

# Rutherford Foundation Postdoctoral Fellowship 2020 Guidelines for Applicants

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## Changes for 2020

- Applicants must select one of three Project Categories that best fits the theme of the proposed project. This selection will not impact how the application is evaluated, but will be used to track the proportion of short-listed and funded proposals in each category and help to ensure equal opportunities across different fields of research (see section 2).
- The Royal Society Te Apārangi is one of the data providers for the upcoming New Zealand Research Information System (NZRIS). We have introduced several new data elements for each proposal, which will form data to be collected in the future as part of NZRIS (section 2 and statistical information).
- The Project Summary has been reduced to 300 words (see section 7) and sections 9-12 has been reduced to a total of 4 pages.
- A Vision Mātauranga statement is now required for all proposals. Applicants must briefly explain the relation of the proposed research to the themes of Vision Mātauranga and, where relevant, how the project will engage with Māori (see section 8).

## Background

The Royal Society Te Apārangi-Rutherford Foundation (the Foundation) was established as a Charitable Trust in 2008 with the aim of building human capability in science and technology by providing support for excellent New Zealand early career researchers. The Foundation offered scholarships and fellowships, which carried the hallmark of excellence enabling strong connections to New Zealand to be maintained, thereby increasing the benefits to New Zealand that accrue from the investment in these recipients. The Trust was wound up in 2018 when the management of the Foundation's funding opportunities was transferred to the Royal Society Te Apārangi (the Society).

## Objective

The objectives of the Rutherford Foundation Fellowships and Scholarships are to support the education and development of promising excellent early career researchers with the potential to excel in a research environment.

The funding opportunities support early career researchers who demonstrate a passion for research, science and technology, and have a strong sense of the purpose and benefits of research to New Zealand.

Receipt of a Rutherford Foundation award is expected to have a significant value in the future career development of the supported Scholars and Fellows and help them to establish a foundation on which to embark on an independent research career.

## About the Fellowship

The Rutherford Foundation New Zealand Postdoctoral Fellowship will award \$75,000 (GST excl.) per annum towards the researcher's salary and \$10,000 (GST excl.) per annum in research-related expenses. Up to 5 Fellowships can be awarded in the 2020 funding round. Fellowships and Scholarships are awarded on a full-time basis (1 FTE), unless otherwise agreed to by the Society.

## Eligibility Criteria

The Rutherford Foundation Postdoctoral Fellowship are open to early-career researchers. For the purpose of the Rutherford Foundation Postdoctoral Fellowship, early-career researchers are researchers whose doctoral degrees were conferred no more than four years prior to the year in which the fellowship is awarded.

- For the 2020 funding round, applicant's PhD must have been conferred **on or after 01 January 2016**.
  - An exemption to this clause can be sought to allow applicants to demonstrate that their PhD has been submitted before the application closing date, and can be examined by the date of the short-listing.
  - A further exemption can be sought to demonstrate a reasonable absence from a research career, for instance to take parental leave or for extended sickness leave.
- Applicants must be supported by a New Zealand-based research institution that can provide the appropriate support and facilities to enable the applicant to succeed in their Fellowship for the full two years of the Fellowship's term.
- Applicants from all fields of research, science and technology, including social sciences and the humanities, are eligible to apply.
- Applicants must be either New Zealand citizens, or have continuously resided in New Zealand for at least two years immediate prior to their application and hold, or be deemed to hold, a New Zealand resident visa.

## Selection Criteria

The award criteria must ensure successful proposals are consistent with the background and objectives of the Fellowships stated above. The criteria for assessing applications are:

- Demonstration of academic excellence;
- Potential for career development;
- Quality of the proposed research programme;
- Depth of understanding of the proposed research, its ultimate purpose, and benefits to New Zealand;
- Additional criterion that may be considered: transfer of skills.

## Additional Rules

- Successful applicants must commence their programme of research within 12 months of the award notification unless otherwise agreed to by the Society.
- If the applicant is not already an employee of the host institution, the host must agree to employ the applicant for the duration of the fellowship.

## Selection Process

The Society will appoint a selection panel, chaired by the President of the Royal Society, or their nominee, to oversee the selection process. The assessment of proposals is a two-stage process:

- *Stage one* is a short-listing for an interview by the Selection Panel;
- *Stage two* is the interviewing of short-listed applicants by the Selection Panel.

Applicants invited to interview will have their flight expenses covered by the Society. Applicants that are unable to travel to the interview may request to have the interview conducted by videoconference.

All applicants will be notified in late September as to whether they have been invited to interview. Successful applicants will be notified in November or December (TBC).

## Closing Date

Applications and supporting information must be submitted to the Royal Society Te Apārangi on the Rutherford Foundation Proposals on-line portal by the closing date of **06 August 2020 at 5 pm** (NZST).

## Application Process

Proposals must be submitted on the web-based portal, Proposals On-Line.

- Researchers must contact their host institution's research office coordinator to obtain their login details for the Proposals On-Line system.
- Researchers should write their proposals directly into Proposals On-Line using the forms and templates provided with the original formatting retained. The templates can be downloaded directly from Proposals On-line.
- Please note that paper copies (including declarations) are not required when submitting a proposal through the Proposals On-Line portal. Proposals On-Line has a document printing facility which can be used to view and print the application for checking and your own records.
- The layout of the entire application on Proposals On-Line is automatic. The limit on space in all sections of the templates should be adhered to and the typeface should be 11 point, Times or similar type font, single spacing (11 point), with margins of 2 cm on the left and 2 cm on the right sides of the page. Instructions in italic may be removed, but not the margins. No additional pages or attachments will be accepted other than where requested or required.

## Assistance with filling out the on-line application form

The on-line application consists of information entered directly into the portal in combination with the upload of specific templates and documents. The following is an overview of all the sections of the application, an explanation for each section, and information on how to enter the information on the on-line application portal.

Section	Information	Type of entry
Section 1-2	Applicant details, eligibility and research categories	Entered on-line
Section 3-6	Qualification(s), previous employment history, publications, awards and other notable contributions	Download the "Qualifications and career history" template. Upload completed form when finished.
Section 7	Project Title and Summary	Entered on-line
Section 8	Vision Mātauranga statement	Entered on-line
Section 9-14	Background, overall aim(s), proposed research, references, why you want to do this research, and timetable	Download the "Research" template. Upload completed form when finished.
Section 15	Referees	Entered on-line
Supporting information	<ul style="list-style-type: none"> <li>- Proof of citizenship or residency</li> <li>- Academic transcript(s) including undergraduate and PhD studies.</li> <li>- A declaration form signed by you, your supervisor, and a duly authorised agent at the host organisation</li> </ul>	<ul style="list-style-type: none"> <li>- Upload copy</li> <li>- Upload copy (1 file for all transcripts)</li> <li>- Download the declaration template and upload when signed</li> </ul>

Table 1: Application contents

## 1. Applicant's details

This section is for personal details. It identifies who you are and where you can be contacted most readily. Complete this section, providing all details. If any of your contact details should change at any stage after the application is submitted, please inform the Society as soon as possible.

### *ORCID*

There is a facility in this section of the portal for applicants to add or create an ORCID ID (<https://orcid.org/>). An ORCID ID is preferred from all applicants, but is not mandatory. Please click on the "Create or Connect your ORCID ID" button on the top right of the "Contact Details" section and follow instructions.

## 2. Eligibility and Research codes

### *Fields of research (FOR) classification*

The FOR classification allows research and development (R&D) activity to be categorised according to the field of research. In this respect, it is the methodology used in the R&D that is being considered. Please enter up to THREE codes from the list of research codes supplied in "Fields of Research Classification Codes" here. For a list of codes, please refer to the Field of Research Calculator at:

<https://royalsociety.org.nz/what-we-do/research-practice/field-of-research-calculator/>

Please use codes that are as specific as possible, i.e. 6 digits. Also indicate project key words or phrases not exceeding 255 characters in total (separated by commas or semi-colons; please do not use the return key).

NEW: As part of our NZRIS obligations, we will be required to report the share of each FOR code to the proposed research. Please indicate the % share of each FOR code to the proposed research. The shares should add up to 100%.

### *Socio-Economic Objective (SEO) classification*

The Australian and New Zealand Standard Research Classification (ANZSRC) and SEO classification allow R&D activity in Australia and New Zealand to be categorised according to the intended purpose or outcome of the research rather than the processes or techniques used in order to achieve this objective. The purpose categories include processes, products, health, education and other social and environmental aspects in Australia and New Zealand that R&D activity aims to improve. Please enter up to THREE codes from the drop-down field, using codes that are as specific as possible. For a list of codes, please refer to the Socio-Economic Objectives Calculator at:

<https://royalsociety.org.nz/what-we-do/research-practice/socio-economic-objectives-calculator/>

NEW: As part of our NZRIS obligations, we will be required to report the share of each SEO code to the proposed research. Please indicate the % share of each SEO code to the proposed research. The shares should add up to 100%.

### *Type of Research Activity – NEW for 2020*

Collection of research activity data for Rutherford Foundation Postdoctoral Fellowship proposals will form part of our reporting obligations for NZRIS (see "Changes" earlier). The default setting on the portal for each proposal is "Basic" and set to 100%. This can be changed if required. If no change is required, no action is needed.

The four activities are:

- Pure basic research (Default setting for Rutherford Foundation Postdoctoral Fellowship): is experimental and theoretical work undertaken to acquire new knowledge without looking for long term benefits other than the advancement of knowledge.

- Strategic basic research: is experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of practical discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.
- Applied research: is original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible uses for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives.
- Experimental development is systematic work, using existing knowledge gained from research or practical experience, which is directed to producing new materials, products, devices, policies, behaviours or outlooks; to installing new processes, systems and services; or to improving substantially those already produced or installed.

### *Project Category – NEW for 2020*

Please select one of the following categories that best fits the theme of the proposed project: Life Sciences, Physical Sciences and Mathematics, or Humanities and Social Sciences. This information will be used to track the proportion of short-listed and funded proposals in each category and help to ensure equal opportunities across different fields of research. Please use the following information as a guide:

- **Humanities and the Social Sciences (HSS)**

*Research related to the human condition or aspects of human society.*

This includes, but not limited to: English; languages; history; religion; philosophy; law; classics; linguistics; literature; cultural studies; media studies; art history; film; economics; education; psychology (cognitive, social, developmental, organisational, community and health); cognitive science; linguistics; archaeology; anthropology; sociology; social, cultural and human geography; social anthropology; architecture, urban design and environmental studies; public health; nursing; public policy; marketing; political science; and business studies.

- **Life Sciences (LFS)**

*Research related to understanding the activities that occur in cells and tissues and the interrelationships between organisms and their environment.*

This includes, but not limited to: physiology (plant or animal), pathology (animal or plant), pharmacology, molecular biology, genetics, cell biology, microbiology; neurobiology and neuropsychology (including animals as a model species for humans); animal behaviour; population biology genetics; functional genomics and related bioinformatics; biostatistics and modelling; animal, plant and microbial ecology; biogeography; biodiversity; phylogenetics; systematics and evolution; biophysics, chemical biology; and biochemistry.

- **Physical Sciences, Engineering and Mathematics (PEM)**

*Research related to the physical world and mathematics.*

This includes, but not limited to: physics; physical chemistry; organic chemistry; analytical chemistry; inorganic chemistry; pure and applied mathematics; statistics; logic, theoretical and engineering aspects of computer and information sciences; complexity theory; operations research; nanotechnology; software and hardware engineering; applications and robotics; materials science; engineering (including bioengineering and other cross-disciplinary research activities); geology; geophysics; physical geography; oceanography; hydrology; meteorology; atmospheric science; earth sciences; astronomy; and astrophysics.

### *Date PhD conferred (dd/mm/yyyy)*

Enter the date that your PhD was conferred. You also need to scan and upload a copy of your academic transcript showing when your doctoral degree was conferred (see Supporting Information). The Society reserve the right to request original or certified copies of the documents prior to announcing short-listed applicants.

### *Research Experience*

Please provide the number of years of research experience you have attained after conferment of your doctoral degree. This should be a whole number between zero to four years and exclude any agreed career interruptions for parental leave, extended sickness leave, or other research breaks. This will aid panellists in assessing your proposal, under the selection criteria, relative to the opportunity you have had. Note that periods of part-time work can be factored in by multiplying the length of time with the FTE component for the period, e.g. 1 year working at 0.5 FTE counts for half a year of research experience etc. Any applicants who have had career interruptions (due to parental leave, illness, longer periods of part time work, etc.) should additionally list these interruptions under section 4, "Current and previous employment history and career interruptions". The information included here will further aid panellists in assessing your research relative to opportunity. The Society reserves the right to request further documentation supporting your stated years of research experience.

### *Citizenship*

Please select from the drop down menu whether you are a New Zealand Citizen or hold/are deemed to hold a New Zealand resident visa. If you hold, or are deemed to hold, a New Zealand resident visa, you need to indicate how long you have resided in New Zealand immediately prior to this application. Proof of citizenship or residency must be scanned and uploaded to Proposal On-line (see supporting information). Original or certified copies of the documents may be requested by the Rutherford Foundation Secretariat.

### *Proposed host institution and supervisor*

Please enter the name, department and email address of your proposed supervisor.

### *Eligibility exemption (if applicable)*

Please enter the reasons for why you are asking for a PhD exemption (e.g. thesis submitted but not yet conferred, parental leave or extended sickness leave). Note that this requires prior approval from the Society.

## 3. Qualifications (Degrees/Diplomas completed)

Please enter the date the qualification was granted, the type of qualification, and the institution from which it was granted. You can add additional rows if needed.

## 4. Previous employment history and career interruptions (if applicable)

Please include current and previous positions you've held. In **addition** to positions held, please also add periods of career interruptions (e.g., maternity leave, periods of part time work, caring for family, etc.) if applicable. This information will further aid panellists in assessing your application relative to opportunity.

## 5. Awards

Please enter the type of award and the year you received the award.

## 6. Peer reviewed publications and other notable contributions

Please list published peer-reviewed publications (e.g., journal articles, book chapters, books edited, etc.), patents and other notable contributions that demonstrate your capabilities as a researcher (e.g. awarded research or travel grants, patents, conference chairs, speaker invitations, editorial boards, conference committees etc.).

## 7. Title of proposed research and Project Summary

- a) Please provide a title that describes the nature of your proposed programme of research. Keep the title brief and to the point.
- b) Please provide a summary of the planned project suitable for a lay audience with some limited science knowledge, and using a maximum of 300 words. It may be used for reporting and public information.

## 8. Vision Mātauranga – NEW for 2020

Vision Mātauranga is a policy about innovation, opportunity and the creation of knowledge that highlights the potential contribution of Māori knowledge, resources and people.

Applicants should identify which, if any, of the four Vision Mātauranga themes below are associated with the proposed research. A Vision Mātauranga statement must be included for all research that has relevance for Māori. If this is not applicable to your proposed research, you must tick N/A AND provide a rationale for why this is.

The four themes are:

- **Indigenous Innovation**, which involves contributing to economic growth through distinctive research and development;
- **Taiao**, which is concerned with achieving environmental sustainability through iwi and hapū relationships with land and sea;
- **Hauora/Oranga**, which centres around improving health and social wellbeing; and
- **Mātauranga**, which involves exploring indigenous knowledge.

Collection of the % contribution of each Vision Mātauranga theme to the proposed research will form part of our reporting obligations for NZRIS (see “Changes” earlier). If you have ticked one or more Vision Mātauranga themes, please consider each theme one at a time. Indicate the proportion of the proposed research that aligns with that theme. **Note** that it is possible for the combined total to be over 100% (for example, if the proposed research is entirely Mātauranga and also has a Hauora/Oranga theme, the contributions could be 100% and 10% respectively).

### How do I decide whether to include a Vision Mātauranga statement in my proposal?

The five ways of conceptualising Vision Mātauranga in your research (see below) may help you decide if this applies to your project. The categories have been adapted from those on the National Science Challenge, Biological Heritage website <https://bioheritage.nz/about-us/vision-matauranga/> hosted by Manaaki Whenua Landcare Research. Please note, however, that these categories are fluid. There may well be overlap between them as in categories b and c in terms of the nature and degree of relevance to Māori, and not every point in each category need apply. The original categories were set out by MBIE in information for the Endeavour Fund c. 2015.

## Ways of conceptualising Vision Mātauranga in your research

### a. Research with no specific Māori component

- No mātauranga Māori (Māori knowledge) is used.
- Māori are not associated with the research process (e.g. not on any research management / advisory / governance panels, it is not inclusive of Māori land or institutions, nor the subject of any component of the research).
- Work is not likely to be of greater direct relevance to Māori than members of any other group.

### b. Research specifically relevant to Māori

- There is specific relevance to Māori.
- Mātauranga Māori may be used in a minor way to guide the work and its relevance to Māori.
- It includes work that contributes to Māori aspirations and outcomes.

### c. Research involving Māori

- Mātauranga Māori may be incorporated in the project, but is not central to the project.
- Research is specifically and directly relevant to Māori and Māori are involved in the design and/or undertaking of the research.
- The work typically contributes to Māori (e.g., iwi / hapū, organisations) aspirations and outcomes.

### d. Māori-centred research

- The project is Māori led, and where Mātauranga Māori is used alongside other knowledges (e.g. through frameworks, models, methods, tools, etc.).
- Kaupapa Māori research is a key focus of the project.
- Research is typically collaborative or consultative, with direct input from Māori stakeholders.
- There is alignment with and contribution to Māori (e.g., iwi / hapū, organisations) aspirations.

### e. Kaupapa Māori research

- Mātauranga Māori is incorporated, used and understood, as a central focus of project and its findings.
- Research is grounded in te ao Māori and connected to Māori philosophies and principles.
- Research typically uses kaupapa Māori research methodologies.
- Te reo Māori may be a central feature to this kaupapa or research activity, and the applicant has medium to high cultural fluency or knowledge of tikanga and reo.
- The research is generally led by a Māori researcher; non-Indigenous researchers may carry out research under the guidance/mentoring of a Māori researcher.
- Māori participation (iwi/hapū/marae/individual) is high.
- The work contributes strongly to Māori (e.g., iwi/hapū, organisations) aspirations and outcomes and is mana enhancing.

## Developing a Vision Mātauranga statement

It is important to keep in mind that there is no single approach or prescription for Vision Mātauranga: one size does not fit all and there are many possible ways of addressing Vision Mātauranga. Vision Mātauranga should not, however, be seen as an add-on, nor should it be treated as separate from the research, methods or people involved in the project. A holistic approach that considers reciprocity and relationships is therefore desirable.

Vision Mātauranga does not begin and end with your Vision Mātauranga statement. You should document how you have considered Vision Mātauranga and demonstrate applicable actions and relationships throughout the research. The following questions may be useful to consider when conceptualising and writing your project:

- Have you co-created the research topic/issue with an iwi or Māori organisation?
- What does working in partnership with iwi mean to you as a researcher?

- To what extent have you discussed the research with Māori stakeholders and agreed on the methodology you will use?
- Was there full disclosure and informed consent to the proposed research with Māori stakeholders? How has that agreement/informed consent been agreed to?
- What provisions have you made to ensure there is appropriate technology transfer to Māori stakeholders as the research proceeds and as findings become available towards the end of the project?
- Are there benefits to Māori? What are they?
- How will you share the research outcomes with Māori?
- Is there a Tiriti o Waitangi component or requirement in your research?
- Is the research mana enhancing?

### Vision Mātauranga Resources

Below you will find a non-exhaustive list of published resources that describe, discuss, and talk about how researchers have engaged with Vision Mātauranga and kaupapa Māori research. These range from early conceptions of Vision Mātauranga to more recent frameworks. The resources underscore the diverse ways Vision Mātauranga may be approached across disciplines and methodologies.

- Allen, W., Jamie M. Ataria, J. M., Apgar, J. M., Harmsworth, G., and Tremblay, L. A. (2009). Kia pono te mahi putaiao—doing science in the right spirit. *Journal of the Royal Society of New Zealand*, 39:4, 239-242. DOI: 10.1080/03014220909510588
- Crawford, S. (2009). Matauranga Maori and western science: The importance of hypotheses, predictions and protocols, *Journal of the Royal Society of New Zealand*, 39:4, 163-166. DOI: 10.1080/03014220909510571
- Broughton, D. (Te Aitanga-a-Hauti, Taranaki, Ngāti Porou, Ngāpuhi), and McBreen, K. (Waitaha, Kāti Māmoe, Ngāi Tahu). (2015). Mātauranga Māori, tino rangatiratanga and the future of New Zealand science. *Journal of the Royal Society of New Zealand*, 45:2, 83-88. DOI: 10.1080/03036758.2015.1011171
- Kana, F. and Tamatea, K. (2006). Sharing, listening, learning and developing understandings of Kaupapa Māori research by engaging with two Māori communities involved in education. *Waikato Journal of Education*, 12, 9-20.  
<https://researchcommons.waikato.ac.nz/bitstream/handle/10289/6198/Kana%20Sharing.pdf?sequence=3&isAllowed=y>
- Macfarlane, S., Macfarlane, A. and Gillon, G. (2015) Sharing the food baskets of knowledge: Creating space for a blending of streams. In A. Macfarlane, S. Macfarlane, M. Webber, (eds.), *Sociocultural realities: Exploring new horizons*. Christchurch: Canterbury University Press, 52-67.
- Moewaka Barnes, H. (2006). Transforming Science: How our Structures Limit Innovation. *Social Policy Journal of New Zealand Te Puna Whakaaro*, 29, 1-16.  
<https://www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/journals-and-magazines/social-policy-journal/spj29/29-pages-1-16.pdf>
- Pihama, L., Tiakiwai, S.-J., and Southey, K. (eds.). (2015). *Kaupapa rangahau: A reader*. A collection of readings from the Kaupapa Rangahau workshops series. (2nd ed.). Hamilton, New Zealand: Te Kotahi Research Institute.  
[https://researchcommons.waikato.ac.nz/bitstream/handle/10289/11738/Kaupapa%20Rangahau%20-%20A%20Reader\\_2nd%20Edition.pdf?sequence=7&isAllowed=y](https://researchcommons.waikato.ac.nz/bitstream/handle/10289/11738/Kaupapa%20Rangahau%20-%20A%20Reader_2nd%20Edition.pdf?sequence=7&isAllowed=y)
- Smith, L. T., Maxwell, T. K., Puke, H., and Temara, P. (2016). Indigenous knowledge, methodology and mayhem: What is the role of methodology in producing indigenous insights? A discussion from Mātauranga Māori. *Knowledge Cultures*, 4(3), 131–156.  
<https://addletonacademicpublishers.com/component/content/article?id=2834:feature-article-indigenous-knowledge-methodology-and-mayhem-what-is-the-role-of-methodology-in-producing-indigenous-insights-a-discussion-from-matauranga-maori>

## Section 9-12

*Using the template provided and a maximum of four pages, please provide responses to the following sections: Background, Overall aim(s), Proposed research, and References. You are allowed to make one section longer than another, but you must address all sections within the four page limit.*

### 9. Background

Please give the context for the proposal by summarising in plain English the state of the knowledge in the field and any research you have undertaken in this area.

### 10. Overall aim(s) of the research

Please state the general goals and objectives of the research proposal. Emphasise how the research will create potential benefits to New Zealand and advance knowledge.

### 11. Proposed research

Please describe the proposed research including where appropriate, the hypothesis being tested, the methodology that will be used, sampling design, methods of data analysis and major milestones.

### 12. References

Please list bibliographical or other references, including full titles, used in any of the above sections.

### 13. Why do you want to do this research?

Please outline, in half a page or less, why you want to do this project in the context of how you intend to develop your future research career. If your previous host and/or mentor is the same as what you have proposed for this Fellowship, please clearly state why this is most beneficial to your future research career.

### 14. Timetable

In half a page or less, please describe in general terms the anticipated course of the research programme, including timelines for the milestones described in section 8. It is acknowledged that this timetable may change as the research progresses.

### 15. Referees

Please enter the names and contact details of three referees who have agreed to provide a reference for you. You are expected to include a supervisor of your Doctoral programme. If you have already undertaken Postdoctoral research, the supervisor of this research should comprise the second referee.

When you have entered the referee names, and ensured that they are willing to provide the Rutherford Foundation with a reference for you before the application closing date of **06 August 2020**, you need to select "SEND EMAIL". Upon selecting "SEND EMAIL", an automatic email will be sent to your referee with a URL access link to a web portal where the referee can upload the reference.

It is prudent for you to check that the referees have received the invitation to review your application and the URL link. Occasionally, the email that is automatically generated when selecting "SEND EMAIL" is inadvertently identified as spam and ends up in a referees 'junk' folder in their email client. In this case, you can ask your referee to contact us by email.

Note that as the invite for referee reports are sent out before the application closing date, the Society is unable to attach a copy of your project description to the referee invite. We will therefore ask the referee to contact you should they wish to see more information on your proposed research.

If a referee informs you that he or she for some reason can't upload a referee report before the deadline, you can enter an additional referee on the On-line Proposals web portal. In the instance where the society receives more than three referee reports, we will use the first three reports received.

You can check if the Society has received each of the applicant-solicited referee reports by logging in to the proposals on-line system and go to the Referees section.

Please remember that it is your responsibility to ensure that your referees upload their report to the portal no later than the closing date for applications, i.e. **06 August 2020 at 5 pm (NZST)**.

## Supporting information

In addition to the completed electronic application, applicants must upload electronic copies of the following documents (scanned jpeg or PDF preferred):

- A declaration form signed by you, your supervisor, and a duly authorised agent at the host organisation confirming that the proposed host institution and supervisor support the application.
- Proof of New Zealand citizenship or residency.
- Academic transcript(s) including undergraduate and PhD studies.

Note: The Society may request to see original or certified copies of the above documents.

## Statistics

The Society encourages applications from all eligible members of the New Zealand research community. To monitor the profile of different groups of applicants and identify funding trends and gaps, the Society would appreciate applicants providing the information requested in this section of Proposals On-Line. The statistical data will be used by the Royal Society Te Apārangi for statistical purposes only. Note that this information will not form part of your application (with the exception of the year your PhD was conferred as entered under section 2 of the application).

## Submitting your application

Once you are happy with your application, you must mark it as COMPLETED. To do this, select Preview/Print from the left hand menu, followed by "Mark as Completed". This flags to your institution coordinator that the proposal has been completed and can be released to the Society. If you need to make changes to your application after you have marked it as completed, you must confer with your research office first.

## Contact

Further enquiries should be made by contacting the Rutherford Foundation Secretariat by email:

[Rutherford.Foundation@royalsociety.org.nz](mailto:Rutherford.Foundation@royalsociety.org.nz)