

2026 Macquarie University Lighthouse Fellowships (MQLF)

CV and Research Opportunity and Performance Evidence (ROPE) Form

# Personal details

|  |  |
| --- | --- |
| **Title (e.g. Dr)** |  |
| **First name** |  |
| **Last name** |  |
| **Pronouns (e.g. she/he/they)** |  |
| **Email** |  |
| **Phone** |  |

## Current position

|  |  |
| --- | --- |
| **Institution name** |  |
| **Country** |  |
| **Faculty/Department** |  |
| **Position title** |  |

# Qualifications

## PhD conferral

*Note that if your PhD was conferred before 1 March 2022, you must complete Section 5.*

|  |  |  |  |
| --- | --- | --- | --- |
| **PhD Conferral date** | Select date. | **Awarding institution** | Click or tap here to enter text. |

## If PhD is not yet awarded (if applicable)

|  |  |
| --- | --- |
| **Date thesis submitted** *(must be on or prior to 31 December 2024)* | Click or tap to enter a date. |
| **Supervisor’s full name** | Click or tap here to enter text. |
| **Institution, Faculty/Department** | Click or tap here to enter text. |

## Other qualifications

List here your other qualifications, in the layout provided. Add rows as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification:** |  | **Date:** | Select date. |
| **Qualification:** |  | **Date:** | Select date. |

# Employment

List here your previous employment details, in the layout provided. Add rows as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer & Position title:** |  | **Date from-to:** |  |
| **Employer & Position title:** |  | **Date from-to:** |  |

# Research opportunities

Provide details of the opportunities for research you have had in your career. Outline the effect these have had on your research career, which may be negative or positive (e.g. some environments may have restricted your opportunities for publishing; in others you may have gained valuable experience in grant writing or project management even though you weren’t a named investigator). This may include:

* The research environment within which you have conducted your research, e.g., as part of large teams or Centres, in small or individual research groups, in industry, government or in the private sector, etc.
* The research mentoring and/or sponsorship that has been available to you during your career.
* The research facilities that have been available to you during your career.
* The research training opportunities you have had during your career.

*Maximum 500 words.*

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## Top 5 career achievements

List your five most significant, impactful or otherwise noteworthy career achievements. These may include competitive funding awarded, prestigious invited presentations or awards, notable impacts from your research, and can be grouped thematically (e.g. success in competitive prizes can be a single highlight). **Do not include outputs (these are covered in the next section).**

**The narrative statement** should provide enough detail for assessors to understand the importance or prestige of the highlight. For example, for funding you may note whether you were lead or sole CI, the amount awarded and how competitive the scheme was. For an award you may note how many awards are given or provide a summary of the citation. *Maximum 50 words for each highlight*.

|  |
| --- |
| **Achievement:** Click or tap here to enter text. |
| **Narrative:** Click or tap here to enter text. |
| **Achievement:** Click or tap here to enter text. |
| **Narrative:** Click or tap here to enter text. |
| **Achievement:** Click or tap here to enter text. |
| **Narrative:** Click or tap here to enter text. |
| **Achievement:** Click or tap here to enter text. |
| **Narrative:** Click or tap here to enter text. |
| **Achievement:** Click or tap here to enter text. |
| **Narrative:** Click or tap here to enter text. |

## Top 5 outputs

List your five most significant, impactful or otherwise noteworthy outputs. These may include traditional publications such as journal articles or books or non-traditional outputs such as reports, intellectual property, creative works or online resources.

**The narrative statement** should provide enough detail for assessors to understand the output type and its significance in your field or to your career and what your role was in the publication (see [Authorship Policy](https://policies.mq.edu.au/document/view.php?id=378&version=1) for details of author roles). For example, you may have published a paper in the top journal in your field or achieved an unusually high number of citations, you may have won an award for a documentary, or registered a patent. *Maximum 50 words for each output*.

|  |
| --- |
| **Output:** Click or tap here to enter text. |
| **Narrative:** Click or tap here to enter text. |
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| **Output:** Click or tap here to enter text. |
| **Narrative:** Click or tap here to enter text. |

# Case for Early Career Status (if applicable)

If your PhD was conferred before 1 March 2022, you must provide evidence of allowable career interruptions that demonstrate you have had no more than 3 years’ research employment since conferral of your PhD.

* Each period of career interruption must be significant, a minimum of 30 continuous calendar days, and not overlapping and have occurred since the conferral of your PhD.
* If you are shortlisted to Stage 2 of the application process, **you will be required to provide acceptable evidence of the interruptions you have claimed** (see Section 4 of the Funding Guidelines and Section 5.2 in this form)
* You should have your documentation prepared in advance. If you are unable to provide acceptable evidence of career interruptions within the timeframe you will be given at Stage 2, you will be deemed ineligible and your application will not proceed further.

## Details of interruption

To calculate your interruption, multiply the period of interruption by the proportion of time (FTE or Full Time Equivalent) you were **not** able to work. The calculator in the Resources section of our [webpage](https://www.mq.edu.au/research/our-research/funding-and-grants/internal-funding/macquarie-university-lighthouse-fellowships) will help you.

*For example, if you were working full time and experienced a medical condition that caused frequent absences amounting to 1 day a week between 7 January and 30 November 2022, you would put:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Type of interruption***  | ***Start date*** | ***End date*** | ***FTE*** | ***Total (days)*** |
| *Medical conditions* | *07/01/2022* | *30/11/2022* | *0.2* | *65* |

List each type and period of interruption below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of interruption**  | **Start date** | **End date** | **FTE** | **Total (days)** |
| Choose an item. | Select start date. | Select end date. |       |       |
| Choose an item. | Select start date. | Select end date. |       |       |
| Choose an item. | Select start date. | Select end date. |       |       |
| Choose an item. | Select start date. | Select end date. |       |        |
| Choose an item. | Select start date. | Select end date. |       |        |
| Choose an item. | Select start date. | Select end date. |       |        |
| Choose an item. | Select start date. | Select end date. |       |        |
| Total career interruption (days): |       |

## Acceptable evidence of interruption

If you are shortlisted to Stage 2 of the application process, you will be required to submit evidence of your interruption as listed in the table below. If your evidence is not in English, you will need to provide the original evidence with a translation from a certified translation service.

**If you are unable to provide acceptable evidence to substantiate your career interruptions, you will be deemed ineligible for the Fellowship award.**

|  |  |  |
| --- | --- | --- |
| **Eligible career interruptions** | **Period of time that can be claimed** | **Examples of evidence required**  |
| Disruption due to international relocation | A period of time commensurate with the interruption not exceeding 3 months per international relocation. | * HR records showing employment at both institutions e.g. copy of employment contracts:
	+ from the previous location and
	+ for the new location
* **OR** evidence of flights/work VISA in conjunction with an employment contract at the new institution

**NOTE:** If you have the required evidence, you may claim the full 3 months regardless of the time it took to move. |
| * Caring responsibilities
* Disability
* Medical conditions
 | A period of time commensurate with the interruption. | * HR records showing reduced FTE/interruption
* **OR** Email/letter from your manager confirming the period of interruption
* **OR** a statement from medical practitioner confirming amount of time taken off work during the claim period

**NOTE:** in this category, interruptions for an ongoing disability/medical condition/care responsibility may be non-continuous but must total more than 30 days minimum. |
| Disaster management and recovery | * A letter/email from your HoS/HoD explaining the situation and time disruption
 |
| Limited or no access to facilities and resources—such as through workplace interruptions | * Email/letter from your HoS/HoD confirming the period of interruption
* **OR** where there was no access to research facilities, an email from head researcher/lab director confirming the periods that the lab was closed.
 |
| Non-research positions, not concurrent with research employment  | * Employment contracts or position descriptions clearly stating the role requirements and responsibilities
* **OR** a letter from HR stating the employment dates and role descriptions (e.g. teaching only)
* **OR** a letter/email from your supervisor in that role, confirming role and time period.
 |
| Unemployment | * Centrelink documentation
* **OR** ATO statements showing no income
* **OR** a [Commonwealth Statutory Declaration](https://www.ag.gov.au/legal-system/statutory-declarations)
 |
| Parental leave | Up to two-years, inclusive of parental leave, for each dependent child.If required, an additional period commensurate with the interruption. | * HR letter/email/record confirming leave period
* **OR** birth certificate of child
 |
| Being the primary carer of a dependent child  | * **OR** HR records showing reduced FTE/interruption

**NOTE**: career disruptions cannot overlap, so you cannot claim any other disruption during the two years you are claiming for parental leave or as a primary carer.  |

# Research outputs

## Publication record

Indicate your own research publication quality in the table below. Some of the requested metrics are not relevant for some HASS disciplines. HASS applicants are advised to fill out only those sections relevant to their fields.

|  |  |
| --- | --- |
| Your Scopus H-index |       |
| Your Google Scholar H-index |       |
| Your total number Scopus citations |       |
| Your total number of Google Scholar citations |       |
| Total number of refereed journal articles (number as lead author) | e.g., 15 (10) |
| Total number of scholarly book chapters (number as lead author) | e.g. 3 (1) |
| Total number of refereed conference papers published in full (number as lead author) | e.g.4 (2) |
| Total number of scholarly books (number as lead author) | e.g. 1 (1) |
| Total number of edited research books (number as lead author) | e.g. 1 (1)  |
| Total number of other research outputs (including non-traditional research outputs) |       |

## Complete publication list

List all research outputs under the following headings and in this order. Number your list consecutively and asterisk those most relevant to your MQLF proposal.

* Scholarly Books
* Scholarly Book Chapters
* Edited Research Books
* Refereed Journal Articles
* Refereed Conference Papers Published in Full
* Other Research Outputs (including non-traditional research outputs)

You may include outputs that are accepted for publication or forthcoming, for which you should provide the date of acceptance, or future publication date (if confirmed). For books under contract, provide the contract date and expected publication date. Preprints should be marked as such and a DOI provided. Outputs in preparation or submitted but not accepted for publication cannot be included.

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| Click or tap here to enter text. |

# Research integrity

The [Autonomous Sanctions Act 2011 (Cth)](https://policies.mq.edu.au/document/view.php?id=64&version=2) restricts Australian organisations (including Macquarie University) from interacting with people or organisations associated with countries on the [sanctions list](https://www.dfat.gov.au/node/123620).

## Financial support, associations and affiliations

Please answer the questions below for **all** countries other than Australia.

**7.1.1 Are you currently receiving any financial support (cash or in-kind) for research related activities from a country other than Australia?** Financial support includes cash, research funding, research and laboratory personnel, laboratory space, scientific materials, and other types of remuneration.

[ ] Yes [ ] No

If Yes, specify below the country/ies from which you are currently receiving financial support. Provide the name of the funding program, the years the funding relates to, and the type of financial or other support received.

|  |
| --- |
| Click or tap here to enter text. |

**7.1.2 Are you currently, or within the last 5 years, have you been associated or affiliated with a talent recruitment program from a country other than Australia?** A talent recruitment program includes a program where financial support, or the promise of financial support, is provided by a country other than Australia in exchange for you transferring knowledge or intellectual property to that other country now or in the future. Financial support from a talent program may include cash, research funding, research and laboratory personnel, laboratory space, scientific materials, career advancement opportunities, promised future compensation and other types of remuneration.

[ ] Yes [ ] No

If Yes, specify below the country/ies you are or were associated with through a talent program. Include details of the programs which have been offered to you but not accepted.

|  |
| --- |
| Click or tap here to enter text. |

**7.1.3 Are you currently associated or affiliated with a government, intelligence organisation, government owned enterprise, military or police organisation in a country other than Australia?**

[ ] Yes [ ] No

If Yes, specify below all the types of associations/affiliations you have.

|  |
| --- |
| Click or tap here to enter text. |

# Submission

Submit this form and evidence of PhD conferral or submission date (in addition to your 2026 MQRF Application Form) via **Workday by 11.59pm (AEDT) on Monday 31 March 2025**.