



The University of Southern Queensland  
Early Career Research Program  
Selection Criteria and Selection Process

## Selection Panel

Membership of the selection panel includes:

- Deputy Vice-Chancellor (Scholarship), Chair.
- four established researchers (Academic Level C,D or E). Where possible, there will be equitable gender representation on the selection panel representative of research across the university including the Director, Office of Research and Higher Degrees. Researchers who have been nominated as a mentor on applications will not be eligible for selection to the panel.

The Manager, Grants and Contracts will be responsible for the provision of administrative support to the panel. He/she may provide comment on the applications or applicants but will not have any voting rights.

The panel may, at its discretion, seek expert advice from within or outside the University.

## Selection Criteria

The following criteria will be used by the selection panel to assess applications for support under this program.

- Quality of the application

Applicants are expected to comply strictly with the guidelines for '[how to apply](#)'. The text must be well written and explain the project as clearly and concisely as possible, providing all the information that the selection panel will require to assess the application against competing proposals.

- Quality and originality of the research project and anticipated outcomes.

The proposal should demonstrate a conceptual advance in the understanding and knowledge of a subject and/or practical outcomes of social or economic value. Applicants should detail the scientific, theoretical or technological merit of the proposal.

- Appropriateness and soundness of the methodology.
- Appropriateness of the budget and its justification.
- Track record of the applicant in relation to research opportunities.

## Selection Process

1. On the basis of the written application and expert opinion, where taken, the panel will determine a rank order and a recommendation regarding those applications that will be funded.
2. The Office of Research and Higher Degrees will prepare a report on the proceedings of the meeting and the recommendations for funding.
3. Following approval of this documentation by the DVC (Scholarship), all applicants will be informed of the outcomes of their applications and their right to appeal the decisions of the panel. All Deans and Centre Directors will be informed of these outcomes.

An appeal may be made only on grounds of procedural irregularity. The selection panel will endeavour to provide constructive feedback to applicants. Unfortunately, experience has shown that there are often good applications that cannot be supported simply because funds are limited and other applications are judged to be more competitive.

4. The recommendations will be forwarded to the Research Committee and the Academic Board for noting.
5. Successful applicants will be required to accept formally any offer of grant. This will confirm their commitment to the project and to completion of the project within the specified timelines. It is expected that the objectives of the project with respect to measurable outcomes will be met. If ethics clearance is required for the project, the researcher is expected to submit an application as soon as possible after receipt of advice of funding support. In the event that requested funding is reduced a revised budget will be requested.
6. A brief report on the outcomes of the project must be received by the Office of Research and Higher Degrees within six months of the completion of the funding period. This report will be required to support any future internal research funding applications submitted by the researcher.

## Carry forward of funds

Requests for a carry forward of funds beyond the twelve months granting period may be considered if a written request is received by the Manager, Grants and Contracts before the termination of the grant period. Unexpended funds will be recovered for reallocation in future funding rounds.