

CLUB MELBOURNE FELLOWSHIP 2018 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 125 international conferences since 2005, Club Melbourne Ambassadors have played a direct role in boosting the Victorian economy by more than \$700 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 its annual 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 is focused on delivering 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 to attendance at an international conference specifically 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 annual main events for the year,
- The opportunity to present their 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.
- Attendance at the Club Melbourne Anniversary Dinner for the official award presentation.

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 as they arise.

ELIGIBILITY

To qualify for consideration for the 2018 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 that must include but is not limited to attendance at an international conference specifically for enabling access to a relevant program of research.

*Career disruptions account for maternal or paternal leave only.

KEY DATES

29 January 2018	Applications open
29 March 2018	Applications close (University/Institute Research Office submission deadline)
1 June 2018	Finalist applications due (Research Office submit finalist to CMAP)
June - July 2018	Judging term
August 2018	Shortlisted finalists announced
August/September 2018	2018 Fellow announced at Club Melbourne Anniversary Dinner
1 September 2018 – 31 August 2019	Term of the 2018 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 29 March 2018**. 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, bio and proof of residency) must also be attached to the same email. This email must be received before **5.00pm on Friday 1 June 2018**.

Research office applications close 5.00pm on Thursday 29 March 2018.

Finalist applications close 5.00pm(EST) on Friday 1 June 2018.

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 2018 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 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 2018 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 2018 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 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 the Club Melbourne Fellowship terms and conditions not be observed.