**Preamble**

Researchers who have been awarded their PhD within five years before the Census Date, **5 June 2019**, and/or who have experienced a **significant** disruption to their early research career may apply for an eligibility adjustment, and career disruptions impact on their Research Performance and Opportunity.

The period of career disruption must be equal or greater than the eligibility extension sought, and each disruption **must be one month** or longer.

Candidates are advised to discuss the nature of the disruption with their nominated Sponsor, the relevant faculty/institute contact person, and/or the Research Office.

**Process:**

Please complete this form, sign it, and submit it to your Faculty Research Office for approval– see Appendix 2 for contact details. We recommend discussing this document with your sponsor before submission. Once signed by the Associate Dean (Research), or equivalent, please upload to your EOI application with the appropriate evidence by the EOI closing date. If you do not wish to upload confidential information to our online platform, please email [crf@uts.edu.au](mailto:crf@uts.edu.au) to discuss the nature of the document you do not wish to include.

**Please be aware approvals may take up to 14 days, so please submit this form to your Faculty as soon as possible**. For questions, please research out to [crf@uts.edu.au](mailto:crf@uts.edu.au) or your Faculty Research Office – see Appendix 2.

**Candidate Details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Nominated Sponsor(s):** |  |
| **Relevant Faculty/Institute:** | Select from dropdown list |
| **Award of PhD Date:** |  |
| **Submission EOI closing date** | 5 June 2024 |

**Details of career interruptions**

* Select ‘Reason for career interruption’ from the drop-down menu on each row
* Add/Delete row(s) as necessary.
* NOTE: career disruptions cannot overlap with another.
* Please see Appendix 1 for eligible career disruption documentation.

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| --- | --- | --- | --- | --- | --- | --- |
| **Reason for career interruption** (select from drop-down menu) | **Start date (dd/mm/yy)** | **End date**  **(dd/mm/yy)** | **Total duration (months)** | **Explanation: -** why is the disruption **significant**, ie significant impact on your career - impact on the overall research career | **FTE amount disrupted by interruption.**  **(e.g. 3 days/wk = 0.6FTE disruption)** | **Total time interruption**  **(Equals FTE of disruption \* Total duration of disruption)** |
| Select from dropdown list |  |  |  |  |  |  |
| Select from dropdown list |  |  |  |  |  |  |
| Select from dropdown list |  |  |  |  |  |  |
| Select from dropdown list |  |  |  |  |  |  |
| Select from dropdown list |  |  |  |  |  |  |
|  |  | **TOTAL (months):** |  |  | **TOTAL (months):** |  |

**DECLARATION by CANDIDATE**

I confirm I have read the *Chancellor’s Research Fellowship/Chancellor’s Indigenous Research Fellowship 2025 Scheme Guidelines and Information for Candidates*, including the eligibility requirements. I certify that the Award of PhD Date and claimed career interruption(s) are complete and accurate in dates and nature, to the best of my knowledge and intent. I further confirm that upon request I am able and willing to provide supporting documentation to substantiate my claim.

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| **Signature (Candidate)** | **Date** |
|  |  |

**DECLARATION by Associate Dean (Research) (or equivalent)**

I confirm I have read the *Chancellor’s Research Fellowship/Chancellor’s Indigenous Research Fellowship 2025 Scheme Guidelines and Information for Candidates*, including the eligibility requirements. I am satisfied with the information provided by the Candidate.

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| **Signature (Associate Dean (Research) (or equivalent)** | **Date** |

**Appendix 1**

Please ensure you have read and understood the [ARC Eligibility and Career Interruptions Statement](https://www.arc.gov.au/policies-strategies/policy/eligibility-and-career-interruptions-statement). The following significant, and not overlapping, career interruptions can be claimed:

| **Eligible career interruptions** | **Period of time that can be claimed** | **Examples of evidence required (**not an exhaustive list**)** |
| --- | --- | --- |
| Disruption due to international relocation | A period of time commensurate with the interruption per international relocation. | * HR records showing employment at both institutions e.g. Copy of employment contracts:   + from the previous location and   + a copy of your employment contract for the new location * OR evidence of flights/work VISA in conjunction with an employment contract at the new institution |
| * Caring responsibilities * Disability * Medical conditions | A period of time commensurate with the interruption. | * HR records showing reduced FTE/interruption OR Email/letter from your manager confirming the period of interruption * Or A statement from medical practitioner confirming amount of time taken off work during the claim period * Or statutory declaration signed by the relevant parties - <https://www.service.nsw.gov.au/transaction/nsw-statutory-declaration-forms>   NOTE in this category, interruptions for an ongoing disability/medical condition/care responsibility may be non-continuous but must total more than 30 days minimum. |
| Disaster management and recovery | * A letter from your HOS/HOD explaining the situation and time disruption |
| Limited or no access to facilities and resources—such as through workplace interruptions | * Confirmation email/letter from your HOS/HOD confirming the period of interruption * OR where there was no access to research facilities a copy of an email from head researcher/lab director confirming the periods that the lab was closed |
| Non-research positions, not concurrent with research employment | * Employment contracts or position descriptions clearly stating the role requirements and responsibilities * OR a letter from HR stating the employment dates and role descriptions e.g. teaching only * OR a letter/email from previous employer confirming role and time period |
| Unemployment | * Centrelink documentation * OR ATO statements showing no income * OR evidence of one employment contract ending and another one commencing |
| * Parental leave | Up to two-years, inclusive of parental leave, for each dependent child.  If required, an additional period commensurate with the interruption. | * Birth certificate of child * Or statutory declaration signed by the relevant parties - <https://www.service.nsw.gov.au/transaction/nsw-statutory-declaration-forms> |
| * Being the primary carer of a dependent child | * Birth certificate of child * OR HR records showing reduced FTE/interruption/unemployment * Or statutory declaration signed by the relevant parties - <https://www.service.nsw.gov.au/transaction/nsw-statutory-declaration-forms> |

**Appendix 2 – Faculty contacts**

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| Faculty/Institute | Associate Dean (Research) or equivalent | Faculty/Institute Contact | Contact Details |
| UTS Business School | Prof Kathy Walsh | Ms Bronwyn Edds | BusinessResearchOffice@uts.edu.au |
| Faculty of Design, Architecture and Building | Prof Anna Cristina Pertierra | Ms Eva Garcia & Catherine McGrath | Dab.researchsupport@uts.edu.au |
| Faculty of Arts and Social Sciences | Prof Noel Castree | Ms Claire Moore | Fass.fro@uts.edu.au |
| Faculty of Engineering and IT | Prof Michael Blumenstein | Ms Lisa Merry | feitresearch@uts.edu.au |
| Faculty of Law | Dist Prof Shaunnagh Dorsett | Ms Nikki Lengkeek | Law.research@uts.edu.au |
| Faculty of Health | Prof Angela Dawson | Ms Karen Gomez  Mr Eddy Dharmadji | Health.research.office@uts.edu.au |
| Faculty of Science | Prof Alaina Ammit | Ms Lauren Norton | Science.research@uts.edu.au |
| Transdisciplinary School | A/Prof Fanny Salignac | Ms Rachel Brooks | Tdschool.ro@uts.edu.au |
| Institute for Sustainable Futures | Prof Damien Giurco | Mrs Helena Loader | Helena.loader@uts.edu.au |
| Jumbunna Institute for Indigenous Education and Research | Prof Jason De Santolo | Ms Missi Mel Pesa | Melissa.Pesa@uts.edu.au |
| Institute for Public Policy and Governance | Ms Carol Mills | Mr Parth Parikh | Parth.parikh@uts.edu.au |
| Connected Intelligence Centre | Ms Gabrielle Gardiner | Ms Gabrielle Gardiner | Gabrielle.gardiner@uts.edu.au |