Centre for the History of European Discourses
Affiliate Research Fellowships

Guidelines to Applicants

The following guidelines are intended to assist applicants to complete an application for funding under the CHED Affiliate Research Fellowship scheme.

The CHED Affiliate Research Fellowship scheme is open on an annual basis. **The Scheme has been suspended for 2008 and will resume in 2009.**

1 **Eligibility Criteria for Fellowships**

   • Applicants must be CHED Affiliates employed in the Faculty of Arts at The University of Queensland at the time of application.

   • Applicants for the Fellowship must not have held a CHED Affiliate Research Fellowship or a CCCS Faculty Fellowship in the preceding year, or hold a CCCS Fellowship concurrently.

   • Funds available under the CHED Affiliate Research Fellowship scheme must not be used to duplicate or supplement funding from other sources. The selection committee reserves the right to decide eligibility of applicants receiving funding from other sources within The University of Queensland. To determine eligibility, applicants are requested to include as part of the application details of current and requested research support from The University of Queensland (see Application Format).

2 **Number of Fellowships and Level of Funding**

   • A maximum of three (3) Fellowships will be offered per annum, however the Director reserves the right to vary the number of Fellowships without notice.

   • Preference will be given to Early Career Research (ECR) applicants for at least one (1) of the Fellowships.

   • The definition of an ECR is a researcher holding a PhD, or equivalent research doctorate, for no more than eight (8) years. Applicants not satisfying this definition who wish to claim ECR status must present their case within the application.

   • The selection committee reserves the right to determine the number of Fellowships awarded to ECRs. ECR applicants must include as part of the application a statement justifying their status.

   • The maximum amount available under the CHED Research Fellowship scheme is $4,000 per application. The selection committee reserves the right to determine the level of funding allocated to the project from within the funding range.
3 Duration of Fellowship

- Funds provided under the CHED Affiliate Research Fellowship scheme must be expended and acquitted within the calendar year the Fellowship is awarded.
- Funds may not be carried forward to the subsequent year, unless approval has been granted by the Director.

4 Types of Funding Supported

The selection committee will consider applications to assist Affiliates with their research work in the following areas:

- Research assistant hours;
- Teaching relief;
- Research travel;
- ECR applicants may also request funding for a publishing subvention

5 Application Format

Applications must include ALL of the following items. Incomplete applications will not be considered.

(a) Outline of research project (maximum of 2 pages only);
(b) Where relevant, applicants seeking ECR status must include a statement of justification or applicants not satisfying the above definition of ECR who wish to claim ECR status must present their case for exemption;
(c) Statement of perceived benefits to CHED and/or the Arts Faculty (maximum of 1 page only);
(d) Details of type of funding requested;
(e) Applicants seeking funding for teaching relief or leave must include a letter of approval from the head of school. Applications that do not include a letter of approval will not be considered eligible;
(f) Budget and amount of funds requested. The budget must include a cost breakdown of anticipated expenditure. For example, if research assistance is being sought the budget must include details of the level of employment, number of hours requested, hourly rate and so on.
(g) Statement of other research funding for the project previously or currently held or requested from other sources. Applicants must also include a statement outlining research support for other projects currently held or requested from other sources in The University of Queensland.

6 Acquittance of Fellowship

- CHED is seeking full acquittal of the Fellowship amount following tenure of the Fellowship to enhance transparency and accountability.
- Accordingly, successful applicants are requested to acquit Fellowships at the end of the grant period. Any amounts awarded but not acquitted must be reimbursed to CHED.
7 Acknowledging CHED Support

- CHED requires that research supported by CHED will be appropriately acknowledged. When the successful applicant publishes or produces material such as books, articles or other publications that relate to the project supported under the CHED Affiliate Research Fellowship scheme, support of CHED shall be acknowledged. Similar efforts to acknowledge CHED support should be made in any promotion of the project, such as in the printed media.

- In addition, successful applicants are requested to present a paper on their research project at any time during the project or within three (3) months of tenure of the Fellowship or at any time mutually agreed with the Director. This presentation may be at a CHED work-in-progress seminar or other forum agreed with the Director.

8 Matters to note before submitting application:

- The application must include all the information necessary for assessment without the need for further written or oral explanation, unless requested by the selection committee. Applications that do not include all documentation required and outlined above in the section Application Format will be deemed ineligible. All details in the application must be current at the time of application.

- All applications must be submitted by the due date as advertised on the CHED website. Late applications will not be considered without the express permission of the Director.

- Two (2) copies of the entire application should be forwarded to the Director of CHED.