



Alfred Deakin Postdoctoral Research Fellowship Scheme 2024

Guidelines, Instructions and
Conditions of Award

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Alfred Deakin Postdoctoral Research Fellowship (ADPRF)

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BACKGROUND

The Alfred Deakin Postdoctoral Research Fellowships are intended to build research and innovation capability and excellence and create impact in strategic priority research strengths at Deakin University.

The Fellowships are to support and develop early career researchers identified as potential rising stars, aiming to enhance the capacity and capability in key research areas and build the next generation of high achieving and internationally competitive researchers for Deakin.

In addition to the Alfred Deakin Postdoctoral Research Fellowship Scheme, Deakin University also offers Executive Dean of Health Research Fellowships. The Executive Dean of Health Research Fellowships, similar to the Alfred Deakin Postdoctoral Research Fellowships, are intended to build research and innovation capability and excellence through innovation and impact across the Faculty of Health. These Fellowships support and develop early career researchers, and build the next generation of high achieving and internationally competitive researchers in health research.

The Alfred Deakin Postdoctoral Research Fellowships and Executive Dean of Health Research Fellowships will be assessed and offered concurrently. The objectives, guidelines and assessment criteria apply to both fellowship schemes.

SCHEME OBJECTIVES

To recruit new or retain talented early career researchers who:

- are nationally competitive for national and international fellowship schemes and project funding schemes (such as DECRA Fellowships, NGMRC and MRFF Investigator grants, National heart Foundation grants, DART Fellowships, etc.);
- undertake innovative research aligned directly with Deakin University Impact Themes and strategic research priorities, including the Trailblazer REACH focus areas of clean energy and recycling. Click [here](#) for further information.

ASSESSMENT CRITERIA

1. Candidate Track Record – 60%

Assessment will be based on discipline relevant criteria as well as:

- Last 5 years publications and/or NTROs where applicable, taking into account any career interruptions (see page 5-6) - including: consideration of field weighted citations, author position (first/last/corresponding etc.) and overall author contribution;
- Grant income only where the applicant was either CIA or CIB;
- The number of standing of relevant competitive research prizes and awards;
- Research impact, including developing intellectual property, research commercialization and/or contributions to policy or practice and community engagement;
- HDR Supervisions – but only if the applicant was the principal or co-supervisor.

2. Project Quality, Feasibility & Benefit – 30%

The excellence and significance of the project including:

- The research addresses an important and significant problem;
- The potential to advance knowledge and/or generate significant translational outcomes.

The feasibility of the proposal including:

- The conceptual/theoretical framework is innovative and original;
- The aims, concepts, methods and results are likely to advance knowledge and/or translation;



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- The project's design and the candidate's experience will result in the timely and successful completion.

The potential benefit of the project including evidence that:

- The project will produce significant new knowledge and/or innovative economic, commercial, environmental, social and or/cultural benefit to our communities;
- The project has the potential to lead to further research discoveries, innovations and/or benefits;
- The project is likely to attract external research funding and will enable applications for external funding to be submitted towards the end of year 1 of the Fellowship onwards.

3. Alignment & Research Environment - 10%

Assessment will be based on the five criteria below:

- Has the hosting environment received major external funding in the last 3 years (this is mandatory)?
- Has the hosting environment existing facilities to support the research?
- Within the hosting environment, what percentage of researchers went on to obtain externally funded fellowship or awarded CIA (School/Centre/Institute)?
- Has the supervisor received major external funding in the last 3 years as lead or significant investigator?
- Is the supervisor currently supervising an ADPRF?

LEVEL AND PERIOD OF FUNDING

The Fellowship provides 2 years of salary support from a Level A, Step 6 up to the top of Level B classification, commensurate with experience (ranges from \$92,891 - \$123,739 per annum¹ current as of 27 August 2022).

Years since PhD conferral	Academic Level	Step
0-1 year	Level A	Step 6
1-2 years	Level A	Step 7
2-3 years	Level A	Step 8
3-4 years	Level B	Step 1

NB: This table is an indicative guide only.

Successful Fellows also receive one-off Research Support Grant of \$15,000, to be used throughout the Fellowship. This grant must be used for direct research costs that relate specifically to the research project. These can include consumables, specialised computers, other equipment and resources as well as domestic or overseas travel if permitted.

Fellowships are generally offered on a full-time basis, however, domestic applicants or those who hold permanent residency, may elect to undertake the Fellowship on a part-time basis if they meet the criteria outlined below.

The part-time option is not available to international applicants due to Australian visa requirements. Part-time fellowships are only available to researchers who have carer responsibilities or personal circumstances such as a medical condition or disability that preclude full-time work. Applicants who wish to undertake the Fellowship part-time must do so at a minimum time fraction of 60% (0.6 FTE) and should note that there are two options for undertaking a part-time Fellowship:

- Residual salary funds can be used to employ a Research Assistant (or similar) to enable completion of the project within the two-year period;
- Fellows may elect to extend the period of employment commensurate with their time fraction noting that any time-fraction increases during the Fellowship will reduce the duration of the Fellowship. For example, a Fellow

¹ Successful Fellows will be paid at Level A, Step 6 salary scale unless the Deputy Vice-Chancellor Research approves appointment at a higher step within the scale as per the University's Remuneration Procedure or salary matching is required.



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who elects to work at 0.8 (80% of Full Time Equivalent (FTE)) will have 30 months to undertake the Fellowship. If, however, the individual increases their time fraction to 100% during the course of the Fellowship, the end date of their contract with the University would be reduced accordingly.

PERFORMANCE EXPECTATIONS

Alfred Deakin Postdoctoral Research Fellows are required to:

- successfully undertake their proposed research project;
- contribute as appropriate to other research programs in their hosting environment;
- grow their track record of success in terms of the range of measures outlined under “Candidate” in the Assessment Criteria above;
- apply for external research and innovation funding in terms of projects/tenders², or fellowships by 31st October 2024 and submit subsequent applications by 31st October 2025;
- report against the above ‘Performance Expectations’ and external funding activity at 1-year (Progress Report) and 2-year (Final Report) intervals during their award (mandatory).

ELIGIBILITY

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

PhD Award Date

Applicants must have been awarded a PhD³ on or after 1st January 2020 or, together with allowable career interruptions, have an award of PhD date that would be commensurate with a PhD Award Date of 1st January 2020 (refer to Career Interruptions for Eligibility Purposes below).

Applicants should carefully note the Conditions of the Award pertaining to the offer of a Fellowship as all Fellowship offers are contingent on the applicant providing evidence in the application process of having qualified, or being on track to qualify, for the award of a PhD **by no later than 31st December 2023**.

Career Interruptions for Eligibility Purposes

Career Interruptions or breaks are defined as a prolonged interruption to an applicant’s capacity to work. See below allowable career interruptions and timeframes for ADPRF.

Reason for Career Interruption	Time which can be claimed
Disruption due to international relocation.	A period of time commensurate with the interruption not exceeding three months per international relocation.
<ul style="list-style-type: none">• Carer’s responsibilities• Medical condition or disability• Maternity or parental leave• Disaster management and recovery• Limited or no access to facilities and resources—such as through workplace interruptions• Unemployment• Non-research employment not concurrent with research employment	A period of time commensurate with the interruption

² Please note ‘external research and innovation funding in terms of projects/tenders’ does not need to be as lead or sole CI.

³ PhD award date is defined as the date on the testamur.



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Reason for Career Interruption	Time which can be claimed
Being the primary carer of a dependent child (inclusive of carer's responsibilities and any maternity or parental leave)	Two years per dependent child, inclusive of any period of maternity or other parental leave, with no maximum identified. A primary carer who has had extensive caring responsibilities for a dependent child may be granted a further extension (in addition to the two years) with justification. This may be due to the child being ill or having a disability

For the purposes of eligibility, a period of Career Interruption is defined as a continuous absence from work for 28 calendar days or more, and/or continuous, long-term, part-time employment that has been formalised with the applicant's employer with the absence amounting to (a total of 28 calendar days or more).

Please note that each period of career interruption being claimed:

- must not be counted twice if there is overlap with another career disruption;
- can only include periods before the close date;
- must involve a continuous absence from work of 28 calendar days or more, and/or,
- must demonstrate continuous part-time employment (with defined % full-time equivalent, FTE) due to circumstances defined as a career interruption, with any absence amounting to a total of 28 calendar days or more.

Applicants must document any career interruptions relevant to their eligibility within the application form. Applicants will need to provide official documentary evidence in English or an authorised English translation of such documents to substantiate claimed career interruptions. This can be in the form of a [Statutory Declaration](#) (This link is for a Victorian Statutory Declaration. Equivalent Statutory Declarations are also accepted as long as they are in English).

Note:

Total working time (FTE) must be less than 4 years post PhD conferral.

FTE (in years) is calculated as follows: time fraction x no. of years.

Examples & Notes re Career Interruptions:

1. An applicant awarded a PhD on 1 January 2019 can demonstrate they were on parental leave for 12 months is eligible.
2. An applicant awarded a PhD on 01 January 2019 can demonstrate a career interruption of 6 months is ineligible.

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 the recipient being granted an appropriate visa (Refer also "Conditions of Award"). Some applicants may be affected by Australia's Autonomous Sanctions requirements (Refer to "Conditions of Award").

Existing or Past Alfred Deakin Postdoctoral Research Fellows

A past or present Alfred Deakin Postdoctoral Research Fellow and/or Executive Dean of Health Research Fellow cannot hold a second or subsequent Alfred Deakin Postdoctoral Research Fellowship and/or Executive Dean of Health Research Fellowship. There is no provision within this scheme for the extension of existing Alfred Deakin Postdoctoral Research Fellowships and/or Executive Dean of Health Research Fellowships.



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APPLICATION AND ASSESSMENT PROCESS

1. Applications must be submitted via the online application form accessible via the Deakin website.
2. Applicants must ensure that their proposed supervisor has agreed to host their Fellowship. The applicant declares this via the online application form.
3. Applicants should ensure that academic researchers outside their discipline area can easily understand their Research Proposal, as the assessment process will involve assessors from a range of research disciplines. Applications will be assessed against the selection criteria by the relevant Faculty in consultation with their Research Institutes or Strategic Research Innovation Centres for competitiveness and alignment with Deakin University Impact Themes. Further information regarding Deakin University Impact Themes can be found in [Deakin 2030 - Ideas to Impact](#) (page 15). The assessment panel will include the Associate Deans Research and Institute Directors at a minimum. NB: If an Institute is not associated with a Faculty, that Institute's applications will be assessed by that Institute.
 - a. The proposed supervisor may be consulted to comment on the competitiveness of the candidate and their research as well as their future potential;
 - b. Faculties/Institutes or SRICs may ask applicants to participate in an interview via Zoom (or similar) as part of the shortlisting process.
4. Shortlisted applicants will be required to provide details of two referees.

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” offer will be issued by the Deakin University People and Culture Division (PCD). Only the PCD 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 PCD.

Unsuccessful Applications

Unsuccessful applicants will be notified by email, but we cannot provide individual feedback.



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FURTHER INFORMATION AND WEB LINKS

See <https://www.deakin.edu.au/research/support-for-researchers/find-funding/deakin-university-funding/adprf>

For queries or clarification on any aspect of this scheme email adprfellowships@deakin.edu.au

Key Dates

Date	Event
Monday 3 July, 2023	2024 Round opens: Application form available via online recruitment system (Deakin Recruit).
Wednesday 30 August, 2023	2024 Round closes: Applications must be lodged via Deakin Recruit NB: Late applications will not be accepted.
Monday 6 November, 2023	Send informal offers. <u>The majority</u> of ineligible and unsuccessful applicants will be notified by People and Culture Division following approval to do so by Faculties/Institutes.
Friday 17 November, 2023	Informal offers finalised by this date.
From Monday 20 November, 2023	Applicants issued formal offer by People and Culture Division.
Wednesday 3 January, 2024	First date for ADPRF to commence.
Friday 29 March, 2024	Final date for ADPRF to commence.

WEB LINKS AND CONTACT DETAILS

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

List of Contacts: Faculties

Faculty of Arts and Education

Faculty	Contact Details	Further Information on Faculty research area
Arts & Education	artsed-research-grants@deakin.edu.au	https://www.deakin.edu.au/students/faculties/artsed/research
Schools	Contact Details	Further Information on Schools research area
School of Communication and Creative Arts	e.potter@deakin.edu.au	https://www.deakin.edu.au/communication-creative-arts/research
School of Education	l.hobbs@deakin.edu.au	https://www.deakin.edu.au/education/research
School of Humanities and Social Sciences	clare.corbould@deakin.edu.au	https://www.deakin.edu.au/humanities-social-sciences/research



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Faculty of Business and Law

Faculty	Contact Details	Further Information on Faculty research area
Business and Law	blresdev@deakin.edu.au	https://www.deakin.edu.au/buslaw
Schools	Contact Details	Further Information on Schools research area
Deakin Business School	blresdev@deakin.edu.au	https://www.deakin.edu.au/business/research
Deakin Law School	blresdev@deakin.edu.au	https://www.deakin.edu.au/law/research

Faculty of Health

Faculty	Contact Details	Further Information on Faculty research area
Health	healthrs@deakin.edu.au	https://www.deakin.edu.au/health/faculty-research
Schools	Contact Details	Further Information on Schools research area
School of Exercise and Nutrition Sciences	clinton.bruce@deakin.edu.au	https://www.deakin.edu.au/exercise-nutrition-sciences/research
School of Health and Social Development	ahosr.shsd@deakin.edu.au	https://www.deakin.edu.au/health-social-development/research
School of Medicine	healthrs@deakin.edu.au	https://www.deakin.edu.au/medicine/research
School of Nursing and Midwifery	tracey.bucknall@deakin.edu.au	https://www.deakin.edu.au/nursing-midwifery/research
School of Psychology	matthew.fuller-tyszkiewicz@deakin.edu.au	https://www.deakin.edu.au/psychology/our-research

Faculty of Science, Engineering & Built Environment

Faculty	Contact Details	Further Information on Faculty research area
Science, Engineering & Built Environment	sebe-research@deakin.edu.au	https://www.deakin.edu.au/sebe
Schools	Contact Details	Further Information on Schools research area
School of Architecture and Built Environment	dominica@deakin.edu.au	https://www.deakin.edu.au/architecture-built-environment/research
School of Engineering	mahmud.ashraf@deakin.edu.au	https://www.deakin.edu.au/engineering/research
School of Information Technology	thuong.hoang@deakin.edu.au	https://www.deakin.edu.au/information-technology/research
School of Life and Environmental Sciences	craig.sherman@deakin.edu.au	https://www.deakin.edu.au/life-environmental-sciences/research



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List of Contacts: Research Institutes

Further information on research within each SRIC/Institute is available *via*

<https://www.deakin.edu.au/research/research-institutes-and-centres/institutes-and-centres>

Institute	Contact Details	Further Information on Faculty research area
Applied Artificial Intelligence Institute (A2I2)	a2i2@deakin.edu.au	https://www.deakin.edu.au/a2i2
Alfred Deakin Institute (ADI)	adi@deakin.edu.au	https://adi.deakin.edu.au/
Institute for Frontier Materials (IFM)	ifm-grants@deakin.edu.au	https://ifm.deakin.edu.au
Institute for Health Transformation (IHT)	health-transformation@deakin.edu.au	https://iht.deakin.edu.au/
Institute for Mental and Physical Health and Clinical Translation (IMPACT)	impact@deakin.edu.au	https://impact.deakin.edu.au/
Institute for Intelligent Systems Research and Innovation (IISRI)	IISRI-enquiries@deakin.edu.au	https://iisri.deakin.edu.au/
Institute for Physical Activity and Nutrition (IPAN)	ipan@deakin.edu.au	https://ipan.deakin.edu.au/

NB: For the purposes of the Assessment Processes, the following affiliations apply:

- Faculty of Health – IHT; IMPACT and IPAN
- All other Institutes are considered independent of a Faculty.

List of Contacts: Strategic Research Innovation Centres

Further information on research within each SRIC/Institute is available *via*

<https://www.deakin.edu.au/research/research-institutes-and-centres/institutes-and-centres>

Strategic Research Innovation Centre	Contact Details	Further Information on Faculty research area
Research for Educational Impact (REDI)	redi@deakin.edu.au	https://www.deakin.edu.au/redi
Centre for Social and Early Emotional Development (SEED)	psy-school-research-management-group@deakin.edu.au	https://www.deakin.edu.au/seed
Centre for Regional and Rural Futures (CeRRF)	rebecca.lester@deakin.edu.au	https://www.deakin.edu.au/cerrf
Centre for Cyber Resilience and Trust (CREST)	robin.doss@deakin.edu.au	https://www.deakin.edu.au/crest



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Strategic Research Innovation Centre	Contact Details	Further Information on Faculty research area
Deakin Marine Research and Innovation Centre	centreformarinescience@deakin.edu.au	Available soon
Centre for Sustainable Bioproducts (CSB)	colin.barrow@deakin.edu.au	https://www.deakin.edu.au/csb
Centre for Contemporary Histories (CCH)	anna.kent@deakin.edu.au	https://chrg.deakin.edu.au/
HOME	home-sric@deakin.edu.au richard.tucker@deakin.edu.au	https://deakinhomeresearchhub.com/home-projects/

NB: For the purposes of the assessment processes, the following affiliations apply:

- Faculty of Arts and Education – REDI, CCH
- Faculty of Health – SEED
- Faculty of Science, Engineering and Built Environment – CeRRF, CREST, CMS, CSB and HOME

SUBMISSION INSTRUCTIONS

Applicants should:

1. Determine which Faculty/School, Research Institute or Strategic Research Innovation Centre (SRIC) aligns most closely with their research interests and contact that area to ascertain whether their proposal is aligned and would be supported (refer to the Web Links and Contact Details section);
2. Identify a preferred supervisor based on the alignment of their research interests and area of expertise;
3. Complete and submit the application via Deakin University's online recruitment system, Deakin Recruit on or before the due date;
4. Applicants must follow any submission or formatting requirements and must upload the required Attachments;
5. Only one application per applicant will be accepted;
6. The application will be forwarded to the nominated Faculty/School, Research Institute or SRIC for review and assessment.

Late applications will not be accepted.

Application Formatting Requirements

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

Application Templates: Applications must be prepared using the online application form and the 2024 templates accessible from the Deakin [ADPRF website](#).

- Do not alter page formats, margins, line and character spacing, or font type and sizes;
- Do not add attachments other than those requested.

Attachments: Font size should be 11point Calibri margins should be 2cm on all sides and line spacing set to single.

False or Misleading Information

All information provided in the application including publication data and the status of a PhD qualification must be current at the time of submission. If Deakin University considers that an application contains false or misleading information, the application will be excluded from further consideration or, if an offer has been made, the offer



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will be withdrawn.

NB: Those applying for a 2024 Alfred Deakin Postdoctoral Research Fellowship who have requested fellowship support⁴ from other sources may submit the same project to the Alfred Deakin Postdoctoral Research Fellowship scheme, provided details are listed in the Research Project Details section of the online Application form.

Acknowledgement of Receipt

Deakin University will acknowledge receipt of all applications via their online recruitment system, Deakin Recruit. If you do not receive an Acknowledgement of Receipt for your Application within two working days, please send a "Request for Confirmation of Receipt of ADPRF Application [your surname]" to adprfellowships@deakin.edu.au. Applicants are advised to retain a copy of their application.

CONDITIONS OF AWARD

All Conditions of Award are mandatory and non-negotiable.

NB: The People and Culture Division will issue any formal offer of employment and can advise successful fellows on matters such as superannuation, leave entitlements, immigration requirements and intellectual property provisions.

Employment Conditions

1. All Fellowship offers are contingent on the applicant providing evidence of having qualified, or being on track to qualify, for the award of a PhD by 31st December 2023 noting the below:
 - a. All applicants must be able to commence the fellowship by 29th March 2024. If they are unable to commence by this date their offer will be withdrawn and they will be encouraged to reapply next year.If a successful applicant cannot provide proof of their qualification by 31st December 2023 the offer will be withdrawn.
2. All conditions of employment are governed by the Deakin University Enterprise Agreement 2017 or any subsequent Enterprise Agreement.
 - a. Deakin Research will provide a taxable salary between Level A, Step 6 – Level B, Step 6 of the University's Academic salary scale for the two years of the Fellowship;
 - b. The appointee will be required to participate in the relevant superannuation scheme.
3. Fellows must become employees of Deakin University, be based out of a Deakin University campus and follow Deakin University Blended Working policy as agreed with their supervisor (a substantial on-campus presence will be expected of all Alfred Deakin Postdoctoral Research Fellows).
4. Fellowships undertaken on a full-time basis are of 24 months duration and there is no provision for any extension beyond 24 months.
 - a. With the exemption of Maternity Leave and other extended leave that is approved by the Deputy Vice-Chancellor Research (as per point 9 below).
5. Domestic applicants or those with permanent residency can undertake the Fellowship on a part-time basis (see 'Level and Period of Funding' section). This option is not available to international applicants who will require a temporary visa to undertake the Fellowship if successful.
 - a. There are two options available to those candidates who are approved to undertake the Fellowship part-time
 - A Fellow may elect to use any residual salary savings to employ a Research Assistant (or similar) to fast track their career. In this case, the Fellowship must be completed within the 2-year period.

⁴ Fellowship support includes, but is not limited to, any NHMRC or MRFF Fellowship scheme, the ARC Discovery Early Career Researcher Award or other forms of funding that provide salary support for the recipient.



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- A Fellow may elect to extend the duration of the Fellowship commensurate with their nominated time fraction (the minimum time-fraction being 0.6 or 60% of full-time). These Fellows must complete the Fellowship in the duration specified in their contract unless they choose to increase their time-fraction at some point in which case the duration of the Fellowship will be reduced commensurate with the revised time fraction.
 - Fellowships undertaken at 0.6 FTE will have a duration of 40 months.
 - Fellowships undertaken at 0.8 FTE will have a duration of 30 months.
- 6. All ADPRF recipients must take any annual leave entitlements during the term of the Fellowship as the Fellowship cannot be extended to cater for accrued leave.
- 7. 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.
 - a. Successful applicants are responsible for all visa costs associated with their appointment (except the “Nomination Fee” where applicable which is borne by the relevant administrative area).
- 8. The work performance of Fellows will be reviewed annually in accordance with the University’s Deakin Achieve process. Under the Fellowship, ADPRF recipients have reporting obligations (see the ‘Reports’ section below). Fellows who do not provide the required reports may face disciplinary action.
- 9. Requests to vary the fellowship for any reason must be discussed with the relevant Head of budget centre before being submitted to adprfellowships@deakin.edu.au for consideration by the Deputy Vice-Chancellor Research.

International Considerations

- 10. 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: North Korea, Iran, Libya, Myanmar, Russia/Ukraine, Syria, The Former Federal Republic of Yugoslavia, Zimbabwe. See [DFAT website](#) for further information.
 - a. 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 or applicants that do not satisfy DFAT requirements will be deemed unsuccessful. Applicants should check the DFAT website as the list of countries affected by Autonomous Sanctions is regularly updated.
- 11. Applicants, particularly those who will have to relocate to take up a Fellowship, should carefully assess their ability to manage on the income provided prior to submitting an application or accepting any Fellowship offer.
 - a. There are no additional allowances to support recipients for unanticipated living expenses. For example, those on temporary visas may be 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 as the salary support provided under this scheme is fixed and there are no additional funds or allowances available to cover unanticipated expenses incurred by individuals.

Duties

- 12. Fellows are expected to focus 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. This is calculated on a pro-rata basis for part-time fellows. It is essential that recipients be located at a Deakin University campus in order to undertake such duties.



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Research Support Grant

13. A Research Support Grant of \$15,000 will be provided from commencement of the Fellowship.
 - a. A Budget outlining the use of the Research Support Grant will need to be submitted once a candidate has accepted their formal offer;
 - b. The Research Support Grant must be used according to the submitted budget for the direct costs of the research only. These can include consumables, specialised computers, other equipment and resources as well as domestic or overseas travel if permitted;
 - c. The Research Support Grant cannot be used to supplement the researcher's salary, for relocation costs or other cost of living expenses, or any other costs not directly related to the Fellow's research.
14. The Research Support Grant is designed to support Fellows with their research. Any unspent monies must be returned to Deakin Research at the conclusion of the Fellowship or at the time of its termination.

Overlap with externally funded research Fellowships/Grants

15. The Alfred Deakin Postdoctoral Research Fellowship cannot be held in conjunction with another paid employment, with the exception of externally funded research fellowship/grants with funding rules that allow for joint arrangements or appointments and/or transfer. Please provide details of the grant/fellowship via the online Application Form.

Research Integrity

16. All research must comply with the *Australian Code for the Responsible Conduct of Research (ACRCR)* and any University Policies and Procedures.
 - a. Alfred Deakin Postdoctoral Research Fellows are responsible for ensuring compliance and that they have appropriate ethics clearances prior to commencing their research project. Fellows must successfully complete any mandatory training appropriate to their project (including mandatory refresher courses as applicable) 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>
 - i. Existing Deakin University staff who are up to date with the training requirements applicable to their project are not required to repeat the training except as required for refresher purposes.

Reports

17. A progress report is required 12 months from the commencement of the fellowship. The report must be completed via ServiceNow (an email will be sent to Fellows providing a link to access ServiceNow).
18. A final report is required six weeks before the fellowship is due to end. The report must be completed via ServiceNow (an email will be sent to Fellows providing a link to access ServiceNow).
19. If an Alfred Deakin Postdoctoral Research Fellow elects to relinquish their Fellowship prior to the official end date, a final report is required four weeks before leaving the position.

Performance Management and Termination

20. Alfred Deakin Postdoctoral Research Fellows are subject to all conditions outlined in the University's Enterprise Agreement 2017 or any subsequent Enterprise Agreement. It is up to the relevant Head of budget centre to implement appropriate procedures if a Fellow is identified as having unsatisfactory performance. 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.