INTRODUCTION

The Victoria University Postdoctoral Research Fellowship Scheme, since 2008, has been supporting outstanding early career researchers seeking to commence an academic/research career. The Scheme provides appointments of 4 years duration, including a teaching component for up to 25% of a full-time position. Since 2013 the scheme has been expanded to include a Postdoctoral Research Fellowship program with Industry.

The Industry Fellowship will require the development of a strong, active research collaboration between Victoria University and an External Partner Organisation (Industry, Government or Community) with the clear goal of an ARC Linkage Project application being applied for during the term of the Fellowship.

The objectives of the Victoria University Industry Postdoctoral Research Fellowship scheme are to:

1. To enhance and develop an industry relevant research culture and capacity at Victoria University.
2. Produce world-class researchers to meet the research needs of the broader Australian innovation system (industry).
3. Assist in the creation of a critical mass of researchers within the one of the University’s areas of research focus.
4. Embed full-time research fellows within teams, leading to an increased high quality research output.
5. Provide early career researchers with the opportunity to establish a research track record that will allow them to embark on successful research careers, while also allowing fellows to gain teaching experience and an understanding of the requirements for industry relevant research.
6. Develop a cohort of well-credentialed researchers suitable for on-going academic appointments at Victoria University.

For 2014, there will be three Industry Postdoctoral Research Fellowships at Academic Levels A or B.
CONTRIBUTIONS

Funding for the Fellowship program will be provided as follows:

- Salary, salary on-costs and relocation costs for (in accordance with the University policy)
  - 50% from Central University Research funds;
  - 20% (maximum) from the host Victoria University research group;
  - 30% (minimum) from the External Partner Organisation. The partner organization may contribute the full 50% co-contribution thereby reducing the contribution required from the host research group.
- The start-up grant of $12,000
  - 50% from Central University Research funds
  - 50% from the host Victoria University research group or External Partner Organisation).

EXTERNAL PARTNER ELIGIBILITY AND RESPONSIBILITY

An External Partner Organisation for the VU Industry Postdoctoral Research Fellowship must satisfy the requirements for a Partner Organisation, as specified for the ARC Linkage-Project Funding Rules (2014).

To be eligible as a Partner Organisation, an organisation cannot be:
  a. an Eligible Organisation (see Appendix 2)
  b. a controlled entity of any Eligible Organisation; or
  c. an entity (for example a joint venture) where more than 50 per cent is owned by one or more Eligible Organisations.

For each Partner Organisation, three (3) conditions must be met. There must be:
  a. evidence of new or on-going collaboration between the Partner Organisation and Victoria University;
  b. no duplication of Commonwealth funding for the research and/or activities funded for the Project; and
  c. a contribution of cash and/or in-kind or other material resources from each Partner Organisation, having regard to the total cost of the Project and the relative contribution of each PI.

EXTERNAL PARTNER INVESTIGATOR ELIGIBILITY AND RESPONSIBILITY

An External Partner Investigator for the VU Industry Postdoctoral Research Fellowship must satisfy the requirements for a Partner Investigator (PI), as specified for the ARC Linkage-Project funding rules (2014).

A (PI) who is representing a Partner Organisation on the Proposal is required to have a role within that Partner Organisation.

A PI must:
  a. take significant intellectual responsibility for the conduct of the Project and for any strategic decisions called for in its pursuit and the communication of results; and/or
b. have the experience and capacity to provide effective supervision, support and mentoring of research personnel associated with the Project; and/or

c. have the relevant skills and experiences to manage a similar scale research Project effectively.

d. have the capacity to make a commitment to carrying out the Project and cannot assume the role of a supplier of resources for work that will largely be placed in the hands of others.

If a Proposal has been approved for funding and a PI is, at any time, is no longer able to work as proposed on the Project, the Project may be continued provided that any replacement PI meets the ARC PI eligibility criteria and is approved by Victoria University.

APPLICATION PROCESS

The application process has two stages: Stage 1 – Selection of Research Projects; Stage 2 – Selection of Research Fellows.

Details follow:

Stage One

The first stage involves the development and selection of the Research Program, for which the 2014 Industry Postdoctoral Research Fellowship application form must be completed.

The Research Program to be undertaken by the Fellow must be aligned to one of the University's areas of research focus: http://www.vu.edu.au/research/research-focus-areas

The form must be completed by a VU Research Centre/institute Director (or Nominee) and/or College Research Director (or Nominee). The Research Program needs to stand on its own and not be dependent upon a specific individual to fill the Postdoctoral Fellowship position.

Research proposals will be assessed and ranked using the following assessment criteria:

**Proposed Research Program** (weighting 40%)

- Research addresses a significant research problem.
- The conceptual/theoretical framework is innovative and original.
- The aims, concepts, methods and results advance knowledge.

**Alignment and Fit of the Research Program** (weighting 20%)

- The research aligns with and contributes significantly to the advancement of knowledge in one or more of the University's thematic areas or distinctive specialisations.
- The intellectual and physical environment of the host research group and partner organisation is complementary and will contribute to successful research outcomes.
- The necessary facilities and support to enable a successful research outcome are available within the host research group and/or partner organisation.
External Partner Involvement (40%).

- The research is of relevance to and will benefit the Partner Organisation(s).
- The Partner Organisation(s) is committed to, and is an active collaborator on, the research project. A Partner Investigator must be assigned from the Partner Organisation to work on the Research Program.
- The research will develop strategic research alliances between the Victoria University and the partner organization.

Research Programs, where ever possible should be based in, or collaborate with a Victoria University Research Centre or University Institute.

Any Program not linked to a Victoria University Research Centre or Institute must be able to demonstrate a critical mass of research in the discipline, and must address one of the distinctive specialisations named above.

Closing date for applications with the Office for Research is: 5 pm, Friday 11 October, 2013

Applications are to be submitted electronically to Zana Stefanovski: zana.stefanovski@vu.edu.au

Assessment for Stage One

A small committee led by the Pro-Vice Chancellor (Research & Research Training) will select the most outstanding three research programs for this scheme.

Stage Two

Once the research programs are selected, the University will recruit Postdoctoral Fellows to be appointed to the selected research programs. Working with People and Culture, the Office for Research will be responsible for advertising the positions. The positions will be advertised both internally and externally.

Assessment for Stage Two

A Selection Committee (in accordance with the University's standard recruitment procedures) will be formed for each Fellowship position. The Chair of the Selection Committee will be the VU Research Program Leader (as nominated on the Industry Postdoctoral Research Fellowship application form). The Selection Committee should include a representative from the External Partner Organisation and the Office for Knowledge Exchange. The Office for Research is required to be involved in the recruitment process.

VU Industry Postdoctoral Research Fellows must satisfy the eligibility requirements as stated below.

The Selection Committee will conduct interviews either in person or by tele/video-conference. The Selection Committee may request that short listed applicants present a seminar or make other research presentations prior to finalising the appointment of a Fellow.

Each Selection Committee will be responsible for recommending to the PVC R&RT the appointment of the Research Fellowship to the selected research program.

Selection of applicants will be merit-based taking into account track record, capacity to undertake the selected research project and suitability for an academic research career.
As only three Postdoctoral Research Fellowships will be available across the University, the aim is to ensure the three strongest and most relevant research proposals (stage 1) are chosen and following, the three most suitable Postdoctoral Fellows are appointed (stage 2) to undertake the work.

**VU Industry Postdoctoral Research Fellowship Eligibility**

Applicants for a VU Postdoctoral Industry Research Fellowship must have a PhD or equivalent Doctoral qualification normally awarded no earlier than **31 October 2008**. The University will also consider applicants with an earlier completion date who have had a significant career break and intend to resume a research career.

An applicant who does not hold a doctoral degree may be offered an appointment if evidence is provided that a doctoral thesis will be submitted by **31 December 2013**.

Applicants wishing to clarify or seek exemption from eligibility requirements must submit a written request to the Office for Research.

**TIMELINE**

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<tr>
<th>Action Item</th>
<th>Responsible</th>
<th>Date</th>
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<tr>
<td><strong>STAGE 1</strong></td>
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<tr>
<td>2014 Industry Postdoctoral Fellowship Application Form submitted</td>
<td>Victoria University Research Program Leader; Office for Research</td>
<td>5 pm, Friday 11 October 2013</td>
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<td>Selection Committee meeting led by PVC (R&amp;RT)</td>
<td>Pro-Vice Chancellor (Research &amp; Research Training)</td>
<td>By Friday 25 October 2013</td>
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<td><strong>STAGE 2</strong></td>
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<td>Three successful postdoctoral programs advertised (internally, Seek, The Australian Higher Education Supplement, Research Jobs)</td>
<td>HR; Office for Research; Victoria University Research Program Leader</td>
<td>Advertised: 18 November 2013</td>
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<td>Closing date: 20 January 2014</td>
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<td>Interviews for short-listed candidates held for each post-doctoral program (ie. 3 separate interview processes)</td>
<td>HR; Victoria University Research Program Leader, Industry Partner</td>
<td>To be completed by mid February 2014</td>
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<td>Candidates must begin by March 2014.</td>
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APPENDIX 1: CONDITIONS OF THE FELLOWSHIP

The Fellowship is awarded under the following conditions:

1. Fellows will become employees of Victoria University and are expected to be based full-time at the University for the duration of the Fellowship (other than for periods of approved leave or travel).

2. Appointments will normally be for 4 years, and will include a teaching component not to exceed 25%.

3. A 3 year research only appointment may be negotiated but a case must be made to the Pro Vice Chancellor (Research and Research Training).

4. All appointments will be subject to annual review.

5. The administrative supervisor for HR purposes will either be the Director of the Centre/Institute or Nominee or the relevant College Research Director or Nominee.

6. Appointments must commence within three months of receipt of a formal letter of offer, unless approved otherwise by the Pro Vice Chancellor (Research and Research Training).

7. An economy class airfare to Melbourne and reasonable relocation expenses will be provided to each successful applicant and their dependents. Claims for travel and relocation expenses must be approved in advance and will normally be paid on production of appropriate documentation acceptable to the University.

8. A salary (taxable) will be provided, based on the University’s Academic salary scale. The commencing salaries are based strictly on the number of full years’ experience since receiving a doctorate. Salary scales are reviewed from time to time.

A research start-up grant of $12,000 will be provided upon commencement of appointment to assist Fellows to establish their postdoctoral research program in the host Centre, Institute or College. The Director of the relevant Research Centre or Institute and/or College Research Director must approve expenditure of the start-up grant.

9. It is an expectation that Fellows will spend periods of time working on location with the Industry Partner. The work must contribute directly to the research project and should not exceed a period of 6 months over the life of the Fellowship. If the Industry Partner is located outside of Melbourne consideration and negotiation will be required to determine the extent of travel and living away from home provisions that may need to be provided to the Fellow.

10. It is a clear expectation of the Fellowship that Fellows apply for research grants, present at conferences and publish journal articles. In particular high quality publications are a key output, with an expectation that Fellows will be able to publish as first or last author the equivalent of at least 8 high quality journal papers over the course of their fellowship.

11. Fellows are expected to actively seek external research funding to support their research program throughout the term of the Fellowship with a clear expectation of applying for an ARC Linkage Project during the Research Program, and at least 2 other external research grants.

12. Fellows are expected to actively participate in seminar programs within their host College, and more broadly across the University, including the annual Office for Research symposium.

13. Fellows are required to provide an annual report of their research work, including grants awarded, grants applied for and their status, details of student supervision or co-supervision and other teaching related activities, conference presentations and publications; and details of the intended program for the following
year. This should be forwarded to the Office for Research and be accompanied by an evaluative commentary by the Director of the relevant Research Centre or Institute and College Research Director (if applicable) by 31 December each year.

14. Fellows are required to work with their supervisor and industry partner to develop and submit an ARC Linkage Project application during the third year of the Research Program.

15. Fellows are required to provide a **final report** covering all aspects of the work undertaken prior to the end of their appointment. This Report must be forwarded to the Office for Research at the completion of the Fellowship, or on termination if earlier. This should be accompanied by an evaluative commentary by the Director of the relevant Research Centre or Institute and College Research Director (if applicable).

16. Fellows shall be entitled to annual, sickness (personal leave) and parental leave in accordance with the University’s relevant policy for academic staff. All annual leave must normally be taken within the year in which it accrues and in all cases within the term of the Fellowship. Requests to suspend or vary the terms of an award for any reason must be submitted to the Office for Research and approved by the Pro Vice Chancellor (Research and Research Training).

17. Any Fellow considered not to be making satisfactory progress will have the Fellowship reviewed by a committee appointed by the Pro Vice Chancellor (Research and Research Training), which, at its absolute discretion, may terminate the Fellowship or place other conditions on the Fellow to assist the Fellow to improve their performance.

18. If leaving the University before the Fellowship is completed, Fellows must provide a minimum of 4 weeks’ notice to the Office for Research. Notice must be given in writing.

19. The Fellow will be required to comply with all University policies including the University Intellectual Property Policy and Research Integrity Policy.

20. The University will be required to enter into a research collaboration agreement with the External Partner and the appointment of the Fellow will be conditional upon the execution of this agreement.
APPENDIX 2: ELIGIBLE ORGANISATIONS

The organisations listed below are eligible to apply for funding under the ARC Linkage Project Funding Rules (2014). but **cannot be** Partner Organisations.

New South Wales

- Australian Catholic University
- Charles Sturt University
- Macquarie University
- Southern Cross University
- The University of New England
- The University of New South Wales
- The University of Newcastle
- The University of Sydney
- University of Technology, Sydney
- University of Western Sydney
- University of Wollongong

Victoria

- Deakin University
- La Trobe University
- MCD University of Divinity
- Monash University
- Royal Melbourne Institute of Technology (RMIT University)
- Swinburne University of Technology
- The University of Melbourne
- University of Ballarat
- Victoria University

Queensland

- Bond University
- Central Queensland University
- Griffith University
- James Cook University
- Queensland University of Technology
- The University of Queensland
- The University of the Sunshine Coast
- University of Southern Queensland
Western Australia

Curtin University of Technology
Edith Cowan University
Murdoch University
The University of Notre Dame Australia
The University of Western Australia

South Australia

The Flinders University of South Australia
The University of Adelaide
University of South Australia

Tasmania

University of Tasmania

Northern Territory

Batchelor Institute of Indigenous Tertiary Education
Charles Darwin University

Australian Capital Territory

Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS)
The Australian National University
University of Canberra