

## **Guidelines for Postgraduate Scholarship for Research in Ozone Science**

### **Key Dates**

Opening date for applications	Monday 9 March 2009
Closing date for applications	Friday 3 April 2009

### **Contacts**

Enquiries must be addressed and sent to:

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Applications and supporting material must be addressed and sent to:

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## **1. Introduction**

### **1.1 Overview**

1.1.1 This document sets out the guidelines for the Postgraduate Scholarship for Research in Ozone Science (Ozone Scholarship).

1.1.2 All parties involved in an Application should read and understand these guidelines (including all Appendices) before submitting an Application to the Department of the Environment, Water, Heritage and the Arts (the Department). Applicants are responsible for ensuring that their Applications are complete and accurate.

1.1.3 These guidelines are subject to change at any time.

### **1.2 Postgraduate Scholarship for Research in Ozone Science**

1.2.1 The Ozone Scholarship recognises the important and continuing role ozone research has in contributing to a better understanding globally of ozone protection and relevant climate change linkages.

1.2.2 The objectives of the Ozone Scholarship are to:

- a. support training of new ozone scientists;
- b. improve Australia's understanding of stratospheric ozone depletion and recovery; and
- c. foster the international competitiveness of Australian research in the field.

1.2.3 One scholarship will be awarded.

## **2. Organisational types and eligibility**

### **2.1 Administering Organisations**

2.1.1 Each Application must identify an Administering Organisation.

2.1.2 An Application must include a certification from the Administering Organisation that it will provide the student with adequate research support and facilities and access to institutional equipment and resources for the duration of the scholarship.

### **3. Role and eligibility for Applicants**

#### **3.1 General**

3.1.1 To be eligible for an Ozone Scholarship, an Applicant must:

- a. be in their first year of doctoral research at an Australian university;
- b. have been awarded a postgraduate scholarship (Australian Postgraduate Award or similar);
- c. be undertaking study in a field relating to ozone depletion and/or recovery; and
- d. have submitted an application to the Department that is consistent with these guidelines.

3.1.2 If the Department determines that an Applicant does not meet the eligibility criteria in this Section, the Application will not be considered.

#### **3.2 Financial contribution**

3.2.1 The Department will provide funding of \$5,000 per annum for the Ozone Scholarship in compliance with the Funding Agreement.

3.2.2 The duration of an Ozone Scholarship is three years. A student may apply for one six month extension at the end of the third year in the event that the student's research was delayed for reasons outside the student's control. If an extension is granted, a maximum of \$2,500 in additional funding will be payable.

3.2.3 Rules covering the variation of funding are stipulated in Appendix B.

3.2.4 The Ozone Scholarship will be paid through the Administering Organisation.

#### **3.3 Types of research supported**

3.3.1 The Ozone Scholarship supports excellent research including:

- a. pure basic research, including experimental and theoretical work, undertaken to acquire new knowledge.
- b. strategic research, including experimental and theoretical work, undertaken to acquire new knowledge directed into specified broad areas that are expected to lead to useful discoveries. Such research

provides the broad base of knowledge necessary to solve recognised practical problems; and

- c. applied research which is original work undertaken primarily to acquire new knowledge with a specific application in view. Such research 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.

#### **4.1 Applications process**

- 4.1.1 Applications must be submitted to the Department no later than 5.00pm AEST Friday 3 April 2009. Applications must be sent to the address set out at the beginning of these guidelines.
- 4.1.2 Applications may be withdrawn but additions, deletions and modifications will not be accepted after submission, unless invited by the Department.
- 4.1.3 Late applications will not be considered.

#### **4.2 Proposals**

- 4.2.1 The Application must contain all the information necessary for its assessment without the need for further written or oral explanation, or reference to additional documentation.
- 4.2.2 All details in the Application must be current at the time of submission.

### **5. Preparation and submission of Proposals**

#### **5.1 General**

- 5.1.1 Applications may be lodged in hard-copy or electronic form.
- 5.1.2 Electronic applications must be submitted by an email attachment or mailed CD-Rom.
- 5.1.3 Hard-copy applications must be accompanied by an electronic copy on CD-Rom.

#### **5.2 Format**

5.2.1 Applications must adhere to the format requirements specified in this clause 5.2. Applications that do not comply with these requirements will not be considered.

5.2.2 The format requirements for an Application are:

- a. Applications must be submitted using the application form for the Ozone Scholarship (a copy of which is available online through the Department's internet site or by contacting the Department);
- b. all aspects of an Application (including the research proposal and curriculum vitae) must be in plain English and be legible;
- c. all aspects of an Application (including the research proposal and curriculum vitae) must be completed using Arial font in 12 point (hand-written Applications will not be accepted); and
- d. if in electronic form – Applications must:
  - i. be compatible with the Microsoft Office suite of programs; and
  - ii. be accompanied by a secure PDF version of:
    - A. the signature page; and
    - B. the certified copy of the APA letter of offer or offer of doctoral scholarship

## **6. Selection and approval process**

### **6.1 Selection criteria**

6.1.1 All Applications which meet the eligibility criteria will be merit ranked and assessed according to the following criteria:

- a) Proposed project content - significance and innovation (70%)
  - does the research address an important problem relating to ozone science?
  - will the anticipated outcomes significantly advance the knowledge base with regard to the Terms of Reference agreed by the Parties to the Montreal Protocol for the 2010 report of its Scientific Assessment Panel? (Appendix D)
  - are the project aims and concepts novel or innovative?
  - will new methods or technologies be developed?

- b) National benefit (20%)
  - what is the potential of the research project to result in economic and/or social benefits for Australia from the expected results and outcomes of the project?
  - will this research be integrated into and advance Australia's knowledge of the ozone layer and its connectivity to other issues, including, if relevant, climate change?
- c) Collaboration (10%)
  - extent to which the proposed project will build collaboration across industry and/or research institutions and/or with other disciplines.

## **6.2 Exclusion**

6.2.1 An Application will be excluded if:

- a) the Applicant does not satisfy the eligibility criteria specified in clause 3.1;
- b) the Application is incomplete or contains misleading information (Appendix A);
- c) the Application does not comply with the format requirements in clause 5.2;
- d) the Application is submitted late; or
- e) the Application is not certified by the Administering Organisation.

## **6.3 Assessment and selection procedure**

6.3.1 Assessment will be undertaken by an assessment panel.

6.3.2 The Department will form an assessment panel. The assessment panel will include a member(s) of the Department and external ozone science experts.

6.3.3 The assessment panel will rank Applicants on the basis of merit against the selection criteria.

6.3.4 The assessment panel will make recommendations to the Minister or his/her Delegate.

## **7. Funding outcomes**

### **7.1 Offer of funding**

7.1.1 The successful Applicant will be:

- a. provided a letter of offer for signature; and
- b. given a copy of the Funding Agreement for their information.

7.1.2 The Administering Organisation will be provided with a copy of a Funding Agreement for signature.

## **Appendix A – Other Matters**

### **A1 Applicable law**

A1.1 The Department is required to comply with the requirements of the *Privacy Act 1988* and the *Freedom of Information Act 1982*.

### **A2 Confidentiality**

A2.1 The Department will treat information contained in an Application as confidential. However, the Department may disclose information contained in an Application, or otherwise provided to the Department:

- a. to its advisers (including external assessors), officers, employees or other third parties in order to assess, evaluate or verify the accuracy or completeness of an Application;
- b. to its personnel to enable effective management or auditing of the Ozone Scholarship or any Funding Agreement;
- c. to the Minister;
- d. within the Department's organisation, or with another Commonwealth Department or agency, where this serves the Commonwealth's legitimate interests;
- e. where it is authorised or required by law to be disclosed;
- f. in accordance with any other provision of these guidelines or the Funding Agreement;
- g. where it is in the public domain otherwise than due to a breach by the Department of any obligation of confidence; or
- h. in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia.

A2.2 Where information contained in an Application is made available to third parties for evaluation or assessment purposes the Department will require the third parties to maintain the confidentiality of the material.

A2.3 Notwithstanding the above, the Department may publicise and report offers or awards of funding, including information about the proposed research; the name of the Student; the name of the Administering Organisation and any other parties involved in or associated with the project; the title and summary descriptions of the project and its intended outcomes (including the national/community benefits that are expected to arise from the research). Applicants should ensure that information contained in the project title and summaries would not, if released, compromise their own requirements for confidentiality (such as future protection of intellectual property) under agreements with Administering Organisations.

### **A3 Project description**

A3.1 In making public information about an Application which has been approved for funding, the Department may use a project description, including title and summary, which may differ from that provided in the Application.

### **A4 Intellectual property**

A4.1 The Department does not claim ownership of any intellectual property in an Application or which is created or developed from the conduct of a project funded under the scholarship.

A4.2 However, all Applications become the property of the Department on submission. Applicants submit their Applications on the basis that the Department may copy, modify and otherwise deal with information contained in the Application (and allow any external assessor or other third party to do the same) for any purpose related to:

- a. the evaluation and assessment of Applications;
- b. verifying the accuracy, consistency and adequacy of information contained in an Application, or otherwise provided to the Department;
- c. the preparation and management of any Funding Agreement; or
- d. the administration or management of the scholarship.

A4.3 If an Application contains information belonging to a third party, the Applicants must ensure that it has in place all necessary consents to allow the Department to deal with that information in accordance with these guidelines, prior to the Applicant submitting its Application.

A4.4 Except with written approval from the Department, all Applications and Department-funded research projects must comply with the *National Principles of Intellectual Property Management for Publicly Funded Research* and accord with any intellectual property policies of the researcher's Administering Organisation.

### **A5 Incomplete or misleading information**

A5.1 It is a serious offence to provide false or misleading information to the Commonwealth.

A5.2 If the Department considers that an Application is incomplete, inaccurate or contains false or misleading information, the Department may in its

absolute discretion decide to recommend that the Application not be approved for funding.

- A5.3 If the Applicant has provided the Department with incomplete, inaccurate or misleading information in relation to any Application for, or in the provision of advice relating to, or reporting of progress of, a project funded by the Commonwealth, the Department may in its absolute discretion decide to not recommend the Application for approval and/or terminate projects involving that organisation/person if funded and require the Administering Organisation to repay some or all of the funding.
- A5.4 If the Department considers that omissions, or inclusion of misleading information, are intentional, or if there is evidence of misconduct, the Department may refer the matter for investigation with a view to prosecution under Commonwealth criminal law. The Commonwealth is committed to protecting its revenue, expenditure and property from any attempt, by members of the public, contractors, sub-contractors, agents, intermediaries or its own employees, to gain financial or other benefits by deceit.

## **Appendix B – Administration of funding**

### **B1 Funding Agreement**

- B1.1 All parties involved in an Application should familiarise themselves with the draft Funding Agreement, but only the Administering Organisation and the Department will be parties to the Funding Agreement. Parties involved in a funded project must accept the terms of the Funding Agreement and the Administering Organisation must sign the Funding Agreement before the Department will commence payments.
- B1.3 Administering Organisations should note that the Funding Agreement covers the post-award management, including reporting requirements and financial management. The draft Funding Agreement will be provided to the successful Applicant and the Administering Organisation.

### **B2 Varying the Funding Agreement**

- B2.1 Requests to vary the Funding Agreement must be forwarded in writing by the Administering Organisation's Research Office to the Department. Forms are available on the Department Web Site. Amendment of any clauses of the Funding Agreement requires the written agreement of the parties.

## **Appendix C – Definitions**

**Administering Organisation** means the Australian University which administers the Ozone Scholarship. The Administering Organisation will receive and be responsible for the administration of the funding if the Ozone Scholarship is approved.

**Applicant** means the student undertaking doctoral study.

**Department** means the Department of the Environment, Water, Heritage and the Arts

**Funding Agreement** means the agreement entered into between the Department and the Administering Organisation if the Applicant is successful in obtaining an Ozone Scholarship. This Agreement sets out the terms and conditions under which the Commonwealth is to provide funding for the Ozone Scholarship and the Administering Organisation is to be responsible for administration of that funding and for ensuring the conduct of the research project.

## Appendix D

### **Decision XIX/20: Terms of reference for the Scientific Assessment Panel, the Environmental Effects Assessment Panel and the Technology and Economic Assessment Panel**

1. To note with appreciation the excellent and highly useful work conducted by the Scientific Assessment Panel, the Environmental Effects Assessment Panel and the Technology and Economic Assessment Panel and their colleagues worldwide in preparing their 2006 assessment reports, including the 2007 synthesis report;
2. To request the three assessment panels to update their 2006 reports in 2010 and submit them to the Secretariat by 31 December 2010 for consideration by the Open-ended Working Group and by the Twenty-third Meeting of the Parties to the Montreal Protocol in 2011;
3. To request the assessment panels to keep the Parties to the Montreal Protocol informed of any important new developments;
4. That for the 2010 report the Scientific Assessment Panel should consider issues including:
  - (a) Assessment of the state of the ozone layer and its future evolution;
  - (b) Evaluation of the Antarctic ozone hole and Arctic ozone depletion and the predicted changes in these phenomena;
  - (c) Evaluation of the trends in the concentration of ozone-depleting substances in the atmosphere and their consistency with reported production and consumption of ozone-depleting substances and the likely implications for the state of the ozone layer;
  - (d) Assessment of the interaction between climate change and changes on the ozone-layer;
  - (e) Assessment of the interaction between tropospheric and stratospheric ozone,
  - (f) Description and interpretation of the observed changes in global and polar ozone and in ultraviolet radiation, as well as future projections and scenarios for those variables, taking into account among other things the expected impacts of climate change;
  - (g) Assessment of consistent approaches to evaluating the impact of very short-lived substances, including potential replacements, on the ozone layer;
  - (h) Identification and reporting, as appropriate, on any other threats to the ozone layer;
5. That the Environmental Effects Assessment Panel should consider the following issues for future updates and the 2010 report:

- (a) Continued identification of the environmental impacts of ozone depletion and the environmental impacts of the interaction of ozone depletion and climate change for all areas that are assessed;
- (b) Assessment of the effects on human health from stratospheric ozone depletion;
- (c) Assessment of the impact of increased UV-B radiation on terrestrial and aquatic ecosystems and their interactions with each other and biogeochemical cycles;
- (d) Impact of stratospheric ozone depletion on the troposphere and its implications for the environment;
- (e) Assessment of the significance of UV-B radiation on materials;

6. That the Technology and Economic Assessment Panel should, among other matters, consider the following topics:

- (a) The impact of the phase-out of ozone-depleting substances on sustainable development, particularly in Parties operating under paragraph 1 of Article 5 and countries with economies in transition;
- (b) Technical progress in all sectors;
- (c) Technically and economically feasible choices for the reduction and elimination of ozone-depleting substances through the use of alternatives, taking into account their impact on climate change and overall environmental performance;
- (d) Technical progress on the recovery, reuse and destruction of ozone-depleting substances;