

# HEALTH SCIENCES CAREER DEVELOPMENT PROGRAMME 2011

## Postdoctoral Fellowships

Round2- Closing date 5pm Friday 4<sup>th</sup> November 2011 (2 awards)

### GUIDELINES

#### Objectives

These Postdoctoral Fellowships are intended to support outstanding graduates who have **recently** completed a degree at doctoral level to undertake a postdoctoral fellowship in a Health Sciences Department. Their purpose is to provide support for two years for research workers to gain further experience in their chosen fields and for them to become established as independent researchers.

#### Eligibility

- Applicants must hold the degree of Doctor of Philosophy or an equivalent degree. Although applications will be received from persons who have not received results of their thesis examination, the award and commencement of the fellowship would be conditional on awarding of the degree. The thesis should preferably have been submitted at the time of application and **must** have been submitted for examination by **1<sup>st</sup> February 2012**. There will be no exceptions to this rule.
- **Applicants should not normally have had more than three years postdoctoral experience** (from the date of completion of the academic requirements for a PhD - not the date of actual graduation which can be up to 6 months later than this).
- These Postdoctoral Fellowships are usually restricted to New Zealand permanent residents or citizens. **Exceptions will be made** for outstanding overseas candidates, but in a tie situation a New Zealand citizen or permanent resident will be preferred.
- The successful applicant will be expected to have, in addition to their PhD, at least two research-based journal articles (or equivalent) published or due to be published by Dec 2011.

#### Value

The annual salary paid to fellows will be \$70,139 (PD01) per annum and is not subject to annual increment.

#### Duration of Tenure

- The Postdoctoral Fellowships are awarded for a period of **two years only**
- Under *exceptional* circumstances and when substantial progress towards independent researcher status is made by a fellow, a further two years funding may be made available **by application to a competitive round**.
- The Fellowships will be reviewed annually and will be renewed subject to provision of satisfactory annual progress reports.
- Extension of the award beyond 12 months and 24 months will be dependent on an acceptable level of progress of the research and on the basis of confidential reports from the Fellow's mentors).
- It is expected that start-dates will be **no later than 1 June 2012**

#### Conditions of Tenure

- These Postdoctoral Fellowships are tenable at the University of Otago in a Department of the Division of Health Sciences. The Department and supervisor must be approved.
- The Fellows are employees of the University of Otago and the general conditions of the appointment are outlined in the accompanying Human Resources document.
- The costs of the research undertaken by career development award recipients will be borne by the department. **Applicants should confirm that such resources are in place to ensure the successful completion of their award.**
- **Mentors need to make their HoD aware of the associated costs of the proposal well in advance of the closing date to allow for HoD's consideration of the costs**

- The Fellows may undertake limited clinical and teaching duties relevant to their research to a maximum of 200 hours in a calendar year. They may accept remuneration for such duties. Except in relation to approved limited clinical and teaching duties, the Postdoctoral Fellows may not receive remuneration for other work without the permission of the University.
- A Fellow shall not accept any other fellowship, scholarship or award except with the permission of the University of Otago which may impose conditions such as reducing the emolument of the Fellowship.
- The University of Otago Terms and Conditions of Employment for Postdoctoral Fellowships will apply

### **Special Allowances**

- An annual allowance of up to \$5,000 will be provided to support Fellows to travel to one scientific meeting.
- ACC levies will be paid proportionate to the salary.
- **Travel allowances will be pro-rated for part-time employment.**
- In the case of Postdoctoral Fellows appointed from overseas the University may provide some financial assistance for travel to New Zealand if detailed at the time of application and if other possible sources of support have been explored.

### **Applications**

Applications must be made to the Division of Health Sciences through the Head of Department and Dean of School as per the email memorandum circulated by Professor Peter Crampton, Pro Vice-Chancellor (Health Sciences). Four hard copies and an electronic copy should be sent to Dr Michele Coleman as outlined in the attached application format.

### **Approvals**

The candidates should be aware of any ethics or regulatory approvals that are required to undertake the proposed research and list them as per the application format. The approvals do not need to be in place at the time of application but will need to be obtained before the research can commence.

### **Reporting**

The recipients are required to submit an annual report on the approved research report form. These reports are due on the anniversary of commencement of the award in each year of the award. The award recipients are also required to submit a final report on the same form within 28 days of completion of their Fellowship. Reports should be sent to Dr Michele Coleman in the office of the Division of Health Sciences.

### **Publications**

Publications which result from research undertaken during the tenure of a Health Sciences Career Development Award should acknowledge the assistance of the University by stating that "The research was conducted during tenure of a Health Sciences Career Development Award of the University of Otago".

### **Suspension or withdrawal of Fellowship**

The University may, at its discretion for what is considered grave cause, suspend the tenure of a Health Sciences Career Development Award for such time as is thought fit, or deprive a fellow of his/her fellowship, and from that date the emoluments or other payments due shall cease.

### **Intellectual Property Rights and Commercial Considerations**

The University has a policy on intellectual property which will apply to the Fellows (as University employees) and with which the Fellows should familiarise themselves.

## APPLICATION FORMAT- May 2011

### **Section 1 – Summary of Application**

Applicant: Title/First name/Surname,  
Department, School,  
Usual Email address

Are you a New Zealand citizen or a New Zealand Permanent Resident or neither?

Title of project,

Name of the proposed mentor,

Summary of research written in plain English for the lay reader (150 words).

### **Section 2 – CV of the candidate**

In addition to their PhD the successful candidates will be expected to have at least two research-based journal articles (or equivalent) published or due to be published by Dec 2011. Date of completion of the academic requirements for the PhD should be supplied.

### **Section 3 – Proposed Investigation**

Aims of investigation, background, research design including specific objectives, research hypotheses, experimental/study approach, methodological detail and statistical analysis, significance of this research, relevant previous research by applicant, results obtained by others with key references.

This section should show that the proposed research is an independent project that will be led by the candidate. It should not usually be a simple extension of their PhD work. The proposal should clarify what new skills and new areas of knowledge the candidate will undertake and explore as part of the project.

*(Not more than two A4 pages - not including references - font Times or Arial, not less than 11 point)*

### **Section 4 – Support**

This fellowship is for salary and travel only. Your application should include a statement from the Head of Cost Centre as to the availability of resources to support the research

### **Section 5 – Strategic alignment** *(Half to one A4 page)*

This section should be completed by the candidate in conjunction with the proposed mentor. Describe how the proposed research fits with the mentor's research programme, and how it will enhance research within the Group/School/Department.

### **Section 6 – Approvals**

A statement outlining whether ERMA, human or animal ethics approvals would be required to undertake the research. They do not need to have been applied for yet, but will need to be in place before the fellowship can be taken up.

### **Section 7 – Other applications**

An indication of any external or other applications for their salary that the candidate has under consideration at the time of application.

### **Section 8 – FTE**

An indication of the FTE you are requesting (i.e. full or part-time)

### **Section 9 – Signatures**

Signatures of Head of Department and Dean of School

### **Assessment Criteria**

Applications will be assessed on the following criteria (weighting in brackets):

- Academic and research record (from CV). (4)
- Excellence of research proposal and experimental / study design (4)
- Independence and skills enhancement that the candidate will gain (2)
- Strategic importance to existing research within the Group/School/Department (2)

### **Applications:**

**Four** hard copies and one electronic copy should be sent to the Health Sciences Divisional Office

(attention Dr Michele Coleman, [michele.coleman@otago.ac.nz](mailto:michele.coleman@otago.ac.nz))

by 5pm **Friday November 4<sup>th</sup> 2012**

These documents are available for download from the Divisional website at:

<http://healthsci.otago.ac.nz/research/careerDevel.html>

### **Further Information**

**Phone** (03) 479 3076    **Email** : [michele.coleman@stonebow.otago.ac.nz](mailto:michele.coleman@stonebow.otago.ac.nz)