

CLUB MELBOURNE FELLOWSHIP 2017 APPLICATION GUIDE

“Club Melbourne is a program of highly educated, highly skilled and passionate advocates working together for the benefit of every Victorian. It’s a collaboration that truly brings the world to Melbourne.”

Peter King, Chief Executive, Melbourne Convention and Exhibition Centre

CLUB MELBOURNE AMBASSADOR PROGRAM

The Club Melbourne Ambassador Program is an invitation-only group of Victoria's elite thinkers and leaders, working together to establish, secure and host international conferences that promote our state's expertise around the world and bring thought leadership to Victoria.

Club Melbourne is owned and led by Melbourne Convention and Exhibition Centre in support and collaboration with the Melbourne Convention Bureau and the State Government of Victoria.

Delivering over 115 international conferences since 2005, Club Melbourne Ambassadors have played a direct role in boosting the Victorian economy by more than \$655 million, making it one of the most influential ambassador programs in the world.

Through securing, establishing and hosting international conferences in Melbourne, Club Melbourne provides enormous community benefits through education, research, networking and legacies.

Club Melbourne reflects the calibre of Melbourne's intellectual, medical, academic, business and cultural life. It brings together leaders in diverse fields with a common goal to contribute to Victoria's economic growth and global reputation.

In celebration of its 10th anniversary, the program launched the Club Melbourne Fellowship in 2015.

CLUB MELBOURNE FELLOWSHIP

The Club Melbourne Fellowship aims to support the next generation of Melbourne's research leaders and potential future Club Melbourne Ambassadors. The Club Melbourne Fellowship delivers community benefits through education, networking and collaboration.

The awarded Fellow is welcomed into the prestigious Club Melbourne network for one year through key event invitations including the opportunity to present their research to Club Melbourne Ambassadors, and receives funds of \$10,000 to support costs for research that must include but is not limited attendance at an international conference specifically for enabling access to a program of research.

One fellowship is available annually for a Victorian based mid-career researcher, including the following:

- Invitations to attend all of Club Melbourne's main events for the year,
- The opportunity to present research at the end of year Club Melbourne event,
- Promotion to the exclusive Club Melbourne network including profiling of the Fellow on the Club Melbourne website and in an issue of the Club Melbourne newsletter,
- Funding of \$10,000 to support costs for research that must include but is not limited to attendance at an international conference specifically for enabling access to a program of research.
- Awarded at the Club Melbourne Anniversary Dinner.

CLUB MELBOURNE FELLOWSHIP GUIDELINES

FINALISTS

Applications are managed by the Research Office from each university and research institute. The Research Offices are permitted to submit a maximum of one submission and from these applications a finalists group will be determined.

The Fellowship finalists will be offered the following:

- Invitation to attend the Club Melbourne Anniversary Dinner,
- Promotion to the exclusive Club Melbourne network including profiling of the finalists on the Club Melbourne website and private social media portals,
- Profile included in promotional opportunities including a press release.

ELIGIBILITY

To qualify for consideration for the 2017 Club Melbourne Fellowship, applicants must be:

- Within 5-10 years from conferral of PhD or with career disruptions within 15 years from conferral of PhD,
- An Australian citizen or permanent resident of Australia,
- A current Victorian resident and currently affiliated with a Victorian university or research institute (adjunct/honorary status is not eligible),
- Applying for funds to support costs for research that must include but is not limited to attendance at an international conference specifically for enabling access to a program of research.

KEY DATES

10 September 2016	Applications open
31 March 2017	Applications close
April 2017	Finalists announced
April – June 2017	Judging term
August/September 2017	2017 Fellow announced at Club Melbourne Anniversary Dinner
1 September 2017 – 31 August 2018	Term of the 2017 Club Melbourne Fellowship

HOW TO APPLY

1. Please ensure you read this guideline document carefully before completing the application form.
2. Download and complete all sections of the Club Melbourne Fellowship Application Form. Information must be clear and concise. Please ensure all supporting documents are certified copies of the originals as applications will not be returned.
3. Club Melbourne will only accept one application per Victorian university and research institute submitted by the Research Offices. Individual applications will not be accepted.
Please contact your Research Office for more information on how and when to submit your application form and supporting documents.
4. Applications must be submitted electronically as a single PDF document attachment by university Research Offices, containing confirmation of the university's single application in the body of the email, and sent to before **5.00pm Friday 31 March 2017**. A hard copy of the application must also be mailed to the below address before **5.00pm Friday 31 March 2017**.

Club Melbourne
Melbourne Convention and Exhibition Centre
GPO Box 777
Melbourne VIC 3001

Applications close 5.00pm(EST) Friday 31 March 2017.
Late applications will not be accepted.

JUDGING PROCESS

The initial selection process will be undertaken by each university and research office, and managed by the Research Offices according to the criteria and eligibility outlined in this guideline document.

Eligible applications submitted to Club Melbourne will be reviewed by a panel of Club Melbourne Ambassadors who are best able to evaluate their merit.

JUDGING CRITERIA

Applications will be assessed based on the following criteria:

- Demonstrated research excellence through academic achievements, significance and impact of research, awards, publications, and links with Government policy.
- Demonstrated characteristics of interdisciplinary collaboration, community engagement or support, leadership, and initiative.
- How much attendance at the identified international conference and proposed research would enhance career progression.

FELLOWSHIP REQUIREMENTS

Requirements of the 2017 Club Melbourne Fellow include:

- Attendance at Club Melbourne Anniversary Dinner to accept the fellowship as part of the event formalities.
- Attendance at an international conference specifically for enabling access to a program of research.
- Submission of a report on the conference experience to Club Melbourne four weeks post event.

Please also refer to the terms and conditions contained within this document.

CONTACT

For more information on the Club Melbourne Ambassador Program and the 2017 Club Melbourne Fellowship, please visit clubmelbourne.com.au or contact Club Melbourne on cmap@mcec.com.au.

For more information on the application process within your university or research institute, please contact your Research Office directly.

TERMS AND CONDITIONS FOR SUCCESSFUL APPLICANTS

Through submitting an application for consideration for the 2017 Club Melbourne Fellowship, it is believed the applicant and the involved parties agree to the following terms and conditions:

- Successful applicants must agree to allow Club Melbourne to publicise the information included in application and of the applicant throughout their fellowship term and for use of promotion for future years.
- Successful applicants must comply with reporting and financial requirements outlined by Club Melbourne.
- Successful applicants are not eligible to apply for future Club Melbourne Fellowships.
- All arrangements regarding the research project, international conference and related activities are the responsibility of the successful applicant.
- Successful applicants must comply with the Fellowship Requirements as outlined in this guidelines document.
- Club Melbourne reserves the right to withdraw funding should be the Club Melbourne Fellowship terms and conditions not be observed.