POSTDOCTORAL RESEARCH FELLOWSHIP SCHEME 2016
GUIDELINES - FACULTY OF ARTS AND SOCIAL SCIENCES APPLICANTS

CLOSING DATES:
Expression of Interest 15 May 2015 5.00pm to fass.research@sydney.edu.au
Full application (by invitation) 29 June 2015 via University Recruitment portal

The University of Sydney Postdoctoral Fellowships were established in 1996 to support excellence in full-time research undertaken in the University. The Fellowships are extremely prestigious and highly competitive internationally in line with equivalent externally funded fellowships. They are intended to support early career researchers. Applicants must have an outstanding track record relative to opportunity in order to be short-listed. All eligible applicants are encouraged to apply including those who wish to maintain a research career but whose personal circumstances may limit their capacity to engage in full-time employment.

Eligibility
Strong preference will be given to applicants seeking to join the University from another organisation in Australia or from overseas.

Applicants must have a PhD award dated no earlier than 1st January 2010 and no later than 1 January 2016. Applicants with a PhD award dated later than 31 December 2014 are extremely unlikely to be competitive and should talk to the host Head of School to assess competitiveness before applying.

Applicants with a PhD awarded by the University of Sydney within the timeframe specified above may only apply if they have held a paid position with another organisation subsequent to the award of their PhD.

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

Applicants currently employed at the University of Sydney or other affiliated institutions (including but not limited to medical institutes) who commenced such employment after the award of their PhD AND on or after 1st July 2014 are eligible to apply.

Applicants must have obtained the support of a proposed sponsor and endorsement from Head of the host School/Faculty.

Career interruption
Candidates, who were awarded their PhD after 1st January 2007 and have had a period of significant career interruption for carer duties or periods of casual employment since then, can ask to have their eligibility considered.

Applicants wishing to make a case for consideration must submit a written request on the Career Interruption template to the Research Grants & Contracts Unit by 5 May 2015.

The Career Interruption template can be downloaded from the Research Support website

1 Career interruptions include but are not necessarily limited to maternity leave, major illness and carer responsibilities such as parental leave or care for immediate family (e.g. spouse, children or elderly parent).

2 A period of 3 months or more is considered significant in this context.
Assessment Criteria
Excellence will be the primary criterion, both in terms of the project and the researcher. Equal weight will be given to the quality of the project and the track record of the applicant relative to opportunity. The alignment of the proposed research with existing activity and the environment in the host School will also be an important consideration.

Overlap with other Fellowship schemes including the Australian Research Council and the National Health and Medical Research Council
Applicants who have requested Fellowship support from other sources in 2015 for funding in 2016 may submit the same project to the University of Sydney Fellowship Scheme provided full disclosure is made in the application. If a successful applicant is awarded a Fellowship from another source, the University of Sydney Fellowship must be relinquished within 2 months of notification of the other award. If necessary the University will provide a supplement to ensure the salary and research support are equal to the University Fellowship.

Preparing an Application
The instructions to applicants, referee report form and related information is available from:

(Please note: These Guidelines are for applicants applying to all schools in the Faculty of Arts and Social Sciences. If you are applying to any other Faculty other than the Faculty of Arts and Social Sciences please refer to General Guidelines.)

Applicants are required to follow a two stage process:
1. An Expression of Interest must be completed and sent to fass.research@sydney.edu.au, by 15 May 2015 5.00pm.

You do not need to contact a sponsor prior to submitting an EoI. A meeting will then be held with the Heads of School to review all expressions of interest and determine which applications will receive endorsement. Potential applicants will be informed by 27 May 2015 whether or not they will be competitive and supported for this round.

2. After you have been endorsed by the Head of the host School you can proceed to submit an application. Applications must be submitted through our Online Application System. Please visit sydney.edu.au/positions and search for Postdoctoral Fellowships.

You will need to upload the following attachments as PDF document. All attachments should be clearly typed on single sided A4 pages, using 12 point font size with at least a 2 cm margin on each side:

- Curriculum Vitae including details of a PhD award, research experience after the PhD and number of publications and citations (see CV Advice for further details.) The Curriculum Vitae should be no more than 5 pages – additional pages will not be considered;
- Copy of transcripts for all degrees awarded. Please include English translations if applicable.
- Proof of a PhD award. Please include English translations if applicable;
- The proposed research project including project title, aims and significance, research plan, methods and techniques, alignment of the proposed research with existing activity and the environment in the host School. This section should be no more than 4 pages including bibliographic references which MUST NOT exceed half a page. Aim for at least half a page for the alignment and research environment section. In the methodology section it is essential to clearly detail what you are going to do and why/how this will achieve the aims of the
project and advance the knowledge base of the discipline. **Additional pages will not be considered by the Selection Committee;**

- **Formal approvals and signatures form is not** required by applicants to the Faculty of Arts and Social Sciences.

- **Up to two confidential Referee Reports** must be sent to recruitment@sydney.edu.au by **29 June 2015**. Referees should be selected on the basis of their capacity to constructively comment on the intellectual calibre and quality of the applicant and their work, track record relative to opportunity, and the potential of the applicant to be internationally competitive for subsequent fellowship applications (i.e. within the top 10-15% of their field). A **nominated mentor cannot be a referee**. Each report must be completed using the template available from the website above and should address the selection criteria. It is the responsibility of the applicant to ensure that referee reports are submitted by the due date. Late reports will not be considered. A template report form is available from the website specified above. **NOTE:** if more than two referee reports are received for an applicant the first two received will be used and all others discarded.

**Conditions of Award**

The Fellowship is awarded under the following conditions:

1. Applicants must have a PhD award dated no earlier than 1 January 2010 and no later than 1 January 2016;
2. Applicants with a PhD awarded by the University of Sydney within the timeframe specified in condition 1 may apply if they have held a position with another organisation subsequent to the award of their PhD;
3. Applicants currently employed at the University of Sydney or other affiliated institutions (including but not limited to medical institutes) who commenced such employment after the award of their PhD AND on or after 1 July 2014 are eligible to apply;
4. Fellows must become fulltime employees of the University of Sydney and must not hold a concurrent paid appointment (e.g. clinical appointment in a hospital);
5. The duration of the Fellowship shall be for a maximum period of three years;
6. Appointments must commence by 30 June 2016, unless the Deputy Vice-Chancellor (Research) approves otherwise;
7. A salary (taxable) will be provided at Level A8 of the University’s Academic salary scale;
8. A research support grant totalling $25,000 will be provided upon commencement of appointment to assist Fellows establish their research in the host School. The Head of School must approve expenditure of this grant;
9. Fellows are expected to focus on research full time for the duration of the Fellowship. Fellows may be required to undertake other duties for up to 6 hours per week (e.g.: teaching duties, committee representation);
10. A minimum cost airfare direct to Sydney, and return to point of departure on expiry of the Fellowship, will be provided. Fares for dependants, visa charges and removal expenses, will not be provided. Claims for travel expenses will normally be paid on production of an invoice or a receipt from a travel agency;
11. The work performance of Fellows will be reviewed annually in accordance with the University’s Performance Management and Development Program. Fellows are also required to provide an
annual report of their research work and details of their intended program for the following year. This should be forwarded to the Research Grants & Contracts Unit and be accompanied by an evaluative commentary by the Head of School. A final report covering all aspects of the work undertaken (including grants awarded, grants applied for and their status, details of student supervision or co-supervision, conference presentations and publications) and details of any new knowledge gained in the field of study must also be forwarded to the Research Grants & Contracts Unit at the completion of the Fellowship. This should be accompanied by an evaluative commentary by the Head of School;

12. Fellows shall be entitled to recreational, sickness and maternity leave in accordance with the University’s general policy for all staff. All recreational leave must be taken within the period of the appointment. Requests to suspend or vary the hours of an award for any other reason must be submitted to the Research Grants & Contracts Unit and approved by the Deputy Vice-Chancellor (Research);

13. University funded Fellows are strongly encouraged to apply for external fellowship funding and in addition to the research support described in item 8 above, if successful within the first two years of the Fellowship, the University will provide a one off amount of $30,000 for research support; The amounts above are proved on condition that the University funded Fellowship is relinquished in accordance with item 14 below;

14. Successful applicants awarded a fellowship or equivalent from another source must relinquish their University of Sydney post-doctoral research fellowship within 2 months of notification of the other award; and

15. Any Fellow considered not to be making satisfactory progress will have the Fellowship reviewed by a committee appointed by the Deputy Vice-Chancellor (Research) which, at its absolute discretion, may terminate the Fellowship; and The University asserts certain ownership rights of intellectual property created in the course of the fellowship subject to the University’s Intellectual Property Rule.

For further information on the Post-Doctoral Fellowship please contact Ms Jane Zhang, Research Grants & Contracts Unit, email research.grants@sydney.edu.au or phone +61 2 8627 8103. For Faculty of Arts and Social Sciences specific queries please contact fass.research@sydney.edu.au or +61 2 9036 7567.