



Alfred Deakin Postdoctoral Research Fellowship Scheme 2021

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 support and develop early career researchers, aiming to enhance our capacity and capability in key research areas and build the next generation of high achieving and internationally competitive researchers.

SCHEME OBJECTIVES

- To recruit or retain early career researchers who demonstrate nationally or internationally outstanding track records relative to opportunity
- To support talented early career researchers whose areas of research focus align directly with strategic research priorities at Deakin University
- To further innovative research in areas of strategic importance to Deakin University.

ASSESSMENT CRITERIA

1. Candidate – 40%

Excellence in terms of track record relative to opportunity, including:

- The number, quality and influence of publications or NTROs and the extent and nature of the candidate's authorship or creative contributions
- Top three publications or outputs based on impact (describe their impact on knowledge in the field and/or nature of the innovation, your role, % contribution, number of citations and impact factor of the journal or other measures of the global/ national standing of the outlet)
- The number of grants held and the candidate's role (including investigator position) in current or previously funded grants, fellowships, research and development contracts (external and internal considered separately)
- The number and standing of relevant competitive prizes and awards
- The number and type of speaking invitations at national or international conferences
- Research impact, including developing intellectual property, research commercialisation and/or contributions to policy or practice and community engagement
- The candidate's exposure to and experience in undergraduate and/or HDR student supervision
- The candidate's contribution to and participation in peer review for grant schemes and/or journal publications or NTRO equivalent
- Capacity to undertake the proposed research
- Other evidence of emerging leadership.

2. Project Quality, Feasibility & Benefit – 50%

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



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The potential benefit of the project including:

- 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 ground breaking discoveries, innovations and/or benefits including attraction of external research funding.

3. Alignment & Research Environment - 10%

The candidate’s potential to contribute to and develop areas of research strength aligned with the University’s strategic research priorities, including:

The alignment of the proposed research with existing activity including:

- Alignment with Deakin University Strategic Themes:
 - Advancing society, culture and the economy
 - Building safe and secure communities
 - Creating smarter technologies
 - Enabling a sustainable world
 - Improving health and wellbeing

Further information regarding Deakin University Strategic Themes can be found on the [Deakin website](#).
- Access to a high quality research environment and potential to contribute to and enhance areas of research strength (e.g. externally funded major strategic entities, centres or programs)
- The necessary facilities exist to ensure the successful conduct of the project
- The host area provides exceptional collaborative and mentoring opportunities for the applicant.

The candidate demonstrates:

- How they envisage working in the hosting research environment
- Alignment of research with University research/impact themes
- How their research project fits and how it will add to the research being undertaken in that area
- How their project will contribute to the objectives of the area
- Who they aim to collaborate with in the area.

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 \$88,209 - \$117,503 per annum¹ current at 24 May 2020).

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 in an indicative guide only.

Successful Fellows also receive a once off research support grant of \$15,000, which must be used for direct research costs that relate specifically to the research project. These can include consumables, computers, other equipment and resources and domestic or overseas travel if permitted.

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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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 further 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:

1. Residual salary funds can be used to employ a Research Assistant (or similar) to enable completion of the project within the two year period
2. 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 who elects to work at 0.8 time fraction (80%) 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 Fellows are expected 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.

Fellows will be required to;

- apply for external research and innovation funding in terms of projects/ tenders and fellowships during the first year of their award and subsequently (mandatory) and
- report against performance expectations and external funding activity at six monthly 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 PhD² on or after 1 January 2017 or, together with allowable career interruptions, have an award of PhD date that would be commensurate with a PhD Award Date of 1 January 2017 (refer 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 their 2021 commencement date and/or no later than 31 March 2021.**

² PhD award date is defined as the date on the testamur.



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Career Interruptions for Eligibility Purposes

Career Interruptions or breaks are defined as a prolonged interruption to an applicant's capacity to work due to pregnancy, carer responsibilities, major illness or injury and/or unemployment. 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 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 in 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](#).

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 2016 can demonstrate they were on parental leave for 12 months is eligible.
2. An applicant awarded a PhD on 01 January 2016 can demonstrate a career interruption of 6 months is ineligible.

Work Rights

All applicants are required to hold Australian work rights at point of application to be considered eligible to apply for a 2021 ADPRF.

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

Deakin University applicants will be **ineligible** if they have:

- An externally funded appointment with more than 2 years of remaining funding
- Any outstanding reports to any funding body or for any internal schemes

Deakin University applicants with an externally funded appointment with less than 2 years of remaining funding must seek an exemption from the DVCR to apply for an Alfred Deakin Postdoctoral Research Fellowship. Requests for exemptions can be emailed to adprfellowships@deakin.edu.au.



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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.
4. 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 Strategic Themes. Further information regarding Deakin University Strategic Themes can be found on the [Deakin website](#). 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 SKYPE (or similar) as part of the shortlisting process.
5. 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 Human Resources Division (HRD). Only the HRD 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 HRD.

Unsuccessful Applications

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

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.



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Key Dates

Date	Event
Monday 5 October 2020	2021 Round opens: Application form available via online recruitment system (Deakin Recruit).
11:59 pm Monday 2 November 2020 (AEST)	2021 Round closes: Applications must be lodged via Deakin Recruit NB: Late applications will not be accepted.
Monday 14 December 2020	Send informal offers. <u>The majority</u> of ineligible and unsuccessful applicants will be notified by Human Resources Division following approval to do so by Faculties/Institutes.
Friday 8 January 2021	Informal offers finalised by this date.
<i>From</i> Friday 15 January 2021	Applicants issued formal offer by Human Resources Division.
Monday 22 February 2021	First date for ADPRF <u>local candidates to commence.</u>
Monday 8 March 2021	First date for ADPRF <u>interstate/international candidates to commence.</u>
Wednesday 31 March 2021	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	louise.paatsch@deakin.edu.au	https://www.deakin.edu.au/education/research



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School of Humanities and Social Sciences	andrew.singleton@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	glenn.wadley@deakin.edu.au	https://www.deakin.edu.au/exercise-nutrition-sciences/research
School of Health and Social Development	sharon.brennanolsen@deakin.edu.au	https://www.deakin.edu.au/health-social-development/research
School of Medicine	alister.ward@deakin.edu.au	https://www.deakin.edu.au/medicine/research
School of Nursing and Midwifery	emancias@deakin.edu.au	https://www.deakin.edu.au/nursing-midwifery/research
School of Psychology	peter.enticott@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	reza.hosseini@deakin.edu.au	https://www.deakin.edu.au/architecture-built-environment/research



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School of Engineering	ben.horan@deakin.edu.au	https://www.deakin.edu.au/engineering/research
School of Information Technology	antonio.robles-kelly@deakin.edu.au	https://www.deakin.edu.au/information-technology/research
School of Life and Environmental Sciences	xavier.conlan@deakin.edu.au	https://www.deakin.edu.au/life-environmental-sciences/research

List of Contacts: Research Institutes

Further information on research within each SRIC/Institute is available *via* <https://www.deakin.edu.au/research/research-groups/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://www.deakin.edu.au/adi
Institute for Frontier Materials (IFM)	ifm-grants@deakin.edu.au	https://www.deakin.edu.au/ifm
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)	impactsrc@deakin.edu.au	https://www.deakin.edu.au/impact
Institute for Intelligent Systems Research and Innovation (IISRI)	IISRI-enquiries@deakin.edu.au	https://www.deakin.edu.au/iisri
Institute for Physical Activity and Nutrition (IPAN)	ipan@deakin.edu.au	https://www.deakin.edu.au/ipan

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

- Faculty of Arts and Education – ADI
- 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-groups/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



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Centre for Social & Early Emotional Development (SEED)	psy-school-research-management-group@deakin.edu.au	https://www.deakin.edu.au/seed
Centre for Integrative Ecology (CIE)	natasha.kaukov@deakin.edu.au	https://www.deakin.edu.au/cie
Centre for Regional and Rural Futures (CeRRF)	rebecca.lester@deakin.edu.au	https://www.deakin.edu.au/cerrf
Centre for Cyber Security Research and Innovation (CSRI)	damien.manuel@deakin.edu.au	https://www.deakin.edu.au/csri
Centre for Sports Research (CSR)	Sports Science - natalie.saunders@deakin.edu.au Sports Management - david.shilbury@deakin.edu.au	https://www.deakin.edu.au/csr

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

- Faculty of Arts and Education – REDI
- Faculty of Health – SEED
- Faculty of Science, Engineering and Built Environment – CIE; CeRRF and CSRI
- NB: CSR is affiliated with both the Faculty of Health and the Faculty of Business and Law. Applications associated with this SRC will be allocated to the most appropriate Faculty depending on the nature of the proposal.

SUBMISSION INSTRUCTIONS

Applicants should:

1. Determine which Faculty, 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, 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 2021 templates accessible from the Deakin 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 11 point Calibri margins should be 2cm on all sides and line spacing set to single.

False or Misleading Information



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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 will be withdrawn.

NB: Those *applying* for a 2021 Alfred Deakin Postdoctoral Research Fellowship who have requested fellowship support³ from other sources may submit the same project to the Alfred Deakin Postdoctoral Research Fellowship scheme, provided full disclosure is made under (Research Support) in the 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 and mandatory and non-negotiable.

NB: The Human Resources 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 applicants are required to hold Australian work rights at point of application to be considered eligible to apply for a 2021 ADPRF.
2. 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 their 2021 commencement date noting the below:
 - a. All applicants must be able to commence the fellowship by 31st March, 2021. 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 their commencement date the offer will be withdrawn.
3. 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.
4. Fellows must become employees of Deakin University and must be based out of a Deakin University campus.
5. Fellowships undertaken on a full-time basis are of 24 months duration and there is no provision for any extension beyond 24 months.
6. Domestic applicants or those with permanent residency can undertake the Fellowship on a part-time basis. 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 able to approved to undertake the Fellowship part-time
 - A Fellow may elect to use any residual salary savings to employ a Research Assistant (or

³ 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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similar) to fast track their career. In this case, the Fellowship must be completed within the 2 year period.

- 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.
7. 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.
 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.
11. 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.
 - a. Applicants should check the DFAT website as the list of countries affected by Autonomous Sanctions is regularly updated.

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.

Research Support Grant

13. A Research Support Grant of \$15,000 will be provided from commencement of the Fellowship.
 - a. The Research Support Grant must be used according to the submitted budget for the direct costs of the research only.
 - b. 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 provide 'start up' funds to allow Fellows to establish their research in the host area. It is anticipated and preferred that the bulk of this funding be used within the first 12 months of the Fellowship however some residual funding can be carried into the second year of the Fellowship.



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- a. Requests to roll over amounts larger than 50% of the total allocation from Year 1 to year 2 must have been discussed and approved by the relevant Head of budget centre prior to any request to carry forward the funds.
15. Any unspent monies must be returned to Deakin Research at the conclusion of the Fellowship or at the time of its termination.

Overlap with other Fellowship Schemes

16. Fellows cannot hold a concurrent paid appointment.
17. The Alfred Deakin Postdoctoral Research Fellowship cannot be held in conjunction with another fellowship.
- a. 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.
 - i. For example, an Alfred Deakin Postdoctoral Research Fellow recipient commences in January 2021 and applies for ARC DECRA 2022 funding (hosted by Deakin) and is successful. They must relinquish the Alfred Deakin Postdoctoral Research Fellowship and commence the DECRA without having to postpone the commencement of the DECRA ie. they cannot delay the start of the DECRA in order to ‘finish’ the Alfred Deakin Postdoctoral Research Fellowship.

Research Integrity

18. 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

19. A progress report is required 12 months from the commencement of the fellowship. The report must be prepared using the template (and associated instructions) available on the Deakin website.
20. A final report is required two weeks before the fellowship is due to end. The report must be prepared using the template (and associated instructions) available on the Deakin website.
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.

Performance Management and Termination

22. 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.