



Deakin University Postdoctoral Research Fellowship Scheme 2025

Guidelines, Instructions and
Conditions of Award

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Deakin University Postdoctoral Research Fellowship (DUPRF)

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BACKGROUND

The Deakin University Postdoctoral Research Fellowships (DUPRF) are intended to build research and innovation capability and excellence and create impact in strategic priority research strengths at Deakin University.

The Fellowships are to support and develop early career researchers identified as potential rising stars, aiming to enhance the capacity and capability in key research areas and build the next generation of high achieving and internationally competitive researchers for Deakin.

In addition to the Deakin University Postdoctoral Research Fellowship Scheme, Deakin University also offers Executive Dean of Health Research Fellowships (Executive Deans Fellows). The Executive Dean of Health Research Fellowships, similar to the DUPRFs, are intended to build research and innovation capability and excellence through innovation and impact across the Faculty of Health. These Fellowships support and develop early career researchers and build the next generation of high achieving and internationally competitive researchers in health research.

The Deakin University Postdoctoral Research Fellowships and Executive Dean of Health Research Fellowships will be assessed and offered concurrently. The objectives, guidelines and assessment criteria apply to both fellowship schemes.

SCHEME OBJECTIVES

To recruit new or retain talented early career researchers who:

- are nationally competitive for national and international fellowship schemes and project funding schemes (such as DECRA Fellowships, NGMRC and MRFF Investigator grants, National heart Foundation grants, DART Fellowships, etc.);
- undertake innovative research aligned directly with Deakin University Impact Themes and strategic research priorities, including the Trailblazer REACH focus areas of clean energy and recycling. Click [here](#) for further information.

LEVEL AND PERIOD OF FUNDING

The Fellowship provides up to 3 years¹ of salary support ranging from Level A, Step 6 to the top of Level B classification, commensurate with experience².

Years since PhD conferral	Academic Level	Step
0-1 year	Level A	Step 6
1-2 years	Level A	Step 7
2-3 years	Level A	Step 8
3-4 years	Level B	Step 1

NB: This table is an indicative guide only.

Fellowships are generally offered on a full-time basis, however, domestic applicants or those who hold permanent residency, may elect to undertake the Fellowship on a part-time basis if they meet the criteria outlined below.

The part-time option is not available to international applicants due to Australian visa requirements. Part-time fellowships are only available to researchers who have carer responsibilities or personal circumstances such as a medical condition or disability that preclude full-time work.

Applicants who wish to undertake the Fellowship part-time must do so at a minimum time fraction of 60% (0.6 FTE) and should note that there are two options for undertaking a part-time Fellowship:

¹ For international DUPRF's the third year is subject to meeting visa requirements; Executive Dean Fellowships will be two years with the possibility to extend the fellowship by one year subject to meeting specified requirements at the time of extension.

² Successful Fellows will be paid at Level A, Step 6 salary scale unless the Deputy Vice-Chancellor Research and Innovations approves appointment at a higher step within the scale as per the University's Remuneration Procedure or salary matching is required.



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1. Residual salary funds can be used to employ a Research Assistant (or similar) to enable completion of the project within the three-year period;
2. Fellows may elect to extend the period of employment commensurate with their time fraction noting that any time-fraction increases during the Fellowship will reduce the duration of the Fellowship.

Successful Fellows also receive one-off Research Support Grant of \$15,000, to be used throughout the Fellowship as details under the Conditions of Award section on page 11.

ASSESSMENT CRITERIA

1. Candidate Track Record – 60%

Assessment will be based on discipline relevant criteria as well as:

- Last 5 years publications and/or NTRs where applicable, taking into account any career interruptions (see page 5-6) - including: consideration of field weighted citations, author position (first/last/corresponding etc.) and overall author contribution;
- Grant income only where the applicant was either CIA or CIB;
- The number of standing of relevant competitive research prizes and awards;
- Research impact, including developing intellectual property, research commercialisation and/or contributions to policy or practice and community engagement;
- HDR Supervisions – but only if the applicant was the principal or co-supervisor.

2. Project Quality, Feasibility & Benefit – 30%

The excellence and significance of the project including:

- The research addresses an important and significant problem;
- The potential to advance knowledge and/or generate significant translational outcomes.

The feasibility of the proposal including:

- The conceptual/theoretical framework is innovative and original;
- The aims, concepts, methods and results are likely to advance knowledge and/or translation;
- The project's design and the candidate's experience will result in the timely and successful completion.

The potential benefit of the project including evidence that:

- The project will produce significant new knowledge and/or innovative economic, commercial, environmental, social and or/cultural benefit to our communities;
- The project has the potential to lead to further research discoveries, innovations and/or benefits;
- The project is likely to attract external research funding and will enable applications for external funding to be submitted towards the end of year 1 of the Fellowship onwards.

3. Alignment & Research Environment - 10% *NB: This is an internal scoring process, applicants do not need to obtain such data*

Assessment will be based on the five criteria below:

- Has the hosting environment received major external funding in the last 3 years (this is mandatory)?
- Has the hosting environment existing facilities to support the research?
- Within the hosting environment, have early career researchers gone on to obtain externally funded fellowship or awarded CIA (School/Centre/Institute)?
- Has the supervisor received major external funding in the last 3 years as lead or significant investigator?
- Is the supervisor currently supervising an DUPRF?
- Does the Research project align to REACH?³

³ Relevant to SEBE, IFM and IISRI (if applicable)



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APPLICANT ELIGIBILITY

Applications are open to both Deakin University and external applicants subject to the criteria listed below.

PhD Award Date

Applicants must have been awarded a PhD⁴ on or after 1st January 2021 or, together with allowable career interruptions, have an award of PhD date that would be commensurate with a PhD Award Date of 1st January 2021 (refer to Career Interruptions for Eligibility Purposes below).

Applicants should carefully note the Conditions of the Award pertaining to the offer of a Fellowship as all Fellowship offers are contingent on the applicant providing evidence in the application process of having qualified, or being on track to qualify, for the award of a PhD **by no later than 31st December 2024**.

Career Interruptions for Eligibility Purposes

Career Interruptions or breaks are defined as a prolonged interruption to an applicant’s capacity to work. See below allowable career interruptions and timeframes for DUPRF.

Reason for Career Interruption	Time which can be claimed
Disruption due to international relocation.	A period of time commensurate with the interruption not exceeding three months per international relocation.
<ul style="list-style-type: none"> • Carer’s responsibilities • Medical condition or disability • Maternity or parental leave • Disaster management and recovery • Limited or no access to facilities and resources - such as through workplace interruptions • Unemployment • Non-research employment not concurrent with research employment 	A period of time commensurate with the interruption
Being the primary carer of a dependent child (inclusive of carer’s responsibilities and any maternity or parental leave)	<p>Two years per dependent child, inclusive of any period of maternity or other parental leave, with no maximum identified.</p> <p>A primary carer who has had extensive caring responsibilities for a dependent child may be granted a further extension (in addition to the two years) with justification. This may be due to the child being ill or having a disability</p>

For the purposes of eligibility, a period of Career Interruption is defined as a continuous absence from work for 28 calendar days or more, and/or continuous, long-term, part-time employment that has been formalised with the applicant’s employer with the absence amounting to (a total of 28 calendar days or more).

Please note that each period of career interruption being claimed:

- must not be counted twice if there is overlap with another career disruption;
- can only include periods before the close date;
- must involve a continuous absence from work of 28 calendar days or more, and/or,
- must demonstrate continuous part-time employment (with defined % full-time equivalent, FTE) due to circumstances defined as a career interruption, with any absence amounting to a total of 28 calendar days or more.

⁴ PhD award date is defined as the date on the testamur.



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Applicants must document any career interruptions relevant to their eligibility within the application form. Applicants will need to provide official documentary evidence in English or an authorised English translation of such documents to substantiate claimed career interruptions. This can be in the form of a [Statutory Declaration](#) (This link is for a Victorian Statutory Declaration. Equivalent Statutory Declarations are also accepted as long as they are in English).

Note:

Total working time (FTE) must be less than 4 years post PhD conferral.

FTE (in years) is calculated as follows: time fraction x no. of years.

Examples & Notes re Career Interruptions:

1. An applicant awarded a PhD on 1 January 2020 can demonstrate they were on parental leave for 12 months is eligible.
2. An applicant awarded a PhD on 01 January 2020 can demonstrate a career interruption of 6 months is ineligible.

Citizenship

Applicants can be Australian or non-Australian citizens. The appointment of Fellows who do not hold Australian citizenship or permanent residency status will be subject to the recipient being granted an appropriate visa (Refer also “Conditions of Award”). Some applicants may be affected by Australia’s Autonomous Sanctions requirements (Refer to “Conditions of Award”).

Existing or Past Deakin University Postdoctoral Research Fellows

A past or present Deakin University Postdoctoral Research Fellow and/or Executive Dean of Health Research Fellow cannot hold a second or subsequent Deakin University Postdoctoral Research Fellowship and/or Executive Dean of Health Research Fellowship. There is no provision within this scheme for the extension of existing Deakin University Postdoctoral Research Fellowships and/or Executive Dean of Health Research Fellowships.

APPLICATION AND ASSESSMENT PROCESS

1. Applications must be submitted via the online application form accessible via the Deakin website.
2. Applicants must find and establish a proposed supervisor. Please review to the [Faculty, Institutes and SRICs contact page](#) for contact details.
3. Applicants are required to obtain a supervisor support statement confirming their agreement to host the fellowship. This statement must be downloaded from the online application form, completed by the proposed supervisor, and attached to the application by the applicant.
4. Applicants should ensure that academic researchers outside their discipline area can easily understand their Research Proposal, as the assessment process will involve assessors from a range of research disciplines. Applications will be assessed against the selection criteria by the relevant Faculty in consultation with their Research Institutes or Strategic Research Innovation Centres for competitiveness and alignment with Deakin University Impact Themes. Further information regarding Deakin University Impact Themes can be found in [Deakin 2030 - Ideas to Impact](#) (page 15). The assessment panel will include the Associate Deans Research and Institute Directors at a minimum. NB: If an Institute is not associated with a Faculty, that Institute’s applications will be assessed by that Institute.
 - a. The proposed supervisor may be consulted to comment on the competitiveness of the candidate and their research as well as their future potential;
 - b. Faculties/Institutes or SRICs may ask applicants to participate in an interview via Zoom (or similar) as part of the shortlisting process.
5. Shortlisted applicants will be required to provide details of two referees.



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SUBMISSION INSTRUCTIONS

Applicants should:

1. Determine which Faculty/School, Research Institute or Strategic Research Innovation Centre (SRIC) aligns most closely with their research interests and contact that area to ascertain whether their proposal is aligned and would be supported (refer to the Web Links and Contact Details section);
2. Identify a preferred supervisor based on the alignment of their research interests and area of expertise (NB you will be required to obtain written confirmation from the supervisor as part of the application form);
3. Complete and submit the application via Deakin University's online recruitment system, Deakin Recruit on or before the due date;
4. Applicants must follow any submission or formatting requirements and must upload the required Attachments;
5. Only one application per applicant will be accepted;
6. The application will be forwarded to the nominated Faculty/School, Research Institute or SRIC for review and assessment.

Late applications will not be accepted.

Application Formatting Requirements

The following formatting specifications are compulsory. Failure to comply with any of these instructions may render your application ineligible.

Application Templates: Applications must be prepared using the online application form and the 2025 templates accessible from the Deakin [DUPRF website](#).

- Do not alter page formats, margins, line and character spacing, or font type and sizes;
- Do not add attachments other than those requested.

Attachments: Font size should be 11point Calibri margins should be 2cm on all sides and line spacing set to single.

False or Misleading Information

All information provided in the application including publication data and the status of a PhD qualification must be current at the time of submission. If Deakin University considers that an application contains false or misleading information, the application will be excluded from further consideration or, if an offer has been made, the offer will be withdrawn.

NB: Those applying for a 2025 Deakin University Postdoctoral Research Fellowship who have requested fellowship support⁵ from other sources may submit the same project to the Deakin University Postdoctoral Research Fellowship scheme, provided details are listed in the Research Project Details section of the online Application form.

Acknowledgement of Receipt

Deakin University will acknowledge receipt of all applications via their online recruitment system, Deakin Recruit. If you do not receive an Acknowledgement of Receipt for your Application within two working days, please send a "Request for Confirmation of Receipt of DUPRF Application [your surname]" to duprfellowships@deakin.edu.au. Applicants are advised to retain a copy of their application.

⁵ Fellowship support includes, but is not limited to, any NHMRC or MRFF Fellowship scheme, the ARC Discovery Early Career Researcher Award or other forms of funding that provide salary support for the recipient.



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OUTCOMES

Successful Applications

If an applicant is successful, they will be notified by email – this constitutes an “informal” offer from Deakin Research and Innovation. If an applicant accepts the “informal” offer, a “formal” offer will be issued by the Deakin University People and Culture Division (PCD). Only the PCD can issue formal employment offers and employment contracts. Successful applicants should not resign from any existing position until a “formal” offer is accepted and signed, and its receipt acknowledged by the University *via* the PCD.

Unsuccessful Applications

Unsuccessful applicants will be notified by email, but we cannot provide individual feedback.

PERFORMANCE EXPECTATIONS

Deakin University Postdoctoral Research Fellows are required to:

- successfully undertake their proposed research project;
- contribute as appropriate to other research programs in their hosting environment;
- grow their track record of success in terms of the range of measures outlined under “Candidate” in the Assessment Criteria above;
- apply for external research and innovation funding in terms of projects/tenders⁶ or fellowships by 31st October 2026 and submit subsequent applications by 31st October 2027;
- report against the above ‘Performance Expectations’ and external funding activity in the Annual Progress Report and Final Report intervals during their award (mandatory).

FURTHER INFORMATION AND WEB LINKS

See <https://www.deakin.edu.au/research/support-for-researchers/project-funding/deakin-university-funding/duprf>

For queries or clarification on any aspect of this scheme email duprfellowships@deakin.edu.au

Key Dates

Date	Event
Monday 1 July, 2024	2025 Round opens: Application form available via online recruitment system (Deakin Recruit).
Wednesday 28 August, 2024	2025 Round closes: Applications must be lodged via Deakin Recruit NB: Late applications will not be accepted.
Monday 4 November, 2024	Send informal offers. The majority of ineligible and unsuccessful applicants will be notified by People and Culture Division following approval to do so by Faculties/Institutes.
Friday 15 November, 2024	Informal offers finalised by this date.
From Monday 18 November, 2024	Applicants issued formal offer by People and Culture Division.
Monday 6 January, 2025	First date for DUPRF to commence.
Monday 31 March, 2025	Final date for DUPRF to commence.

⁶ Please note ‘external research and innovation funding in terms of projects/tenders’ does not need to be as lead or sole CI.



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FACULTY / INSTITUTES / SRICs CONTACT DETAILS

Further information on research within each Faculty/Institute/SRIC is available on the [Faculty, Institutes and SRIC contact](#) page.

CONDITIONS OF AWARD

All Conditions of Award are mandatory and non-negotiable.

NB: The People and Culture Division will issue any formal offer of employment and can advise successful fellows on matters such as superannuation, leave entitlements, immigration requirements and intellectual property provisions.

Employment Conditions

1. All Fellowship offers are contingent on the applicant providing evidence of having qualified, or being on track to qualify, for the award of a PhD by 31st December 2024 noting the below:
 - a. All applicants must be able to commence the fellowship by 28th March 2025. If they are unable to commence by this date their offer will be withdrawn and they will be encouraged to reapply next year.
If a successful applicant cannot provide proof of their qualification by 31st December 2024 the offer will be withdrawn.
2. All conditions of employment are governed by the Deakin University Enterprise Agreement 2023 or any subsequent Enterprise Agreement.
 - a. Deakin Research will provide a taxable salary between Level A, Step 6 – Level B, Step 6 of the University's Academic salary scale for the three years of the Fellowship for domestic fellows and two years for international fellows;
 - b. The appointee will be required to participate in the relevant superannuation scheme.
3. Fellows must become employees of Deakin University, be based out of a Deakin University campus and follow Deakin University Blended Working policy as agreed with their supervisor (a substantial on-campus presence will be expected of all Deakin University Postdoctoral Research Fellows).
4. Fellowships are generally undertaken on a full-time basis, with specific durations as follows:
 - Three years (36 months) for domestic fellows and up to three years (36 months) for international fellows, subject to meeting visa requirements. If at the time of appointment international fellows do not meet visa requirements, the fellowship will default to two years (24 months), with the possibility for international fellows to extend for an additional year (totaling 36 months), subject to visa requirements⁷.

Extensions beyond these periods are not typically permitted, except under circumstances outlined below:

- a. Extensions may be granted for Maternity Leave and other extended leaves approved by the Deputy Vice-Chancellor Research and Innovation (as detailed in point 9 below).
5. Domestic applicants or those with permanent residency may opt to undertake the Fellowship on a part-time basis (see 'Level and Period of Funding' section). This option is not available to international applicants who require a temporary visa to undertake the Fellowship if successful.
 - a. Candidates approved to undertake the Fellowship part-time have two options:
 - A Fellow may elect to use any residual salary savings to employ a Research Assistant (or similar) to fast track their career. In this case, the Fellowship must be completed within the 3-year period.
 - A Fellow may choose to extend the duration of their Fellowship commensurate with their nominated part-time fraction (the minimum part-time fraction being 0.6 or 60% of full-time). These fellows must complete their Fellowship within the extended period specified in their

⁷ Executive Dean Fellowships are Two years (24 months) for all fellows, with the possibility for fellows to extend their fellowships for an additional year (totaling 36 months), subject to meeting specified requirements at the time of extension.



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contract. Adjustments to the duration will be made if a Fellow later decides to increase their time fraction.

- Fellowships undertaken at 0.6 FTE will have a duration of 60 months
 - Fellowships undertaken at 0.8 FTE will have a duration of 45 months
6. All DUPRF recipients must take any annual leave entitlements during the term of the Fellowship as the Fellowship cannot be extended to cater for accrued leave.
 7. An Deakin University Postdoctoral Research Fellowship (DUPRF) recipient who is not an Australian citizen must obtain a legal right to work and reside in Australia for the duration of the award.
 - a. Successful applicants are responsible for all visa costs associated with their appointment (except the “Nomination Fee” where applicable which is borne by the relevant administrative area).
 8. The work performance of Fellows will be reviewed annually in accordance with the University’s Deakin Achieve process. Under the Fellowship, DUPRF recipients have reporting obligations (see the ‘Reports’ section below). Fellows who do not provide the required reports may face disciplinary action.
 9. Requests to vary the fellowship for any reason must be discussed with the relevant Head of budget centre before being submitted to duprfellowships@deakin.edu.au for consideration by the Deputy Vice-Chancellor Research and Innovation.

International Considerations

10. Autonomous Sanctions - applicants who are citizens of the following countries may be affected by the Department of Foreign Affairs and Trade (DFAT) requirements in relation to Autonomous Sanctions: North Korea, Iran, Libya, Myanmar, Russia/Ukraine, Syria, The Former Federal Republic of Yugoslavia, Zimbabwe. See [DFAT website](#) for further information.
 - a. If successful, an application from a citizen whose country is subject to Autonomous Sanctions will be asked to provide additional information to satisfy DFAT requirements. Applications or applicants that do not satisfy DFAT requirements will be deemed unsuccessful. Applicants should check the DFAT website as the list of countries affected by Autonomous Sanctions is regularly updated.
11. Applicants, particularly those who will have to relocate to take up a Fellowship, should carefully assess their ability to manage on the income provided prior to submitting an application or accepting any Fellowship offer.
 - a. There are no additional allowances to support recipients for unanticipated living expenses. For example, those on temporary visas may be obliged to have private health insurance and are not eligible for Centrelink payments or childcare rebates. These applicants are strongly advised to consider matters such as childcare availability and cost, health insurance costs and accommodation costs as the salary support provided under this scheme is fixed and there are no additional funds or allowances available to cover unanticipated expenses incurred by individuals.

Duties

12. Fellows are expected to focus on research for the duration of the Fellowship however Fellows may be required to undertake other duties for up to 6 hours per week (e.g. teaching duties, committee representation) as this constitutes an important part of the Fellow’s career development. This is calculated on a pro-rata basis for part-time fellows. It is essential that recipients be located at a Deakin University campus in order to undertake such duties.



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Research Support Grant

14. A Research Support Grant of \$15,000 will be provided from commencement of the Fellowship.
 - a. A Budget outlining the use of the Research Support Grant will need to be submitted once a candidate has accepted their formal offer;
 - b. The Research Support Grant must be used according to the submitted budget for the direct costs of the research only. These can include consumables, specialised computers, other equipment and resources as well as domestic or overseas travel if permitted;
 - c. The Research Support Grant cannot be used to supplement the researcher's salary, for relocation costs or other cost of living expenses, or any other costs not directly related to the Fellow's research.
15. The Research Support Grant is designed to support Fellows with their research. Any unspent monies must be returned to Deakin Research at the conclusion of the Fellowship or at the time of its termination.

Overlap with externally funded research Fellowships/Grants

16. The Deakin University Postdoctoral Research Fellowship cannot be held in conjunction with another paid employment, with the exception of externally funded research fellowship/grants with funding rules that allow for joint arrangements or appointments and/or transfer. Please provide details of the grant/fellowship via the online Application Form.

Research Integrity

17. All research must comply with the *Australian Code for the Responsible Conduct of Research (ACRCR)* and any University Policies and Procedures.
 - a. Deakin University Postdoctoral Research Fellows are responsible for ensuring compliance and that they have appropriate ethics clearances prior to commencing their research project. Fellows must successfully complete any mandatory training appropriate to their project (including mandatory refresher courses as applicable) and are strongly encouraged to complete the "Research Integrity" induction module which covers the ACRCR and other matters such as privacy and copyright. Information on this and other Research Integrity training is available at <http://www.deakin.edu.au/research/researcher-support/integrity-secure/induction-and-training>
 - i. Existing Deakin University staff who are up to date with the training requirements applicable to their project are not required to repeat the training except as required for refresher purposes.

Reports

18. A progress report is required annually from the commencement of the fellowship. The report must be completed via ServiceNow (an email will be sent to Fellows providing a link to access ServiceNow).
19. A final report is required six weeks before the fellowship is due to end. The report must be completed via ServiceNow (an email will be sent to Fellows providing a link to access ServiceNow).
20. If an Deakin University Postdoctoral Research Fellow elects to relinquish their Fellowship prior to the official end date, a final report is required four weeks before leaving the position.

Performance Management and Termination

21. Deakin University Postdoctoral Research Fellows are subject to all conditions outlined in the University's Enterprise Agreement 2023 or any subsequent Enterprise Agreement. It is up to the relevant Head of budget centre to implement appropriate procedures if a Fellow is identified as having unsatisfactory performance. The Deputy Vice-Chancellor Research and Innovation must be informed of any Fellow whose performance is considered unsatisfactory and kept informed of the progress of any process being implemented to address concerns.