

CLUB MELBOURNE FELLOWSHIP 2022 APPLICATION GUIDE

“Club Melbourne is 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 works with our city's best and brightest minds to secure important and prestigious events. Thanks to them, Melbourne's reputation – across Australia and internationally – for research, business excellence and extraordinary events is assured.

Club Melbourne is an invitation-only group of Victoria's elite thinkers and leaders, 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 155 international conferences since 2005, Club Melbourne Ambassadors have played a direct role in boosting the Victorian economy by more than \$1 billion, making it one of the most influential ambassador programs in the world.

Through securing, establishing and hosting, local, national and 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, innovative, 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 its annual Club Melbourne Fellowship in January 2016.

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 is focused on delivering community benefits through education, networking and collaboration.

The awarded Fellows are welcomed into the prestigious Club Melbourne network for one year through key event invitations and receive funds of \$2,500 to support costs for research that must include but is not limited to attendance at a local, national, or international (inclusive of virtual international) conference specifically enabling access to a program of research.

In 2022, Club Melbourne has expanded the inclusion of local and national and virtual international conferences due to the impact of COVID-19 on international travel and conference attendance.

Two Fellowships of \$2,500 are available annually for two Victorian based mid-career researchers, including the following:

- Invitations to attend all of Club Melbourne's events for the year,
- The opportunity to present their research at a Club Melbourne event,
- Promotion to the exclusive Club Melbourne network including profiling of the Fellows on the Club Melbourne website, e-newsletter, and social media channels,
- Funding of \$2,500 to support costs for research that must include but is not limited to attendance at a local, national, and international (including virtual) conference specifically for enabling access to a program of research.
- Attendance at the Club Melbourne Anniversary event for the official award presentation.

CLUB MELBOURNE FELLOWSHIP GUIDELINES

FINALISTS

Applications are managed by the Research Office from each Victorian University and research institute. The Research Offices are permitted to submit a maximum of one application to Club Melbourne. From these applications a finalists group will be determined.

The Fellowship finalists will be offered the following:

- Invitation to attend the Club Melbourne Event where the Fellowship winner will be announced,
- Promotion to the exclusive Club Melbourne network including profiling of the finalists on the Club Melbourne website and social media channels,
- Profile included in promotional opportunities as they arise.

ELIGIBILITY

To qualify for consideration for the 2022 Club Melbourne Fellowship, applicants must be:

- Within 5 years from conferral of PhD or with career disruptions* within 10 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 and attendance at a local, national or international conference (including virtual) specifically for enabling access to a relevant program of research.

**Career disruptions account for maternal or paternal leave only.*

KEY DATES

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| 31 January 2022 | Applications open |
| 31 March 2022 | Applications close (University/Institute Research Office submission deadline) |
| 2 May 2022 | Finalist applications due (Research Office submit finalist to CMAP) |
| May 2022 | Judging period |
| 1 June 2022 | Shortlisted finalists announced |
| June 2022 | 2022 Fellow announced at Club Melbourne Event |
| June 2022 – June 2023 | Term of the 2022 Club Melbourne Fellowship |

HOW TO APPLY

****Please ensure you read this guideline document carefully before completing the application form****

1. Download and complete all sections of the Club Melbourne Fellowship Application Form. All information must be clear and concise. Please ensure all supporting documents are certified copies of the originals as applications will not be returned.
2. Submit your application to your Research Office for their review and consideration by 5.00pm Thursday 31 March 2022. Please contact your Research Office directly to confirm how your application form and supporting documents should be submitted.

3. Each Research Office is responsible for determining ONE finalist (per Victorian university or research institute) to submit to Club Melbourne. Individual applications will not be accepted.
4. The chosen finalist application must be submitted via email to cmap@mcec.com.au by the relevant Research Office as a single Word document attachment, with confirmation of the single application in the body of the email. The required supporting documents (photo, short bio, proof of residency and 90 seconds elevator pitch video) must also be attached to the same email. This email must be received before 5.00pm(EST) on Monday 2 May 2022.

Research office applications close 5.00pm on Thursday 31 March 2022.
Finalist applications close 5.00pm(EST) on Monday 2 May 2022.

Late applications will not be accepted.

JUDGING PROCESS

The initial selection process will be undertaken by each Victorian university and institute 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 judging panel of Club Melbourne Ambassadors who are best able to evaluate their merit. Applications are judged anonymously.

JUDGING CRITERIA

Applications will be assessed based on the following criteria:

- Demonstrated research excellence through academic and research achievements, awards, publications, and potential impact and or benefits their research will have for the Victorian economy.
- 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 2022 Club Melbourne Fellow include:

- Attendance at Club Melbourne Anniversary Event to accept the Fellowship as part of the event formalities.
- Attendance at a local, national, or international (including virtual) conference specifically for enabling access to a program of research.
- Submission of a report on the conference experience to Club Melbourne four weeks post-conference attendance.

Please also refer to the terms and conditions outline in the document below.

CONTACT

For more information on the Club Melbourne Ambassador Program and the 2022 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 2022 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 the application and of the applicant throughout their Fellowship term and for promotional use for future years.
- Successful applicants must comply with the 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 the Club Melbourne Fellowship terms and conditions not be observed.