An Australian Government Initiative

APEC-AUSTRALIA
WOMEN IN RESEARCH FELLOWSHIP

THE AUSTRALIAN
APEC STUDY CENTRE

APEC

Asia-Pacific
Economic Cooperation

APEC-AUSTRALIA WOMEN IN RESEARCH FELLOWSHIP
2022 Guidelines

Glossary

Academic Transcript	The list of subjects and academic results provided by institutions
APEC	Asia-Pacific Economic Cooperation
Applicant	The person applying for Research Fellowship
Home Economy	The country of citizenship and/or permanent residency of the applicant
Host Organisation/ Institution	The organisation or the institution the applicant proposes to attend for research in Australia
Sponsor Nomination Form	A nomination google form from the applicant's host confirming support and placement
Organisers	The organisers and administrators of the fellowship: The Australian APEC Study Centre
STEM	Science, Technology, Engineering and Mathematics

1. INTRODUCTION

1.1 Background

One of APEC's goals, as laid out in the *2016-2030 APEC Education Strategy,* is to increase the participation of women and girls in Science, Technology, Engineering and Mathematics (STEM) (Objective 1, Action 3), increasing their employability, social wellbeing and contributing to the sustainable growth of their communities.

This project aims to enhance the careers of women researchers in STEM, as well as supporting mobility and research collaboration. Up to 20 women researchers from developing economies will complete a fellowship at an Australian research institution over 1 to 4 months. Research fellows will expand their professional networks and have access to leading academics, facilities, and equipment in Australia to develop their own research interests and competencies. The project will foster opportunities to develop partnerships between research institutions in APEC economies and deliver high quality research outputs.

The APEC-Australia Women in Research Fellowship previously ran from 2015 to 2019 and supported 51 women researchers from APEC economies. The previous iterations of the project received positive feedback, with participants and their supervisors reporting the fellowship benefitted the participants' careers, expedited research and led to long-term partnerships between their institutions.

The 2022 round of the fellowships will encourage development of new ideas in cutting-edge STEM disciplines, which will benefit APEC economies' research outputs. The fellowship will provide an opportunity for face-to-face collaboration over an extended period of time, which will be particularly valuable to researchers who have only been able to collaborate virtually during the pandemic. It will enable linkages to form organically between universities and research institutions across APEC economies, fostering long-term quality research partnerships.

Overview

The objective is to build capabilities of women researchers from developing APEC economies to further their careers in STEM-related research. Women researchers from the region will have the opportunity to work with Australian experts and utilize materials and equipment in Australian research facilities. This opportunity will support and empower women with necessary skills to succeed and adapt to an increasingly complex, changing, technological world. STEM leads to innovation necessary to sustain regional economies. Supporting human capital development in STEM-related fields in developing economies will be crucial in responding to challenges such as the COVID-19 pandemic.

The fellowship will provide financial support for high-achieving post-doctorate women in STEM research from developing APEC economies to pursue research opportunities in partnership with Australian education and research institutions. The Fellowship will support the hosting of researchers by an Australian institution for a period of one to four months to build and deepen institutional linkages, create professional networks, support professional development, and exchange expertise with Australian researchers.

One of APEC's key goals is to support economic and technical cooperation to address the many challenges and opportunities that face the region. Enhanced research and education cooperation among

APEC economies fosters innovative growth as students, researchers and education providers build scientific, technological, and linguistic communities.

The Fellowship is designed for women in research from developing APEC economies who are emerging leaders in their field and are at the forefront of their research discipline. Candidates from non-urban areas are strongly encouraged to apply.

This fellowship aims to encourage the mobility of women in research in the APEC region. It is therefore designed to assist with the particular challenges women in research face in undertaking cross-border research activities such as arrangements and financial support for child care. The fellowship is also encouraging of early career researchers.

1.2 Funding allocation

Each fellowship is worth up to AUD$20,000. Applicants from South America will receive more travel allowance to cover flight costs.

2. FELLOWSHIP ELIGIBILITY AND ENTITLEMENTS

2.1 Eligibility

To be eligible to receive the fellowship, applicants must:

- Be a female citizen and/or permanent resident of an overseas development assistance (ODA) eligible APEC economy
- Not be an Australian citizen and/or permanent resident
- Have a conferred PhD degree by 1 April 2022
- Available to commence their proposed program in Australia between 1 July 2022 and 30 April 2023
- Provide all relevant supporting documentation in English
- Obtain agreement from an academic supervisor from an Australian academic institution and/or organisation
- Not be undertaking research or training that leads to a formal qualification between 1 July 2022 and 30 April 2023.

2.2 Eligible Economies

- People's Republic of China
- Indonesia
- Malaysia
- Mexico
- Papua New Guinea
- Peru
- Philippines
- Thailand
- Viet Nam

2.3 Financial Benefits (approximately $10,000 to $20,000 AUD per fellowship)

All recipients will receive in Australian Dollars:

- Travel allowance: $3,000 (Provision to pay up to $4,500 for South American economies)
- Establishment allowance: $2,000
- Monthly stipend: $3,000 (paid up to the maximum program duration on a pro-rata basis)
- Childcare allowance: $1,200* (paid up to the maximum program duration on a pro-rata basis) *if applicable
- Overseas health insurance for the full program duration (OSHC = Overseas Student Health Cover)

3. APPLICATION PROCESS

3.1 2022 Application Timeline

12 April 2022	Applications open. Applicants are required to complete online form and submit supporting documents via email
17 May 2022	Applications close 5:00 PM (Australian Eastern Standard Time)
May - June 2022	Applicants short listed and assessed
14 June 2022	Successful and unsuccessful applicants are notified
14 June - 14 July 2022	Successful recipients complete and return detailed project outline with KPIs, milestones and passport copies
14 July 2022 - April 2023	Recipients commence fellowship program

3.2 Application structure

Applicants are required to respond to the following questions:

Personal details
- What is the closest Australia Visa Application Centre to your current address? You can search for your nearest location here: https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/offices-outside-australia

Research experience (to be answered in plain English)
- What was the research specialty of your PhD degree? (maximum 200 words)
- What was the final score of your two most recent university degrees? (please provide the GPA if possible)
- Please show evidence of a high-level of academic achievement and your research experience relative to your chosen field of study (maximum 300 words)

Proposed research program (to be answered in plain English)
- Provide a well-defined research program proposal with anticipated outcomes (maximum 500 words)
- Which Australian academic institution/organisation has agreed to host you if successful?
- Provide your proposed start and end dates (Note: All fellowships must begin and end in Australia. Any field work (if applicable), must be undertaken prior to the start of the fellowship in Australia.)

- Provide detail of the facilities that you expect your project will require.
- Provide detail of the materials that you expect your project will require (e.g. online access to academic journals, specific equipment and/or chemicals, their quantities and their estimated costs).
- If successful, do you agree to work with your supervisor to create a detailed project outline before you commence your fellowship featuring KPIs and milestones? (These will need to be achieved and signed off by your supervisor to receive the final payment of your fellowship).
- Details of your sponsor (name, position, email, phone number).

Benefits of the research program (to be answered in plain English) (maximum 200 words per question)
- Detail how this international research opportunity will benefit Australia and foster ongoing collaboration and cooperation between Australia and your home economy
- How will this fellowship encourage development of new ideas in cutting-edge STEM disciplines, which will benefit your home economies' research outputs.
- Detail how the international research would further your academic and/or professional career. If relevant, include details of any barriers you have previously faced in pursuing international research opportunities.

Referees
- Give details of TWO referees who are providing referee reports (their title, name, relationship with applicant, phone number, email, position, organisation)

Supervisors are required to respond to the following questions:
Applicants must ensure that supervisors submit an applicant sponsor nomination form, or the application will be ineligible.

Benefits
- Why has your organisation chosen to support the application and what benefits will be gained from the proposed programme? (maximum 300 words)
- How will the proposed programme build or improve research partnerships in STEM fields between Australia and the applicant's home country? (maximum 200 words)

Administration
- Provide details of your proposed fellow's start and end dates.
- In what language have you agreed to supervise the applicant's research?
- If this applicant is successful, do you agree to provide them with the details of your institution's relevant support services before they arrive in Australia?
- If this applicant is successful, do you agree to provide an orientation session of your institution upon commencement of the fellowship?
- If this applicant is successful, do you agree to work with the fellow to create a detailed project outline before commencement of the fellowship which includes KPIs and milestones? (This will need to be signed off by you so the fellow can receive final payment during the fellowship)
- Provide any further information that may be relevant to this application for the APEC-Australia Women in Research Fellowship (maximum 200 words).

3.3 Required Documents

1. Completed '2022 Application' form

2. Completed '2022 Applicant Sponsor Nomination' form

3. Copy of citizenship or permanent residency
   - A certified copy showing full name, date of birth and country of citizenship and any other relevant pages of the applicant's most current passport, birth certificate or national identity card.
   - A certified copy of official documentation showing evidence of permanent residency status (only required if different from country of citizenship).

4. Academic Transcripts
   - A certified copy of a numerically weighted academic transcript of the applicant's highest qualification that shows the subjects and scores and includes an explanation of the marking system (if not clear).

5. Two Referee Reports
   - Referee reports must be from academic supervisors, Heads of Department or other workplace managers who are familiar with the applicant's academic, research and/or performance and abilities. They should be in the form of a letter that is under one page long.

6. Evidence of support and language suitability from the host.
   - Completed form from host organisation and confirmation that the applicant's language ability is suitable for their proposed research program. If the fellowship is going to be undertaken in English and the applicant has not completed a university course at an
   - English-speaking university please submit latest IELTS or TOEFL scores.

7. Research CV and list of publications
   - Detailed CV with list of research outputs, publications and contributions to the applicant's field of research. Provide a brief description of career circumstances, which may have positively or negatively influenced the applicant's research productivity (including family/carer responsibilities).

Before submitting, please make sure to follow the format below when naming your documents: Example: Sarah Thorpe
   1. Sarah T App Form
   2. Sarah T Sponsor Form
   3. Sarah T CZ/PR
   4. Sarah T Academic Transcript
   5. Sarah T Ref Reports

6. Sarah T Lang Support
7. Sarah T CV

3.4 Translation

To be eligible applicants must provide English translations of the required supporting documentation if the original documents are not in English. Applicants will also need certification of documents that have been translated unless they are translated documents for evidence of community service or employment records.

3.5 Certification

To certify a document as a true copy, applicants must provide the original and a copy of the document to a formally recognised authority, professional person or someone well-respected in the community ('of good standing'). This could include but is not limited to: university dean or course convener, teacher, work supervisor, lawyer, doctor, civil servant, Justice of the Peace, Commissioner of Oaths or Public Notary.

To certify, make a copy of the original document, take the photocopy and the original, and ask the person to certify the photocopy by:
- sign and date under the statement and provide details of their occupation
- write or use a stamp (if available), "I certify that the copy is a true copy of the original document". This phrase may be in the local language. For Example:

Chinese - 此为原始文件的真实副本

Hindi - इस मूल दस्तावेज की एक सच्ची प्रतिलिपि है.

Japanese - これは原本の真正な写しである必要があります。

Spanish - Este documento es una copia auténtica del original.

Vietnamese - Sao Y Bản Chính

The certifying person should not be:
- related to the applicant
- living at the same address as the applicant
- in a relationship with the applicant

Applicants must provide certified copies of their:
- Passport, Birth Certificate or National ID Card
- Academic transcripts
- IELTS or TOEFL results

The cost of any fees charged for certification of documents is the responsibility of the applicant.

4. ASSESSMENT

All applications are assessed for eligibility, ensuring all required documentation is provided and complete. Shortlisted applications are then assessed against the selection criteria by an independent

selection panel, comprised of eminent academics, professionals and Australian Government representatives.

Staff and/or selection panel members are required to adhere to the requirements of identification, disclosure and management of conflicts of interest when assessing applications. We advise applicants to note that the personal details of selection panel members are confidential and will not be released.

The judging panel will also consider ensuring a diversity of eligible economies and host institutions are represented among the successful applicants.

Applicants are encouraged to submit an application and a proposal of their research project, which can be easily understood and communicated to external, non-subject matter expert audiences.

4.1 Selection criteria and weighting

The following are the selection criteria and their relative weighting:

- A record of high-level academic achievement and research experience in the applicant's chosen field of study (30%)

- A well-defined research program and agreement with an Australian academic institution and/or organisation (50%)

- Statement on how the international research would further the applicant's academic and/or professional career (10%)

- Statement on how the international research opportunity will benefit Australia and the applicant's potential to foster ongoing collaboration and cooperation between Australia and the home economy (10%)

5. SUCCESSFUL APPLICANTS

5.1 Notification

The Australian APEC Study Centre will notify all successful and unsuccessful applicants via email regarding the outcome of their applications by 14 June 2022. Details of successful recipients will be published on the Australian APEC Study Centre website.

5.2 Detailed project outline

Successful fellows will be required to produce a detailed project outline with their host's input prior to commencement. This will need to include:
- A timeline of project milestones including a point midway through the fellowship. Supervisors will be required to sign off on the KPIs up to this midway point to release the Fellows second (and final) payment.
- Materials the project will require (eg. academic journals, equipment, specific chemicals and their quantities) and costs these may incur.

5.3 Visas

Once successful fellowship recipients are notified, the Australian Government Department of Education and Training will provide a letter in support of visa applications. This letter will support **a Temporary Activity (subclass 408) visa – Research stream**. This is the appropriate visa for academics invited to Australia to observe or participate in an Australian research project at an Australian tertiary or research institution. This visa can be granted for up to 12 months. Sponsorship is required if the visa applicant applies in Australia OR applies outside of Australia and intends to stay for more than three months. Immediate family members (members of the family unit) can also apply as dependants. For more information please visit: [Temporary Activity visa (subclass 408) Research Activities (homeaffairs.gov.au)](homeaffairs.gov.au)

Once the Letter of Support has been issued to the fellowship recipient, they can lodge their visa application. Visa costs will be the responsibility of the successful fellow. Visa applications may take up to one month to be assessed (sometimes longer if health or character checks are required).

If fellowship recipients are bringing their immediate family members to Australia, then their details must be included in the visa application.

6. ADDITIONAL INFORMATION

6.1 Disclaimer

The Australian APEC Study Centre and the Australian Government do not accept responsibility for any misunderstanding arising from the failure by any applicant or hosting institution to comply with these guidelines or arising from any ambiguity, discrepancy or error contained in an application.

Applicants are responsible for all costs incurred in the preparation and lodgment of their applications.

Applications may be disregarded, offers revoked or a program terminated if it is believed that false or misleading information has been provided.

6.2 Intellectual Property

Intellectual Property (IP) rights will depend on the policy of the host organisation, any IP laws of the home country and any agreement that may have been negotiated between the recipient and the host organisation. In addition, wherever any work is reproduced, the creator of the work must be identified. If a recipient has further concerns, they should seek independent legal advice about the ownership and IP rights for any research material.

6.3 Privacy

The fellowship is bound by the provisions of the Privacy Act 1988 (Privacy Act). Schedule 1 of the Privacy Act outlines the Australian Privacy Principles (APPs), which prescribe the rules for handling personal

information, including sensitive information. Information collected in this form will be used by the Australian APEC Study Centre for the following purposes ('the purposes'):

- assessing applications
- administering the APEC-Australia Women in Research Fellowship
- promoting the APEC-Australia Women in Research Fellowship, including in promotional material, information and publications in hardcopy and/or online, and
- congratulating and/or inviting successful recipients to functions and events held in Australia and overseas.