1. Welcome to UWA

We are pleased to have you join our University and look forward to making sure that your Early Career Researcher experience at UWA is both productive and rewarding. At UWA we have over 400 Early Career Researchers working in a variety of disciplines, including but not limited to the following: engineering, computing, mathematics, natural and agricultural sciences, earth and geographical sciences, biomedical science, sport science, humanities, law, public health and social and cultural sciences. The University aims to provide Early Career Researchers with the opportunities and skills they need to be successful in their chosen careers.

We are pleased to provide you with the third edition of the UWA Early Career Researcher Handbook. In it you will find vital information on the many resources available to you and guidelines intended to help make the most of your postdoctoral period. Please note that some Schools may also provide additional information to new appointees. We hope that you will find the enclosed information useful, and welcome your suggestions for enhancing future editions.

UWA values a culture of research excellence, leadership and independent and lateral thinking. We are here to provide you with assistance - please feel free to contact us at any time during your Early Career Researcher period.

Amelia Scaffidi, PhD., ECR Coordinator and Career Development Adviser
Phone: 6488 7553
email: amelia.scaffidi@uwa.edu.au

UWA Research Orientation

A half day orientation is provided to new staff members. The orientation offers an overview of the University’s mission and structure including an overview of the University’s research strategy. The UWA research orientation is normally held twice per year.

Please click on the following website to find out when the next research orientation will be held: http://www.hr.uwa.edu.au/working/new-staff/induction/orientation

4. Obligations of an Early Career Researcher and obligations of a Supervisor/Mentor

4.1 Obligations of a Supervisor/Mentor

A Supervisor should strive to be a Mentor for the appointed Early Career Researcher. A Mentor supports the Early Career Researcher in achieving a successful research career, rather than simply just supervising the Early Career Researcher working on a research project. Effective Supervision/Mentoring ultimately benefits the Supervisor/Mentor, the University and the discipline of research.

The obligations of a Supervisor/Mentor include:
1. Ensuring that a mutually agreed upon set of expectations and goals are in place at the outset of the Early Career Researcher appointment.
2. Ensuring that the Early Career Researcher is aware that research careers are highly competitive, and that they need to strengthen their track record and apply for grants and fellowships in order to further their career.
3. Providing adequate guidance in manuscript preparation, grant writing, and presentation of scientific information.
4. Advising and assisting Early Career Researcher in decisions regarding future employment potential and career paths.
5. Reviewing Early Career Researcher’s performance annually, by performing a Professional Development Review (PDR) and Performance Appraisal Review (PAR) which should be signed off by Head of School.
6. Encouraging the Early Career Researcher to attend research orientation and career development workshops/seminars.

Please provide the above list to your Supervisor/Mentor which is duplicated in Appendix A and can be detached from the handbook.

Obligations of an Early Career Researcher

The Early Career Researcher should acquire the experience needed to advance his/her career through research accomplishments which should lead to an independent research career, in a timely fashion. Meeting this objective occurs more readily when the Early Career Researcher and Supervisor/Mentor communicate well and share similar expectations.

The obligations of an Early Career Researcher include:

1. Participating actively in setting expectations and outlining research objectives with their Supervisor/Mentor.
2. Communicating research results to his/her Supervisor/Mentor (see section 1 for more detail).
3. Seeking regular feedback on his/her performance and participating in a formal evaluation by the Supervisor/Mentor at least annually (Professional Development Review, PDR).
4. Publishing results and assisting in grant writing and/or preparation (see section 2 for more detail).
5. Taking responsibility for his/her future career.
6. Attending research orientations and actively seeking professional development opportunities.

1. Communicating research results to Supervisor/Mentor

Communication between an Early Career Researcher and his/her Supervisor/Mentor should be regarded as both an opportunity and a responsibility. An Early Career Researcher should meet regularly with his/her Supervisor/Mentor and these meetings should be used to inform the Supervisor/Mentor of research results, to air concerns and conflicts, and to express mutual expectations.

2. Publishing research results and assisting in grant writing and/or preparation

It is expected that the Early Career Scholar’s research will be published in a journal appropriate to the field in a timely manner. A Postdoctoral Researcher is responsible for writing his/her
manuscripts, with guidance from the Supervisor/Mentor. The Early Career Researcher should participate in writing grant applications and reports that pertain to the research. Grant and manuscript writing workshops are held throughout the year for those that require guidance in these areas.

Finding Funding Opportunities

Research-Announcements

All UWA academic staff and others involved in research activities should subscribe to the Research-Announcements email service. Subscribers to Research-Announcements receive information on upcoming funding schemes, such as for ARC, NH&MRC and internal funding schemes. Results of these funding schemes are posted to staff on this list, as is information on research policy and additional information related to research funding. To subscribe to Research-Announcements please go to the following website: http://maillists.uwa.edu.au/mailman/listinfo/research-announcements

Pivot

Pivot is a database containing research funding opportunities. It lists available research grants, postdoctoral and scholarship opportunities and consultancy opportunities. It provides global and local connections that strengthen research by exploring new avenues for funding and collaboration for faculty, staff researchers, and graduate students.

It allows you to find funding using the advanced search and the funding advisor to hone in on the funding opportunities that are right for you. It also allows you to set up a profile and have relevant information sent directly to you via weekly email alerts on new and updated funding opportunities. Website: http://pivot.cos.com/

Personal Research Profile

Socrates: UWA individual research profile

Socrates calculates a “Socratic Index” (SI) or performance measure for researchers. Socrates is used by University managers to assess and manage research performance of Schools, Faculties and/or individuals. Staff members have access to their own records and can benchmark their performance. Socrates generates staff profiles and can be used in a Professional Development Review. You can access Socrates by using the same username and password you use for your Pheme account. Website: https://www.socrates.uwa.edu.au/UWADefault.aspx

Important: Staff can link their Google Scholar Profile to Socrates and import their Google Scholar data into their public profiles. If your profile or research records on Socrates require updating please click on the yellow envelope icon which will send your email to the relevant person responsible.

Socratic Index Calculation:

- Measured over 2007 – 2012 (6 years)
- Only divided by UWA researchers
• Staff that joined UWA after 2007 are indicated by a green background. Data collected for these staff may not be complete.

1. Publications are awarded points as follows:

<table>
<thead>
<tr>
<th>Publication Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature &amp; Science papers</td>
<td>5 points</td>
</tr>
<tr>
<td>Journal Papers indexed by Thompson Reuters ISI</td>
<td></td>
</tr>
<tr>
<td>o in Arts &amp; Humanities Citation Index or Social Sciences Citation Index</td>
<td>4 points</td>
</tr>
<tr>
<td>o in Arts &amp; Humanities Citation Index or Social Sciences and Science Citation Indexes</td>
<td>3 points</td>
</tr>
<tr>
<td>o in Science Citation Index</td>
<td>2 points</td>
</tr>
<tr>
<td>Journal Papers NOT indexed by Thompson Reuters ISI</td>
<td>1 point maximum, as per UWA publication schedule</td>
</tr>
<tr>
<td>All other publication types</td>
<td>As per UWA publication schedule</td>
</tr>
</tbody>
</table>

2. Grants

- > $5000 and < $50,000: 1 point
- > $50,000 and < $500,000: 2 points
- > $500,000: 3 points
- DIISR Category 1 Grants (ACG): points multiplied by 2

3. HDR Completions

Completions for PhD and Masters are divided by % role of supervisor at the time of completion

- PhD completion: 2 points
- Masters completion: 1 point
Grants and awards

Internal grant funding schemes

UWA Research Collaboration Awards

The UWA Research Collaboration Awards (RCA) provide funding to support new and existing initiatives and expand UWA's research collaborations, both nationally and internationally. Grants of up to $20,000 are available to help facilitate ongoing collaborations, leading to enhanced institutional ties, and increased publishing, grants, and training opportunities for UWA researchers. Two categories of awards, one includes funding ECRs – up to 7 years post PhD.

Fellowship Gap Central Support: Subject to UWA internal peer review

Fellowship Gap Central funding is available to provide salary support for Fellowships awarded through the Australian Competitive Grant schemes. The central support is provided to the Fellow when there is a salary shortfall in the amount received by the external funding agency and the equivalent UWA level. UWA Fellowship applicants; including current Fellows re-applying, will be required to have their application internally peer-reviewed and submitted to Research Grants by the internal deadline.

ECR Fellowship Support Program

The ECR (Early Career Researcher) Fellowship Support Program provides funding to early career fellowship candidates, who have been successful in securing their salary, but have not received sufficient project grant funding to facilitate their research.

Near-Miss Central: Subject to UWA internal peer review

The Near-Miss Central scheme provides funding to applicants whose grant application was ranked highly in the annual Australian Research Council (ARC) Discovery Projects or National Health and Medical Research Council (NHMRC) Project Grants assessment process, but was not funded. The funds are intended to support researchers to undertake a scaled down version of the research proposal or carry out preliminary research to further develop the research project, which will then lead to the submission of an improved application in a future ARC Discovery or NHMRC Project round.

UWA-UQ Bilateral Research Collaboration Awards

UWA and The University of Queensland (UQ) have put in place an agreement to foster collaborative research projects; joint workshops and information exchange of the highest quality. In this last year of collaborative UWA-UQ (2015) funding, 'trilateral' projects are sought with either an industry partner or an international collaborator.

Path Finder Fund

Pathfinder is UWA's early-stage fund to assist with identifying and developing research with commercial potential. Pathfinder funds early-stage projects and concepts which are expected to
have a clear commercial potential. A total of $250,000 a year, to a maximum of $100,000 per project, is available for eligible projects.

**UWA Safety Net Scheme**

The safety net scheme provides bridging support to fund the salary of key personnel normally supported by external research grant income but where an individual or group has failed to obtain continued funding for the position. Funding is for one year and is contingent upon matching funds on a dollar for dollar basis from the Faculty and/or School. Funding is also conditional upon the individual or group seeking external research funding to support the salary of the key staff member in the next available funding round.

For further information on the above schemes and details on eligibility please go to the following website [http://www.research.uwa.edu.au/staff/funding](http://www.research.uwa.edu.au/staff/funding).

**External Funding Schemes**

There are various external funding schemes for which UWA researchers may be eligible. Some of these schemes are listed on the following website: [http://www.research.uwa.edu.au/page/77507](http://www.research.uwa.edu.au/page/77507).

**Internal awards and prizes for Early Career Researchers**

UWA provides various awards and prizes for Early Career Researchers. These include the UWA ECR best publication award and The Vice-Chancellor’s Research Award for Early Career Investigators. For further information on these awards and details on eligibility please click on following link: [http://www.research.uwa.edu.au/staff/rdo/postdocs](http://www.research.uwa.edu.au/staff/rdo/postdocs).

**Career and professional development resources and programs**

**Early Career Researcher Website**


**Early Career Researchers Mentoring Program**

Mentoring programs are available to ECRs who would like a second mentor in conjunction to their current Supervisor/Mentor. To find out more about ECR mentoring programs please follow the link: [http://www.research.uwa.edu.au/staff/rdo/postdocs/mentors](http://www.research.uwa.edu.au/staff/rdo/postdocs/mentors).

**Get writing: Writing circle for Early Career Researchers**

The purpose of this group is to provide a quiet, uninterrupted writing space for ECRs in a peer supported environment. The writing circle encourages you to get motivated and build confidence, and also provides you with the opportunity to meet other ECRs and maintain ongoing links and support if desired.
Early Career Research Blitz

Join in on a Research Blitz Networking session. The purpose of this forum is to discuss your research with other ECRs working across these faculties. The format of the Research Blitz session will allow each ECR to talk for 3 minutes on their research. The session also aims to stimulate cross-fertilisation of ideas and encourage creative approaches to research.

Early Career Researchers Workshops and Seminars

Throughout the year the ECR Coordinator and Career Development Advisers will provide ECRs with a series of workshops on grantmanship, publishing, enhancing professional visibility, networking, overcoming barriers to success, entrepreneurship and on career paths outside academia. Further information can be found on the following website: http://www.research.uwa.edu.au/staff/rdo/postdocs/careers

The UWA Research Executive

Professor Robyn Owens, Deputy Vice-Chancellor (Research)
Professor Peter Davies, Pro Vice-Chancellor (Research)
Professor John Challis, Pro Vice-Chancellor (Medical and Health Sciences)
Professor Alan Dench, Dean of Graduate Research and Postdoctoral Training
Dr Campbell Thomson, Director of Research Services

Key Contacts

Research Development and Innovation

The Research Development and Innovation team aim to diversify and increase UWA’s external research funding. They provide support on competitive grant applications they are involved in establishing strategic research collaborations; facilitating cross-disciplinary communication; and establishing industry links with a view to research partnerships.

The team also works closely with UWA researchers to maximize the impact of their research through technology transfer. The Office of Research Knowledge Exchange seeks partners for the commercialisation of the University’s intellectual property; and for exploring research impact in its broadest sense by engaging business and the community in the economic, societal and environmental outcomes of the University’s research.

Website: http://www.research.uwa.edu.au/page/72588

ECR Coordinator and Career Development Adviser

The ECR Coordinator and Career Development Adviser is the primary contact for Early Career Postdoctoral Researchers (up to 5 years post PhD). The ECR Coordinator and Career Development Adviser is responsible for developing and implementing initiatives that support the career and professional development needs of Early Career Researchers.

ECR website contains information on postdoctoral programs and initiatives: http://www.research.uwa.edu.au/staff/rdo/postdocs
The Graduate Research School

The Graduate Research School (GRS) provides staff members who are supervising Higher Degree by Research (HDR) students with tools and resources to support staff in their role. Various workshops for supervisors and students are held throughout the year to assist with the training and supervisory period. The GRS welcomes the formal participation of postdocs in HDR supervision. Staff on fixed-term appointments can supervise HDR students provided that they are otherwise eligible to be supervisors and that the structure of the supervisory team ensures continuity of supervision of the project for the term of the student’s candidature (see [http://www.postgraduate.uwa.edu.au/supervisors/appointment-of-supervisors-of-higher-degree-by-research-students](http://www.postgraduate.uwa.edu.au/supervisors/appointment-of-supervisors-of-higher-degree-by-research-students)). GRS Website: [http://www.postgraduate.uwa.edu.au/](http://www.postgraduate.uwa.edu.au/)

Research Grants Office & Contracts

The Research Grants Office is responsible for administering all research grants, postdoctoral fellowships and travel awards including funding from external agencies, UWA Research Committee schemes and research contracts, tenders and consultancies. The Research Grants Office assists researchers with the preparation of applications, including advice on budget preparation.


Organisational Staff Development Services (OSDS)

Organisational and Staff Development Services, (OSDS) supports all UWA staff in their ongoing professional and leadership development. OSDS provides a variety of workshops for all UWA researchers. These workshops are held throughout the year and are listed on their website.

OSDS is also responsible for the development and implementation of the Professional Development Review (PDR) process. Postdoctoral Researchers should meet every 12 months with their Supervisor/Mentor to review research progress, performance and career goals. Website: [http://www.osds.uwa.edu.au/](http://www.osds.uwa.edu.au/)

Institute of Advanced Studies

The Institute of Advanced Studies’ serves as a focus for encouraging new and collaborative research, knowledge transfer and dissemination of ideas. The IAS has a wide range of programs including several grant schemes for visiting scholars to engage in collaborative research at UWA, a range of cross-disciplinary masterclasses and workshops, public lectures and forums. More information is available on the website: [http://www.ias.uwa.edu.au/](http://www.ias.uwa.edu.au/)

UWA's Principal Advisor on International Research Networks

UWA’s Principal Advisor on International Research Networks, Assoc/Professor Judith Berman, facilitates the involvement of UWA researchers with international research networks and collaborations. Judy works closely with the DVCR to facilitate UWA’s engagement with the Worldwide Universities Network (WUN), develop the research related aspects of the Matariki Network, and leads UWA’s partnership with the University of Science & Technology China (USTC). If you would like to find out more about WUN [http://www.wun.ac.uk/research](http://www.wun.ac.uk/research), or
need help with facilitating an international research collaboration, or are looking for travel funding you can contact judith.berman@uwa.edu.au

Associations

University of Western Australia Research Association (UWARA)

UWA Researcher's Association is an association geared toward addressing the issues and needs of Research Intensive staff. The associations was formed to improve the visibility of research staff within the University community, and to enhance their work environment and conditions of employment. All Research Intensive staff are welcome to join the association. Meetings are held approximately 6 times a year and provide an open forum for researchers to express opinions and gain information on changes in local and national research initiatives. To become a member please visit the UWARA website at:

http://www.research.uwa.edu.au/welcome/for_researchers/resources_for_research_staff/about_uwara

The Worldwide Universities Network (WUN)

UWA is part of the The Worldwide Universities Network which comprises a group of 19 research-intensive universities spanning 5 continents, bringing together the expertise necessary to address issues that impact societies. WUN provides multilateral opportunities for international collaboration in research and graduate education.
Website: http://www.research.uwa.edu.au/staff/wun