

# HEALTH SCIENCES CAREER DEVELOPMENT PROGRAMME 2020 - Postdoctoral Fellowships



CLOSING DATE: 5:00pm Monday 17th May 2021, 2 Fellowships available

## GUIDELINES FOR APPLICANTS

### 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 department within the Division of Health Sciences. The purpose of the Postdoctoral Fellowship is to provide support for two years for researchers 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 at the time of application, 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 **31 July 2021**. 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). Allowances for parental leave will be made.
- **These Postdoctoral Fellowships are restricted to New Zealand permanent residents or citizens. Exceptions are usually made for outstanding overseas candidates, but, due to current pandemic travel restrictions, we will not be accepting applications from non-New Zealand permanent residents or non-citizens if they are currently based overseas. Non-citizens and non-permanent residents who are currently living in New Zealand may apply.**
- The successful applicant will be expected to have, in addition to their PhD, at least two research-based journal articles (or equivalent) published already or accepted and due to be published by **1 September 2021**.
- Each application should have a unique supervising staff member, i.e. **the staff member may not be named as a supervisor on competing applications.**
- **The ability of applicants able to complete their research under Covid 19 restrictions will be considered.**

### Value

The annual salary paid to Postdoctoral Fellows will be \$ 77,793 (PD01) per annum and is not subject to annual increment.

### Vision Mātauranga (VM) and Māori Advancement

Applicants should outline how the research gives effect to VM, including benefits to New Zealand and Māori (iwi, communities/groups and/or businesses): <https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/vision-matauranga-policy/>

### Duration of Tenure

- The Postdoctoral Fellowships are awarded for a period of **two years only**.
- This applies even if you apply for an FTE <1.
- 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 will be dependent on an acceptable level of progress of the research and on the basis of confidential reports from the Fellow's mentors.
- Successful candidates need to take up their Fellowship no later than **1 November 2021**.

### Conditions of Tenure

- These Postdoctoral Fellowships are tenable at the University of Otago in a department within 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 before submitting their application to ensure the successful completion of their award.**
- **Mentors/supervisors 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. **Fellows are encouraged to apply for external research grants and successful proposals can be accommodated by an agreed reduction in the fellowship proposal and FTE.**
- A Fellow shall not accept any other fellowship, scholarship, award or grant 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.

### Mentor

Applicants must have only **one principal mentor** who will take management responsibility for the applicant.

### 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 Paul Brunton, Pro Vice-Chancellor (Health Sciences). A signed copy is required. This can be hard copy or scanned / electronic signatures. In either case an electronic copy- signed or unsigned- must be provided by the closing date and time.

### **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 that result from research undertaken during the tenure of a Health Sciences Career Development Award should acknowledge the assistance of the University by stating that: "This 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 the applicant should familiarise themselves with this policy.

## **GUIDE TO COMPLETING THE APPLICATION**

Please complete the Health Sciences Career Development Postdoctoral Fellowship Application and ask your Head of Department and Dean to sign electronically. Below is a guide to the format and the information that is required. The form is designed in a way that you will need to click into the box "click here to enter text" or select from the box the information required.

**Font Requirements** - Please use Calibri, Arial or Times New Roman no smaller in size than 11.

### **Section One – Administrative Information**

You will need to provide all of the information requested in section one. This information is used for administrative purposes and to ensure you meet the criteria to apply for a Postdoctoral Fellowship.

### **Section Two – Current Circumstances and Intended External Grant or other Salary Applications**

You will need to provide an indication of any external or other applications for salary that you have under consideration at the time of application. You will also need to include the date of expiry of any current funding/position (if applicable). And for those presently employed, the date on which your current employment concludes.

### **Section Three: Summary of Research**

Please include a summary of your research written in plain English for the lay reader in no more than 150 words.

### **Section Four – Proposed Investigation**

Please include the 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 you have undertaken and the results obtained by others with key references. Proposals purporting to examine the effect of size of an intervention should state the approximate effect size they expect to see. Also include an outline on how your research gives effect to Vision Mātauranga (if applicable to your research) or how else you might contribute to VM..

This section should show that the proposed research is an independent project that will be led by you as the candidate. It should not usually be a simple extension of your PhD work. The proposal should clarify what new skills and new areas of knowledge you will undertake and explore as part of the project. *(Section 4 should not be more than two A4 pages - excluding references – and font used Calibri, Times or Arial, not less than 11 point). Please ensure that you write for an informed generalist audience.*

### **Section Five – Pathway to independent research (At least half and up to one A4 page)**

This section should be completed by the candidate themselves. Describe how the proposed research in this location/department provides an opportunity for you to establish yourself as an independent researcher. Describe your pathway towards independence over the two-year period.

### **Section Six – 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 Seven – 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. **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.**

### Section Eight – Signatures

Your application needs to include the signatures of Head of Department and Dean of School. The costs of the research undertaken by career development award recipients will be borne by the department or departmental research grant.

### Section Nine – CV of the candidate

In addition to your PhD, the successful candidates will be expected to have at least two research-based journal articles (or equivalent) published already or accepted and due to be published by 1 September 2021. Please use the standardised NZ RS&T CV format.

## ASSESSMENT CRITERIA

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

- Academic and research record as noted in CV (4)
- Excellence of research proposal and experimental / study design (4)
- Independence and skills enhancement that the candidate will gain and development of a pathway towards independent research (4)

**Please note: the ability of applicants able to complete their research under Covid 19 restrictions will be considered.**

## COMPLETED APPLICATIONS

**By the closing date and time, email one copy to: [healthsciences.research@otago.ac.nz](mailto:healthsciences.research@otago.ac.nz)**

A scanned copy with signatures or copies with electronic signatures may be sent to the same address. If e-signatures are not possible, an email from your HoD and /or Dean approving the application will do.

**If your signed copy is a hardcopy please send to:**

Postdoctoral Fellowship Applications, Health Sciences Divisional Office, 4<sup>th</sup> Floor, School of Physiotherapy Building.

All **signed** copies must be received by close of business Monday 17<sup>th</sup> May including those applications from Wellington and Christchurch based Postgraduates. Late applications may not be accepted without a good reason being given.