

VU Research Fellowship Appeals Guidelines 2021

A1. Scope and Purpose

- A1.1 These guidelines have been prepared for the purpose of detailing the appeals process for VU Research Fellowship applicants.
- A1.2 The appeals process is designed to ensure that Research Fellowship Applications have been assessed in accordance with the procedures outlined in the Fellowship Guidelines.
- A1.3 VU Research will only consider appeals against administrative process issues and not against Institute Panel recommendations, Associate Provost (Institutes and Centres) decisions, any rankings or comments.

A2. Step 1: Submit an appeal to VU Research

- A2.1 Appeals must be submitted by the academic within 14 days of the date of the notification to the academic of the outcome of the Research Fellowship Application including details of the appeals process.
- A2.2 All appeals must be made using the Fellowship Appeals Form and lodged with VU Research electronically to research.fellowships@vu.edu.au.
- A2.3 Academics should provide VU Research with all the information necessary to enable the appeal to be considered without the need for further written or oral explanation or reference to additional material.
- A2.4 The academic must identify the specific part of the process as described in the VU Research Fellowship Guidelines which they believe has been incorrectly applied.

A3. Step 2: VU Research process for handling appeals

- A3.1 The Vice-Chancellor (or nominee) will appoint an Appeals Officer/s after the assessment process has concluded for each VU Research Fellowship round. The appointed Appeals Officer will consider appeals arising in that Fellowship round.
- A3.2 The Appeals Officer/s will:
- act quickly, fairly, impartially and confidentially;
 - apply the principles of natural justice and procedural fairness;
 - consider the information in the Appeal Form in regard to each appeal and determine whether there has been any error in the administrative process relating to the procedures in the Fellowship Guidelines.
NOTE: The material that the Appeals Officer/s will base their recommendation upon will be limited to the staff member's Appeal Form and any written response by the University;
 - if an error is identified, determine whether any such errors led to a defect in Institute Panel

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recommendations or decision-making which adversely affected the Fellowship Application; and

- e. make a recommendation to the Vice-Chancellor (or nominee) whether an appeal should be upheld or dismissed.

A3.3 The Appeals Officer/s may also provide general advice to VU Research and the Institute Panels in relation to how its administrative processes could be modified or improved in future Fellowship rounds.

A3.4 The Vice-Chancellor (or nominee) will consider the Appeals Officer/s recommendation and determine whether to accept its advice.

A3.5 In the case that an appeal is upheld an appropriate course of action will be decided, which will normally be for the Institute Panel to reconvene and consider the application.

A3.6 The decision to uphold or reject an appeal rests solely with the Vice-Chancellor.

A3.7 Only one appeal can be lodged for an application. Appeals against the outcome of an appeal will not be permitted.