

UQ Amplify Guidelines for Current Externally-Funded Fellows



Contents

Description and purpose	4
Important dates	6
Funding available and duration of support.....	6
Eligibility criteria.....	8
UQ Amplify Teaching Plan.....	9
Application and assessment	10
Application format	11
Conflict of interest	11
Confidentiality	11
Appeals	11
Expenditure of funds and variation	11
Funding conditions	11
Contacts for assistance	12

About the guidelines

These guidelines contain information for UQ Amplify opportunities. They set out:

- General information about UQ Amplify;
- the general eligibility and assessment criteria applicable to UQ Amplify applicants;
- information on how applications are assessed and evaluated; and
- the responsibilities and expectations in relation to UQ Amplify.

In these guidelines:

- **Fellowship** refers to an externally-funded grant that supports the recipient's salary, and may also support project costs
- **Current Fellow** refers to someone who is currently undertaking their fellowship at UQ or another institution

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
- Enhances career pathways for externally-funded Fellows; and
- Benefits UQ's teaching program, curriculum development and students.
- The UQ Amplify process for Current Fellows is outlined in Figure 1 below.

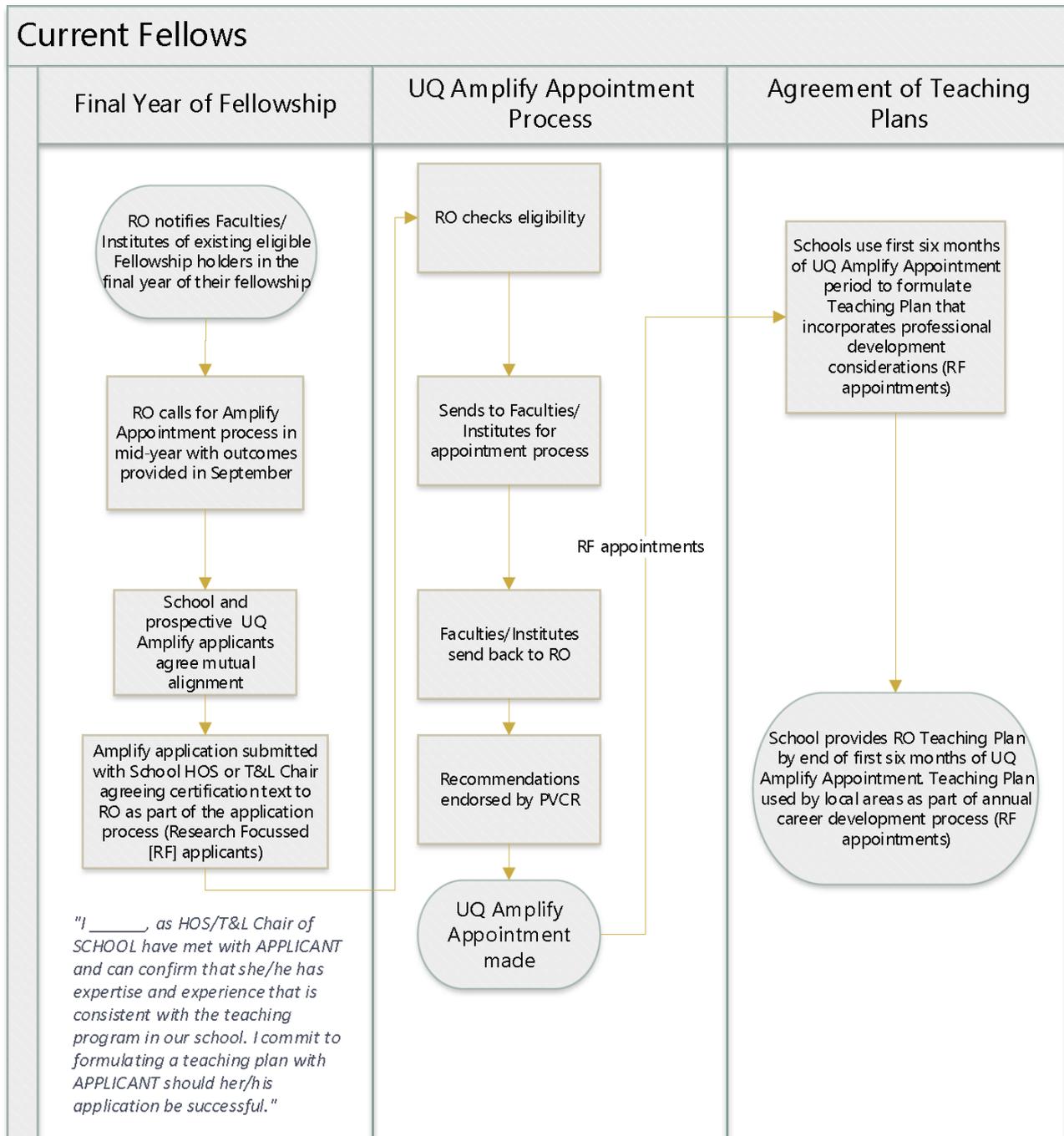


Figure 1 UQ Amplify process for Current Fellows

Important dates

Dates for the 2021-2022 UQ Amplify round are as follows (please see the [UQ R&I website](#) for an up to date timeline):

- Round opens: 16 June 2021
- Applications due to host School/Centre/Institute: 15 July 2021
- Applications due to Research Office*: 29 July 2021
- Faculty/Institute selection committee processes‡: 10 August to 15 September 2021
- Anticipated announcement: 30 September 2021
- Commencement of appointment: 2nd half of 2021 to January 2023

* Full applications must be forwarded to: internalschemes@research.uq.edu.au

‡ For indicative dates, please consult your [host Faculty/Institute](#).

Funding available and duration of support

Funding available

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; UQ Amplify does not fund research project 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:

Table 1 UQ Amplify salary levels

Academic Level	Central funding amount (2021 figures, amounts indexed each year, pro-rata allocations in the case of late starts and part-time status)
Level A	\$62,000
Level B	\$77,000
Level C	\$93,000
Level D	\$106,000
Level E	\$123,000

- The remaining co-funding is to be provided by the nominated host School/Institute/Faculty, including any merit or market loadings.
- UQ Amplify is not bankable or transferable: 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.

Institute/School joint appointments

It is recognised that an existing external 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; and
- 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. In these instances, the School is not to transfer teaching income to the Institute.

Duration of support

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.

Table 2 UQ Amplify duration of support

Type of externally-funded Fellowship # ‡	UQ Amplify post-Fellowship support *
Advance Queensland Research Fellowships (Early-Career), 2019 or earlier Advance Queensland Industry Research Fellowships (Early-Career), 2019 or earlier ARC Discovery Early Career Researcher Awards (DECRA) NHMRC Early Career Fellowships (ECF) [†] NHMRC-ARC Dementia Research Development Fellowships NHMRC Career Development Fellowships (CDF1) NHMRC Investigator Grant: Emerging Leadership Fellowship (EL1, salaried) ^{# § ^}	2-year fixed-term position
Advance Queensland Research Fellowships (Mid-Career), 2019 or earlier Advance Queensland Industry Research Fellowships (Mid-Career), 2019 or earlier NHMRC Investigator Grant: Emerging Leadership Fellowship (EL2, salaried) ^{# § ^}	3-year fixed-term position
ARC Future Fellowships ARC Discovery Australian Aboriginal and Torres Strait Islander Award (DAATSIA) 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 Investigator Grants funded by MRFF will be considered the same as NHMRC funded Investigator Grants.

[†] Includes Full-time Overseas Based Early Career Fellowships such as the CJ Martin Biomedical Fellowship, Neil Hamilton Fairley Clinical Fellowship, Sidney Sax Public Health, and Health Services Research Fellowship.

[§] NHMRC Emerging Leadership Fellowships may involve an overseas component. Fellows may request exemption from Teaching Plan requirements during the semester(s) in which they are based overseas, subject to approval by the Head of School (or delegate) of the School in which the teaching will occur.

[^] Staff who elect to undertake clinical duties for up to 20% of their NHMRC Investigator Grant time may request exemption from teaching during the semester(s) in which they are undertaking clinical duties, subject to approval by the Head of School (or delegate) of the School in which the teaching will occur.

^{*} The end date of post-fellowship appointments funded under UQ Amplify is extended pro-rata for fractional appointments or periods of approved suspension. For example, a 2-year UQ Amplify appointment worked at 0.5FTE equates to a contract duration of 4 years.

Eligibility criteria

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

- Be employed at UQ or hold a conjoint or secondment appointment;
- Not have an offer for or an underlying continuing appointment at UQ; and
- Be endorsed by the host Head of School or Institute Director as part of the UQ Amplify application process.

Current Fellows at UQ

Currents Fellows at UQ must also:

- Hold an eligible Fellowship from ARC, NHMRC, or Advance Queensland, as shown in Table 2, with
 - UQ as the Administering Organisation for at least half of the duration and/or value of the Fellowship, and
 - external salary funding ending between 1 July 2021 and 31 December 2022.
- The applicant must be an Australian citizen or permanent resident at the closing date of submission of applications
 - Please contact the Research Office if you will be on a temporary work or activity visa at the closing date of submission of applications.

Current Fellows at another institution

To be eligible to apply for UQ Amplify funding, candidates must meet the above general eligibility criteria and:

- Hold an eligible Fellowship from ARC, NHMRC, or Advance Queensland, as shown in Table 2, with external salary funding ending between 1 July 2021 and 31 December 2022; and
- In transferring into UQ while on the Fellowship, bring at least half of the external Fellowship duration and/or value at the time of commencement at UQ.

Fellows transferring into UQ would then remain on their 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 *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 Teaching and Research (T&R) or Research Focused (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.
- 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 Applicant is proposing to teach into, with the equivalent of 20% of their FTE to be provided in a teaching capacity.
- The process for developing a Teaching Plan is as follows (also outlined in Figure 1):
 1. **UQ Amplify application:** School and prospective RF applicants meet and agree mutual alignment and the Fellow submits a UQ Amplify application with Head of School or School T&L Chair agreeing to certification text as part of the application process:
 - *I __, as HoS/T&L Chair of XX SCHOOL have met with APPLICANT and can confirm that she/he has expertise and experience that is consistent with the teaching program in our school. I commit to formulating a teaching plan with APPLICANT should her/his application be successful.*
 2. **At UQ Amplify appointment:** Schools and Fellows use first six months of UQ Amplify appointment to formulate a Teaching Plan that incorporates professional development considerations.
 3. **Year 1 of Amplify appointment:** School provides Research Office with teaching plan by end of first six months of UQ Amplify appointment.
 4. **Rest of UQ Amplify appointment:** The Teaching Plan is used by local areas as part of annual career development process.
- 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 Teaching Plan conditions 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 an appointee 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 and Innovation) or delegate.

Application and assessment

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 or 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, or Institute. 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 Research Office.
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. Please note:
 - a. The Executive Dean/Institute Director will confirm the Faculty/Institute selection panel in conjunction with the relevant HR Relationship Manager;
 - b. End dates of individual applicants' externally-funded Fellowships 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; and
 - 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; and
 - b. inform applicants who have been unsuccessful and provide feedback.
6. Endorsed applications will be forwarded to the Research Office, for finalisation.

7. The relevant Human Resources Professional Services team will finalise offers of appointment following advice from the Research Office.

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 and Endorsement Form](#);
- Applications must be complete, in PDF format; and
- Applications must conform to the prescribed page and formatting limits.

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 the Research Office.

Funding conditions

All awarded UQ Amplify funds are subject to the *Conditions of Funding* available on the UQ R&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 should be directed to the Research Office at internalschemes@research.uq.edu.au.

Contact details

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W <https://research.uq.edu.au/research-support/research-management/funding-schemes/uq-internal-initiatives/uq-amplify>

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