

AMRI/AMF Visiting Fellowships

Frequently Asked Questions

These FAQs have been prepared to assist individuals and organisations who plan to apply for an AMRI/AMF Visiting Fellowship/Award. Responses are general in nature and we encourage all applicants to read and understand the Terms and Conditions before submitting an application. Where applicable, applicants are also encouraged to visit relevant Australian government websites to gain a better understanding of their specific situation (e.g. immigration, taxation, etc.)

Application Process

1. When does the application period for the AMRI/AMF Visiting Fellowships open and close?

Applications for the AMRI/AMF Visiting Fellowships open each year in February and close in mid-April. This applies to all fellowships/awards except for the Chadwick Biodiversity Fellowship, which close in June each year. The Leo Fleischmann Award is only awarded every two years.

For 2018, AMRI/AMF Visiting Fellowships, as well as the Peter Rankin Trust Fund for Herpetology open on Thursday 8 February 2018 and close at 5pm on Friday 20 April 2018. The Chadwick Fellowship will open on the same day but close at 5pm on Friday 1 June 2018.

2. Who can apply for and AMRI/AMF Visiting Fellowship?

AMRI/AMF Visiting Fellowships/Awards are available to both Australian and International students and researchers who are interested in collaborating with the Australian Museum on our extensive collections or work with one or more of our esteemed researchers. Applicants must be able to align their research focus with the priorities set out in the [2017-21 AMRI Science Strategy](#).

Researchers may be based at a university or a private or government institution, and students must be enrolled in a relevant discipline at a university. The Postgraduate award is available to any student who is completing an honours, masters or PhD in a field that is aligned to AMRI's research priorities, most likely being in the fields of evolutionary biology, taxonomy, collections research, wildlife genomics, biodiversity conservation, archaeology or anthropology.

3. How do I apply?

All prospective applicants must apply through the AMRI/AMF Visiting Fellowships website when the application period is open. Websites for each of the fellowships/awards provides details on the application process and selection criteria,

and also provides links to both the application form and terms and conditions for each award, which all prospective applicants must read prior to applying.

Guidelines on how to complete the application form including word limits can be found within the document. Note that for project descriptions, the word limit does not include references.

It is important that you refer to these guidelines extensively to ensure that your application remains eligible and that your research project fits within the scope of the selection criteria. Please make sure that you use the correct form for the fellowship/award that you intend to apply for.

For any further queries on how to apply or eligibility, please contact AMRI Coordinator, Alexandra Nuttall, alexandra.nuttall@austrmus.gov.au

Application Form Completion

4. *Who should complete the application form?*

AMRI/AMF Visiting Fellowships applications must be completed and submitted by the student or researcher whose project is to be funded. Applicants must also ensure that their university/institution is aware of their intention to apply for a fellowship/award as there may be extra requirements that apply for your university/institution.

Applicants are required to gain a Statement of Support from a senior authority (such as a supervisor or hiring manager) at their university/institution as acknowledgement of their responsibilities in the application and funding process – please see ‘accompanying documents’ section for more information.

Students and researchers from universities (particularly those applying for the Postgraduate Award), are also encouraged to advise their grants office of their intention to apply and the requirement of the university to administer the grant monies on behalf of the applicant including the provision of a tax invoice should the application be successful – please see the fellowship/award Terms and Conditions for more information.

Applications submitted without the knowledge or consent of the university/institution may be declined.

5. *Can I change or add to my application form after submitting?*

Applicants are strongly encouraged to review their application prior to submission and only submit when it is in its final form. Should a significant change need to be made after submission, applicants should contact the AMRI Coordinator regarding a resubmit of the application prior to the closing date. Resubmissions after the closing date will not be accepted.

All resubmission requests must be evaluated and approved by the AMRI Coordinator (alexandra.nuttall@austrmus.gov.au)

6. *Can I use an old application from a previous year when I applied?*

AMRI/AMF Fellowship/Award applicants may use information from an application that has been submitted in previous funding rounds. However, applicants are encouraged to work with their supervisor and/or AM affiliate to explore all avenues of adjusting and strengthening the application, as well as aligning it with AMRI's scientific research priorities.

In 2018, new application forms have been introduced for AMR/AMF Visiting Fellowships/Awards, therefore information that has been included in previous versions of the forms must be entered into the current application form and address the current guidelines to be eligible for submission.

7. *Who can act as a referee? (Visiting Research and Visiting Collections Fellowships only)*

In some cases, applications will ask for the contact details of one or more referees, the purpose being to strengthen your application and ensure that an applicant is a fit with the AM's needs should they be planning to visit the museum.

A referee may be anyone who has worked closely at a senior level to the applicant. A referee may not be the Project Leader, an AM Collection Manager or an AM Branch Manager.

8. *Where do I send my application once completed?*

Once an applicant has completed their application and read the Terms and Conditions, they must send the application form and all accompanying documents to the AMRI Coordinator, Alexandra Nuttall, alexandra.nuttall@austrmus.gov.au before the application closing date.

Finance and Budget

9. *What should be included in the budget and how will it be assessed?*

Budget inclusions will be highly dependent on the nature of the applicants' research. However, as per the guidelines found in the application form, budgetary expenses are generally associated with travel, fieldwork and the cost of conducting the research (e.g. obtaining genomic data, conducting advanced imaging etc.)

Applicants are encouraged to gain realistic quotes for travel, the AM will not organise travel for successful candidates. Daily living expenses must not exceed the \$1,500 per week limit. If applicants are planning to visit the AM, they are encouraged to visit the NSW Government website to obtain current per diem allowance information as an example of appropriate living costs to be budgeted.

Please note that the budget submitted as part of an application will be used as a measure of selection alongside merit, as such your budget must remain competitive with other applicants. Extravagant inclusions or unjustified costs will count against your overall application during the assessment process.

10. *How do I find out costing information for AM infrastructure use?*

Costing information for the use of AM infrastructure can be found on the AMRI/AMF Visiting Fellowships/Awards application forms. For contact details not included on the form or any other budget-related questions, please contact Alexandra Nuttall, alexandra.nuttall@austmus.gov.au

Accompanying Documents

11. *What documents do I need to submit with my AMRI/AMF Visiting Fellowships application form?*

The accompanying documents to be submitted alongside your application form will vary depending on the AMRI/AMF Fellowship/Award that you are applying for. The list of required accompanying documents for each fellowship/award can be found on their web pages and on the application forms, with further detail being provided in the fellowship/award terms and conditions.

The following is a full list and description of accompanying documents that the AM may require with the submission of an application. Please note that not all the documents are required to be submitted for all of the fellowships/awards, please refer to the fellowship/award web page for its specific requirements:

- Statement of Support (university/institution)

A Statement of Support consists of a signed correspondence from a senior authority at your university or institution indicating that they support your application and will administer funds if you are successful.

- Statement of Support (AM staff member)

A Statement of Support from an AM staff member must consist of a comprehensive description of how your research is of interest to the AM and that the staff member is willing to be your host during your visit. The staff member may also make general comments about your abilities as a student/researcher and personal attributes that would make you suitable to receive the fellowship/award.

- Curriculum Vitae (CV)

You may be required to submit a CV as part of your accompanying documentation. Your CV is to be kept brief and where applicable, include a list of publications and personal achievements including past funding success.

- Acknowledgement of employment

An acknowledgement of employment may be required to ensure that you and your employer (if applicable) understand that the award/fellowship that is being applied for does not constitute or intend to replace a salary or stipend. All associated expenses that are not included in the budget as part of the formal research project must be paid for by yourself or the university/ institution that you are employed by during the tenure of the fellowship.

- Academic record

An academic record may be required to be used as a tool for assessing the suitability of your application and your fit with the AM's scientific research priorities.

Please note that all accompanying documents must be translated into English before being submitted.

12. What format do my accompanying documents need to be in?

The preferred format for accompanying documentation is PDF.

13. Do my accompanying documents need to be certified?

No, your accompanying documentation does not need to be certified, however, all statements of support need to be signed by the author.

Application Outcomes

14. When and how will I find out if my application has been successful?

After you submit your application, you will receive an email within 24 hours indicating that it has been received. Assessment of applications by a selection committee comprising AM scientists and administrators will occur within three weeks of the application closing date, with a finalised list of awardees presented to the Director of AMRI approximately one month following the closing date. Applicants will be notified of the outcome soon after.

All applicants will receive a notification of the outcome of their application regardless of whether it has been successful or not.

15. If my application is unsuccessful, will I receive feedback?

Generally, no feedback is provided to unsuccessful applicants unless there is something specific in the application that should be altered for future applications or if the applicant is ineligible.

There are typically more applications than funds available and often even strong applications and worthy projects need to be turned down.

Reporting and Acknowledgements

16. What are my reporting obligations as an AMRI/AMF Fellowship/Award recipient?

All AMRI/AMF Visiting Fellowships/Awards recipients are required to provide a final report within two months of the completion of the project for the portion that was conducted at the AM. The report should be brief in nature (no more than two pages) and outline the objectives, methods and results of the project. Recipients should also acknowledge the benefits that the fellowship/award has made to their research.

Reports received from visiting fellows/students will be included in a report to the Australian Museum Foundation (AMF)

17. How and when should I acknowledge the Australian Museum Research Institute (AMRI) and the Australian Museum Foundation (AMF)?

We expect recipients of the AMRI/AMF Fellowships/Awards to recognise the funding source and the support provided through this collaboration with the AM. It is expected that the AMF as the principle funding provider, and AMRI as the facilitator, are acknowledged in all presentations and publications relating to the research undertaken whilst working with/at the AM.

If wherever possible, please send through copies of your publications so that we can promote them and ensure they are accounted for in the AM's annual report. Please send these through to Alexandra Nuttall, alexandra.nuttall@austrim.gov.au

Payment of Fellowships/Awards

18. How much will I be paid?

The maximum amount that you will be paid as a successful applicant will be the amount listed in the budget provided in your application. The Selection Committee reserves the right to offer a reduced fellowship/award if they believe the budget is unrealistic for the project's needs. The amount awarded is non-negotiable and no additional funds can be provided after acceptance of a fellowship/award.

19. How and when will I be paid?

Payments will only be made via Electronic Funds Transfer (EFT) to a nominated bank account. Payment into a personal bank account must be approved by both the AM and your university/institution in writing prior to applying. Guidelines and rules for payment of fellowships/awards are outlined in the Terms and Conditions, these must be read and understood prior to applying.

20. *Why do we (the applicant and university/institution) need to send a tax invoice?*

Provision of a tax invoice ensures that the grant is recorded for taxation and auditing purposes. As all fellowship/awards are paid via EFT, this also ensures that the tax invoice number can be referenced for verification and reconciliation purposes.

*Please note that applicants and successful recipients are advised to seek further information about their own specific individual circumstances from the Australian Taxation Office (ATO).

Obligations and Conditions of Fellowships/Awards

21. *What are my obligations as an applicant and recipient of an AMRI/AMF Fellowship/Award?*

By submitting an application and accepting a fellowship/award if successful, you:

- Certify that you have read and understood the terms and conditions of the fellowship/award and to the best of your knowledge, confirm that the information contained within both the application and supporting documents are truthful in nature;
- Consent to have the information contained within your application shared with the Selection Committee of AM scientists and administrators for the purpose of assessment;
- Understand that, on approval of an application and acceptance of a fellowship/award, you are bound to carry out the specific project described in your application and in accordance with the Terms and Conditions of the fellowship/award;
- Consent to the AM making information about successful grant applications public, including the project description, your name, the name of your organisation and the grant amount awarded to you.

Further Assistance

For further assistance and questions relating to AMRI or the AMRI/AMF Visiting Fellowships, please contact:

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