

**APPLICATION FORM FOR CAREER ENHANCEMENT FELLOWSHIPS FOR ACADEMIC WOMEN:
Senior Lecturers and Associate Professors**

Applications must be lodged at the Research Office, the Chancellery by **5pm Friday 27th October** Provide ORIGINAL single-sided) plus 8 COPIES (double-sided) = 9 COPIES IN TOTAL.

(Computer entries should be made with 11 point font and ARROW KEYS should be used to move around the form. Do not change the margins of this form which have been set at 1cm - left & right, top & bottom. Before completing the application, refer to the Information for Applicants, Career Enhancement Fellowships for Academic Women.)

1. APPLICANT DETAILS

Title	Initials	Surname
School		
Telephone Number		Email Address
Level of Current Appointment (Level C or D)		
Commencement Date of Current Appointment		
End Date of Current Appointment		
Highest Academic Qualification		Year of Award

2. SHORT TITLE

Short, descriptive title that is clear, brief and informative to those outside your field:

3. FUNDS REQUESTED IN THIS APPLICATION (*Whole dollars only*)

Career Enhancement Fellowship Support: \$

Career Enhancement Networking Grant: \$

4. EXPECTED OUTCOMES OF CAREER ENHANCEMENT FELLOWSHIP (Up to 150 words)

Provide in the space below a summary of the Fellowship program and expected outcomes. This statement must be written in a style understandable to the intelligent lay reader.

5. BUDGET INFORMATION

5.1 Career Enhancement Fellowship Support - Budget to cover Teaching and Administration responsibilities of the Fellow

Indicate costing of personnel to provide teaching and administration responsibilities of the applicant. See *Part C – Instructions to Applicants, C2.1* for further instructions.

5.1.1

Detailed Budget Items	Amounts Requested \$	Additional School/Faculty Support \$ (optional)
Totals:	(Total max. \$50,000)	

5.1.2 Budget Justification: Write a justification for each item of the budget listed in 5.1. Include details of any School/Faculty support if applicable.

Discuss any queries relating to the appropriate level of staff appointments with Human Resource Services staff http://www.newcastle.edu.au/services/hrm/contact/client_teams.htm. Ensure that salary on-costs are included in the budget as appropriate. Information on salary rates and on-costs can be found from the relevant links on the following website:

<http://www.newcastle.edu.au/research/grants/salaryrates.html>

5.2 Budget for Career Enhancement Networking Grant (up to \$8,000)

See *Part C – Instructions to Applicants, C2.1* for further instructions.

5.2.1

Detailed Budget Items	Amount \$ (Do not include GST)	Additional School/Faculty Support \$ (optional)
Conference Registration		
Travel:		
Other:		
TOTAL:	(Total max. \$8,000)	

* The Career Enhancement Networking Grant is exempt from University overheads and GST and is awarded for a maximum of one year.

5.2.2 Faculty/School or other support for the Fellow’s program. In the space below detail support to be provided for the Fellow’s program of activities from other sources (eg School or Faculty, other grant schemes)

5.2.3 Budget Justification. In the space provided below, write a justification for each category of the budget requested, using the same headings, ie Conference – Travel - Other. Ensure that all items are adequately and clearly justified in terms of need and cost.

6. APPLICANT INFORMATION

6.2.1 Publications and Grants (for only the years since appointment to the current level)

1. Publications

- Ensure that this listing is limited to the years since appointment to the current level.
- List publications under the following headings and in this order: research books (A1); chapters (B1); refereed journals (C1) and refereed conference publications (E1); or list exhibitions or other forms of public presentations.
- In-press applications should include acceptance date.
- Do not include publications “in-preparation” or submitted but not yet accepted.

2. Research and/or Teaching and Learning Grants

- Ensure that this listing is limited to funding over the years since appointment to the current level.
- List all current funding from all funding agencies.
- List all pending applications in descending date order.
- Support types (Sup. Type) are ‘R’ for requested support, ‘C’ for current support, ‘P’ for past support.

Investigator(s)*	Sup. Type	Project Title	Grant Body	Year(s)	Amount

* List all investigators, in the order in which they appeared in the application

6.2.2 University Support

Have you previously been awarded or have a current application for other grants (eg HEESP, EIG), SSP (OSPRO) or any other form of support by this University not already listed in 6.2?

No Yes If yes, please provide details (years, type of support, funding amounts):

7. CAREER PLAN AND FELLOWSHIP PROGRAM OF ACTIVITIES AND OUTCOMES.

Your statement must be limited to **not more than 4 A4 pages of typescript (minimum 11 point)** using the following headings. An additional half page may be used to list references cited in this section if necessary

7.1 Career Plan: Provide an outline of your **career plan for the next 5 years**, with clear priorities in the areas of teaching, research and service.

7.2: Plan of activities: Provide a detailed plan of activities during the period of the Fellowship.

7.3: Outcomes: Provide details of the expected outcomes from period of the Fellowship.

7.4 Career enhancement: Provide evidence to justify how an enhanced profile from the Fellowship would lead to a strong application for promotion within 2 years of completion of the Fellowship. You are strongly advised to read the academic promotions policy, guidelines and procedures (http://www.newcastle.edu.au/unit/hrs/academic_promotions/) and to focus on the area (teaching, research or service) where you plan to make a case for outstanding achievement. Those applicants planning to apply for promotion to Professor are advised to take particular note of the additional criteria for promotion to this level.

7.5 Commencement and Completion dates: Provide Fellowship date of commencement/completion details.

8. CLASSIFICATIONS AND ETHICS/SAFETY INFORMATION

NB: If the research components of the Fellowship involve the use of human participants or animals or has safety implications, you must obtain the relevant clearance(s) **before** commencing the project.

8.1 Research Codes Please code the research aspects of the Fellowship according to ABS classifications contained on the Research Office Home Page (Policies and Codes):

Research Fields, Courses and Disciplines (RFCD)	%	Socio-Economic Objective (SEO)	%

8.2 Ethics Clearances. Please X appropriate box(es)

NB: If this project involves the use of human participants or animals or has safety implications, you must obtain the relevant clearance(s) before commencing the project. A University cost-centre will not be established until you have provided the Grants Section of the Research Office with a copy of your approval certificate(s).

8.2A Animal Ethics	Yes		No	
DOES THIS RESEARCH INVOLVE THE USE OF ANIMALS?		Answer next question		Go to 8.2B
Has an "Initial Application for approval for a project involving the use of animals" (Attachment B) in which identifies this grant , been submitted to the		Answer next question		You are required to obtain animal ethics approval prior to commencing the

University's Animal Care and Ethics Committee (ACEC).				project. Go to 8.2B
Has approval been given? <input type="checkbox"/> Yes - Approval Number:			<input type="checkbox"/> No - Go to 8.2C	
7.2B Human Ethics	Yes		No	
DOES THIS RESEARCH INVOLVE HUMAN PARTICIPANTS, HUMAN TISSUE, OR INFORMATION NOT IN THE PUBLIC DOMAIN?		Answer next question		Go to 8.2C
Has an "Initial Application for Ethics Approval for Research Involving Humans" been submitted to the University's Human Research Ethics Committee (HREC) which identifies this grant at Q.7 on the application?		Answer next question		You are required to obtain human ethics approval prior to commencing the project, and release of funds. Go to 8.2C
Has approval been given? <input type="checkbox"/> Yes - Approval Number:			<input type="checkbox"/> No - Go to 8.2C	

8.2C Safety Clearance: There are statutory requirements for the control of risks arising from workplace hazards, which both the University and the Chief Investigator are obliged to meet. Accurate identification of the hazards associated with the research project is vital to meeting this obligation. If approval has already been given please send a copy of the approval advice for our records. **Please answer all questions.**

<p>Section (i) Does this project involve work on:</p> <p>Recombinant DNA Yes No Transgenic organisms/animals Yes No Biologically hazardous materials Yes No - animals Yes No - toxins from biological organisms Yes No Fieldwork Yes No Clinical Research Yes No Hazardous Substances Yes No Chemwatch (MSDSs) weblink: http://locust.newcastle.edu.au/chem/default2.htm?du_mmy=0.2175738854913291</p>	<p>Section (ii) Does this project involve the use of Chemically hazardous Materials:</p> <p>Carcinogens Yes No Teratogens Yes No Heavy metals Yes No Anaesthetics Yes No Radioisotopes Yes No Ionising radiation Yes No Non-ionising radiation Yes No</p>
<p>Section (iii) Any other safety hazard, chemical, biological (e.g. handling sharps) or other type which you could identify?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:</p>	

9. CERTIFICATION: to be signed by applicant

I certify that all the details in this application are correct.

I understand that research within the University must be conducted in accordance with the Australian Code for the Responsible Conduct of Research and specifically that clearance for research involving humans, animals and/or safety implications must be obtained before a research project commences.

Signature

Date

Print Name

*THIS SECTION IS TO BE COMPLETED BY THE HEAD OF SCHOOL
(AND PV-C IF FACULTY RESOURCES ARE TO BE COMMITTED TO SUPPORT THIS APPLICATION):*

10. CERTIFICATION: by Head of School and Faculty Pro-Vice Chancellor

Head of School: Please attach a detailed report outlining the arrangements for re-allocating the applicant's teaching and administrative responsibilities. While it would be unfortunate if strong applicants were discouraged from applying for a Fellowship, in the event of multiple applicants from the same School, the Head of School should consult with the Pro-Vice Chancellor of the Faculty about whether the School and Faculty has the capacity to backfill successful applicants' teaching and administrative responsibilities

I support this application

- I approve the Detailed Budget Costings and support from the School/Faculty as outlined in question 3 of this application.
- I will support the Fellow with teaching and administration assistance and ensure appropriate coverage of activities during the period of the Fellowship.
- I certify that the Fellowship activities can be accommodated within the general facilities in my School/Faculty and that sufficient working and office space is available.

	Head of School:	Faculty Pro Vice-Chancellor (only required if Faculty resources are committed):
Signature:		
Print Name:		
Date:		

OR

I do not support this application (please provide reasons)

	Head of School:	Faculty Pro Vice-Chancellor (only required if Faculty resources are committed):
Signature:		
Print Name:		
Date:		

2008 RESEARCH ENHANCEMENT FELLOWSHIP CHECKLIST

A complete application package consists of the **original and eight copies (9 in total)** of the required documentation, **which should be lodged in the following order:**

	Yes	No	N/A
<p>1. <u>APPLICATION FORM</u> Please ensure that all sections have been fully completed and that all certifications have been signed.</p>			
<p><u>SUPPORTING DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM:</u></p>			
<p>2. <u>EXPECTED OUTCOMES OF FELLOWSHIP – 150 words max</u> (Section 4)</p>			
<p>3. <u>PUBLICATIONS LIST</u> - for only the years since appointment to the current level (Section 6)</p>			
<p>4. <u>RESEARCH AND/OR TEACHING GRANTS LIST</u> - for only the years since appointment to the current level (Section 6)</p>			
<p>5. <u>CAREER PLAN AND FELLOWSHIP PROGRAM DESCRIPTION</u> - maximum 4 pages in minimum 11 point type face (Section 7) including:</p> <ul style="list-style-type: none"> • Career Plan for 2009-2013 (Section 7.1) • Plan of Activities during period of Fellowship (Section 7.2) • Expected outcomes from the Fellowship (Section 7.3) • Career Enhancements (Section 7.4) • Start and end dates for Fellowship (Section 7.5) 			
<p>6. <u>HEAD OF SCHOOL AND PVC SIGNATURES</u> (Section 10)</p>			

INCLUDE THIS PAGE AS THE LAST PAGE OF YOUR ORIGINAL APPLICATION
DO NOT INCLUDE THIS PAGE WITH THE COPIES OF YOUR APPLICATION

ORIGINAL APPLICATION IS TO BE SINGLE SIDED.
COPIES MAY BE DOUBLE SIDED.

APPLICATIONS DUE: 5PM Monday 27 OCTOBER