Expression of Interest Instructions to Applicants

Important Dates	
EOI Submission – Closing	Friday, 17 May 2019 5pm AEST

Before you Apply

1. **Read the relevant Scheme Guidelines**, especially eligibility (candidate and supervisor). Candidates will be asked to specify whether they are applying under the CPDRF main round or the Indigenous stream — Chancellor's Postdoctoral Indigenous Research Fellowship (CPDIRF)

2. Identify <u>one</u> prospective UTS fellowship supervisor who has agreed to support your EOI and discuss the application with the host Faculty/Institute to confirm the proposed research aligns with any targeted research priorities.

   o Candidates seeking Faculty advice about a potential supervisor should prepare a brief resume and *short* abstract.

3. Any incomplete or duplicate submissions will not be acknowledged or processed. Please contact us via cpdrf@uts.edu.au if you have not received an acknowledgement after 3 days and you believe your EOI submission was complete and valid.

Completing the EOI Submission Form

1. Once the EOI has been submitted it cannot be updated or amended.

2. If any section of the form does not meet the requirements outlined below, the EOI will not be accepted for assessment.

   o For any document uploads, please follow the formatting requirements below.

   ➢ Uploaded in PDF form, not exceeding 1MB in size. Note: Drag and drop from your computer files only.

- ➢ White A4 page layout with at least 0.5 cm margin on each side and at top and bottom

- ➢ Black type in single column

- ➢ Highly legible font type must be used such as Arial, Helvetica, Palatino or Times New Roman. Mathematical type setting languages may also be used. Minimum font size is 12pt.

- ➢ Adhere strictly to page limits designated for each part of the EOI.

- ➢ 10pt can only be used for references, footnotes and captions in the Proposed Fellowship Project information

- ➢ Text in any figures must be clearly legible

3. Applicant Information

Before applying, have the following details available.

- o Full name and email contact

- o Name and email address of your nominated UTS supervisor

- o Affiliation with a UTS Faculty (or equivalent)

- o PhD qualification details (date awarded, date submitted or prospective submission date)

- o If you wish to lodge an eligibility exemption request according to clause 3.4 of the Scheme Guidelines, you will be contacted separately.

4. Additional Information

The information requested in this section is for administrative purposes and won't be forwarded to the assessors of your application.

5. Project Title and Summary

- o You will need to provide a short, descriptive title of your proposed project and summary of your project. Please note the maximum length of characters available.
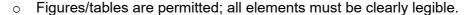
6. Proposed Fellowship Project

Upload a document of no more than two A4 pages and in the format prescribed in Section 3.

Use this section to promote your proposed Fellowship project to the Faculty Selection Committee, which may be composed of experts from a variety of disciplines. Ensure you avoid discipline-specific terms and jargon so that your proposal can be understood by assessors outside your area of research. Make clear what you propose to achieve under the given time and budget constraints, why it is worth doing and how the research will be of benefit, to UTS as well as more broadly.

- o Figures/tables are permitted; all elements must be clearly legible.

- o Minimum font size: 12pt for project description, 10pt for reasonable use of references, footnotes and figure/table captions only)

- o The following points should addressed in the section

  - Project aims

  - Background

  - Expected outputs and impact

  - Significance and innovation

  - A brief description of your approach/methodology

  - Benefit to UTS:

    - What are the benefits to UTS from this project? If relevant, how does the project align with faculty-nominated research priority area(s)?

    - What experience and potential do you possess to contribute to existing and emerging teaching and learning areas relevant to UTS (especially in the context of a possible, future academic career at UTS)?

    - How does the specific UTS research environment support you and the project?

  - Beyond contributions to academia, how would the project create wider impact so as to maximise economic, commercial, environmental and/or social benefit?

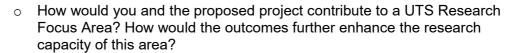 - References in the format appropriate to your discipline

7. Selection of Supervisor and UTS

Upload a document of no more than one A4 page and in the format prescribed in Section 3.

- o Does the proposed Supervisor possess appropriate publication track record and demonstrated success in attracting significant external funding in the last 5 years, in the relevant discipline area?

- o Does the proposed Supervisor have appropriate time and capacity to provide intellectual leadership in the subject area of the proposed project?

- o Is the intellectual environment appropriate to foster a successful outcome for the project and to provide active career mentoring?

- o How would you and the proposed project contribute to a UTS Research Focus Area? How would the outcomes further enhance the research capacity of this area?

- o Candidates whom received their PhD from UTS and are selecting their PhD supervisor as their CPD mentor should demonstrate why this career path is optimal for their advanced postdoctoral training.

8. Curriculum Vitae

- o Upload your CV in no more than one A4 page. Please refer to Section 3 above for file type and format.

- o Include your education and employment history (essential).

- o Please do not repeat items included elsewhere in this EOI

9. Research record relative to opportunity

Upload a document of no more than one A4 page and in the format prescribed above (12pt font, PDF). Use the following headings to describe your research record relative to opportunity:

➢ **Research achievements, skills, and evidence of impact in your research field**

- Focus on what makes your research achievements interesting and unique.

- State how your experience, skills and expertise will contribute to the success of the proposed project and enhance UTS research priorities.

- Evidence of impact in your research field (e.g. awards, prizes) – not just output.

- If relevant, any circumstances that may have slowed down your research and publications, such as periods of parental leave.

➢ **Research funding**

- Include all research funding where you are a named investigator.

- Identify each grant as 'awarded' or 'requested'.

- Funding agency (include URL)

- List all named investigators and state your role on the project (e.g. second Chief Investigator)

- Project title

- Years of funding, from-to (e.g. 2015-2016)

- Administering Organisation

- Amount (in Australian Dollars, otherwise indicate currency)

➤ **Career Disruptions**

- If not applicable, omit or write "No career disruptions."

  Otherwise:

- Explain any circumstances or incidents that may have affected or slowed down your research output and productivity; see examples in the Scheme Guidelines (3.4).

- Specify the total duration and FTE since PhD award that you have been research active/inactive.

- Part-time research employment, non-research employment and unemployment should also be mentioned here, if applicable.

- This section is compulsory for all applicants who have been granted an "Eligibility exemption" during registration.

10. Research Outputs

o Based on your current publication bibliometrics, complete the fields for each of the output types. This is not mandatory, however if any research output information is entered, the source of publication and citation count will need to be selected and a date of retrieval entered.

o **Important:** Applicants applying with **FEIT, FoH, GSH and SCI** must use data from 'Scopus' and 'Web of Science' **only**. Other applicants may use any of the sources included. No other sources are permitted.

o You must not include any self-citations in counts.

o UTS reserves the right to independently verify the data provided.

o Publications 'under review' or 'forthcoming' must not be listed or included.

o Use the "Additional commentary" section to further explain any of the metrics above, e.g. why certain publications are not (yet) included (2000 character limit or approximately 300 words)

o If you are unfamiliar with bibliometrics or do not have access to the sources indicated, please contact your proposed UTS **supervisor** for assistance.

11. Top 10 Career Outputs

- o List up to ten of your publications which you consider the best of your career.

- o It is acceptable that you may have published less than 10 publications so far, which may be considered normal in your discipline.

- o Provide all referencing details, including full author list as published and page numbers

- o Asterisk (*) publications relevant to this proposal

- o Include the acceptance date for all "in press" or "accepted" publications.

- o Do not include publications that have been submitted but not yet accepted for publication, or those you are planning to submit. You may mention submissions under review and in-preparation work in Section 2, 'Research record relative to opportunity'.

- o In some disciplines, non-peer reviewed publications and other types of output may be acceptable. Please consult your nominated supervisor for advice.

- o Use the annotation allowance for each item to explain the quality and/or the significance of your work. *A strict 30-word limit applies per annotation.*

- o Do not list any further publications. Do not attach or email a full publication list, unless specifically requested by UTS.

  Example: 1. * Einstein A, Podolsky B, Rosen N, "Can quantum-mechanical description of physical reality be considered complete?" Physical Review 47, pp. 777-780, 1935.

  [30-word annotation – you may include statistics such as impact factor, citation count, ERA etc. Explain the significance of the publication, or why you believe it is one of your best, and specify your role in the research that led to the publication.]

12. Confirmation and Submission

- o Certify your EOI and the information provided

- o Click 'submit' to lodge your EOI for assessment. Once submitted the EOI cannot be amended.