Mary Lugton Postdoctoral Fellowships Application Form

* indicates a required field

Information Before Completing the full application

The Mary Lugton Fund provides postdoctoral fellowships for early career researchers at the University of Melbourne in the fields of art conservation, medicine, science, botany, engineering or history.

Fellowship awards rotate across the six disciplines supported in the order listed above, commencing with art conservation and medicine in 2025, science and botany in 2026, and engineering and history in 2027. For applications submitted in 2024 (for commencement in 2025), awards will be made in the disciplines of **art conservation** and **medicine**.

IMPORTANT REMINDERS BEFORE YOU BEGIN:

- Please ensure you have read and understood the [Mary Lugton Postdoctoral Fellowships](#) Scheme Funding Guidelines.
- Incomplete applications or declined eligibility exemptions will not be progressed for further assessment.

Part A: Administrative Summary

Themis Submission Number *

Must be a number.
This should be a 7 digit number, starting with a '2'.

Applicant Details *

Title	First Name	Last Name

Applicant Primary Email *

Must be an email address.

Applicant Phone Number *

Must be an Australian phone number.

Citizenship	Do you identify as Indigenous?	Applicant Gender
If 'other', please indicate your country of citizenship	With regards to Australia, Indigenous refers to Aboriginal or Torres Strait Islander (First Nations) peoples.	If 'Other', please let us know your pronouns

	Otherwise, refer to the following United Nations Permanent Forum on Indigenous Issues paper on criteria of self-identification drawn from a number of international human rights documents: https://www.un.org/esa/socdev/unpfii/documents/5session_factsheet1.pdf	

What is your discipline of interest?
○ Art Conservation
○ Medicine

Host Faculty

At The University of Melbourne, 'Faculty' refers to Faculties and Graduate Schools.

Schools, Departments and Centres sit within these Faculties. You will need to select both the Faculty and School, Department, or Centre that you are applying to work in. Ask your local contacts if you are unsure.

You may select more than one department only if this project is to be shared between departments. If so, you will need the permission of both department heads.

Which Faculty are you applying to work in?

Part B: Education and Appointment Details

* indicates a required field

Applicant Academic Career

Date of PhD Award *
○ I was awarded my PhD between 17 May 2019 and application due date 17 May 2024.
○ I was awarded my PhD prior to 17 May 2019 and there have been demonstrable interruptions or exceptional circumstances that have limited the scholarly research opportunity post-PhD to be effectively less than five years

'Scholarly research opportunity post-PhD' is taken as holding a salaried appointment after the completion of a PhD degree that enabled the applicant to spend a minimum of 40% of their workload allocation on research. Applicants whose employment enabled them to spend 40% or more of their workload allocation on research at 1 FTE for five years or more, will not be considered for an Eligibility Exemption Request, unless other exceptional circumstances are present

Date PhD awarded? *

Must be a date.
This is the date of your official PhD notification

2025 Mary Lugton Postdoctoral Fellowships Application Form
Form Preview

PhD Awarding Institution name *

Have you been awarded a competitively funded research fellowship from any institution including the University of Melbourne since the award of your PhD? *

○ Yes ○ No

A competitively funded research fellowship means competitively-awarded funding for the researcher's salary to pursue their own independent research for at least 12 months full-time or equivalent.

Please provide supporting documents that confirm your PhD award date. *
Attach a file:

Examples of supporting documents include the official testamur, a conferral letter or an official notification letter that the thesis has passed examination and all degree requirements have been met.

Part B-1: Eligibility Exemption Request

Exemption Request

This section is only applicable to applicants who would like to request exemption from one or more eligibility criteria referred to in section 3 of the scheme guidelines.

You should be able to clearly demonstrate that your research career has been significantly constrained or interrupted, and/or make a compelling argument as to why the exemption should be approved.

You should note that acceptance of your eligibility and demonstrated career interruption will be subject to the decision of an Eligibility Exemption Request Sub-Committee.

Please tick all the relevant boxes
☐ I was awarded my PhD prior to 17 May 2019
☐ I do not meet one of the other eligibility criteria, but can demonstrate exceptional circumstances that justify my eligibility.

You must provide full details of each type of exemption being requested, i.e. the details of exactly what you are requesting an exemption for. If discussing periods of employment or interruption, all dates must be supplied as well as the FTE (full-time equivalent).

* Use the EER calculator Excel spreadsheet on our website (2025 Mary Lugton Career interruption calculator**) to help calculate your total interruptions from scholarly research and help outline how you have conducted research for effectively less than five years FTE.**

Type of interruption	Date interruption commenced	Date interruption concluded	Total days	FTE of interruption (e.g. 0.5, 0.75, 1.0)	Total FTE days	Details of interruption	If relevant please describe your scholarly research

							opportunit during this time
Career interruption/s as outlined in section 3 of the Scheme Guidelines If you have had a salaried research position where less than 40% of your time was allocated to research, then select the "Research employment with less than 40% of time allocated to research" in the career interruption type drop down list. Provide details of the interruption and the date of that employment. Then, subtract the fraction of time allocated to research (as a fraction) from 0.4. For example, if you worked 10% (0.1) on research in a Lecturer position, then subtract 0.1 from	Must be a date. Must be a date.	Must be a date.	Must be a number.	Must be a number.	Must be a number.		

0.4 = 0.3. Enter this number into the 'FTE of interruption' column.							

Referring to the calculated interruptions above, please provide further explanatory details of your listed interruptions, including how or why your scholarly research opportunity was impacted during the interruption periods. Alternatively, please demonstrate exceptional circumstances that justify your eligibility.

Optional supporting documents
Attach a file:

Part C: Project Description

* indicates a required field

Project Details

Project Title (10 words) *

Word count:
Must be no more than 10 words.

Please briefly explain how your research project is situated in either the discipline of art conservation or medicine. *

Word count:
Must be no more than 200 words.

Are there specific biosecurity or ethics requirements for your project? *

○ Yes   ○ No

Briefly state the nature of any specific biosecurity or ethics requirements.

Does your proposed research engage with Indigenous knowledge or pertain to Aboriginal and/or Torres Strait Islander (or other Indigenous) communities? *

○ Yes   ○ No

In the following box, please briefly indicate:

- Your approach to enabling collaboration with Aboriginal and/or Torres Strait Islander communities (for example, dialogue/collaboration with an Indigenous cultural mentor);
- Any existing or developing, supportive and high-quality relationships you have with Aboriginal and/or Torres Strait Islander communities;
- Any personal affiliations with local Aboriginal and/or Torres Strait Islander communities that can facilitate the proposed research.

Please ensure your responses briefly address how the proposed research project aligns with the advice provided by the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research and the University of Melbourne's Charter for Research with Indigenous Knowledge Holders.

Engagement approach

Word count:
Must be no more than 200 words.

Project Description

Please use plain language, as your assessors may not be specialists in your specific research area.

Please refer to the instructions in the Project Description Template, downloadable from the scheme webpage.(Form available for download here).

Attach your Project Description as a PDF here (up to 7 A4 pages). Submission of Project Descriptions beyond the page limit will make your application ineligible. *

Attach a file:

Please use the Project Description template on the website. A maximum of 1 file of up to 7 A4 pages, uploaded as pdf.

Proposed Project Details - Faculty of Science applicants

Infrastructure

Laboratory, office or infrastructure requirements. Note that these requirements must be discussed with your proposed academic mentor before submission.

Word count:
Must be no more than 500 words.

Proposed Project Details - Faculty of Engineering and Information Technology applicants

Special equipment / infrastructure

Following discussion with your academic contact at FEIT, please specify any discipline-specific infrastructure / laboratory / special equipment that your project may require. This can include use of existing Faculty infrastructure

Word count:
Must be no more than 150 words.

Part D: Detailed Budget

* indicates a required field

Budget

Please list all items you are requesting to be funded from the Mary Lugton Fellowship. Ensure you use correct and appropriate rates for all items.

- Your salary is separate and should not be included in the research budget.
- You can request up to a maximum of $25,000.
- If awarded, you will only be awarded up to the amount requested (e.g., if you request $20,000, you will only be awarded up to $20,000).
- The Central Selection Committee reserves the right not to award the full requested amount.
- Award of the project costs is subject to the budget items being approved by the Central Selection Committee, in line with the scheme guidelines (see section 5 of the guidelines).

Please do not alter the 'Budget Category' column.

- Leave line blank if you are not requesting items in a particular category.
- List individual budget items for each category in the central column, including their individual costs.
- Enter the overall cost for that category in the right column.

- All costs should be listed in AUD and excluding GST.
- Please **do not add commas** to figures – e.g. type $1000 not $1,000 – this will ensure your figures for each table total correctly.

Budget Category	Items requested (include individual costs)	Amount Requested for Category
Please select from dropdown menu.	e.g. Airfare Melbourne-Berlin for Conference = $1500; Acommodation and per diem 6x $120 = $720	e.g. $2220
		$
		$
		$

Budget Totals

This number is calculated from the totals for each budget category above.

Total Amount Requested

$

This number/amount is calculated.

Justification of the Budget *

Word count:

Must be no more than 300 words.

Part E: Track Record and Strategic Alignment

* indicates a required field

In this section you are required to describe your Research Opportunity and Performance Evidence (ROPE), and research track record, relative to opportunity, i.e., relative to the percentage of your workload available for research, or other relevant circumstances or career interruptions. (This is distinct from the description and calculation of research interruptions as part of an EER request).

Please outline how your research achievements may have been impacted by your opportunities and experiences, including career interruptions (where relevant).

Please describe your research experience and achievements relative to opportunity, particularly focusing on high quality research outputs and recognition of achievements (medals, prizes etc.) *

Word count:
Must be no more than 400 words.
You should clearly describe the impact of career opportunities or disruptions to your research track record in this section. This is seperate from the EER which (if submitted) is only used to determine eligibility.

Please outline how you have the capability and/or expertise to deliver the proposed project.

Word count:
Must be no more than 400 words.

Please outline how you have the capacity to become a future research leader in terms of your research vision and track record, and your capability to build collaborative networks within the University of Melbourne and external or international partners.

Word count:
Must be no more than 400 words.

Please outline how you and your project are aligned with University and Faculty research priorities.

Word count:
Must be no more than 200 words.

Publications record

Please list up to 10 publications with a brief summary of each publication's significance and impact, as well as your role in the publication.

Publication	For each publication, describe the publication's impact, significance, and your role in the publication.
Max 10 publications	Must be no more than 50 words.

Applicant Curriculum Vitae

This section should not include information provided elsewhere in the application.

Please upload a PDF of your curriculum vitae (CV) (2-pages maximum). Submission of longer CVs will make your application ineligible.

As a guide, your CV may focus on the most recent five years, and include:

- Full details of education, postgraduate training, present and past appointments.
- Seminar/conference presentations (details of conference, indicate if invited talk, selected for oral or poster presentation).*
- Details of awards or prizes (include $ amount where applicable).*
- Details of any postgraduate and undergraduate teaching and supervision (including demonstrating, tutor roles or co-supervision of students).
- Administrative responsibilities, including laboratory, departmental, faculty/school or institutional.
- Leadership and service activities related to your research discipline or the University of Melbourne (e.g. membership of societies and committees, peer review experience, administrative responsibilities).
- Community engagement activities.
- Summary of total publication metrics, including total number of publications, total citation counts, h-index, proportion in tier 1 journals, etc.

Attach your CV here *
Attach a file:

A maximum of one file may be attached. The file must be in pdf format and must be no more than two (2) pages.

Part F: Support of Academic Contact and Head of Department/School

* indicates a required field

Academic Contact

You must nominate an Academic Contact at the University of Melbourne and the Academic Contact must be listed in the Application Form.

Academic Contacts nominated in the application are expected to be a regular point of contact at the University of Melbourne and to either provide informal mentoring to the successful Fellow throughout their Fellowships or to nominate an appropriate mentor.

You may use the University's Find an Expert search tool to find academics in your field.

Please ensure that you have supplied your contact the Endorsement Declaration template. This declaration is to to be emailed by your Academic Contact before the application due date to RIC (res-devschemes@unimelb.edu.au).

Name and Title of Academic Contact at The University of Melbourne *

Academic Contact Email *

Must be an email address.

I confirm that I have read and understood that my fellowship application will not be considered eligible without a signed Endorsement Declaration that is submitted by my Academic Contact by the application due date *

○ I confirm

Please use the template Endorsement declaration available in the link above

Part G: Reference letters

Referees

You must ask two referees to each complete a reference letter (maximum of two pages) as a written testimonial to be submitted as part of your application.

Referees are requested to address the following points:

- Relationship with applicant (in what capacity they know the applicant and how long),
- Comment on the quality of their research outputs (within the context of the discipline),
- Comment on the competitiveness of their research track record relative to their opportunities,
- Comment on their future research leadership potential.

Please ask your referees to send their confidential reference letters via email directly to:

Email: res-devschemes@unimelb.edu.au

Subject: Confidential Report – SURNAME OF APPLICANT

If more than two references are received, the excess will be discarded.

Referee Name	Position and Institution	Phone Number	Email
			Must be an email address.

Applicant Declaration and Next Steps

* indicates a required field

Applicant Declaration

By submitting this application, I declare that the information I have given in this application is true to the best of my knowledge, and I understand that any offer of funding may be withdrawn if false information is given. *

○ I agree

Submit information and next steps

Please carefully review the information you have provided, make sure you have answered all the questions, attached all requested documents and that your academic contact is aware of their responsibility to ensure the Endorsement Declaration (with HoD/HoS) is submitted on time before submitting this form.

Incomplete applications will not be considered.

Privacy Collection Notice

Research, Innovation and Commercialisation is collecting the information in this form to record administrative details of the applicant, and for assessment of the grant proposal by the relevant selection committees and personnel involved in the delivery of this funding program.

For further information about how the University manages personal information, and for details of how to make an enquiry, lodge a complaint, or to contact the University's Privacy and Data Protection Officer, please refer to our Privacy webpage, view the University's Privacy Policy or contact privacy-officer@unimelb.edu.au.

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