

**RESEARCH SERVICES OFFICE  
COLLEGE OF BUSINESS AND ECONOMICS**

**RESEARCH SCHOOLS INTERNAL RESEARCH FELLOWS  
GUIDELINES**

**Introduction**

Internal Research Fellows will be comprised of young up-and-coming researchers who have a specific project or projects that they would like to pursue within the Research Schools. Each School will commit to placing two Academics from their School to the Research Schools each year. Selection is a competitive process, involving the submission of an applicant's proposal to their School's Research Convenor and Head of School describing the specific projects to be researched over the year as well as some possible research topics which might be speculative in nature. The selection panel is specific to each School and consists of the School's Research Convenor, the Head of School and the Associate Dean Research. Internal Research Fellows must be from within the College.

Internal Fellows are expected to be in residence and attend all seminars in their area. They will be expected to give at least one seminar and one brown bag talk as well as a Master Class for HDR students in their field of expertise. Overall they are free to pursue their own research and normally would be expected to not have to teach, complete administration or undertake fund raising duties. Successful applicants will receive a research grant of \$10,000 for the period of the Fellowship.

**Criteria**

The criteria used to assess prospective Internal Research Fellows are:

- Significance, innovation and soundness of research projects proposed during the period of the Fellowship
- Publication track record relative to opportunity over the past 6 years
- Grants applied for and received over the past 6 years.

Some younger researchers may have been Academics for less than 6 years in which case they need only submit the above data for the length of their career.

Further details of eligibility and additional criteria are given below.

Period of Fellowship	Normally 1 year but could be a longer period or a shorter period depending upon circumstances
Eligibility	Level B and C

## Process

1. Applications must be submitted by 26 October 2009 to the College Research Services Office, Room 1125 Copland Building.
2. Applications must be made on the forms provided.
3. Outcomes will be advised by the end of November 2009.
5. Fellowships will run from 1 January 2010 to 31 December 2010.
6. Final reports are due by the end of March 2011.

## Eligibility

Applications are to be made by academic staff members of CBE. CBE academic staff in the following categories are eligible to apply for a Fellowship:

- Academic staff, with an appointment of at least 50 per cent at CBE.
- Level B or C.
- Applicants must expect to hold their appointment for the duration of the Fellowship period. If an applicant becomes ineligible during the grant period then the Fellowship must be terminated and unused funds returned to CBE.

## Conditions of Award

Fellowships will normally be awarded for the period of 1 year commencing 1 January and ending 31 December.

Internal Fellows must be in residence and attend all seminars in their area. They will give at least one seminar and one brown bag talk as well as a Master Class for HDR students in their field of expertise. Overall they are free to pursue their own research without having to teach, complete administration or fund raising duties.

Any research program funded by the Fellowship that requires ethical clearance must obtain ANU Ethics clearance before funds are made available.

Fellowships must report on the expenditure of the research funds made available under the fellowship

## Reporting Requirements

A final report of one to two pages must be submitted to the Research Services Office before the end of March 2011. The report must describe the research completed and the outcome of the nominated projects and must include the following attachments:

- A list of publications completed or in preparation.
- Copies of all working papers and publications from the grant. All working papers should be published in the Research School's working paper series.
- If the Research involves Human Subjects, evidence of Ethics Clearance
- .A report of expenditure signed by the College Business Manager.

**Further information** is available from the CBE Research Services Office - [rso.cbe@anu.edu.au](mailto:rso.cbe@anu.edu.au) or Dora Gava, Room 1125 Copland Building (x53664)