

# **Pacific Economic Postdoctoral Fellowships (PEPF)**

## **2009 Funding Round**

### **Guidelines for applications**

These Guidelines are to be used by those organisations that intend to submit applications for funding under the Pacific Economic Postdoctoral Fellowships. Applications are due by **5pm AEST, Friday 29 August 2008**.

#### **1. OVERVIEW**

- 1.1. It is imperative that the proposed research project is presented clearly and succinctly.
- 1.2. The assessors judging the applications will evaluate their merit against:
  - Quality of the Proposal
  - Development merit
  - Funding availability
- 1.3. The application is the only source of direct, applicant-provided information available to the respective Research Selection Committee. The application must contain all required information since there will be no other opportunity to provide any additional written or oral explanations, or to refer to additional documentation, unless AusAID solicits such information.
- 1.4. All details in the application must be current at the time the application is submitted. Once it has been submitted to AusAID, the application will be considered final and no changes will be permitted. You may, however, withdraw your application at any time in writing to [postdoc@ausaid.gov.au](mailto:postdoc@ausaid.gov.au) or by mail.
- 1.5. Please ensure that all information contained in the attached application is accurate and complete. If an application is incomplete, incorrect or contains information that is false or misleading the application will not be considered for funding.
- 1.6. Information included in the application will be treated as confidential. The information will only be viewed by AusAID administrative staff, AusAID assessors and those external third parties who assess, evaluate and verify the accuracy of the applications. Any personal information collected as part of the 2009 Funding Round will only be used for the purpose for which it is collected.

#### **2. PROPOSAL FORMAT**

- 2.1. Applicants must use the PEPF application form when applying for funding. Any application not using this form will be deemed ineligible and rejected.
- 2.2. The application should be written in clear and succinct English. Technical jargon and acronyms (except those in wide use such as 'AIDS') should be avoided. The application must adhere to the following formatting specifications: all text must be in black type, a single column must be used, and 11 or 12 point Times New Roman font should be used.
- 2.3. A single application must not exceed eight (8) A4 pages in length. Hard copies should be printed on one side only.

#### **3. SUBMITTING YOUR PROPOSAL**

- 3.1. The original application must be submitted electronically.
- 3.2. An electronic copy of the application must be submitted to [postdoc@ausaid.gov.au](mailto:postdoc@ausaid.gov.au) by **5pm AEST Friday 29 August 2008**. **Only submit ONE application per email.**
- 3.3. If your organisation has not received electronic confirmation within two working days of the electronic submission of your application, please contact AusAID at [postdoc@ausaid.gov.au](mailto:postdoc@ausaid.gov.au) or by mail.

- 3.4. The hard copy version of the application must be postmarked Monday 25 August 2008 (at the latest) and should be received at the following address by Friday 29 August 2008:

Pacific Economic Postdoctoral Fellowships  
AusAID Pacific Growth Section  
GPO Box 887  
Canberra ACT 2601  
Attn: Carly Price

Courier Address (during business hours):  
Reception  
255 London Circuit  
Canberra ACT 2601

#### 4. ENQUIRIES

For any enquiries, please email [postdoc@ausaid.gov.au](mailto:postdoc@ausaid.gov.au) or mail us.

#### 5. APPLICATION COMPONENTS

The information below provides advice on how to fill in the PEPF application form.

**Question 6: RESEARCH QUESTION**

**Question 7: RATIONALE AND EXPECTED OUTCOMES**

- Please ensure these sections are clear and succinct.

**Question 8: RESEARCH ACTIVITY DESIGN AND METHOD**

- Please indicate how your research project will ensure that gender considerations are taken into account. A useful resource for looking at gender considerations in research can be found on the United Nations International Research and Training Institute for the Advancement of Women website (<http://www.un-instraw.org>).

**Question 9: OUTPUTS / DELIVERABLES / REPORTING**

- Each application must detail a set of interim and final outputs or deliverables. An indication of the expected delivery time should be included in the work plan (Question 10).
  - Postdoctoral fellows are expected to produce both academic (e.g. submissions to refereed journals and conference presentations) and policy relevant publications (e.g. policy briefs).
  - Postdoctoral fellows are also expected to make themselves available to deliver a seminar/workshop at AusAID during their fellowship, aimed at informing policymakers of their research. Delivery of seminars/workshops with other non-AusAID policymakers will be well regarded.
- The following set of reporting requirements must also be met:
  - A **final report** of findings and conclusions. This report must be succinct and targeted. Hence it should not exceed five pages and should include a short summary of the research project, the key findings and any recommendations coming out of the project.

**Questions 14, 15: BUDGET**

- Total funds provided per fellowship are AUD110 000.
- AusAID funds cover the following eligible costs:

- The direct costs of research (Postdoctoral fellow/s salary, fieldwork costs, travel, insurance); and
  - University overheads and other costs.
- A breakdown of all costs associated with the research project must be provided. Postdoctoral fellows will be funded at Academic Level A.

## 6. PROCESS FOR ASSESSMENT OF PROPOSALS

- 6.1. Postdoctoral fellowship applicants must hold a PhD from a recognised tertiary institution and have been awarded their PhD within 5 years of the date of submission (Friday 29 August 2008).
- 6.2. The assessment process will comprise an internal review of quality. Applicants will be assessed on a competitive basis according to the selection criteria; **consequently not all applicants will be successful.**
- 6.3. Applications that satisfy the basic requirements will be subject to the following assessment processes:
  - There will be one research selection committee with membership consisting of AusAID staff and one external advisor. The committee is chaired by AusAID’s Chief Economist.
  - All applications will be initially reviewed by the research selection committee and a shortlist of proposals that should be considered for funding will be developed.
  - Shortlisted applications will then undergo an external peer review.
  - Upon receiving the recommendations of the external peer reviewer, the research selection committee will reconvene and make final determinations, based on peer review findings, relevant internal AusAID information and the research selection committee’s own rankings.
  - Applicants will be assessed and ranked against the set selection assessment criteria. Research selection committee recommendations will be based on the relative merit of the shortlisted application against: (primarily) the funding round assessment criteria (Section 8 below); and the importance in terms of relevant current whole-of-government priorities.
  - Applicants will be notified of AusAID’s decision in writing, with successful applicants being listed on the research section of the AusAID website.
  - Clear and transparent mechanisms will be available throughout the assessment process for research selection committee members or peer-reviewers to declare any existing or potential conflicts of interest.

## 7. ASSESSMENT CRITERIA

The following outlines the basic assessment criteria that will be used to assess shortlisted applications:

CRITERION	ASSESSMENT NOTES
Policy Relevance	<ul style="list-style-type: none"> <li>• The research project is relevant to the specific objectives of the Australian Pacific aid program priorities and/or the activity enhances development knowledge available to key policymakers in the region.</li> <li>• There is a demonstrated demand and/or a need for research on this topic within the Pacific development community or AusAID’s target Pacific countries.</li> </ul>
Significance & Innovation	<ul style="list-style-type: none"> <li>• The research addresses an important problem.</li> <li>• Anticipated outcomes will advance the knowledge base of the discipline.</li> <li>• The project aims and concepts are novel and innovative.</li> <li>• New methods or technologies will be developed.</li> </ul>
Research Design & Methods	<ul style="list-style-type: none"> <li>• The conceptual framework, design, methods and analyses are well developed, integrated and appropriate to the aims of the project.</li> <li>• The research approach is clearly justified and the methodology is highly likely to result in meaningful findings</li> <li>• The design combines robust qualitative and/or quantitative methods with innovative thinking</li> <li>• Useful outputs will be produced that will keep all key stakeholders informed of progress during the life of the project.</li> <li>• A logical and feasible workplan is presented.</li> </ul>

Research Team	<ul style="list-style-type: none"> <li>• The track record of the supervisor and the postdoctoral fellow supports the proposed activity.</li> <li>• Capacity to undertake and manage the proposed research is shown.</li> <li>• The activity will generate opportunities for the postdoctoral fellow to strengthen their international research experience.</li> </ul>
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Applicants should also refer to the original *AusAID Development Research Strategy* document (available on the AusAID website [http://www.ausaid.gov.au/publications/pdf/research\\_strategy.pdf](http://www.ausaid.gov.au/publications/pdf/research_strategy.pdf)).

## 8. FEEDBACK ON DECISIONS

8.1. If requested, written feedback will be provided to unsuccessful applicants. Requests for feedback must be forwarded in writing only to:

Pacific Economic Postdoctoral Fellowships  
Pacific Growth Section  
GPO Box 887  
Canberra ACT 2601.

Or Email: [postdoc@ausaid.gov.au](mailto:postdoc@ausaid.gov.au)

8.2. Applicants are reminded that that the funding round is competitive. **No applicant is guaranteed selection. AusAID’s decision, based on the recommendation from the research selection committee, is final.**

## 9. SUCCESSFUL APPLICATIONS

9.1. Successful applicants will be required to sign a funding agreement with AusAID that defines the project to be implemented, specific activities and outputs, timeframe and the respective financial and other responsibilities and obligations of each party. Funding agreements must be finalised within three months of the date on which the first draft is forwarded to the applicant and must be signed before any funds can be paid. Applicants must commit to performing work to a high standard, comply with reporting requirements stipulated in the funding agreement and inform AusAID of any changes in situation. The standard PEPF funding agreement will be posted on the AusAID website prior to **18 June 2008**.

9.2. Work must commence in the first six months of the fellowship year. A delay of more than six months without approval will result in the fellowship being cancelled. Funds will have to be returned to AusAID within 30 days.

9.3. The funding agreement will outline the process for informing AusAID regarding in-country work. AusAID staff (either at the relevant in-country Post(s) or in Canberra) will not be available to assist in arranging visas, customs clearances, travel and accommodation booking or meetings and appointments.

## **10. ETHICS APPROVAL**

- 10.1. Full proposal applications proposing to conduct research with human subjects or on sensitive topics must present evidence of compliance with appropriate ethical guidelines for the conduct of such research. The Australian National Health and Medical Research Council (NHMRC) website, <http://www.nhmrc.gov.au>, provides a series of publications which outline principles of ethical conduct in research. All AusAID-funded projects must conform to these principles. No person shall become the subject of research supported by AusAID without his or her competent, voluntary, and informed consent.
- 10.2. Successful applicants must gain ethics approval from their host institution under whose auspices they propose to conduct research, where applicable. Internal ethics restrictions of host institutions will be the standard unless otherwise specified by AusAID. Ethics approval requirements in the research project target location (country/countries) must be taken into consideration and met.
- 10.3. If ethics approval is required it must be obtained within the first year of the project prior to the commencement of data collection. Written confirmation of ethics approval must be provided with the first Annual Report. If ethics approval is either not sought or is denied, AusAID reserves the right to terminate the fellowship and seek reimbursement of all monies paid.

## **11. INFORMATION OWNERSHIP, CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

- 11.1. AusAID receives all applications for funding in confidence.
- 11.2. Intellectual property rights with respect to information contained within applications submitted to AusAID remains with the applicant(s) until varied in accordance with the terms of any contract entered into between AusAID and the successful postdoctoral fellow.
- 11.3. All information contained within applications, once received by AusAID and during the process of assessment, will only be disclosed to AusAID staff directly involved with the administration of the funding round, internal and external advisors, panel members, and external referees or disclosed as required by law or to enable AusAID to meet its obligations to parliament, ministers and within government.
- 11.4. Disclosure of any information contained within an application to persons other than those referred to above, or the use of information contained within an application other than in connection with AusAID's activities and statutory reporting and archiving requirements, will require the express written permission of the principal investigator.
- 11.5. Applicants who have not been awarded funding may agree in writing to the disclosure of information contained in their applications to specified persons or for specified purposes.
- 11.6. AusAID does not claim ownership of any intellectual property created as a result of any project which is funded by postdoctoral fellowships. However, AusAID wishes to be able to publish and use all or part of selected research reports. Accordingly, under the terms of the contract, the postdoctoral fellow will be required to grant to AusAID a permanent, irrevocable, royalty-free licence for this purpose. This arrangement benefits both the postdoctoral fellow and AusAID. The postdoctoral fellow may publish their research results independently elsewhere and AusAID has the right to use the results of the research project where and as applicable and appropriate.