

## Griffith Medical Research College

### GRIFFITH MEDICAL RESEARCH COLLEGE POSTDOCTORAL FELLOWSHIP

#### PURPOSE

The Griffith Medical Research College Postdoctoral Fellowship has been established as a one-off initiative to assist the GMRC in its objective of strengthening research collaboration between Griffith University (GU) and the Queensland Institute of Medical Research (QIMR). The GMRC Postdoctoral Fellowship Scheme's main objectives are:

- (i) To attract a high calibre early career researcher as a GMRC Postdoctoral Fellow;
- (ii) To strengthen collaboration between GU and the QIMR under the umbrella of the GMRC by awarding a fellowship that will complement the work of a new or existing collaboration.
- (iii) To provide the GMRC Postdoctoral Fellow with support to develop their demonstrated research potential and track record; and
- (iv) To provide the GMRC Research Fellow the time and support to maintain their momentum in terms of their research achievements and outputs

**Number: One (1) fellowship will be awarded in 2007**

#### ELIGIBILITY

##### Supervisor Eligibility

- Each fellowship application must include at least one supervisor employed by the QIMR and one supervisor employed by Griffith University.
- Each supervisor must have a Griffith University or QIMR full time or fractional academic appointment of 50% OR MORE for the 2007 and 2008 calendar years.
- Listed supervisors are required to submit, together with the applicants' fellowship applications, progress/final reports for all projects funded previously under any (Griffith University or QIMR) internal grant scheme including GURG/GURD schemes in the previous three years (2004 to 2006 inclusive). Failure to provide a progress/final report will result in an application being deemed ineligible.

##### Applicant Eligibility

- Both non-residents and Australian citizens/residents may apply.
- Recipients must reside in Australia for the full term of the Fellowship.
- Applicants must hold a PhD awarded not more than 3 years prior to the **closing date of 1<sup>st</sup> December 2006**, or, applicants who have submitted their PhD thesis by the closing date are eligible to apply.

#### TENURE

- The GMRC Fellow will be appointed for a period of 2 years.
- The GMRC Fellowship is tenable on a full-time basis only and the fellow must be located on one of Griffith University's five campuses or at the QIMR.

## Griffith Medical Research College

- The Fellowship must be taken up as soon as possible after notice and acceptance of the award and no later than 31st March 2007. Extensions to this start date are granted in only very exceptional circumstances.
- The GMRC Postdoctoral Fellow will be an early career researcher who shows potential to become a leader in their field.

### SALARY AND SUPPORT

- The GMRC Research Fellow will be appointed within the salary range consistent with salary ranges of GU **OR** QIMR, depending on the level of experience of the successful. Superannuation benefits are paid in addition to salary.
- Travel and removal costs to take up the fellowship will be provided for the recipient and his/her dependents in accordance with Griffith University's policy on Removal Assistance. This includes economy class air passage by the most direct scheduled route and a contribution to removal expenses.
- The following research and conference support will be provided: \$5, 000 over the 2 year appointment.

### APPLICATION PROCESS

- Applications must be submitted in the prescribed format.
- Applications must reach the GU Office for Research by 5pm on the advertised **closing date of 1<sup>st</sup> December, 2006**. Late applications will not be accepted.
- The original and 5 copies must be submitted by mail. Faxed and emailed applications will not be accepted. The address for applications is:

Postal Address

GMRC Postdoctoral Fellowship Scheme  
Office for Research  
Nathan Campus, Griffith University  
170 Kessels Road  
Nathan Qld 4111

Courier Address

GMRC Postdoctoral Fellowship Scheme  
Office for Research  
Room 2.31  
Bray Centre (N54)  
Nathan Campus, Griffith University  
170 Kessels Road  
Nathan Qld 4111

## Griffith Medical Research College

### SELECTION CRITERIA

Applications will be evaluated based on the following criteria:

50%	Track record relative to opportunity
20%	Potential for: <ul style="list-style-type: none"> <li>• developing into an ACG scheme funded project; and</li> <li>• strengthening the collaboration between the GU and QIMR employed researchers beyond the period of the fellowship.</li> </ul>
30%	The quality of the application and proposed project

The quality of the project (30%) will be measured by:

1. **Significance:** does the project address an important problem that will advance the knowledge base of the discipline; are the project aims and concepts innovative; will new methodologies or technologies be developed
2. **Feasibility:** are the conceptual framework, design, methods and analyses appropriate and adequately developed; is the timeframe realistic.
3. **The fit with the host Centre:** has the applicant identified an appropriate Research Centre to locate the project in; has the applicant identified appropriate mentors within the GMRC and obtained their support; has the Centre indicated a willingness to support the fellow and project. The minimum commitment required from a Research Centre includes an undertaking to provide appropriate accommodation, infrastructure, technical support and mentoring.

### ASSESSMENT PROCESS

2006	
October, 2006	Application forms and guidelines circulated to potential applicants; call for applications.
1 <sup>st</sup> December, 2006	Closing date for receipt of applications by the Office for Research.
	Nominations for the Assessment Panel sought from Griffith and QIMR.
December, 2006	Assessment Panel to review applications and to recommend the successful grants.
December, 2006	GMRC Committee to consider the Assessment Panel recommendations
Late December, 2006	Office for Research formally advises applicants of the outcome of their applications.
Before commencing laboratory work	Where required successful grantees to submit applications for Ethics clearance
2007	
January	Office for Research establishes individual grant accounts (Unless

## Griffith Medical Research College

	awaiting ethical or GU-IBC approval)
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### CONDITIONS

Fellows will be appointed in accordance with the Fellowship Conditions:

- 1) The recipient must take up their fellowship and commence working at the GMRC as soon as possible after notification and acceptance of the award and no later than 31 March 2007.
- 2) The recipient will be employed in accordance with the *Griffith University Academic Staff Certified Agreement* and other relevant University policies in operation during the period of their appointment.
- 3) The successful applicant who has submitted their PhD thesis by the closing date must demonstrate that they have been awarded their PhD prior to taking up the fellowship.
- 4) The Fellowship is a full-time, research only position. The recipient is expected to spend their time engaging in activities that will build their profile as a researcher. This includes: progressing the primary research project, participating in seminars, research discussions, conferences and related research projects. A small amount of postgraduate research supervision is also desirable – up to 15% of the Fellow's time;
- 5) A final report will be required upon completion of the fellowship. This must be provided prior to departing or moving to a new appointment in the University. A report template is available on the Office for Research website.
- 6) The recipients may apply for a Griffith University Research Grant or New Researcher Grant where they meet the eligibility criteria of the scheme.
- 7) The scheme aims to attract an early career researcher to the GMRC who is competitive at the national and international level. The recipient will be required to apply for an externally funded research fellowship (EFRF) and/or grant such as those offered by the Australian Research Council or National Health and Medical Research Council in each year of tenure. Where an EFRF application is successful, the Postdoctoral Fellowship must be relinquished and the EFRF taken up at the earliest date possible.
- 8) Where the Fellow wishes to vary any of the conditions upon which the Fellowship is awarded, a written request must be made to the GMRC Director via the GU Office for Research. The request must be accompanied by a written statement of support from the Fellow's supervisors.

# Griffith Medical Research College

## APPLICATION FORMAT AND CONTENT

### Application Format:

- Paper:** all copies of the application must be on single-sided, white A4 paper.
- Margins:** left must be 2.5cm, all others must be 1.5 cm.
- Font:** 12 point, preferably Times New Roman
- Spacing:** single line spacing must be used throughout the application
- Format:** the application should be set out using the sections and headings that follow. Each new section must be started on a new page. All pages should be numbered in sequential order in the bottom right hand corner. Your name and the scheme name (GMRC Research Fellowship) should be included in the header of every page.
- Copies:** 1 original and 7 copies of the application and all attachments are required. Each copy must be collated with a single staple in the upper left hand corner. Do not submit bound applications

### Closing Date:

## SECTION A – APPLICANT INFORMATION

- 1. Name and contact details:** include title, given names, family name, current postal address, telephone and facsimile numbers and e-mail address.
- 2. Citizenship, date of birth, gender**
- 3. Research Centre details:** provide details of the Research Centre that you wish to work in (a GU centre or QIMR). List the names of one or more academic staff members each from GU and the QIMR with whom you have developed your application and project proposal in consultation with. Briefly justify (5 – 10 lines) your choice of host Centre.
- 4. Academic qualifications:** include name of qualification, educational institution, place & country, year awarded. List all academic qualifications including PhD with most recent first.
- 5. PhD details:** provide the title of your PhD thesis and Supervisor details  
Indicate what date the award was conferred. For Postdoctoral Fellowship applicants, if your PhD is not conferred yet, give details of the date the thesis was submitted.
- 6. Codes and Classifications:** from the lists at (<http://www.gu.edu.au/or/grants/>) choose the RFCD and SEO code/s that best describe your research. No more than 3 RFCD and 3 SEO codes should be chosen. In each case indicate the relevant importance by allocating a percentage weighting for each RFCD and each SEO code. The total of the percentages allocated to RFCD codes must equal 100%. The total of percentages allocated to SEO codes must also equal 100%.

## SECTION B – EXPERIENCE AND ACADEMIC ACHIEVEMENTS

- 7. Current appointment & Previous experience:** list the position title, organisation, commencing and end date for current and previously held positions of employment. Begin with

## Griffith Medical Research College

the most recent.

**8. Academic Distinctions:** provide details of any honours, prizes, awards, scholarships, etc., awarded from undergraduate level onwards. List the name of the award, the institution and the year awarded.

**9(a). Publications:** provide a full list of publications. Publications must be listed under the headings: refereed journal articles, refereed conference proceedings, books, book chapters, other publications. The publications should be numbered and listed in chronological order. List the Impact Factor of each publications, where available.

**9(b). Research Support :** provide your research support history listed under the headings “Past”, “Current” and “Requested”. For each grant list the funding scheme, project name, all named chief investigators as listed on the original application and year + amount for each year funded.

### SECTION C – PROJECT PROPOSAL

**10(a). Project Summary:** In no more than 100 words of plain language, summarise aims, significance and expected outcomes.

**10(b). Project description:** In 3 pages outline your project proposal using the following headings: Title; Aims; Background; Significance and Innovation; Approach and timetable. *Please note that the review panel will have a multi-disciplinary membership and the description should be written in such a way that the salient features and the significance of the proposal are comprehensible to an intelligent person who is not an expert in the field.*

**11. References:** include a one page list of pertinent references. This may be in 10 point font.

### SECTION D – REFERENCES AND ATTACHMENT

**12. Referees:** applicants must nominate 3 referees who can comment on the quality of the proposed project and the applicant’s capacity to undertake it. One referee should be your current supervisor however the Director of the host Research Centre may not act as a referee for the applicant.

Provide the following details for each referee:

Title and Name  
Position  
Phone, Email and Fax  
Department  
Organisation and Locality

- Applicants must obtain at least one (1) referee who is external to the university.
- The Director of the host Research Centre may not act as a referee for the applicant.
- Applicants must provide a full copy of the completed application and a report form (with applicant section completed) to each referee.



## Griffith Medical Research College

- Referees must be advised to submit their report to the Office for Research the closing date of 1<sup>st</sup> December, 2006.
- Referees may submit their report by either email (address) or fax (number).
- The University will not contact referees if reports are outstanding.

**13. Attachments:** please attach a certified copy of your academic record to date. If your PhD has not been conferred at the time of application, you must attach a letter from the relevant institution confirming that your thesis has been submitted.

## Griffith Medical Research College



**IN CONFIDENCE**

**Referee Report  
Griffith Medical Research College  
Postdoctoral Fellowship Scheme**

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*(Applicant to complete this section before forwarding to referee)*

**Applicant Name:**

**Project Title:**

**Referee Title, Name & Organization:**

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*(Referee to complete)*

Referees are asked to comment on the Fellowship applicant and proposal using the headings below. The report is to be no longer than 2 pages in length. It should be submitted to the Office for Research by no later than **1<sup>st</sup> December, 2006**.

**Reports may be faxed to: +61 (0)7 3735 7994 or emailed to: [c.woodmass@griffith.edu.au](mailto:c.woodmass@griffith.edu.au)**

Please comment on the following:

- The capacity in which you know the applicant (eg PhD supervisor, thesis examiner, employer, etc.)
- The quality of the applicant as demonstrated by track record subject to opportunity and career stage. Please comment specifically on the quality of the applicant's publications track record, indicating the calibre of the various journals within the given field.
- The quality of the project. This will be measured by:
  - (a) The significance of the project: does the project address an important problem that will advance the knowledge base of the discipline; are the project aims and concepts innovative; will new methodologies or technologies be developed.
  - (b) The feasibility of the project: are the conceptual framework, design, methods and analyses appropriate and adequately developed; is the timeframe realistic.
- If you are familiar with the Research Centre in which the Fellowship would be hosted, please comment on the appropriateness of the environment in terms of facilities and personnel.