

UQ Amplify

2019-20 GUIDELINES FOR EXISTING EXTERNALLY-FUNDED FELLOWS

DESCRIPTION AND PURPOSE

The University of Queensland (UQ) Strategic Plan highlights the need to *attract and retain the best researchers from all over the world* and *develop our capacity to invest in the best research talent*. **UQ Amplify** is a key component of this aim, representing an institution-wide approach to attracting, retaining and developing externally-funded Fellows. UQ Amplify:

- Coordinates and unifies the University's investment in externally-funded Fellows;
- Positions UQ more competitively in the sector as a destination for externally-funded Fellows;
- Enhances career development for Fellows through an appropriately-scaled active involvement in Teaching; and
- Enhances career pathways for externally-funded Fellows.

For eligible externally-funded Fellows (either currently at UQ or other institutions), UQ Amplify provides for:

- A fixed-term contract at the University following conclusion of their externally-funded Fellowship subject to a successful application to this program; and
- Access to the University's teaching program through an agreed teaching portfolio.

FUNDING AVAILABLE AND DURATION OF SUPPORT

Post-Fellowship contracts supported by UQ Amplify are funded centrally in combination with the host School/Institute/Faculty. Eligible salary funding (salary and salary on-costs) for successful UQ Amplify candidates will be calculated at a flat per annum central contribution amount for each of the academic appointment levels from Level A to E, as per the indicative rates outlined below:

Academic Level	Central funding amount (salary and salary on-costs in 2019 \$)*
Level A	\$58,000
Level B	\$73,000
Level C	\$87,000
Level D	\$100,000
Level E	\$117,000

**Pro-rata allocations in the case of late starts and part-time status. Balance to be met by nominated host, including any merit or market loadings. Candidates already at UQ apply for funding under UQ Amplify at their current academic level. Central funding contributions are indexed each year.*

The remaining co-funding is to be provided by the nominated host School/Institute/Faculty. UQ Amplify is not bankable or transferable; that is, recipients must relinquish their UQ Amplify funding on securing a continuing Teaching and Research (T&R) appointment or a further external Fellowship award. If a further external Fellowship is secured, UQ Amplify may be applied for and held following the conclusion of that Fellowship, subject to UQ Amplify eligibility provisions. UQ Amplify does not fund research project costs.

The duration of the post-Fellowship appointment and the contract type varies depending on the external Fellowship held and the UQ host organisational unit. Post-Fellowship appointments in UQ Schools will be under a T&R academic contract, while Post-Fellowship appointments in UQ Institutes will be under a Research-Focused (RF) contract. Post-Fellowship appointments in UQ research centres would normally be under a T&R contract (noting that these centres are generally embedded within a Faculty); although for research centres with significant critical mass, a Post-Fellowship RF contract may be considered.

Type of externally-funded Fellowship [†]	UQ Amplify post-Fellowship support*
ARC Discovery Early Career Researcher Awards (DECRA) NHMRC Early Career Fellowships (ECF) NHMRC Investigator Grant: Emerging Leadership Fellowship (EL1, salaried) NHMRC-ARC Dementia Research Development Fellowships NHMRC Career Development Fellowships (CDF1) Advance Queensland or Accelerate Early-Career Fellowships	2-year fixed-term position
Advance Queensland or Accelerate Mid-Career Fellowships NHMRC Investigator Grant: Emerging Leadership Fellowship (EL2, salaried)	3-year fixed-term position
ARC Future Fellowships NHMRC Career Development Fellowships (CDF2) NHMRC Boosting Dementia Research Leadership Fellowship NHMRC Research Fellowships NHMRC Investigator Grant: Leadership Fellowships (L1-L3, salaried)	5-year fixed-term position

[†] *NHMRC administered MRFF Fellowships, noting that Investigator Grants funded by MRFF will be considered the same as NHMRC Investigator Grants.*

**The end date of post-Fellowship appointments funded under UQ Amplify is extended pro-rata based on fractional appointments, and for periods of approved suspension. For example, a 2-year UQ Amplify appointment worked at a total of 0.5FTE equates to a contract duration of 4 years.*

It is recognised that an existing Fellowship holder from an Institute may wish to pursue, under UQ Amplify, a post-Fellowship T&R position in a School to further their career. In this instance:

- A host School must agree to the proposed arrangements at the time of application to UQ Amplify.
- The position may be a 50/50 joint appointment between the School and the Institute, with the two local units being responsible for an equal co-share of the non-central component of the salary costs. Alternatively, if the parties agree, a T&R post-Fellowship position may be shared in different proportions between a School and Institute, or be 100% in the School.

The Teaching Plans under UQ Amplify will often involve an Institute-based researcher delivering teaching into a School-based program. The transfer of teaching income from a School to an Institute in this situation is not to occur.

ELIGIBILITY: EXTERNALLY-FUNDED FELLOWS CURRENTLY AT UQ

To be eligible to apply to 2019-20 UQ Amplify, candidates must meet the following criteria:

- Hold at UQ as the current Administering organisation, a Fellowship from ARC, NHMRC or Advance Queensland, as tabulated above, with external salary funding ending between 1 July 2019 and 30 June 2020;
- Be currently employed at UQ;
- Not have an underlying continuing appointment at UQ;
- Be an Australian citizen or permanent resident as at the closing date for applications; and
- Be endorsed by the host Head of School or Institute Director.

ARC Future Fellows with Fellowship end dates between 1 July 2019 and 30 June 2020, who have a pre-existing fixed-term post-Fellowship employment undertaking, are also eligible to apply to UQ Amplify.

UQ Amplify funding is available from July 2019, and must be taken up by 1 July 2020.

ELIGIBILITY: EXTERNALLY-FUNDED FELLOWS CURRENTLY AT ANOTHER INSTITUTION

To be eligible to apply to UQ Amplify, candidates must meet the following criteria:

- Hold a current Fellowship or Award from ARC, NHMRC or Advance Queensland, as tabulated above;
- Not have an offer for, or an underlying, continuing appointment at UQ;
- In transferring into UQ while on the external Fellowship, bring at least half of the external Fellowship duration and/or value at the time of commencement at UQ; and
- Be endorsed by the host Head of School or Institute Director.

Fellows transferring into UQ would then remain on their externally-funded Fellowship until its completion. As the end of the external Fellowship approaches, the Fellow would apply for funding under a future round of UQ Amplify in line with the eligibility requirements for *Externally-funded Fellows Currently at UQ* as outlined above.

UQ AMPLIFY TEACHING PLAN

UQ Amplify aims to make the University an attractive host for new and existing Fellows and to enhance their career trajectories via a 'one-UQ' approach to post-Fellowship employment contracts. It enhances the career development and pathways of Fellows through an appropriately-scaled teaching commitment, consistent with either a T&R or RF post-Fellowship appointment. This provides the opportunity to build, grow and refine the candidate's experience in academic teaching and training, and better integrates leading researchers at all levels with the UQ teaching program. To this end:

- UQ Amplify applicants from Schools are not required to submit a Teaching Plan; teaching allocations under T&R appointments in Schools are the responsibility of the Head of School (HOS).
- UQ Amplify applicants from Centres/Institutes under RF appointments are required to submit a Teaching Plan that has been agreed with the School whose program the candidate is proposing to teach into, with the equivalent of 20% of their FTE to be provided in a teaching capacity.
- Depending on the past teaching experience of the applicant, the Head of School where the Teaching Plan is to be implemented may recommend that the Fellow undertakes the Teaching@UQ program.

The following conditions with regard to the Teaching Plan must be adhered to:

- An individual supported by UQ Amplify must *personally* deliver the teaching content outlined in the Teaching Plan. It is not permitted that junior staff (for example, from a research group) are substituted into the teaching program. Any variation from this requirement must be approved by the Head of School responsible for that course.
- As part of their annual appraisal, all UQ Amplify recipients need to review their teaching performance with the Head of School (or delegate) of the School in which they have their teaching portfolio.

Under exceptional circumstances, a UQ Amplify Teaching Plan for a candidate on an RF appointment may be suspended so that an equivalent non-research activity that is of substantial benefit to the University may be carried out. The proposed activity must not be primarily for the benefit of the individual's personal research program. One example of such an activity is serving as Chair or Member of a University-level Ethics Committee, or equivalent body that requires a substantial time commitment. The following requirements must be met:

- This option is only available to individuals on a 5-year UQ Amplify post-Fellowship, RF contract.
- An outline of the proposed alternative activities must be provided.
- The alternative activity would not normally exceed 3 years in duration.
- Endorsement for suspending the UQ Amplify Teaching Plan must be given by the host Institute Director.
- Final approval for suspending the UQ Amplify Teaching Plan must be given by the Deputy Vice-Chancellor (Research) or delegate.

APPLICATION PROCESS AND ASSESSMENT CRITERIA

1. All UQ Amplify candidates should initially discuss their proposed application with the relevant Head of School or Institute Director to ensure it aligns with the needs and strategies of the host School/Institute and Faculty, and ascertain whether the School/Institute is prepared to support the application.
2. Applications must be endorsed for submission by the relevant Head of School/Centre/Institute, who may also comment on the candidate's research performance relative to opportunity and any strategic requirements for teaching. Faculty and Institute-based research management teams may support this part of the application process.
 - a. For Institute appointed staff, the Head of School in which teaching will occur must also endorse the application;
 - b. For School appointed staff, endorsement by the Executive Dean may be required due to proposed funding arrangements for the duration of the appointment, subject to Faculty practice;
3. Applications will be reviewed by UQ Research and Innovation (UQ R&I) to ensure eligibility parameters under the UQ Amplify *Guidelines* are met.
 - a. Ineligible applicants will be formally advised by the Office of Sponsored Research, UQ R&I.
4. Eligible Applicants will be invited to participate in a Faculty/Institute selection process. UQ Amplify applicants will be assessed against the *research [Criteria for Academic Performance](#)* relevant to their current academic level as determined by equating their current Fellowship salary (including any UQ top-up) to UQ salary scales. Strategic alignment with the host organisational unit will also be considered.
 - a. The Executive Dean/Institute Director will confirm the Faculty/Institute selection panel in conjunction with the relevant HR Relationship Manager;
 - b. Individual applicant Fellowship end dates will be considered as part of the scheduling of the selection process;
 - c. Applicants *may* be required to present a seminar and/or lecture as part of the selection process;
 - d. The Chair of the selection process will determine if written references will be required as part of the selection process.
5. Following the selection process the Chair will:
 - a. advise successful applicants that their application is being progressed;
 - b. inform applicants who have been unsuccessful and provide feedback.
6. Endorsed applications will be forwarded to Office of Sponsored Research, UQ R&I, for finalisation.
7. The relevant Human Resources Professional Services team will finalise offers of appointment following advice from the Office of Sponsored Research, UQ R&I.

In *exceptional* circumstances out-of-round applications for UQ Amplify funding may be considered at the discretion of the Deputy Vice-Chancellor (Research) or delegate.

APPLICATION FORMAT

- Applications are to be submitted on the [UQ Amplify Application Form](#) with accompanying supplementary attachments as specified in the form;
- Applications must be complete, in PDF format, and include the required attachments; and
- Applications must conform to the prescribed page and formatting limits.

Round timelines: Externally-funded Fellows currently at UQ

Round-based applications under 2019-20 UQ Amplify must be submitted **no later than 2 September 2019** to the host School/Institute. Full applications must then be forwarded from Faculties/Institutes to UQ R&I (internalschemes@research.uq.edu.au) for eligibility checking by no later than 25 September 2019. For indicative dates for the remainder of the application and assessment cycle, please see the [UQ R&I website](#) and consult with your [host Faculty/Institute](#).

CONFLICT OF INTEREST

Where any party involved in the UQ Amplify assessment process believes that they may have a conflict of interest (COI) in providing an assessment, [UQ Policy and Procedure on COI](#) is to be followed.

CONFIDENTIALITY

It should be noted that applications under this program are submitted in confidence. Assessors are required to respect this confidence.

APPEALS

Unsuccessful applicants have the right of appeal against administrative processes employed in the assessment process, but not assessment outcomes. The appeals process will be coordinated by UQ R&I, and will not involve anyone who has participated in the assessment process.

EXPENDITURE OF FUNDS AND VARIATION

Candidates should note that UQ Amplify provides salary support for the *recipient only* and funds should be expended accordingly. Suspensions or FTE variation/s are to be reported to UQ R&I.

FUNDING CONDITIONS

All awarded UQ Amplify funds are subject to the *Conditions of Funding* available on the UQR&I website: <https://research.uq.edu.au/research-support/research-management/funding-schemes/uq-internal-initiatives/uq-amplify>.

For the duration of the UQ Amplify appointment, recipients are expected to reside in Queensland and undertake their research and teaching activities at one of the University's campuses or teaching and research sites. Where necessary, and with approval from the host School/Faculty/Institute, UQ Amplify recipients may spend periods of time conducting research activities interstate or overseas (e.g., for fieldwork or international collaboration) in accordance with the *Conditions of Funding*.

Successful candidates on a UQ Amplify Research-focused appointment are required to submit at least one application per year to any suitable schemes that provide for salary support, subject to their eligibility for such schemes.

UQ Amplify recipients must accept an external fellowship or award, if successful, at the earliest possible date specified by the funding body. Any shortfall in the funding provided by the new externally-supported fellowship would need to be supported from the host organisational unit and not from the UQ Amplify program.

CONTACTS FOR ASSISTANCE

Queries regarding the program should be directed to the Office of Sponsored Research, UQ R&I, at internalschemes@research.uq.edu.au.