



CRF and CIRF 2025 Expression of Interest (EOI) Instructions to Applicants

Important Dates

EOI Submission Closing Date

Monday, 3 June 2024, 11:59pm AEST

Before you Apply

- **Read the relevant Scheme Guidelines**, especially eligibility requirements. Candidates may apply for either the Chancellor's Research Fellowship (CRF) or the Chancellor's Indigenous Research Fellowship (CIRF).
- Identify one prospective UTS Sponsor who has agreed to support your EOI and discuss the application with the host Faculty/Institute to confirm the proposed research aligns with any targeted research priorities.
 - Candidates seeking Faculty advice about a potential sponsor should prepare a brief resume and *short* abstract of no more than 300 words.
 - Candidates may also engage with a Co-Sponsor. The Co-Sponsor **must** be from a different faculty/institute. If a co-sponsor is from the same Faculty/Institute they will be removed from the application.
- Only completed applications will be processed for further assessment. You will receive an email notification from the application system advising you the application has been received. Please contact us via crf@uts.edu.au if you have not received an acknowledgement after three days post-submission (it may be in your spam filter).
- If you haven't heard back from your prospective UTS Sponsor within five (5) working days, please email crf@uts.edu.au.

Completing the EOI Submission Form

- Prior to commencing the EOI form online, read the instructions and requirements outlined below for each section of the form.
- You will need to complete the online form in one sitting. This means you **cannot** save your progress and return at a later stage.



- Read through the instructions carefully, review the sample form provided on the website, and prepare your documents before commencing.
- Once the EOI has been submitted it **cannot** be updated or amended.
- If any section of the EOI application does not meet the requirements outlined below, the EOI will not be accepted for assessment.

Assessment Process

Applicants will be assessed and ranked using the following assessment criteria:

- Excellence of Applicant 40%
- Quality of Proposal 25%
- Impact and Strategic Alignment 25%
- Teaching and Learning 10%

EOI Form Instructions

Section A – Eligibility Check

- You will be asked to confirm your eligibility for either the CRF or CIRF streams. Please refer to the guidelines for the eligibility criteria.
- Non-eligible applicants will be excluded from the process.

Section B - Applicant Details

In this section you need to provide the following information:

- Full name and email contact
- Gender and Ethnicity (optional to answer)
- Selection of host UTS Faculty (or equivalent)
- PhD qualification details
- Career disruption request – document to be attached in Section F- Attachments
 - Required (**not optional**) if you hold a PhD obtained prior to the UTS census date of 5 June 2019.
 - You may (optional) submit a request for consideration if you have any significant disruptions to your research career, even if the PhD award was within the UTS eligibility dates, ie after 5 June 2019 but before 5 June 2024.
- UTS employment status (if applicable)



- If your fellowship host faculty is the same as the one you are currently employed with on an ongoing academic appointment, you are ineligible to apply for this fellowship.
- How did you find out about the scheme?

Section C – Project Details

In this section you will need to provide the following information:

- The fellowship you are applying for: CRF or CIRF
- Project title (max 100 characters, approx. 12 words) – avoid discipline-specific terms and abbreviations.
- Project summary (max 750 characters, approx. 110-190 words) – structure the summary as follows:
 - Aims: (For example: This project aims to address/investigate/review ...; by utilising/advancing/conceptualising ...)
 - Significance: (For example: This project expects to generate new knowledge in the area of ... using an innovative approach/ using interdisciplinary approaches/utilising new techniques ...)
 - Expected outcomes: (For example: Expected outcomes of this project include.../enhanced capacity to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques...)
 - Benefits: (For example: This should provide significant benefits, such as ...)
- Project budget (total only, excluding salary). Please only provide the budget figure you need for the 4-year fellowship, maximum AUD30,000 for non-laboratory/ field work, and maximum AUD50,000 for laboratory/ fieldwork.
- Do **not** include the fellowship salary.
- A full budget and justification are only required at the full application stage.
- For reference, your budget request may include categories and include the following:
 - Personnel – e.g. casual Research Assistant; including 30% on-cost.
 - Equipment – major hardware and software items, including cost of purchase and installation.
 - Consumables – e.g. chemicals, spare parts, servicing; does not include general office consumables (e.g. stationary, printing supplies). Including laboratory bench fees.
 - Travel – domestic or international, sub-limit \$15,000 total for the duration of the fellowship. Does not include 3-6 month International Research Development funding.



- Fieldwork – e.g. fieldwork travel costs, does not include conference/workshop attendance, collaboration visits etc.
- Other – any other funding requests that do not fit into the above categories.
- Indicate if your project involves any field or laboratory work.
- Impact (max. 1250 characters, approx. 250 words) –
 - Briefly describe the impact of your research beyond contributions to academia.
 - How would the project create wider impact to maximise economic, commercial, environmental and/or social benefit?
- Strategic alignment (max. 1250 characters, approx. 250 words) –
 - Outline how your research aligns with your nominated faculty research infrastructure and environment, as well as with your Sponsor’s research focus.
 - How will this benefit you and your research?
- Teaching and Learning (max. 1250 characters, approx. 250 words) - outline your teaching experience, what you will plan to bring to UTS teaching and learning, and how your project will inform future teaching opportunities at UTS.
- **External** collaboration or external support (if applicable). Please provide evidence of that support in Section F – Attachments.
 - If there are any external collaborators involved in or external support required for your project, please provide evidence acknowledging that this support is available to you, should your proposal be successful. This can be an email or letter of support from the key collaborator, partner organisations or facilities. **PLEASE NOTE: the letter from the UTS Sponsor is not required at the EOI stage. Please do not attach a letter of support from UTS or your UTS sponsor in the section at the EOI application stage.**
- Please indicate if your project falls within an area deemed a ‘Critical Technology’ in the Australian context. For more information please visit the page: <https://www.industry.gov.au/publications/list-critical-technologies-national-interest>
- Field of Research (FOR) codes 2020.
 - “The [...] ANZSRC FoR classification allows R&D activity to be categorised according to the field of research. In this respect, it is the *methodology* used in the R&D that is being considered.
 - The categories in the classification include major fields and related sub-fields of research and emerging areas of study investigated by businesses, universities, tertiary institutions, national research institutions and other organisations.”
 - Please visit this [link](#) for the the FoR 2020 codes.



- We recommend speaking with your UTS Sponsor before selecting the most appropriate codes.

Section D – Sponsor Details

- Provide the name and faculty of your Sponsor, and if applicable, your Co-sponsor. Refer to the CRF & CIRF guidelines for more information on Co-sponsors.
- Your main UTS Sponsor must be in the same Faculty or equivalent as your Fellowship Host faculty selected in B4.
- You will need to have in-principle agreement from the Sponsor(s) to support your application. Principle agreement means that you have engaged with your sponsor(s), and they have agreed (in writing) to support your application.
- You do **not** have to attach any evidence of support from your Sponsor or Co-sponsor to your EOI application form. If invited to the full application stage, your Sponsor will be asked to prepare a letter of support on a UTS approved template for you.

Section E – Research Outputs

- Provide your ORCID ID. Link to ORCID for more information: <https://orcid.org/>
- Based on your current publication bibliometrics, complete the fields for each of the output types. This is not mandatory, however if any research output information is entered, the source of publication and citation count will need to be selected and a date of retrieval entered.
- **Important:** Applicants applying with **Faculty of Engineering and IT (FEIT), Faculty of Health (FoH), Graduate School of Health (GSH) and Faculty of Science (SCI)** must use data from ‘Scopus’ and ‘Web of Science’ **only**. Other applicants may use any of the sources included. No other sources are permitted.
- You must not include any self-citations in counts.
- UTS reserves the right to independently verify the data provided.
- Publications ‘under review’ or ‘forthcoming’ must not be listed or included.
- If you are unfamiliar with bibliometrics or do not have access to the sources indicated, please contact your proposed UTS sponsor for assistance.
- Use the “Research Outputs Context” section to further explain any of the metrics above, e.g. why certain publications are not (yet) included (1000 character limit)
- List your Top 5 research outputs and provide a short justification for each (max. 3000 characters, approx. 430-750 words).
 - List your publications which you consider the best of your career.



- Provide all referencing details, including full author list as published and page numbers.
- Asterisk (*) publications relevant to this proposal.
- Include the acceptance date for all “in press” or “accepted” publications.
- Do not include publications that have been submitted but not yet accepted for publication, or those you are planning to submit.
- In some disciplines, non-peer reviewed publications and other types of output may be acceptable. Please consult your nominated sponsor for advice.
- Briefly explain the quality and/or the significance of your work.
- Do not list more than 5 publications.
- Do not attach or email a full publication list, unless specifically requested by UTS.

Example:

1. Einstein A, Podolsky B, Rosen N, “Can quantum-mechanical description of physical reality be considered complete?” Physical Review 47, pp. 777-780, 1935.

[Annotation – you may include statistics such as impact factor, citation count, [Excellence in Research for Australia \(ERA\)](#) or equivalent etc. Explain the significance of the publication, or why you believe it is one of your best, and specify your role in the research that led to the publication.]

Section F – Attachments

All documents must follow the formatting requirements as follows:

- White A4 page layout with at least 0.5 cm margin on each side and at top and bottom.
- Black type in single column.
- Highly legible font type must be used such as Arial, Helvetica, Palatino or Times New Roman. Mathematical type setting languages may also be used. Minimum font size is 12pt.
- Adhere strictly to page limits designated for each attachment as outlined below.
- 10pt can only be used for references, footnotes and captions in the Proposed Fellowship Project information.
- Text in any figures must be clearly legible.
- Uploaded in **one combined PDF document in the order of the list below**, using following name format:



CRF25_FirstName_Surname.pdf or CIRF25_First Name_Surname.pdf

Documents List:

- Project Abstract (**ONE A4 page, ONE A4 page for reference**). You must use the template provided on the CRF or CIRF website.
 - Provide a **one-page** abstract of your project. Use this section to promote your proposed Fellowship project to the Faculty Selection Committee, which may be composed of experts from a variety of disciplines. Ensure you avoid discipline-specific terms and jargon so that your proposal can be understood by assessors outside your area of research. Make clear what you propose to achieve under the given time and budget constraints, why it is worth doing and how the research will be of benefit to UTS as well as more broadly.
 - Figures/tables are permitted; all elements must be clearly legible.
 - The following points should be addressed in this one-page section:
 - Project aims;
 - Background;
 - Expected outputs and benefit;
 - Significance and innovation; and
 - A brief description of your approach/methodology, including a simple project timeline.
 - Provide a maximum of **one-page for reference which may be 10 point font**.
 - The two-page limit includes references in the format appropriate to your discipline is acceptable. Information included in abstract exceeding the two-page limit will not be forwarded to the selection committee.
- Curriculum Vitae (CV) and Teaching & Research Opportunity and Performance Evidence (TROPE) (**Three A4 pages total**). You must use the template provided on the CRF or CIRF website.
 - CV - no more than **two (2) A4 pages**.
 - Include your education and employment history (essential).
 - Please do not repeat items included elsewhere in this EOI.
 - TROPE, **no more than one (1) A4 page**, describe your research achievements, skills, research impact in your field, and funding granted as named investigator.
- Career Disruption Request Form (if applicable):



- If you are claiming career disruptions, please complete the relevant form:
 - You **MUST** claim any significant eligibility exemption, if your PhD was awarded before the eligibility date 5 June 2019. You must provide evidence for any disruptions claimed.
 - You may claim any significant disruptions (see categories) that had a significant impact on your TROPE, if your PhD was awarded after 5 June 2019. You must provide evidence of those claims. Please see the Career Disruption and Eligibility Request form for more information.
- Evidence of **external** collaborator/ organisational support (if applicable)
 - If there are any external collaborators involved in or external support required for your project, please provide evidence acknowledging that this support is available should your proposal be successful. This can be an email or letter of support from the key collaborator, partner organisations or facilities. **PLEASE NOTE: The letter from the UTS Sponsor is not required at the EOI stage. Please do not attach a letter of support from UTS or your UTS sponsor in the section.**

Section G - Confirmation and Submission

- Certify your EOI and the information provided and click 'submit' to lodge your EOI for assessment. Once submitted the EOI **cannot** be amended.