

MGSE *Thesis to Pubs Awards* 2019 Guidelines

1. Background

1.1 Overview

The Melbourne Graduate School of Education *Thesis to Pubs Awards grants* scheme is specifically aimed to assist Graduate Researchers (PhD and DEd) to write journal articles on the basis of their doctorate thesis, with at least one article in collaboration with one or more of their supervisor(s) (principal or co-supervisors).

1.2 Eligibility

Applications can be submitted by individuals:

- whose thesis (conducted at the University of Melbourne) is currently under examination;
- whose thesis (conducted at the University of Melbourne) has been approved since 1 May 2018;
- who are not currently in full time work;
- who are not working for another University;
- applications must have the support of one or more of their supervisor(s) (principal or co-supervisors)

1.3 Funding

The funding is available for individuals to be employed at MGSE as a casual Research Assistant, Level A6 for 200 hours (for a period equivalent to 1 month fulltime) within a time period of a 3 month block upon commencement of the casual contract. The funding is exclusively to support writing of journal articles.

Funding cannot be used for buy-out of teaching or marking, travel, conference attendance, collection of new data or to write grant applications.

A justification is required to explain the proposed use of the funds. The proposal should identify the proposed articles accompanied by abstracts and targeted journals. These funds are to be exclusively used to develop two submitted papers to top-tier Q1 journals. A report and copies of the submitted articles is to be forwarded to MERI, within the end of the funding period, **30 June 2020 with an update on paper acceptances** no longer than 1 year from award of funds (commencement of the casual contract) to be made by the supervisor.

1.4 Assessment

Assessment of all applications is undertaken by an experienced panel from within the Melbourne Graduate School of Education.

Assessors will be asked to consider applications against the following criteria:

- Plain language summary of the proposed publications, and the relation of the publications to the thesis (200 words)
- Status of research to be translated into publication, e.g., identify a chapter of the thesis or a conference presentation that will serve as the basis for a publication
- Quality of the submitted abstracts
- Quality and status of targeted journals
- Appropriate and realistic planning (timeline)
- Clear outline of roles and contributions of each author

All applicants will be informed of the outcome of the assessment of their application and provided with written feedback.

1.5 Collaboration

Collaboration with supervisors is integral to the proposal. Specifically, applicants should write at least one article with their supervisor(s). Involvement of the supervisor ensures that the application will assist in strengthening their career trajectory and can be realistically derived from their thesis. Advice from MERI, librarians and senior academics is available upon request.

1.6 Institution transfers

This grant cannot be transferred to another institution. Published papers must be attributed to MGSE.

2. How to Apply

2.1 Application form

Applicants for the *Research Development Awards* scheme must complete a short application form via [Smartygrants](#) addressing the assessment criteria (see 1.4). The form will include:

- Status of Doctorate Completion
- Name of supervisors
- Endorsement of supervisor/s
- At least two abstracts, proposed journals and proposed workplan and timeline, and proposed contributions/roles of the authors
- List of publications / presentations made by the applicant (this may be added as an appendix; additional to the 2 pages)

2.2 Submission

Applications must be submitted electronically via [Smartygrants](#) by **midnight 7 July 2019**. Please note applications after this date will not be accepted.

3. Budget

Only salaries of the GR Student/Ex-student researcher are funded through this scheme and a casual contract will be set up by MERI. A maximum of 200 hours (approximately one-month full-time equivalent) as a Level A6 casual Research Assistant (gross hourly rate is \$59.21) will be allowed and submitted time sheets will be approved by the MERI Manager. The budget can be spent over a maximum of 3 months (within the time period of mid July 2019-May 2020).

4. Outcomes and reporting

4.1 Outputs

Outputs should include at least two journal articles submitted before 30 June 2020.

4.2 Reporting requirements

A report of no more than 500 words must be provided to MERI, outlining the work undertaken during the funding period with a breakdown of project outcomes (i.e., status of

the submitted articles), and a copy of the submitted abstracts, articles, and review feedback (if available), and publication status.

This should be provided within the end of the funding period, **with an update on paper acceptances** no longer than 1 year from award of funds to be made by the supervisor. MERI will provide a template for this report.

4.3 Expenditure of funds

If the researcher is not able to submit both articles within the funding period, a request for the carry-over of funds to the next 6 months can be made in writing to the Associate Dean (Research) and is at the discretion of the Assessment Panel. No additional funds will be made available; however, an extension of time will be considered on merit.

5. Timeline

Scheme Opens	24 May 2019
Applications Due	7 July 2019
Panel Ranking Meeting/Outcomes	July 2019