**Research Office**

**Eligibility Assessment Form

Fellowship Schemes

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| Fellowship applicants who do not meet the PhD timing requirements of the relevant scheme, but have eligible career interruptions, should use the Career Interruption Calculator to estimate their eligibility.  Applicants requiring further advice on their eligibility status can submit this *Eligibility Assessment Request Form* to the Research Office by the applicable deadline and Research Office staff will provide additional advice.  **Please email completed forms and supporting evidence of each interruption to** [**research-applications@newcastle.edu.au**](mailto:research-applications@newcastle.edu.au) |

1. **Applicant Details**

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| **Name** |  |
| **School** |  |
| **Contact No.** |  |
| **Application ID** |  |
| **Scheme** |  |
| **Email** (external applicants only) |  |

1. **PhD Conferral (Award) Date (for ARC schemes)**

*Please provide details of all PhDs if applicant holds more than one*

PhD Conferral Date as indicated on your award letter or academic transcript.

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1. **PhD Thesis Pass Date (for NHMRC or MRFF schemes)**

*Please provide details of all PhDs if applicant holds more than one*

PhD Thesis Pass Date as indicated on your thesis pass letter or confirmed by Graduate Research.

* *This is the date your thesis was classified as “passed” by your thesis examiners, or if corrections were required, the date that the corrections were approved by the university.*

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1. **Application ID, if known** (Example: DE230000001)

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1. **Project Title** (short descriptive title that is no more than 20 words)

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1. **Career Interruptions**

Please list all periods of non-research after obtaining your PhD which should be considered when assessing your eligibility to apply for the nominated scheme. Please refer to Appendix 1 for examples of career interruptions.

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| **Career Interruption Type** | **Start and Finish Date** (day/month/year – day/month/year | **Total Period of Interruption**  (in months) | **FTE at work**  (if applicable) | **Research Office Comments Only** |
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(Add more rows if required)

1. **Career Interruption Summary**

Please provide a brief summary of your Career Interruptions which may impact your eligibility.

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**Please return your completed form to** [**research-applications@newcastle.edu.au**](mailto:research-applications@newcastle.edu.au)

Appendix 1: Career Interruption examples

Australian Research Council

Career Interruptions are career and/or life experiences, which have affected a researcher’s capacity, productivity or contribution. It is understood that the impact of any interruption may extend beyond the duration of a specific event, and the full extent of any interruption, reflecting individual circumstances.

Please note that evidence may be requested for interruptions claimed.

Each period of career interruption must be significant and not overlapping. Interruptions include but are not limited to:

* Disruption due to international relocation
* Caring responsibilities
* Disability
* Disaster management and recovery
* Limited or no access to facilities and resources—such as through workplace interruptions
* Medical conditions
* Non-research positions, not concurrent with research employment
* Parental leave
* Unemployment
* Primary carer of a dependent child

National Health and Medical Research Council

A Career Disruption is defined as a prolonged interruption to an applicant’s capacity to work, due to:

* pregnancy
* major illness/injury
* carer responsibilities.

The period of career disruption may be used:

* to determine an applicant’s eligibility for an Emerging Leadership Investigator Grant
* to allow for the inclusion of additional track record information for assessment of an application
* for consideration by peer reviewers.

To be considered for the purposes of eligibility and peer review, a period of Career Disruption is defined as:

* a continuous absence from work for 90 calendar days or more, and/or
* continuous, long-term, part-time employment (with defined %FTE) due to circumstances classified as Career Disruption, with the absence amounting to a total of 90 calendar days or more.

Any other types of interruptions are classed as Relative to Opportunity considerations, which are used for track record assessment but not for eligibility assessment.