

**THE UNIVERSITY OF ADELAIDE
FACULTY OF SCIENCES**

RAMSAY FELLOWSHIP SCHEME GUIDELINES, CRITERIA & ADMINISTRATION

1. AIMS AND EXPECTED OUTCOMES OF THE APPOINTMENT

The aims of the Ramsay Fellowships are to:

- Provide opportunities for outstanding young Australian scientists to enhance their potential as future scientific leaders.
- Advance knowledge and fundamental research in the natural sciences.
- Encourage general increase in research excellence.
- Increase research opportunities at The University of Adelaide.

The Ramsay Fellowships are fixed-term positions for a period of four years full-time equivalent and are intended for candidates who have demonstrated significant research potential in their early post-doctoral training years. Fellowship recipients should be highly competitive for ARC, NHMRC or similar externally-funded fellowships, and are expected to apply for such opportunities at least annually during the 2nd and subsequent years of the Fellowship.

Applicants must hold Australian citizenship at the time of application. Applicants who have had post-doctoral experience in other organisations are especially invited, particularly if that experience has been overseas.

The University of Adelaide is an Equal Employment Opportunity employer. Women and Aboriginal and Torres Strait Islander people who meet the requirements of this position are strongly encouraged to apply.

2. QUALIFICATIONS

Applicants must be university graduates with a doctorate (PhD), or equivalent higher degree, or equivalent research experience.

3. POSTDOCTORAL EXPERIENCE (or equivalent)

Applicants must have no more than eight (8) years post PhD research experience (based on date of graduation)*

*Candidates should also indicate:

- the date of PhD graduation;
- where their research was carried out; and
- any other factors that should be taken into account, including details of any significant career interruption relevant to the “no more than 8 years post PhD” criterion. The following types of interruption will be considered:
 - i. carer’s responsibilities;
 - ii. disruption due to international relocation (not exceeding 3 months per international relocation);
 - iii. significant illness; and/or
 - iv. maternity or parental leave.

If the applicant does not hold a PhD, but seeks recognition of research experience equivalent to having been awarded a PhD within the preceding 8 years, then the applicant will need to provide written details of their research experience, and fully justify its equivalency.

4. RESEARCH TRACK RECORD

The following criteria will be used to judge research capabilities when viewed against the stage of the applicant's research career and opportunities:

- Publication in highly rated international journals, in particular, the number and quality of publications when examined against opportunities to publish;
- Presentations at national and international conferences, with a greater weighting if the applicant was an invited speaker;
- Success in obtaining competitive research grants (as primary or co-investigator) or other research funding;
- The ability to attract and supervise high-quality research students;
- Other achievements including prizes/awards, lodging of patents;
- The ability to undertake collaborative and/or industry-linked research;
- The ability to attract postdoctoral fellows;
- Involvement in the peer review of manuscripts and grant applications;
- Involvement in other professional activities, including institutional, professional societies, government and community service.

5. QUALITY OF THE PROPOSED PROJECT

The project should have a strong focus in the natural sciences and be competitive for external funding. The area of research should enhance the research excellence of the Faculty of Sciences.

6. THE HOST SCHOOL

The Fellowship is to be taken up within a School in the Faculty of Sciences at the University of Adelaide, and the application must be accompanied by a letter of support from the relevant Head of School. The letter of support should indicate in no more than two (2) A4 pages:

- Agreement to host the Ramsay Fellowship applicant; including identification of the senior academic staff member (Level C or above) who will act as the direct supervisor and mentor for the applicant;
- A description of the applicant's strategic alignment with, and anticipated contribution to, the research profile of the School;
- Describe what measures exist or will be implemented to ensure a supportive and collaborative research environment for the applicant, including how the School will support the applicant in developing an independent record of innovative, high quality research, including development of mutually agreed KPIs;
- Confirmation of the financial and/or in-kind resources (e.g. project costs, PhD stipends, equipment, space, infrastructure & other resources) the School will contribute to the applicant's project; &
- Appropriate acknowledgment that:
 - the project is viable in terms of existing workloads, the School's resources and the funds requested;
 - the project will only proceed once appropriate research ethics, compliance and safety approvals have been obtained; &
 - That the School will be responsible for managing any salary shortfalls that might occur in relation to this Fellowship, unless otherwise confirmed.

Ramsay Fellowship Administration

Ramsay Fellowships are to be administered according to the following conditions:

- (1) The Ramsay Fellowship positions shall be open to university graduates with a doctorate, or equivalent research experience, to conduct research in any discipline in the Faculty of Sciences. Applicants must have graduated from their PhD within the preceding eight years (or equivalent).
- (2) Applicants must be an Australian citizen at the time of application.
- (3) The salary scale and any benefits including superannuation will be determined by the University's Enterprise Agreement, as varied from time to time, and is subject to income tax. Further information is available from the University's Human Resources website at: <http://www.adelaide.edu.au/hr/>
- (4) Start up funding may be available (by negotiation) to support successful Fellows.
- (5) The Fellowship will be a fixed-term appointment - four years full-time equivalent.
- (6) The Fellowship must be held at The University of Adelaide, and the Fellow will normally be required to take up their appointment within six months of the offer of an award.
- (7) The appointment will be awarded on the basis of the merit of the candidate and of the project, taking into consideration the performance of the candidate in research and other academic activities, in relation to the stage of his or her career.
- (8) The program on which a candidate proposes to work must be approved by the hosting Head of School.
- (9) The Fellow will work under the supervision of a senior (Level C or above) academic staff member of the host School as agreed by the Head of the School. Whilst primarily undertaking research, the Fellow may, with the support of the Head of School, spend up to 20% Full Time Equivalent (FTE) of her/his time annually on teaching activities, such time to be paid for by the host School. In such cases, the School may agree to correspondingly extend the Fellow's term of employment.
- (10) The University will provide for a person taking up appointment from outside South Australia according to the employment policies and practices, which are current at the time of employment.
- (11) In accordance with the University's Intellectual Property Policy and any other relevant policies, the University will share with the staff member the economic benefit arising from intellectual property developed by the staff member in the course of his/her duties. Details of the University's policies are available on request.
- (12) A candidate offered a Fellowship may be required to submit a satisfactory medical certificate of good health before award of the Fellowship will be confirmed. The Policy on Pre-Employment Medical Examinations is available, on request.
- (13) The conditions of appointment for Ramsay Fellows are governed by the University of Adelaide's Enterprise Agreement, as varied from time-to-time. Ramsay Fellows will be appointed as University academic staff members, with the same rights and obligations as tenured and fixed-term staff.
- (14) An annual report, addressing achievements and progress, must be completed and submitted by the Fellow for evaluation by the Ramsay Fellowship Committee. In addition, as a staff member the Fellow will be required to participate in the University's annual Planning and Development Review process. Unsatisfactory performance by the Fellow will be addressed in accordance with procedures under the University of Adelaide's Enterprise Agreement, as varied from time-to-time.
- (15) Commencing from the second (2nd) year of the Ramsay Fellowship, it is expected that Fellows will apply at least annually for competitive, externally-funded fellowships and grants and, if a Fellow is successful in obtaining an externally-funded fellowship, that Fellow will notify the Ramsay Fellowship Committee as soon as reasonably practicable. The Fellow will then meet with the Ramsay Fellowship Committee to discuss and mutually agree a reasonable timeframe for transitioning from the Ramsay Fellowship to the externally-funded Fellowship.
- (16) Upon expiry or termination of the Fellowship, a final report must be completed and submitted by the Fellow for evaluation by the Ramsay Fellowship Committee
- (17) Research Fellows will acknowledge the funding and support of the Ramsay Fellowship and the University of Adelaide in all forms of publications and media promotions relating to the work conducted as part of the Fellowship. Research Fellows are also expected to assist the University to promote research in the natural sciences to the broader community.

(18) Any salary gap associated with the successful candidate being offered a higher level of appointment by the hosting School, or because of promotion during the period of the Fellowship, will be the responsibility of the hosting School. The letter of support from the Head of the hosting School must clearly acknowledge this responsibility.

(19) A Fellow may terminate his/her appointment with the University by tendering notice in writing in the timeframe outlined in the relevant Enterprise Agreement.

(20) In all matters the representation of the University is a function of the Vice-Chancellor or other senior manager with the appropriate delegation. Accordingly, while a candidate for appointment or a staff member may have occasion to discuss aspects of the appointment with other members of the University, no undertaking or assurance is authorised, or can be binding on the University, unless it is set out in a formal letter from the delegated officer.

RAMSAY FELLOWSHIP APPLICATION GUIDELINES – 2015 Round

A Ramsay Fellowship Application must consist of three parts:

- A. Curriculum vitae
- B. Research Project Description
- C. Letter of Support from the Head of the hosting University of Adelaide School

The required content for each of these parts is described below.

PART A: CURRICULUM VITAE

Your Curriculum vitae must include the following information:

1. **NAME IN FULL:**
2. **CURRENT ADDRESS:**
 - (a) professional address (include postal, phone and email)
 - and, if different,
 - (b) address for correspondence (include postal, phone and email)
3. **CITIZENSHIP DETAILS**
4. **QUALIFICATIONS**
 - 4.1. **Date of PhD Conferral (*or rationale for equivalence*)**
 - 4.2. **Other Degrees/Diplomas completed** (in descending date order, most recent first, include title of thesis, where relevant)
5. **DETAILS OF CURRENT AND PAST EMPLOYMENT INCLUDING RESEARCH SCHOLARSHIPS ETC.**
 - Provide details of your academic, research, professional and/or industrial employment over the last 10 years
 - Specify the organisation and start/end dates for each position

Note: 'Over the last 10 years' is defined as 2005 onwards.

6. RESEARCH TRACK RECORD

6.1 Research Statement (1 page maximum)

Describe how your research to date has led to a significant change or advancement of knowledge in your field. Outline how your achievements demonstrate your capacity to conduct high quality, innovative research and successfully undertake the proposed research. This could include reference to your PhD research and related publications and presentations, subsequent contributions where applicable, as well as conference organisation and learned societies membership.

6.2 Publications

Please list your research outputs, most recent first, in each of the following categories:

- Scholarly books;
- Scholarly book chapters;
- Refereed journal articles;
- Refereed conference papers only when the paper was published in full in the proceedings; &
- Other.

6.3 Research income

Please list all research income you have received, most recent first, using the table format below (add more rows as necessary).

Year Awarded	Funding Source	Funded Amount \$	Project Title	Investigator List

6.4 Conference Presentations (last 10 years)

Please list all scientific conference presentations you have given, most recent first, using the table format below (add more rows as necessary).

Date	Conference Name	Presentation Type (Invited / Paper / Poster / Other)	Project Title	Author List

6.5 Supervision of Honours and Higher Degree by Research students

Please provide brief details of all students you have supervised

6.5 Research Collaborations (1 page maximum)

- Outline multi-disciplinary projects that you have actively been involved with and describe your role in setting up such initiatives.
- Describe any industry, local, state, and/or federal government and/or research institution partnerships you have been involved with in relation to building new research directions and collaborations. Outline your role in helping to form these collaborations.

6.6 Other evidence of your national and/or international research standing (1 page maximum)

Please provide details of any:

- Prizes, honours, awards and other research outputs which may include consultancies and policy advice,
- Membership of professional societies
- Journal and/or grant review service
- Association with professional activities, including institutional, government and community service.
- Editorial Board membership
- Patents

7. REFEREES

Please supply the names and contact details of **three (3)** professional referees who can be contacted for comment on your research career and potential.

PART B: RESEARCH PROJECT DESCRIPTION

Provide a maximum seven (7) page (including References) description of your proposed project, following the headings below. Please use an easily legible **12 point font** such as Times New Roman, with minimum 2cm margins on all sides. Given the space constraints, Vancouver¹ referencing style may be used.

- **PROJECT TITLE**

- **AIMS AND BACKGROUND** (suggested ~1 page in length)

Briefly outline the aims and background of the proposed project. Include information about national/international progress in this field of research and its relationship to the project. Refer only to refereed papers (outputs) that are accessible to the national and international research communities.

- **INNOVATION** (suggested ½ - 1 page in length)

Describe how:

- the anticipated outcomes of the project will advance the knowledge base of the discipline;
- why the research aims and concepts are novel and innovative; and
- whether the research addresses an important problem for the discipline.

Detail any new methodologies or technologies which will be developed and implemented.

- **APPROACH** (suggested ~2 - 3 pages in length)

Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the research activity.

- **SIGNIFICANCE AND IMPACT** (suggested ½ - 1 page in length)

Describe the significance of the research in the national/international context, the expected outcomes and the likely impact of the proposed project including how it might result in economic, environmental, social, health and/or cultural benefits to Australia.

- **COLLABORATION** (suggested ½ - 1 page in length)

Describe the extent to which the proposed project will or has the potential to build collaborations, including across industry and/or research institutions and/or disciplines.

- **REFERENCES**

Include a list of all cited references. References may be in 10 point font.

¹ See https://www.adelaide.edu.au/writingcentre/referencing_guides/VancouverStyleGuide.pdf

PART C: LETTER FROM UNIVERSITY OF ADELAIDE HEAD OF SCHOOL

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