



CRF and CIRF guide for sponsors

Thank you for considering to be a sponsor for a Chancellor's Research Fellow (CRF) or Chancellor's Indigenous Research Fellow (CIRF). As Sponsor, you will be supporting and mentoring an outstanding Early Career Researcher at a crucial stage of their career, helping them on their journey to become future research leaders. During their time at UTS, these fellows will support our aim to have real impact on society, environment and industry; to benefit the community by being effective and relevant; and deliver practical solutions to current national and international challenges. The following are a few key points that we hope will be helpful when advising candidates.

- Details on the CRF and CIRF scheme can be found on the [CRF website](#) and [CIRF website](#).
- Successful candidates will likely be competitive (or are on the trajectory) in securing NHMRC, ARC and other Fellowships.
- EOI applications open on the Monday, 8 April 2024 and must be submitted through Qualtrics by Monday, 3 June 2024 (11.59 pm AEST). Interviews will be held towards the end of August. Successful candidates should commence before the 31 March 2025. Any sponsor contacted by a candidate during the EOI stage is expected to respond to the candidate within three days of receipt of their enquiry.
- During early discussions with the candidate, ensure you have contacted your Head of School/Centre Director and ADR. This is to ensure that your candidate is competitive and a strategic fit. If not consulted, the relevant Faculty/ Institution decision makers may not approve your candidate.
- If selected by the faculty review panel, the fellows will be invited to submit a full application which will open 4 July 2024 and close 23 July 2024 (11.59 pm AEST). You will receive a template for the 'Letter of Support by UTS Sponsor' from the Research Office by 4 July 2024. Complete the letter and upload it to Research Master 'My Proposals' by 19 July 2024. This document can be shared with the candidate. However, the expectation is that you complete this document, not the candidate. Your faculty must approve the letter of support and it is recommended to engage with your faculty research office early.

Your role as UTS sponsor (or co-sponsor)

1. Application process:

- a. Be responsive to any request for sponsorship by prospective candidates. Let candidates know whether you can support them or not. You will only be able to support **one** applicant as primary Sponsor per year. You may support another candidate as Co-sponsor if that candidate is applying with another faculty/institute. Please be mindful when providing support for EOIs.
- b. Assist the CRF or CIRF candidate with completing the application and in ensuring UTS deadlines are met.
- c. Assist with negotiation and communications between candidate and faculty. Your faculty decision makers will need to be kept informed.
- d. For candidates invited to the full application:
 - i. Complete the Sponsor Letter of Support, in collaboration with your Candidate and faculty. Upload to MyProposals before sending it to your faculty.
 - ii. Complete MyProposals on behalf of the candidate with faculty support and submit to your faculty. Please ask your faculty for their internal deadline.

2. If your applicant is successful:

The aim of this fellowship is to enable the fellow to become an independent researcher and future leader in their respective field. The role of the sponsor is to enable the fellow to achieve this goal. Below is a list of possible support required from the Sponsor:

- a. Ensure that the fellow is enabled to complete the fellowship successfully. This includes providing relevant line management support which may include the review of workplans, workplace training etc.
- b. In collaboration with relevant school/centre/faculty support, ensure that the fellow is aware of UTS policies and procedures, and UTS research and teaching support structures.
- c. Provide mentoring support in all aspects as required by the CRF or CIRF, such as academic, teaching and research guidance advice and feedback and be an advocate for your fellow to promote their interest.
- d. Encourage the fellow to seek out and apply for other sources of funding with your support, if required.