

Protocol: Fellowships

The Sir Roland Wilson (SRW) Foundation (the Foundation) Fellowship guidelines should be read in conjunction with the [Academic titles conferral policy of ANU](#); [Adjunct and Honorary Appointments procedure of CDU](#); scholar's individual Deed of Agreement, and Conditions of Award. Additionally, schools and colleges may also have their own fellowship application processes.

Fellowships Guidelines

The guidelines provides SRW and SRW Pat Turner (PT) PhD scholars and alumni with practical advice and guidance in developing a fellowship proposal that is aligned with university and APS processes. This includes guidance on available support and recommended consultation with the aim of producing fellowships proposals that are of high value to both academia and the APS.

Fellowships are post-doctoral activities that denote academic position at a university in varying capacity. The Australian National University (ANU) defines visiting fellows as “individuals of excellent standing whose activities align with the research or creative activity or education activities of the University and who are employed at other institutions that the University wishes to collaborate with”. Charles Darwin University defines a University Fellow as someone who must have “professional, business or industry qualifications and/or experience which contribute to the strategic needs of the University” and is expected to “collaborate in research and/or research publication with University staff”.

Fellowship Proposals

Fellowships vary depending on the type of proposal and university and agency preferences and processes. Some scholars and alumni take paid leave or split their time between the APS and the university to continue their research, teach and or to work on projects of shared interest.

Some examples of the different types of agency-supported proposals include:

- Take a short period of paid leave from the agency to undertake a specific, time-limited project (e.g. to publish a book resulting from the PhD);
- Take up a public policy research or co-researcher role working between the agency and the university on specific projects of shared interest;
- Receive ongoing support from the agency to engage in scholar-led research and public policy work of benefit to the agency on a paid, part-time basis (e.g. one day per week, or one day a fortnight); and
- Access flexible working arrangements from the agency (e.g. part-time, LWOP) to conduct research, lecture or facilitate courses.

Fellowship Arrangements

Scholars and alumni have set up individual arrangements with their agency in the past, ranging from formal to less formal. Noting that preferences may vary depending on the agency, scholars and alumni could consider a range of options, including:

- Enter into a Memorandum of Understanding for Secondment between the agency and the University;
- Enter into an employment contact with the University;
- Negotiate a variation to the scholars' Deed of Agreement (for scholars that are currently still on program);

- Formalise the arrangement through a minute with agency senior leadership;
- Formalise the arrangement as part of the scholar/alumni's performance development agreement with their agency supervisor; and
- Request a period of paid or unpaid leave from the scholar's agency.

In developing the proposal, scholars and alumni are encouraged to consult with APS mentors/agency senior leadership as well as their academic supervisor/college or school. In addition, scholars and alumni are encouraged to seek guidance on potential arrangements and the implications for their individual situation with their HR departments. Scholars should also refer to their agency guidelines on outside employment regarding any other requirements they need to address in seeking agency endorsement.

Fellowship Proposal Procedure

The steps below provide some guidance for developing the proposal and seeking formal approval. The process may differ depending on the type of proposal and university and agency preferences.

Step 1: Develop Proposal

1. Discuss fellowship proposal and potential relevance to the APS with your agency mentor or senior leadership, as well as your academic supervisor/college or school.
2. Seek guidance on potential formal arrangements and requirements for outside employment with your HR department.
3. Draft fellowship proposal (*see proposal form below*)
 1. Proposed dates / timeframe of fellowship:
 - Specify timeframes including dates.

2. Key summary of fellowship proposal:
 - Provide a brief summary of the fellowship; outline the context, purpose and scope of the activity, consider including a pitch outlining your specific skills and capabilities that make you the best person for this activity.
3. Alignment with university research activities or priorities:
 - Address how this activity aligns with the University's research activities and how this activity will further the scholarly discussion in the field.
4. Alignment with current APS or agency priorities
 - Address how this activity aligns with the priorities of your agency or the APS more broadly and illustrate how the activity will address or further these priorities.
5. Expected outputs and potential impact for academia and the APS:
 - Specify and list the outputs (i.e. number of seminars, number of publications) and explain the expected impact these outputs will have in the field of research and the APS or agency.
6. Resources required:
 - List any resources required (i.e. budget, time commitments, data access).
7. Proposed arrangement to support the fellowship:
 - Suggest possible formal arrangement between the University and your agency, if required (i.e. minute signed off at the appropriate level, variation to the scholars Deed of Agreement, or a Memorandum of Understanding between ANU and the agency).
8. Other notes / comments:
 - Consider enclosing your curriculum vitae or other relevant documentation in relation to the proposal.

Step 2: Seek Approval

4. Seek university approval from College Dean or Research/School director.
5. Submit proposal to the Foundation for a letter of support (recommended).
6. Submit the proposal to your agency's Deputy Secretary (or appropriate delegate) for approval, including APS mentor endorsement and university fellowship offer (and Foundation letter of support).
7. Determine arrangement with your agency to support the fellowship.
8. Once approved, inform the Foundation of the agreed arrangement (the Foundation will update the Board and use the information to support future scholar and alumni in setting up fellowship arrangements).

Proposal Form: Fellowships

This form is based on ANU's proposal form for fellowships and is intended to complement existing University and agency policies and processes related to fellowships, recognising the position of SRW scholars and alumni as public servants.

Name, Position and Department	
Fellowship proposal title	
Proposed dates and timeframe of fellowship	
Key summary of fellowship proposal	
Alignment with Universities' research activities or priorities	
Alignment with current APS or Agency priorities	
Expected outputs and potential impact for academia and the APS	
Resources required (i.e. cost, time commitments, data access)	
Proposed arrangement to support this fellowship (please see options above)	
Other notes / comments	

APS Endorsement:	
Proposal endorsed by: Agency supervisor/ APS mentor/ appointed APS	Name: Position:

delegate	Signature: Date:
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Email completed form to srw.foundation@anu.edu.au