be required to undertake other duties for up to 6 hours per week (e.g. teaching duties, committee representation) as this constitutes an important part of the Fellow’s career development. It is essential that recipients be located at a Deakin University campus in order to undertake such duties.

15. All research must comply with the Australian Code for the Responsible Conduct of Research and any University Policies and Procedures.

Research Support Grant

16. A Research Support Grant of $10,000 will be provided upon commencement of the Fellowship. Industry based fellows will receive additional research support funds provided by their industry partner. Industry Partner contributions will be paid to Deakin University normally in the first year of the Fellowship. The Director of the SRC/Institute or the Faculty ADR must approve expenditure of this grant. Common uses for the research support grant include lab consumables, computer equipment and domestic or overseas travel (for the purpose of the research). The research support grant cannot be used to supplement the researcher’s salary or for relocation costs or other cost of living expenses.

17. These funds are designed as ‘start up’ funds to allow Fellows to establish their research in the host area. It is both anticipated and preferred that the bulk of these be used within the first 12 months of the Fellowship however small amounts of residual funding can be carried into the second year of the Fellowship. Requests to roll over amounts larger than 50% of the total allocation will be questioned and must have been discussed and approved by the relevant ADR or Director IFM prior to any request to carry forward the funds. Any unspent monies must be returned to Deakin Research at the conclusion of the Fellowship or at the time of its termination.
Research Integrity

18. Deakin University is bound by the Australian Code for the Responsible Conduct of Research (ACRCR) and has policies and procedures in relation to research integrity which must be adhered to. Alfred Deakin Postdoctoral Research Fellows are responsible for ensuring compliance with Deakin University’s requirements in this regard and for ensuring that they have any appropriate ethics clearances prior to commencing their research project. Fellows must successfully complete any mandatory training requirements appropriate to their project and are strongly encouraged to complete the “Research Integrity” induction module which covers the ACRCR and other matters such as privacy and copyright. Information on this and other Research Integrity training is available at [http://www.deakin.edu.au/research/researcher-support/integrity-secure/induction-and-training](http://www.deakin.edu.au/research/researcher-support/integrity-secure/induction-and-training)

Existing Deakin University staff who are up to date with the training requirements applicable to their project are excused from this requirement. Fellowship recipients are advised to consult the relevant research integrity staff if they are unsure regarding their training status, bearing in mind that some areas may have mandatory refresher courses.

Reports


21. If an Alfred Deakin Postdoctoral Research Fellow elects to relinquish their Fellowship prior to the official end date, a final report is required two weeks before leaving the position.

Overlap with other Fellowship Schemes

22. Alfred Deakin Postdoctoral Research Fellowship recipients who, during the term of their Fellowship, apply for Fellowship support from an alternate source under Deakin University auspices and are subsequently awarded the alternate Fellowship are expected to relinquish their Alfred Deakin Postdoctoral Research Fellowship and accept the alternate award in order to commence the new Fellowship without having to seek approval from the relevant funding body to delay their start date.

   a. Eg. An Alfred Deakin Postdoctoral Research Fellow recipient commences in January 2017 and applies for ARC DECRA 2018 funding (hosted by Deakin) and is successful for the DECRA. They must relinquish the Alfred Deakin Postdoctoral Research Fellowship and commence the DECRA without having to postpone the commencement of the DECRA i.e. they cannot delay the start of the DECRA in order to ‘finish’ the Alfred Deakin Postdoctoral Research Fellowship.

23. Alfred Deakin Postdoctoral Research Fellowship recipients who, during the term of their Fellowship, apply for Fellowship funding from an alternate source under the auspices of another institution and who are subsequently awarded the Fellowship support must notify Deakin Research – Grants within one week of notification of the other award. These candidates must either relinquish their Alfred Deakin Postdoctoral Research Fellowship or relinquish the alternate Fellowship within one month of notification of the other award.

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5 Fellowship support includes, but is not limited to, any NHMRC Fellowship scheme, the ARC Discovery Early Career Researcher Award or other forms of funding that provide salary support for the recipient.
Termination

24. It is up to the relevant Faculty / Institute or area to implement appropriate procedures if a Fellow is identified as having unsatisfactory performance. Any process must comply with the requirements of the Deakin University Enterprise Agreement 2013 or any subsequent Enterprise Agreement. The Deputy Vice-Chancellor (Research) must be informed of any Fellow whose performance is considered unsatisfactory and kept informed of the progress of any process being implemented to address concerns.