

Request for Proposals:

New Zealand Science and Technology Postdoctoral Fellowship Scheme

Application closing date: 12pm - 7 April 2010

Disclaimer

The Foundation reserves the right to withdraw or amend this document and/or the timelines within.

Contents

NEW ZEALAND SCIENCE AND TECHNOLOGY POSTDOCTORAL FELLOWSHIP SCHEME.....	3
INTRODUCTION	3
OBJECTIVES	3
APPLICATION TIMELINES	3
CONTACTS AND ENQUIRIES.....	3
SECTION 1 – POSTDOCTORAL FELLOWSHIPS	4
PART A: BASIC ELEMENTS	4
APPLICANT ELIGIBILITY CRITERIA	4
NUMBER OF FELLOWSHIPS	5
VALUE AND DURATION OF FUNDING AVAILABLE	5
RESEARCH-RELATED COSTS:	5
NON-SCIENCE AND TECHNOLOGY DEVELOPMENT COURSES	6
ADDITIONAL GUIDELINES FOR OVERSEAS-BASED FELLOWSHIPS	6
PART B: ASSESSMENT CRITERIA	7
PART C: MAKING AN APPLICATION	9
SECTION 2 – BRIDGE TO EMPLOYMENT FUNDING.....	11
OVERVIEW	11
NUMBER OF BRIDGE TO EMPLOYMENT FELLOWSHIPS	11
ASSESSMENT CRITERIA	11
THE ASSESSMENT AND SCORING PROCESS	12
APPLICATION CONTENT GUIDELINES	12
MAKING AN APPLICATION.....	13
APPENDIX 1 - OBLIGATIONS AND AGREEMENTS FOR SUCCESSFUL APPLICANTS.....	14
APPENDIX 2 – ACADEMIC REFEREE REPORT FORM	17

New Zealand Science and Technology Postdoctoral Fellowship Scheme

Introduction

The New Zealand Science and Technology Postdoctoral Fellowship scheme intends to develop and enhance science, technology and engineering skills and knowledge in New Zealand researchers of outstanding talent. The purpose of the scheme is to foster the development of New Zealand's emerging scientists and future science leaders, alongside other government initiatives to develop New Zealand's knowledge economy.

There are two elements to the scheme: Postdoctoral Fellowships and Bridge to Employment funding.

Objectives

The objectives of the scheme are to assist:

- New Zealand doctoral graduates to further develop and enhance their skills and knowledge in science, engineering and technology and, where appropriate, to focus some of this development and enhancement into perceived areas of need for New Zealand.
- New Zealand postdoctoral researchers to obtain exposure to international developments in science, engineering and technology of potential interest to New Zealand.
- New Zealanders who have completed doctoral degrees overseas to undertake postdoctoral research in New Zealand.
- Bridge the potential gap between attainment of doctoral degree and employment in the New Zealand science, engineering and technology sector.

Application timelines

Phase	Key dates
Applications open via myFRSTportal	1 February 2010
Applications due 12pm (midday)	Wednesday 7 April 2010
Applicants notified	16 June 2010
New contracts begin	Within four months of notification

Contacts and enquiries

For enquiries relating to the application and decision-making process please contact:

Lisa Woodhouse
Investment Coordinator
Foundation for Research, Science and Technology
PO Box 12240
Wellington, New Zealand

Email: fellowships@frst.govt.nz

Section 1 – Postdoctoral Fellowships

Part A: Basic elements

Applicant eligibility criteria

- The applicant must be a New Zealand citizen or permanent resident. Permanent residents must have a valid permit and have resided in New Zealand for at least three months prior to the application end-date.
- The applicant must have a doctoral degree or equivalent awarded within five years of the application end-date. This takes into consideration the date the PhD was confirmed by the awarding university—not the date on which it was conferred. The applicant must be able to provide, at the time of application, verification from the Academic Registrar (or equivalent) that they have fulfilled the terms and requirements for the doctoral degree or equivalent.
- Where the research is to be undertaken overseas the applicant must indicate their clear intention to return to New Zealand after the Fellowship. A declaration to this effect must be signed.
- An applicant may make only one application for a Postdoctoral Fellowship in any one application round.
- Current or past holders of a Postdoctoral Fellowship may not apply for a second Fellowship.
- Where an applicant has previously submitted an unsuccessful application, they should discuss their proposed application with the Fellowship Co-ordinator before reapplying.
- The applicant must not concurrently hold other fellowships, grants or awards that supplement the salary for the same research to be supported by this Fellowship.
- Successful applicants must not be in full-time employment when the Fellowship commences.
- The research to be funded cannot be a continuation of research conducted by the applicant immediately prior to receiving the Fellowship.
- Successful applicants must commence their programme of research within four months of the offer.

Host institution eligibility criteria

- New Zealand host institutions include Crown research institutes, universities, polytechnics, research institutes, companies and private sector laboratories.
- Overseas host institutions should be similar to those in New Zealand.
- The host institution must provide the appropriate intellectual support and facilities to enable the applicant to succeed in their nominated research programme.
- The host institution is a party to the application (and subsequent contract, if awarded). They must therefore be involved in the application—particularly the sections relating to the support of applicants. Both the supervisor and the research office may be involved here.

Note: Applications must be submitted by the **host institution**, via the myFRST portal, once fully completed by the applicant.

Number of Fellowships

A maximum of 12 Fellowships will be awarded from this funding round.

Value and duration of funding available

Salary	Research-related costs	Non-science and technology development course	Maximum full-time tenure
\$61,000 p.a. (subject to PAYE)	\$30,500 p.a. (max) (incl. GST)	\$3000 (incl. GST)	3 years

Research-related costs:

Research-related costs contribute towards the direct costs involved in the proposed research programme.

Note: Capital items are not covered by the Foundation.

- **Consumables:** Consumables include items used but not retained during the course of the research, such as chemicals, samples and stationery.
- **Fieldwork:** The costs specifically associated with fieldwork may include permits and accommodation. The applicant must determine in advance any costs associated with complying with the host institution's occupational safety and health regulations (e.g. the costs of employing a field assistant).
- **Minor equipment:** Minor equipment to be used during the course of the research may include electronic equipment such as a laptop computer for field work, and other equipment that is not readily available or easily obtainable. The contribution to any one item of equipment will not exceed \$5000.
- **Travel:** The costs of any travel required for your research should not include travel to conferences or daily travel to work. It may include, however, travel to research sites or to other researchers' workplaces. Refer to the 'Other costs' section below for information on conference-related costs.
- **Publications:** These include the costs of subscriptions to publications such as journals, and the purchase of books/texts, that are otherwise unavailable.
- **Conference attendance:** Provide the costs of registration, travel and accommodation for key conferences up to a maximum of \$3000 per annum. Applicants should be actively involved in the conference (presenting papers, poster sessions etc).
- **Extraordinary overheads and expenditure:** Only complete this section if there are significant costs associated with the proposed research that are not included above (e.g. the purchase of data or access to a restricted location).

- **Overheads (for New Zealand-based Fellowships):** Applicants may include up to 10 per cent of the maximum allowable for research-related costs for overhead costs to be paid to the host institution.
- **Relocation:** Relocation costs for applicants returning to New Zealand or moving within New Zealand to undertake the Fellowship will be met for the applicant, but not for family members.

Total costs

The total costs should not exceed \$30,500 per annum for New Zealand-based Fellowships or 50 per cent of the confirmed entry-level salary for overseas-based Fellowships.

Any additional costs funded from other sources should be identified in the "Budget for additional funding" section (section 1.6) of the online application form.

Non-science and technology development courses

Additional funds of up to \$3000 (including GST) may be available during the term of the Fellowship for courses that enhance an applicant's skills in management, leadership, or financial skills among other areas. Courses must not be disruptive to the applicant's research programme.

Application for these funds may only be made at the completion of 12 months of the Fellowship and the support of the mentor and host institution is required.

These funds may also be used for reasonable travel and accommodation costs to attend a course where the applicant cannot find an equivalent course locally. A separate application form for such courses is available on the Foundation's website at <http://www.frst.govt.nz/funding/students/postdoc/nonsciencecourseapp>

These funds are not available to Bridge to Employment funding recipients.

Additional guidelines for overseas-based Fellowships

Applicants for overseas-based Fellowships should also refer to the following guidelines:

- **Salary payments**

Salary payments will be set at the entry-level salary paid by the host institution to Postdoctoral Fellows. Salaries will be paid in the local currency and are guaranteed for the duration of the contract. Tax on earnings and personal health insurance requirements vary worldwide and the applicant must determine these requirements.

NB: The applicant must confirm the entry-level salary paid by the host institution to postdoctoral fellows, at the time of application.

- **Research-related costs**

Research-related costs are set at a maximum of 50 per cent of the entry-level salary paid by the host institution to postdoctoral fellows. Research-related costs will be paid in the local currency and are guaranteed for the duration of the contract. Any overheads charged by the host institution should be identified in the budget table in the application form and will be considered part of total research-related costs.

- **Relocation expenses**

Successful applicants may use research funding to pay for their relocation to and from the host country. These costs must be reasonable, and do not apply for the removal of furniture, or the travel costs of individuals other than the applicant.

- **Immigration, visa and travel arrangements**

The Foundation is unable to advise on, or become involved with, immigration, visa applications or travel arrangements. The applicant must ensure their eligibility to conduct the fellowship in the chosen country, **before applying for funding**. The Foundation is aware that the international situation can change rapidly and while staff will be as helpful and flexible as possible, it is the applicant's responsibility to ensure the safety and welfare of themselves and their families.

- **Tax and the double taxation agreement**

The Foundation is unable to advise on, or become involved with, applicants' personal tax matters. The salaries of New Zealand-based Fellows are subject to PAYE tax, and most overseas-based applicants will pay local taxes.

Applicants must ensure they pay the correct amount of tax and, where appropriate, other employee contributions (for example, National Insurance in the UK). Applicants should clarify with the host institution whether or not they will be treated as an employee, and whether they will be responsible for paying tax and other contributions. The applicant should also check, with the host institution, how to access their research funding. In some cases overseas hosts are unable to oversee an applicant's funding and in these circumstances the Foundation will arrange an appropriate solution with the applicant directly.

The New Zealand Government has 'double taxation' agreements with many countries to ensure that New Zealand citizens do not pay tax in both the country of residence and New Zealand. The applicant should check with the IRD to see if this applies to their situation, and should also ensure the necessary arrangements for student loan and child support payments are made.

Part B: Assessment criteria

Applications will be assessed against the following criteria:

- Outcome benefits to New Zealand
- Implementation pathway
- Research, science and technology benefits to New Zealand
- Ability to deliver

Applicants are required to make a detailed case for each criterion, outlined in Table 1 below.

Further information relating to the assessment process and criteria can be found online at:
<http://www.frst.govt.nz/funding/students/postdoc/assessguide>

Table 1: Postdoctoral Fellowship assessment criteria and attributes

Benefits to New Zealand	Risk or success factors
1. Outcome benefits to New Zealand <u>Question:</u> Assuming the applicant completes the program of study, what is the potential contribution the applicant will make to New Zealand science? <u>Attributes to be covered in the answer</u> a) Credible assessment of the opportunity or need for the proposed research (e.g. future employment demand, need for skill sets) b) Credible case of the applicant's potential contribution to New Zealand science, assuming successful adoption and implementation c) Research is beyond business as usual - not likely to be undertaken by, or replaces the expected role of other private or public sector agencies.	2. Implementation pathway (to outcomes) <u>Question:</u> What is the likelihood the applicant will successfully have the research implemented? <u>Attributes to be covered in the answer</u> a) Addresses potential barriers to adoption – That may impact on implementing research or the freedom to operate including, ethical issues, intellectual property; or regulatory hurdles b) Identifies competing or alternative research – Takes account of existing or new work in the research area, and alternative ways of achieving the proposed research outcomes c) Credible pathway to research use – Effective engagement with research users – Clear plans (mechanisms, and milestones) to achieve uptake, capturing benefits for New Zealand.
3. Research, science & technology benefits to New Zealand <u>Question:</u> Will the applicant's research/science be of high science quality and build or retain capabilities of potential future benefit for New Zealand? <u>Attributes to be covered in the answer</u> a) Advancement of knowledge frontiers – The magnitude of the extension of knowledge frontiers and generation of significant new knowledge in the research area b) Excellence of RS&T that is fit-for-purpose: – demonstration of soundness of research method (including research questions and/or hypotheses) and the rationale for the approach and methodology, identification and management of research risks c) The potential for the development of RS&T capability, that will contribute to employment needs in the future Note: "RS&T capability" includes development of individual research abilities and associated support and infrastructure.	4. Ability to deliver research science and technology results (outputs) <u>Question:</u> What is the likelihood the applicant will achieve their proposed research outputs? <u>Attributes to be covered in the answer</u> a) RS&T track record of the applicant – Fit for purpose research track record b) Academic achievement of the applicant – Academic record of demonstrated excellence c) Institution support – Quality of host institution and mentor – Organisational and infrastructural support.

The assessment process

The Foundation appoints an advisory group to assess the quality of applications. The advisory group scores each application against the four key criteria and attributes and makes recommendations to Foundation staff who then make the final decisions.

The advisory group scores each criterion on a scale of 1-7, with 1 being 'poor' and 7 being 'excellent'. A minimum score of 4 for each criterion is required for applications to be considered for funding.

Once each application has been scored, criterion weights are applied to each score. Funding decisions are based on the cumulative weighted score.

Note: Enquiries about the investment and assessment processes should be made to an applicant's research office or to the Foundation at: fellowships@frst.govt.nz.

Table 2: Assessment criteria and weightings

Criterion	Weighting
Outcome benefits to New Zealand	15 per cent
Pathway to implementation	15 per cent
Research, science and technology benefits to New Zealand	35 per cent
Ability to deliver	35 per cent

Scoring guide

For criteria to score a 4, all of the attributes described in Table 1 must be met. However, applications with an average score of 4 across all criteria will not necessarily be funded; funds may be insufficient.

Further information relating to the assessment process and criteria can be found online at: <http://www.frst.govt.nz/funding/students/postdoc/assessguide>

Part C: Making an application

How to register an application

Applicants are required to submit applications using myFRST—the Foundation's online portal: <https://myfrst.frst.govt.nz/myfrst/>

An applicant's research office will provide log-in details to the myFRST portal and assist with an application. The myFRST portal has 'help text' guidelines for ease of application, and research offices hold copies of the myFRST user manual.

Applicants should log onto myFRST and create an application at least two weeks before the submission date. Information can be minimal at the beginning stages of application.

How to submit an application

- i) Log-on to the myFRST portal and from the welcome page select 'Projects' from the application menu
- ii) Go to the 'Client project management' page and then through to 'Create new application'
- iii) Select the appropriate process using the drop-down menu

- iv) Select the 'Proposal' phase from the drop-down menu if this is not already selected
- v) Click on the 'Create' link

Referees

Applicants should provide contact details for two academic referees (both referees need to have agreed to this first). Referees will need a copy of a completed application and the Academic Referee Report Form (see Appendix 2). This form is also available on our website at <http://www.frst.govt.nz/funding/students/postdoc/refereereport>

The referee must complete and sign the front page, and answer the questions (these may be handwritten) outlined in the Academic Referee Report Form.

Referees should:

- Be familiar with an applicant's work (e.g. a PhD supervisor).
- Be able to provide an independent, objective view of an applicant's academic ability, motivation and potential to develop a successful career as a scientist, technologist, or engineer.
- Be experienced senior researchers with national and international credibility and standing in their field.
- NOT be the supervisor/mentor to the applicant's proposed research programme. The advisory group may disregard a report by referee with this association.

Note:

- i) Referee reports must be submitted by 12pm on the close-off day to be eligible. It is the applicant's responsibility to ensure the referee reports are submitted on time.
- ii) Refer to Appendix 1 for information on obligations and agreements for successful applicants
- iii) Refer to Appendix 2 for information on the referee reports.

Section 2 – Bridge to Employment Funding

Overview

Bridge to Employment funding is available through the New Zealand Science and Technology Postdoctoral Fellowship Scheme to bridge the gap between attainment of a doctoral degree and employment in the New Zealand science, engineering or technology sector.

Funding is available to organisations temporarily unable to financially support a graduate's full-time employment; 50 per cent of the total salary will be paid for one year, to a maximum of \$36,250 (GST exclusive).

Number of Bridge to Employment Fellowships

A maximum of three Fellowships will be awarded from this funding round.

Employee (applicant) eligibility criteria

- The employee must be a current New Zealand Science and Technology Postdoctoral Fellow and have completed at least two years of their Fellowship.
- Funding is available to only one company per person (an important criterion for employees seeking multiple part-time contracts with a number of different organisations).

Employer eligibility criteria

- The employer must be a New Zealand-based organisation, including Crown research institutes, universities, polytechnics, research institutes, companies, or private sector laboratories.
- The employer can be a different organisation to that hosting the Postdoctoral Fellow.

Employment criteria

- Employment must start no sooner than six months prior to, and no later than six months after, the Fellowship end-date.
- Employment may be on a part-time basis but it should be noted that funding is available for a maximum of 12 months, irrespective of the number of hours worked per month.
- Funding will cease if the employee moves to a different company.

Assessment criteria

Applications will be assessed against the two standard criteria outlined in Table 3.

Table 3: Bridge to Employment assessment criteria and attributes

Benefits to New Zealand	Risk or success factors
1 Research, science & technology benefits to New Zealand	2 Ability to deliver research science and technology results (outputs)
<i><u>Question:</u> Will the applicant's employment build or retain capabilities of potential future</i>	<i><u>Question:</u> What is the likelihood the applicant will develop the proposed</i>

<i>benefit for New Zealand?</i> <u>Attributes to be covered in the answer</u> a) Development of RS&T capability that contributes to Target Outcomes and employment needs in the future b) Fit of the position with the skills of the applicant c) Career development opportunities for the applicant Note: “RS&T capability” includes development of individual research abilities and associated support and infrastructure.	<i>research capability?</i> <u>Attributes to be covered in the answer</u> a) Track record of the applicant b) Employer track record of achievement • Quality of employer in the research area c) Institutional and mentoring support • Mentoring plan and critical mass of support
--	---

The assessment and scoring process

The Foundation appoints an advisory group to assess the quality of applications. The advisory group scores each application against the two key criteria and attributes and makes recommendations to Foundation staff that then make the final decisions.

The advisory group scores each criterion on a scale of 1-7, with 1 being ‘poor’ and 7 being ‘excellent’. Once each application has been scored, criterion weights are applied to each score. Funding decisions are based on the cumulative weighted score.

Note: Enquiries about the investment and assessment processes should be made to an applicant’s research office or to the Foundation at: fellowships@frst.govt.nz.

Table 4: Assessment criteria and weightings

Criteria	Weighting
Research, science and technology benefits to New Zealand	50 per cent
Ability to deliver	50 per cent

Application content guidelines

Part A, Section 1: Applicant and host contact details

Current postal, telephone and email contact details are required, as is an applicant’s preference between email and telephone contact. The Foundation must be notified of any change to these details that occur after the application has been submitted.

Part A, Section 2: Summary of career development

This section is used to assess the quality of an application and should clearly identify why an applicant is seeking employment and the results they hope to achieve. Applicants are recommended to refer to, and reference, the attributes of each assessment criterion, as outlined in Table 3.

Part B: Signatories

Signatories should read both Part B of the application form and 'The Request for Proposal for New Zealand Science and Technology Postdoctoral Fellowship – Bridge to Employment' in this document.

Making an application

- Applications should be made by the employer.
- Applications must be made on the appropriate form and submitted as a hard copy to the Foundation by **12pm (midday), 7 April 2010**. The application form is available online at <http://www.frst.govt.nz/funding/students/postdoc/bridgeappform>.
- Applications must be typed in font size 11 or 12, using bold or underlining only to highlight specific words or headings. Handwritten applications will not be accepted.
- Applications should be posted, couriered or delivered to the following address:

1. Postal address	2. Courier address
Lisa Woodhouse Investment Coordinator Foundation for Research, Science and Technology PO Box 12240 Wellington	Lisa Woodhouse Investment Coordinator Foundation for Research, Science and Technology Level 11 15-17 Murphy Street, Thorndon, Wellington

Note: Refer to Appendix 1 for information on obligations and agreements for successful applicants.

Appendix 1 - Obligations and agreements for successful applicants

Notification to applicants

- Applicants will be notified by letter once the Foundation's Management Investment Advisory Committee has approved the final selection.
- Successful applicants have one month, from the date of notification, to accept an offer; the offer may otherwise lapse.

Contract

The Fellowship contract is an agreement between the applicant, the host institution and the Foundation.

Applicant obligations

- Successful applicants are expected to complete their research programme during the tenure of the Fellowship.
- The applicant is required to pursue the research outlined in the application form in accordance with the requirements of the host institution. In cases where the proposed research programme or the applicant's ability to undertake the research changes, the Foundation must be notified immediately.
- The applicant is obliged to advise the Foundation of all changes to their personal circumstances that may affect their ability to complete the contract requirements within the specified timeframe.
- A suspension may be sought, for good reason. Refer to the 'Suspension and termination' section below for more information.
- The Foundation will cease payments to an applicant who elects to withdraw from their research programme without good reason. The applicant may also be required to repay some funds, particularly if they failed to notify the Foundation of changes to their research programme or personal circumstances.

Host institution obligations

- The host institution must provide appropriate facilities, equipment and consumables to enable the applicant to complete their research programme. They must also provide intellectual stimulus and mentoring to enhance the applicant's intellectual and research competencies.
- New Zealand-based institutions are required to manage the payment of the applicant's salary and the research-related costs.

Payment of Fellowship funds

- Salary and research-related cost payments will be made by the host institution.
- Payment may differ for overseas-based applicants, as arranged between the applicant, the host institution and the Foundation. The signatories from the host institution should include both the direct supervisor/manager or mentor and a representative of the institution's head office or registry.

- Payments usually commence in the month that the applicant starts their research programme.
- The salary payments of overseas-based applicants will be set at the entry-level salary paid by the host institution to Postdoctoral Fellows. Salaries will be paid in the local currency and are guaranteed for the duration of the contract.

Tax

- Fellowship salary payments are subject to income tax requirements and applicants should establish these through their research office or the Inland Revenue Department.
- Applicants are responsible for any personal income tax.
- Overseas-based applicants should clarify their tax obligations and other liabilities (e.g. medical insurance, social security) in advance.

Research-related costs

- Research-related costs will be paid to the host institution in line with the monthly salary payments.
- The research-related costs of overseas-based applicants will be set at 50 per cent of the entry-level salary paid by the host institution to postdoctoral fellows. Research-related costs will be paid in the local currency and are guaranteed for the duration of the contract.

Non-science and technology development courses

- Additional funds of up to \$3,000 (GST inclusive) may be available during the term of the Fellowship for courses that enhance an applicant's skills in management, leadership, or financial skills among other areas.
- Application for these funds may only be made at the completion of 12 months of the Fellowship and the support of the mentor and host institution is required.
- These funds may also be used for reasonable travel and accommodation costs to attend a course where the applicant cannot find an equivalent course locally.
- A separate application form for such courses is available on the Foundation's website at <http://www.frst.govt.nz/funding/students/postdoc/nonsciencecourseapp>
- These funds are not available to Bridge to Employment funding recipients.

Additional income

- Applicants can work a maximum of 10 hours per week (520 hours per annum from the contract start date), or up to a quarter of their weekly hours, without Fellowship payment reductions being made.
- Additional projects must not interfere with the research programme and the Fellowship must still be completed within the original tenure of the contract.
- Additional projects must first be approved by the Foundation, the applicant's mentors and host institution.

Suspension and termination

- Applicants must immediately notify the Foundation of all changes to personal circumstances that may affect the completion of the research programme. Failure to do so is likely to result in termination of the contract.

- The Foundation may agree to a suspension of a Fellowship for a maximum of 12 months for good reason (e.g. ill health, parental leave, compassionate leave). In such cases, the applicant and the Foundation will agree to a recommencement date.
- The Foundation may terminate a Fellowship in the following circumstances:
 - Failure to comply with the conditions of the Fellowship.
 - Failure to pursue the agreed research programme.
 - The Foundation is not satisfied that the applicant is diligently carrying out the agreed research programme.
 - The Foundation is unable to provide funds for the applicant's agreed research programme.
 - The relationship between Bridge to Employment employee and employer ends.

Reporting, dissemination and acknowledgement

- Six-monthly reports confirming progress towards contract milestones must be lodged with the Foundation online via the myFRST portal.
- Failure to submit a satisfactory six-monthly report by the due date is likely to result in the suspension of salary payments.
- At the completion of a Fellowship the applicant's host institution must submit a final report and an exit survey. All reports except the exit survey are to be completed online.
- Failure to submit the final report and exit survey within three months of the contract end-date will result in contract termination and withholding of the final payment, unless a suspension has been agreed to.
- The applicant is required to make their Fellowship research findings available to interested parties, except where these are subject to an intellectual property rights agreement, or where such disclosure would prejudice development of the research.
- The Fellowship must be acknowledged in all activities and publications related to Foundation-funded research and projects.

Note: Full reporting guidelines are attached to the Fellowship contract.

Liability

- The applicant is responsible for their work and its consequences; the Foundation accepts no liability.
- The Foundation will not become involved in any disputes between Bridge to Employment employers and employees.

Intellectual property rights

- The Foundation will make no claim to ownership or control of any intellectual property rights arising from, or in association with, the Fellowship research programme.
- The host institution and the applicant must negotiate all intellectual property agreements (to be included in the application where appropriate).

Privacy Act 1993

The Foundation and its Postdoctoral Fellowships Advisory Group collect, use and file information provided in the Postdoctoral Fellowship Application Form according to the principles of the Privacy Act 1993. This information is used during assessment and administrative processes only.

Appendix 2 – Academic referee report form

This report is held in confidentiality by the Foundation for Research, Science and Technology and the New Zealand Science and Technology Postdoctoral Fellowships Advisory Group; it will not be made available to the applicant.

Referees must submit this report, via fax or email from the referee's organisation, before 12 pm, 7 April 2010. Failure to do so will cause ineligibility of an application.

Foundation contact details for referee reports:

Fax: +64 (04) 917 7850

Email: fellowships@frst.govt.nz

About Postdoctoral Fellowships: The New Zealand Science and Technology Postdoctoral Fellowship Scheme intends to develop and enhance science, technology and engineering skills and knowledge in New Zealand researchers of outstanding talent. The purpose of the scheme is to foster the development of New Zealand's emerging scientists and future science leaders alongside other government initiatives to develop New Zealand's knowledge economy.

Part 1: For applicants to complete:

Name of applicant	
Research title	
Host institution	

Part 2: For referees to complete:

The applicant should provide referees with a copy of their Fellowship application, the contents of which are confidential. **All Fellowship application copies must be destroyed once this report is complete.**

Name of referee	
Current position	
Employer	
Address	
Phone and fax	
Email	
Signature	
Date	

Please complete the following questions with substantial comments for each. If more space is needed, please format form to fit.

Pt 1: What is your opinion of the scientific capability of the applicant?

In what capacity do you know of the applicant and their research (e.g. as examiner, employer, supervisor, peer reviewer)?

Using your experience of recently-qualified postdoctoral researchers, in what percentile would you rank the applicant? Please justify this ranking.

What is your opinion of the applicant's research capabilities, scientific and technological skills and knowledge?

What is your opinion of the quality of the applicant's research record to date?

Pt 2: What is your opinion of the quality and feasibility of the applicant's proposed research programme?

To what extent will the research programme develop the applicant's skills, capabilities and knowledge and how will it benefit New Zealand?

What is your opinion (if any) of the level of intellectual and logistical support available to the applicant at the host institution?