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## *Policy and Procedures - Fellowship Gaps*

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### **Background**

The School of Public Health recognises the importance of providing support to Research Fellows, and accordingly agrees to provide financial support for any fellowship gaps that arise as a result of the difference between fellowship funds granted for salaries and the salary level of the Research Fellow. In providing this support, the school may require Research Fellows to contribute to Teaching & Service requirements for the school as their fellowship rules allow.

Historically there has also been support in the form of a “parachute year”, whereby the school has agreed to support academics for up to 12 months after their fellowship end date to assist them in securing further funding. Given the fiscal position of the school over the last 3 years, the parachute year will not be automatically offered academics coming off a fellowship.

### **Procedures for Fellowship Applicants**

1. Public Health personnel who wish to apply for a fellowship should firstly discuss their intent to apply with their supervisor.
2. The supervisor should let the Head of School know of the applicant’s intent to apply for a fellowship and direct the applicant to the Research Development Officer so that any assistance to determine eligibility or other relevant matters can be discussed with the applicant.
3. The Research Development Officer will also provide guidance on any assistance available from the faculty and advise an internal deadline for the application submission. This allows the school administration team to check that the application is complete and that costings are correct prior to the Head of School signing off on the application.
4. The Head of School will agree to fund the academic’s salary gap in the instance that the applicant is successful in their application.

Approved by the Strategic Consultative Committee on 11 February 2015