



MELBOURNE BOSTON SISTER CITIES ASSOCIATION

2014 Hugh Rogers Fellowships

Fostering knowledge based exchanges between Melbourne and Boston

The Melbourne Boston Sister Cities Association

The Melbourne Boston Sister Cities Association Inc. (MBSCA) was founded in 1985 under the auspices of the City of Melbourne and the City of Boston. It is built on foundations of artistic, academic and medical excellence in both cities and recognises that each is a vibrant, knowledge based city connected to the other by a common commitment to excellence in research and practice in many areas of endeavour. Each city is a world leader in aspects of healthcare and medicine, biotechnology research and commercialisation, education, and the arts and culture.

Hugh Rogers, AM, BCom, played a key part in establishing the Melbourne Boston Sister Cities Association. The Hugh Rogers Fellowships honour Hugh's unique contribution to these great global cities.

The Hugh Rogers Fellowships

Hugh recognised early on the importance of promoting exchanges of talented people and ideas between Melbourne and Boston in all areas of endeavour. The Fellowships reflect this principle and are designed to create durable links between people and institutions in Melbourne and Boston that over time enhance the intellectual, commercial and cultural life of each city.

Thus the purpose of the Hugh Rogers Fellowships is to encourage and support innovative people and ideas by funding research and projects that expand and enhance Melbourne's and Boston's reputations as centres of knowledge excellence in three areas of research and practice. These areas of focus are; education, healthcare and medical research, and the arts and culture.

Depending on the quality of applications and the availability of funds in each year, one or more Fellowships up to \$20,000 may be awarded in these nominated areas of endeavour. However, if applications of insufficient quality are received, the MBSCA reserves the right to decline to award a Fellowship in any, or all, the areas of focus.

Each Hugh Rogers Fellowship is intended to fund a self-contained, and sustainable, research project of a short duration, to be undertaken in an institution in Boston.

The Fellowships will be awarded to practitioners and researchers in the early stages of their careers.

Each Fellowship is intended to assist the longer-term development of the Fellow's career by furthering their research or project and by providing them with opportunities to create new professional networks.

The Fellowships to be awarded in 2014

In 2014 the MBSCA plans to award three Fellowships, one each in the areas of focus. All areas of research and practice will be considered, but the following guidance is provided for applicants.

The *education Fellowship* is intended to encourage innovative teaching in kindergartens, primary schools and secondary schools but preference will be given to innovative proposals from teachers

with interest in: indigenous education, children with special needs, technology in the classroom, obesity prevention and sport, environment and sustainability, and differentiation in the curriculum

The *health care and medical research Fellowship* is not intended to fund basic research. It is intended to encourage and support innovative research, and in 2014 preference will be given to projects that show promise to deliver early public health benefits and/or or clinical outcomes, or alternatively, hold the promise of early commercialisation.

The *arts and culture Fellowship* is intended to assist young artists to continue their studies and to perfect their skills in their chosen area of endeavour. Preference in 2014 will be given to applicants in the performance arts of ballet, voice and instrumental performance.

FELLOWSHIP INSTRUCTIONS AND GUIDELINES

Eligibility

To be eligible to apply for a 2014 Hugh Rogers Fellowship, applicants must:

- Demonstrate that their project is:
 - Innovative
 - Fits the preferences for funding outlined above in the chosen focus area
 - Enhances the relationship between Melbourne and Boston
- Carry out the research or project in an institution in Boston, Mass., USA;
- Have completed an appropriate academic qualification in the selected field;
- Provide proof of Australian citizenship or be a permanent resident; and
- Preferably, have a demonstrable connection to the City of Melbourne. This means either living as resident in the City of Melbourne or working in an institution based in the City of Melbourne.

Letters of Reference:

Three professional references must be provided (originals). For current research/higher degree students one of these letters must be from your principal supervisor. Your references may be contacted if short listed. Please ensure the reference template provided is attached to your application.

Budget:

Please complete your proposed budget on the application form, including details of the costs of your research or project. Expenses that may be partially or fully supported by the Fellowship include:

- Airfares
- Lodging and meals
- Research or project related expenses directly related to the assignment (i.e. master class, supplies)
- Other incidental expenses associated with the travel.

What the Fellowships will not fund?

- Travel for attendance at professional meetings
- Conferences/ Seminars/Conventions
- Publications costs
- Equipment purchase such as personal computers, laptops, phone or other technical equipment
- Research assistant
- Institutional overhead costs
- Foregone salary
- Support, travel or other costs for dependants
- Repayment of loans

- Fundraising activities
- Research with a religious or political purpose
- Costs or activities already funded by another Fellowship.

Assessment of Applications

Applications will be accessed by a multi-disciplinary panel of experts on the following criteria:

- Quality of proposed research or project. Applications should demonstrate intellect, vision and innovation. Applications must be clear and concise and in plain language;
- Reasons why a stay in Metropolitan Boston, USA is important to the research or project; and
- Clear explanation of how the research or project will benefit the City of Melbourne and its sister city relationship.

Applications will be reviewed by a panel consisting of three prominent experts, supported by external expertise, one or more members of the MBSCA and a representative of the City of Melbourne. A short list of applicants will be invited for an interview with the panel. Unsuccessful applicants will be notified by correspondence.

Important dates:

Launch/applications open	Thursday May 29 th – Annual Gala Dinner
Applications close	5pm Friday August 8 th
Interviews	Wednesday August 27 th
Applicants notified of outcome	5pm Friday September 12 th
Fellowships awarded	City of Melbourne Knowledge Week, late October/early November

Interviews will take place on Wednesday August 27th. Applicants selected for interview are strongly advised to be available for interview in person. In exceptional circumstances the Selection Committee may interview remotely, for example via skype or video link.

Acceptance conditions:

Selected Fellows must respond to a letter of acceptance within 14 days. The Fellowship must begin within 6 months of its award. All arrangements regarding the trip to Boston are the responsibility of the recipient.

Terms and Conditions for successful recipients:

- The project or research must be feasible, achievable and completed as specified in the application;
- Within ten weeks of returning to Melbourne, Fellows must present a written report, of not less than one thousand words, on their project. The structure of the report must comply with the HRF's report guidelines, which can be found on the Melbourne Boston Sister Cities Association's web site. The link to the site is: <http://www.melbourne-boston.org>
- Successful recipients may be requested to present on the research or project to the Melbourne-Boston Sister Cities Association or be willing to provide a short presentation to relevant meetings (2) as specified by the association, within 12 months of returning to Australia;
- Successful recipients must be willing to fulfil a "Melbourne – Boston ambassador" role in Boston by presentation or performance to appropriate organisations coordinated by the Association's counterpart in Boston;
- Successful recipients must acknowledge the Fellowship in any publications or performance derived from the Fellowship

Payment of Fellowship funds to successful applicants

Ninety per cent (90%) of the value of the Fellowship will be paid to successful applicants when they present evidence of:

- Being accepted into their Boston host institution, and
- a confirmed travel itinerary.

The balance of Fellowship funds, ten per cent (10%), will be paid on return to Melbourne and on completion of a report acceptable to the HRF Selection Committee, as outlined in the Terms and Conditions above.

How to apply

- Ensure you read the guidelines carefully before submitting your application.
- Ensure you attach all relevant supporting documents, including essential references and transcripts.
- Complete all sections and adhere to the word limit. Submit the application in 12 font size, Arial.
- Include references, academic transcripts and other supporting documentation on official organisation letterheads- scan originals only. Applications will not be returned.

Applications must be submitted electronically in a single document in MSWord or PDF and sent to:
admin@melbourne-boston.org

Applications close at 5.00pm on Friday August 8th. Late applications will not be accepted.

For further queries please contact MBSCA on admin@melbourne-boston.org

MELBOURNE BOSTON SISTER CITIES ASSOCIATION

Hugh Rogers Fellowship Application 2014

The 2014 Hugh Rogers Fellowship program is open for research or project topics in the areas of arts and culture, medical research and health sciences and education. Applicants are advised to take note of the preferred areas for awarding the 2014 Hugh Rogers Fellowships as outlined in earlier sections of this application

Deadline: 5.00pm Friday August 8th

Please read the guidelines and how to apply section before completing this form.		
1. Name:		
2. Mailing address:		
3. Business address:		
4. Business telephone:	Home telephone:	Mobile:
Email:		
5. Citizenship or permanent residency, attach proof of evidence: <input type="checkbox"/> Australia citizen <input type="checkbox"/> Permanent resident		
6. Field of study and specialization:		
7. Proposed Fellowship topic: <input type="checkbox"/> Medical Research <input type="checkbox"/> The Arts <input type="checkbox"/> Education Title of research/project:		
8. Planned dates of stay in Boston:		
From		to
9. List the institution(s) where you plan to do your research. Include letter of invitation or confirmation from relevant institution. This must be on official letterhead.		
1.		
2.		
3.		
4.		

10. Education: List tertiary education or relevant research and academic achievements in reverse chronological order.

Institution name and location or other	Dates attended		Degree and date	Fields of study
	To	From	Received/Expected	

11. Relevant top 5 publications, papers and titles of theses submitted for any degree as well as exhibitions, installations or productions for arts category:

12. Prizes, distinctions, awards and scholarships:

13. Professional experience:
List your last three positions, beginning with the most recent position.

Name and location of employer	Position	Date of employment

14. References: List three people from whom you have requested letters of reference. For current research/higher degree students one of these references must be your principal supervisor.

1. Name:	Office address:
Tel:	Email:
2. Name:	Office address:
Tel:	Email:
3. Name:	Office address:
Tel:	Email:

I certify that the information given in this application is complete and accurate, to the best of my knowledge. I consent to having the Association make my application and supporting materials available in confidence to the judges. If successful in receiving a Fellowship, I agree to adhere to the plan of research/project detailed in this application and to comply with all conditions of the Fellowship.

SIGNATURE: _____ DATE: _____

Institutional consent:

I certify, on behalf of the institution or organisation that permission has been granted to the candidate to apply for and if successful take the allocated leave time specified in the application to complete the Fellowship. The institution or organisation understands that the Association takes no responsibility in reimbursement costs for replacement staff if applicable.

SIGNATURE: _____ DATE: _____

PROPOSED BUDGET

Please read the instructions and guidelines (budget section) before completing.

Name

1. Calculate in **AUS** dollars the projected expenses for your stay in Boston. The first budget column should include the full costs of your project; the second column is the portion to be covered by the Association's award.

Item	Amount required for project	Amount requested from the Association
Travel (air)		
Travel (domestic)		
Lodging		
Meals		
Project-related supplies		
Other		
TOTAL		

2. How will you meet expenses exceeding the Association's award

RESEARCH/PROJECT PROPOSAL

1) Summary (Limit 75 words)

- Describe in non-technical terms the scope and goals of your research or project

2) Career Plans and Aspirations (Limit 300 words)

- Describe your career plans following this research or project in the identified area and explain how the Fellowship will help you realize these plans.

3) Statement of Purpose (Limit 1,000 words)

- Outline the goals and objectives of your research or project.
- Describe the importance of this Fellowship to your field.
- Explain why travel to Boston is important for this research or project.
- Outline the outcomes you expect to achieve from your research or project.
- Explain how you will accomplish the research or project in the time period for which funds have been requested.
- Describe how this research or project will add value to your field and how you intend to implement the expected results.
- Describe how you will promote Melbourne and the sister city relationship.

4) Plan to disseminate results of project or research (Limit 100 words)

5) Other Interests (Limit 50 words)

Certification

Applicant Certification

I certify that all the details given in this application are correct.

Signature

Date

Supported by:



**Melbourne
Boston**
SISTER CITIES
ASSOCIATION

Hugh Rogers Fellowships 2014

REFERENCE FORM

Applicant name

Field of research or project

Referee name:	
Institution/Organization:	
Position:	
Business address:	
Phone:	Email:
How long have you known the applicant:	Relationship to applicant:
SIGNATURE:	DATE:

Instructions for references:

In no more than 2 pages on your institution/organization letterhead, please type

- Candid evaluation of the applicant's past performance
- Ability to pursue and successfully complete a research study or project in the proposed field
- Detailed comments on applicant's quality of intellect, vision, innovation and potential to make a contribution

The applicant is responsible for collecting references and submitting them with the completed application by **5.00pm Friday August 8th 2014.**