A Competitive Research Grant Mentor Scheme for the Department of Mathematics and Statistics

by Research and Graduate Studies Committee

23rd November, 2004

Introduction

The Department of Mathematics and Statistics is committed to fostering mathematical and statistical research of the highest quality. To enhance this the Department supports academic staff in their applications to various funding bodies, such as the Australian Research Council, by providing advice on writing the best application. This document details the Research Grant Mentoring Scheme that has been put in place to foster the submission of the best possible applications. The aim of this scheme is to increase the number and success rate of applications to funding bodies.

Besides applying for individual grants, members of the department can assist external colleagues who wish to apply for Fellowships based in our department. The department encourages this activity, and the mentor scheme will assist such applications.

This mentor scheme is administered by the Research and Graduate Studies Committee (RGS).

General Scheme

For each grant type the Department will have a Research Grant Mentor Scheme that contains the following elements:

- Advertising of the grant scheme by the RGS Shepherd;
- Expressions of interest by Department members to be sent to the grant scheme shepherd;
- An applicant for a Fellowship must notify the Head of Department;
- Fellowship applicants must discuss their application with the Head of Department, keeping in mind departmental priorities;
- Assigning of a mentor to each applicant by Grants sub-committee of RGS (the use of the mentor by the applicant is optional);
• Advice on the eligibility rules of the funding body to be provided by the grant scheme shepherd;

• Mentor reading the first draft of the application and providing feedback comments;

• Submission of application;

• Mentor advice to applicant for rejoinder to assessments;

• Debriefing session with applicant and mentor regarding application outcome.

External applicants

If a department member is approached by an external colleague who wishes to apply for a Fellowship based in the department, the department member should forward the potential applicant’s details to the appropriate Grant Shepherd. A mentor will be assigned immediately regardless of the time line above and the Head of Department will be notified of such applications.

Major Funding Schemes that will be targeted

While many funding schemes exist the major schemes targeted will be

• ARC Discovery Projects including Fellowships (~ February) — current Shepherd: A. Owczarek;

• ARC Linkage Projects (~ April and November) — current Shepherd: N. Boland.

Internal closing dates vary slightly from year to year. Other funding schemes will be handled on a needs basis.

Responsibility

This scheme is the responsibility of the Chair of the RGS committee and will be run by a RGS Grants sub-committee. This Grants sub-committee will consist of at least three members: Chair of RGS, appropriate Grant Shepherd and other members of RGS. Mentors to be drawn from Professorial staff and other experienced applicants.
Time line for ARC Discovery Grants and Fellowships for the next cycle of funding commencing 2006

Week 0:
1. ARC Discovery grants are announced;
2. RGS to email department to point out that now is the time to plan for next year’s proposal;
3. RGS Chair requests department members to forward expressions of interest to ARC Discovery Shepherd by 26 November 2004;

Week 29 November:
1. RGS Grants sub-committee to meet to allocate mentors;
2. Grant writers told about mentor;
3. Notification that the draft of main text of proposal due to mentors by 17th January 2005;
4. Notification that new and early career staff members should give a preliminary outline to their mentors before 17 December 2004;
5. Request made to teaching staff thinking of applying for Professorial Fellowships to meet with the Head of Department by 17 December 2004;

17 December 2004
1. Deadline for Professorial Fellowship applicants to speak with Head of Department;
2. New and early career staff members should give a preliminary outline to their mentors;

23 December 2004: Mentors provide initial feedback to new and early career staff members;

17 January 2005: First draft of main text of proposal to be given to mentors;

24 January 2005: Mentors provide feedback;

Early February 2005: University submission deadline;

Early March 2005: ARC submission deadline;

June/July 2005: Mentor and applicant meet to discuss rejoinder;

October 2005:
1. ARC Discovery and Fellowship results are announced;
2. Debriefing session with applicant and mentor to be conducted after a few days cooling off time;
The cycle continues.

The time line for next year may vary and it will depend on when the ARC announces the results. An analogous time line exists for ARC Linkage grants.