CREATE AND SUBMIT A MQRF FULL PROPOSAL

OVERVIEW
This guide explains how to create and submit a MQRF Research Fellowship Full Proposal. Research Fellowships are grants to support leading researchers to conduct their research.

PROCESS

1. Navigate to Research Services Online Forms
2. Access your Fellowship Full Proposal
3. Enter Details into your full proposal
4. Submit for full Proposal for Faculty Feedback
5. Receive Faculty Feedback and Update Proposal and resubmit
6. Faculty is feedback is to Finalise your Proposal
7. Finalise your fellowship proposal

HANDY HINTS & TIPS

- Remember to save your draft regularly using the 'Update Draft' button located at the bottom of the online form.
- Whilst only fields marked with an asterisk (*) are required for form submission, there may be additional fields which are required to assess your full proposal. It is strongly advised to complete all fields which can enhance your submission.

STEPS

1. Go to https://mygrantapplication.mq.edu.au and login with your Username and password or open the Full proposal via the link in your email.
2. The homepage will appear. In the top right menu, click **My Request**.

3. Click to select the relevant application.

4. The application summary page will appear. In the right hand side click on **Full Proposal**.
5. The **Full Proposal** form will appear. Complete the **Current Organisation and Postal Address** section.

   A. Enter the **Faculty** field.

   B. Enter the **Department** field.

   C. Enter the **Organisation** field.

   D. Edit the **Postal address** field.

   E. Enter the **Country, if Not Australia** field.

6. Edit your project title, if different from the EOI. The word limit of the project title is 20 words.
7. Fill in your project Summary. The word limit of the Project Summary is 100 words

8. To add the project costs, complete the **Amount Requested for Project Costs** section.

A. Click **Add**.

B. Click to select the **Year** field from the dropdown menu.

C. Enter the **Amount** field.

D. To add another **Amount Requested for Project Costs** record, repeat steps A – C.
NOTE

• Clicking the red minus button will delete the corresponding record.

• The Amount for each year should not be greater than 20000 AUD and total should be 50000 AUD

9. Enter the **If successful, when would you start the Fellowship?** field.

10. Enter the **If successful, at which level will you be appointed?** Field. Choose a dropdown value, if higher than Level A Step 6, please attach an Approval letter from the Host Department’s HoD at the bottom of the form.

11. The Sponsor name, Co-Sponsor Name and Host Faculty and Department will be pre-filled from EOI. They can be edited here if required.

12. Are you receiving or have requested any research Support for the proposed project?

13. If you click Yes above, the form will ask you to fill in **Support Details**

   A. Click **Add**.

   B. Enter the **Funding Source** field
C. Enter the **Amount Requested** field.

D. Enter the **Years** field.

E. Enter the **Other Investigators** field.

14. Complete the **Ethics** section.

A. Click to select the **Does the Research project involve Human Participants** field from the dropdown menu.

B. Click to select the **Does the Research project involve Animals** field from the dropdown menu.

C. Click to select the **Does the Research Project involve Recombinant DNA/Potential Biohazards**
15. The PhD. Qualifications come pre-filled from the EOI.

16. Click Add underneath the Other qualifications section.

17. Enter the Other qualifications fields.

Repeat steps 16 & 17 to add additional Other qualifications fields.

18. Click Add underneath the Employment history – Post PhD section
19. Click **Add** underneath the **Employment history – Post PhD** section.

Repeat steps 18 & 19 to add additional **Employment history – Post PhD** fields.

20. Click **Add** underneath the **List any prizes, distinctions, or other special qualifications you have been awarded** section.

List any prizes, distinctions, or other special qualifications you have been awarded.

21. Enter the **List any prizes, distinctions, or other special qualifications you have been awarded** fields.

22. Repeat steps 20 & 21 to add additional **List any prizes, distinctions, or other special qualifications you have been awarded** fields.

23. Click **Add** underneath the **Current Position** section.
24. Enter the Title and Classification, Salary and Continuing and Fixed Term

![Current Position]

25. Repeat steps 24 & 25 to add additional Current Position if any

**NOTE**


26. Click to select the Do you currently have, or have you had, full-time, part-time, or casual employment at Macquarie since the start of 2016? field from the dropdown menu.

![Dropdown Menu]

27. Enter Additional Information in the field below if you have undertaken your PhD. At Macquarie or had casual employment at Macquarie since 2016. There is a 400 word limit.
28. Click Add underneath the Research Funding received since commencement of PhD section.

29. Enter Details of Other Investigators, Your Role, Project Title, Funding Body, Years and Amount in AUD

NOTE:
Collaborators listed here should not be suggested as Independent Reviewers.

30. Click to select the Are you an Australian citizen? field from the dropdown menu.

31. Enter Research Record Relative to Opportunity

   A. Enter Research Achievement (400 word limit)

   B. Enter Evidence of Impact (400 word limit)
C. Enter Other aspects of career or opportunities for research that are relevant to assessment (400 word limit)

Other aspects of career or opportunities for research that are relevant to assessment

- Describe the research opportunities that you have had in the context of your employment situation since your PhD, the research component of your employment conditions, and any unemployment or part-time employment you may have had. Give any additional information (e.g., part-time status) needed to understand your situation.
- Describe any career interruptions you have had for childbirth, parental leave, carer’s responsibility, misadventure, or debilitating illness.
- Describe any other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in this Proposal.

D. Enter Skills (800 word limit)

Skills

- Explain how your experience, skills and expertise will contribute to the success of the Project.
- Explain how the research environment, including, for example, specific facilities, the intellectual environment and mentoring opportunities, is complementary to your skills and/or future skill and career development.

E. Enter All refereed publications (No word limit)

All refereed publications

Note, co-authors listed here should not be suggested as Independent Reviewers
- Include information about discipline norms (e.g., order of authorship, co-authorship practices, common types of publication, and normal publication rates) so that the Interdisciplinary panel can best evaluate your track record.
- List publications under the following headings and in this order: Scholarly Books, Scholarly Book Chapters, Refereed Journal Articles, Refereed Conference Papers, Patents, Other publications. Number your publications continuously.
- Provide full referencing details, including full author list as published and page numbers.
- Publications that are in press must include the date on which they were accepted for publication. Do not include any publications that have been submitted but not yet accepted.
- For each publication include an indicator of the quality of the publication (e.g., citations and other evidence of impact) and/or the quality of the outlet (e.g., journal ranking, description of the audience and impact of the publication, status of publisher or collection).
- Asterisk publications relevant to this application.

32. Complete the Budget Information section, by clicking Add.

A. Enter the Item field.
B. Click to select **Category** from the dropdown menu.

C. Click to select **Year** from the dropdown menu.

D. Enter the **Amount** field.

E. Complete the **Detailed justification of budget** field.

33. Click **Add** underneath the **Independent Reviewer Nominations** section.

34. Enter the **Independent Reviewer Nominations** fields.
35. Repeat steps 33 & 34 to add additional Independent Review Nominations fields.

36. Enter a Project Description (8000 word limit) field.

37. Use the Add attachments button at the bottom of the form to attach any other attachments e.g. Approval of the HoD for a higher level than Level A, Step 6.

38. Click Update Draft to save the application.

39. Click Submit for Faculty Review to Send it to Faculty Research Office for Feedback.

40. Once the Faculty is satisfied with your Proposal they will request you to Finalise the full proposal, please click on Final Proposal Submission.

For additional help:
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