CREATE AND SUBMIT AN EXPRESSION OF INTEREST FORM

OVERVIEW
This guide explains how to create and submit a Research Fellowship expression of interest form. A Research Fellowship grant supports leading researchers to conduct their research.

PROCESS

1. Navigate to Research Services Online Forms
2. Begin a Research Fellowship Expression of Interest Form
2. Populate information fields
3. Submit expression of interest

STEPS
1. Go to https://mq.service-now.com/research and login with your OneID and password.
2. The homepage will appear. Click **Research Fellowship**.

3. The Research Fellowship EOI form will appear. Complete the **Applicant Details** section.

   A. Enter the **Title (e.g. Dr)** field.

   B. Enter the **Name** field.

   C. Enter the **Email** field.

   D. Enter the **Phone Number** field.

   E. Enter the **Postal Address** field.
4. Complete the **Project Details** section.

   A. Enter the **Project Title** field.

   ![Project Title Example](image)

   B. Click **Add** within the **FoR Codes** field.

   ![Add Button Example](image)

   C. Enter the **FoR Code**.

   ![FoR Code Input Field](image)

   D. Enter the **FoR Percentage**.

   ![FoR Percentage Input Field](image)

   E. Repeat steps 4B to 4D to add additional **FoR Codes**.

   ![Additional FoR Codes](image)

   **NOTE**

   A list of the ANZSCR FoR Codes can be found at

5. Click to select a field from the **Has the PhD been awarded?** field.

   ![Has the PhD been awarded? Field](image)
6. If Yes was selected from the Has the PhD been awarded? field:
   
   A. Click the calendar icon \(\equiv\) next to the Award Date field. A popup will appear.

   B. Select the Award Date of the PhD from the calendar popup.

   C. Enter the Awarding Institution field.

7. If No was selected from the Has the PhD been awarded? field:
   
   A. Click the calendar icon \(\equiv\) next to the Date Thesis Submitted field. A popup will appear.

   B. Select the Date Thesis Submitted from the calendar popup.

   C. Enter the Supervisor’s full name field.

   D. Enter the Institution field.

   E. Enter the Supervisor’s email field.

   F. Enter the PhD Department field.
8. Enter the **Primary Sponsor Name** and **Primary Sponsor Faculty** field.

![Primary Sponsor Name and Primary Sponsor Faculty fields](image)

9. Enter the **Host Faculty** and **Host Department** fields.

![Host Faculty and Host Department fields](image)

10. Enter the **Details of Research achievements, skills, and evidence of impact in your research field**.

![Details of Research achievements fields](image)

11. Enter the **Details of proposed project** field.

![Details of proposed project fields](image)
12. Enter the **Details of Reference Cited in Proposed project** field.

![Details of Reference Cited in Proposed project](image)

13. Click to select the **Is the project associated with any of Macquarie University's Future-Shaping Research Priorities or emerging research strengths** field.

![Is the project associated with any of Macquarie University's Future-Shaping Research Priorities or emerging research strengths](image)


![Benefit to Macquarie and National Benefit](image)
15. Complete the **Qualifications** field.

![Qualifications field]

- Diploma of Management
- B. Science (Biology)
- M. Science (Biomolecular Sciences)
- PhD

16. Complete the **Employment history** field.

![Employment history field]

- Tutor in Biology at University of Sydney
- Lecturer in Biomolecular Sciences at University of New South Wales

**NOTE**

Where applicable, click the picture icon to upload a picture to the field.

17. Complete the **Research appointments and/or experience** field.

![Research appointments and/or experience field]

- Primary Chief Investigator in recent DECRA Project exploring Darwinism in Central Africa

18. To submit the application, click **Submit for Faculty Review**.

**NOTE**

When re-submitting an application following feedback, the submission button will change to **Submit For Review** or **Submit Final EOI**.
HANDY HINTS & TIPS

- Whilst only fields marked with an asterisk (*) are required for form submission, there may be additional fields which are required to assess your expression of interest. It is strongly advised to complete all fields which can enhance your submission.

- Research Fellowship applications do not autosave.

- To save a draft of the application, click **Save as Draft** at the bottom of the application.

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For additional help:

- **+61 2 9850-HELP (4357)**
- **@** rms.support@mq.edu.au
- **?”** Log a OneHelp ticket