



## **The Australian Academy of the Humanities Humanities Travelling Fellowships 2021**

### **Application Guidelines**

Our **Humanities Travelling Fellowships (HTF)** enable early career researchers (ECRs) to undertake research overseas, including accessing archives and other research materials and connecting with international researchers and networks. The chief objectives of the fellowships are: to promote research which advances knowledge in the humanities, to assist in the career development of promising ECRs, and to increase and strengthen alliances between Australian and overseas researchers and institutions.

We recognise that due to the ongoing restrictions to international and domestic travel and disruptions to the working lives of many researchers, changes to research plans and activities may be unavoidable. Please read the Application Guidelines carefully as we have introduced some changes and additions to eligible research activities and expenses in light of the continuing COVID-19 pandemic. These can be found in Section B.

#### **A. ELIGIBILITY**

1. Applicants must be Citizens or Permanent Residents of the Commonwealth of Australia, whose principal place of residence is Australia.
2. Applicants must be in the early stages of their careers, which will be determined, *inter alia*, by how recently a PhD was conferred. In normal circumstances it should have been conferred no more than five years prior to the closing date for applications.
3. Applicants must be working in the Humanities, defined as those discipline areas for which the Academy is responsible: Archaeology; Asian Studies; Classical Studies; English; European Languages and Cultures; History; Linguistics; Philosophy and the History of Ideas; Religion; Cultural and Communication Studies; and The Arts.
4. Interdisciplinary work is encouraged, provided it includes a substantial proportion of work in the Humanities.
5. Applications will be accepted from independent scholars as well as those working in institutional settings.
6. Applicants must be working on a project that requires work outside Australia for its completion or significant advancement.

7. Fellows of the Academy, recipients of previous awards under this program and its antecedents, and postgraduate students are ineligible.
8. The Academy will accept one (1) resubmission from a previously unsuccessful applicant in respect of the same project.
9. Applicants must submit a complete application in order to be assessed for eligibility.
10. The Awards Committee's decision upon the eligibility of an application is final.

## **B. USE OF FUNDS**

1. Each Fellowship is valued at a maximum of \$4,000, and is to be used to support research overseas, including accessing archives and other research materials and/or to connect with research teams or networks.
2. Funds may be spent on economy travel, accommodation, living and research expenses. Due to the ongoing restrictions to international travel, successful applicants may also use the funds for expenses including but not limited to:
  - Domestic travel; including accessing archives and other research materials and/or conducting fieldwork within Australia.
  - Domestic and international research assistance; including hiring an assistant to access the designated archives and research material on behalf of the researcher.
  - Ordering and scanning archival and/or source material; including expenses associated with inter-library loans and other lending schemes (digital and hard copy).
  - Carer's duties; including expenses for child care (eg. hiring a carer, nanny, or paying for additional childcare) to enable the parent to conduct the research, and other caring responsibilities including care of a dependent child or family member due to illness or disability. If a child or dependent needs to travel with their parent in order for the research to be undertaken, these expenses can be included in the application.

Other expenses deemed necessary by the applicant must be identified in the budget and approved by the Awards Committee. If you are unsure about your eligible expenses, please contact [grants@humanities.org.au](mailto:grants@humanities.org.au) before submitting your application.

3. Successful candidates will be expected to provide evidence of their expenditure and a concise acquittal report once the research activity is completed.
4. Fellowships are not available to attend conferences or to enrol in any course of study, although conference attendance incidental to research activity will not be penalised.
5. Successful applicants will be required to submit an invoice for the amount granted to the Academy by 30 June of the year in which the award was made, to ensure the expedient payment of funds.

## **C. CONDITIONS OF THE FELLOWSHIP**

1. In the event that the Academy awards a sponsored Fellowship targeting a particular nation or region, the recipient is obliged to spend the majority of time away in the designated destination. We also ask that the recipient abide by all COVID 19 restrictions and measures in place in their designated destination.

2. Significant variations to the research plan detailed in the application must be approved by the Awards Committee. Where the research project needs to be postponed for reasons beyond the successful applicant's control, the Academy must be advised promptly of the change of circumstances.
3. The Academy requires that applicants will conduct their research according to appropriate ethical, legal and professional frameworks, obligations and standards.
4. Successful applicants will be expected to acquire travel insurance before undertaking their research trip and to be sure to abide by all quarantine and social distancing measures in place in the country they are intending to visit.
5. The travel period of the project must be of at least 2 weeks' duration.
6. Funds must be expended by the end of the calendar year following the date of the award.
7. The Academy reserves the right to recoup funds if the Rules of the Award have not been met and/or funds have not been expended.
8. Funds will normally be made available directly to scholars on acceptance of the award. In the event that an institution is the nominated recipient of funds, a Fellowship will only be awarded on the condition that an administration charge will not be levied by the institution.
9. The Academy requires a concise written report on the research activity undertaken and the significance of the Academy's assistance to the overall research project, to be submitted via email within one month of the recipient's return to Australia.
10. Reports should include a brief acquittal budget showing all relevant expenditures (in Australian dollars).
11. Recipients agree that these reports may be published on the Academy website <[www.humanities.org.au](http://www.humanities.org.au)> and may appear in whole or in extract or in other Academy publications.
12. Recipients must make suitable acknowledgement of the Academy's assistance in funding the research in any resulting publication, either through the use of the Academy logo or a statement acknowledging the grant.

#### **D. SELECTION CRITERIA**

1. Applications will be assessed on the rigour and significance of the research, its likely impact within a specialist field, and its potential to engage and/or benefit the wider community.
2. Applicants will also need to demonstrate the relevance of the project to their academic career development.

#### **E. AWARDS COMMITTEE**

1. Applications will be considered by the Awards Committee. The Academy Secretariat is not responsible for Committee decisions and its staff is not able to discuss selection procedures. The Committee reserves the right to award as many or as few Fellowships each year as appropriate. Decisions of the Awards Committee are final and no correspondence will be entered into.
2. The Academy reserves the right to invite applications, which will be subject without favour to the same deadlines and competitive processes as unsolicited applications.

## F. APPLICATION PROCEEDURE

1. Applications for this Award must be lodged electronically via our online application system by **5.00pm AEST Monday 26 April 2021**. This can be found by visiting the [Opportunities page of our website](#).
2. Applications **must** include the following:
  - A **Project Proposal** (max. two A4 pages)
  - A copy of the applicant's **Curriculum Vitae** (max. five A4 pages);
  - A scanned copy of the applicant's official **doctoral transcript** or **PhD testamur**;
  - **Supporting letters from two referees** (max. one A4 page each). Referees should not be from the applicant's department or division. Letters should be addressed to the Awards Committee of the Australian Academy of the Humanities.
3. The application form and all supporting documentation should be provided in English (or accompanied by a translation into English made by a NAATI-accredited translator).
4. All applications are to be submitted online by the specified closing date and time. Late applications will not be accepted.
5. All applicants will be informed of the outcome of their application by email.

### Frequently Asked Questions

#### **Q. When do applications close?**

A. Applications close at **5.00pm AEST on Monday 26 April 2021**.

#### **Q. When will I find out whether my application has been successful?**

A. We will aim to let you know whether your application has been successful approximately 6-8 weeks after the closing date for applications. Please note that this timeframe may vary depending on when the Awards Committee meets. All applicants will be notified of the outcome via email.

#### **Q. What if I am unable to travel to my intended destination due to the COVID-19 travel restrictions?**

A. We recognise that due to the ongoing restrictions to international and domestic travel and disruptions to the working lives of many researchers, changes to the research plans and activities may be unavoidable. We have introduced some changes and additions to eligible research activities and expenses in light of the continuing COVID-19 pandemic and these can be found in Section B (above).

**Q. If my application is successful, what is the earliest and latest date that I can undertake my overseas travel?**

A. Successful applicants should aim to undertake their overseas travel after the 1<sup>st</sup> of June in the year in which the award is granted. Successful applicants will also need to complete their travel and submit their final reports by 31 December of the year following the one in which the award was made. Applicants therefore have approximately 18 months to complete and acquit their projects. Due to the current restrictions on international travel, this timeline will be reviewed in the event of any disruptions or delays to the research plan.

**Q. If my application was unsuccessful in a previous year, am I able to reapply in respect of the same project?**

A. Yes. We will accept one (1) resubmission from a previously unsuccessful applicant in respect of the same project provided the applicant meets all eligibility requirements.

**Q. Do I need to have been awarded a PhD to be eligible for this award?**

A. Yes.

**Q. I am currently undertaking a post-doctoral position. Am I eligible for this award?**

A. Yes.

**Q. I have a letter confirming that my PhD has been accepted by the examination board but it will not be conferred until after the closing date for applications. Am I still eligible to apply?**

A. Yes. Please include a copy of the confirmation letter from your conferring university. If you are awarded a HTF by the Academy your research project must commence *after* the date of conferral stated on the PhD testamur.

**Q. Is the Humanities Travelling Fellowship program closed to nominees who received their PhD more than five years ago?**

A. At the discretion of the Awards Committee, nominees who have received their PhD more than five years ago but who can demonstrate a significant, commensurate period of career interruption (such as maternity or parental leave, carer's responsibility, illness, unemployment or non-research employment) may be considered eligible. A justification for the career interruption must be submitted as part of the application.

**Q. My research project falls outside the humanities disciplines listed in the Rules. Am I eligible to apply?**

A. Eligible research projects must fall within the humanities disciplines stipulated in the Rules of the Award - Archaeology; Asian Studies; Classical Studies; English; European Languages and Cultures; History; Linguistics; Philosophy and the History of Ideas; Religion; Cultural and Communication Studies; and The Arts. Projects in environmental humanities and the digital humanities are eligible. Interdisciplinary projects with a substantial humanities component will also be considered eligible.

**Q. The rules state that HTFs are only open to Australian citizens or permanent residents. I have a permanent job at an Australian university but have not yet received permanent resident's status. Am I still eligible to apply?**

A. No. You will be considered ineligible unless your residency status has been approved by the closing date for applications.

**Q. I am on a 457 Visa and have a three-year teaching contract at an Australian university. I am not a resident. Am I eligible to apply for a Humanities Travelling Fellowship?**

A. No. Applicants must be either Australian citizens or permanent residents to be eligible to apply.

**Q. I am having difficulty finding referees from outside my own department who can comment on my project. How should I deal with this?**

A. It is important that you select referees who are capable of conveying the merits of your research proposal. We do understand that in some cases the most appropriate people to comment on your proposal will be located within your own department. If this is the case, please ask your referee to include in their letter a short statement as to why they are the most appropriate person to comment on your application. It is strongly recommended that at least one of your referees is based outside your department.

**Q. My referees would prefer to submit their reports anonymously. Is this possible or do they need to be uploaded to the electronic form?**

A. We would prefer that you upload the referees' statements to your online application form. However, if your referees prefer to submit anonymously they can email their reports to: [grants@humanities.org.au](mailto:grants@humanities.org.au)

**Q. I would like to use the Humanities Travelling Fellowship to attend a conference overseas? Is this an eligible use of funds?**

A. No, the HTF scheme does not fund conference attendance. Any such attendance must be incidental to project, not the main purpose of travel.

**Q. I would like to use the Humanities Travelling Fellowship to convene a workshop overseas. Is this an eligible use of funds?**

A. Yes. While the HTF scheme does not fund conference attendance, the Awards Committee would consider a proposal to convene a workshop that contributes to a broader research project.

**Q. How should I attach my documents to the online application form?**

A. All attachments must be PDFs. The attachments should be uploaded in the following format:

[Applicant's SURNAME] – Project Proposal

[Applicant's SURNAME] – CV

[Applicant's SURNAME] – PhD

[Applicant's SURNAME] – Referee 1

[Applicant's SURNAME] – Referee 1

**Q. What are the Academy's requirements for ensuring that my project conforms to ethical frameworks?**

A. The Academy recommends that applicants consult the ARC's codes and guidelines:

<http://www.arc.gov.au/codes-and-guidelines>