

GUIDELINES: Staff Shadowing Scheme 2023-2028: Open Round

Overview

To promote and reward the significant contributions from staff within Microscopy Australia, up to twenty (20) Staff Shadowing Visits (\$2,500 domestic; \$5,000 international) will be offered for outstanding applicants undertaking highly productive laboratory visits.

Our research support staff will get the opportunity to participate in a national or international Shadowing visit to provide them with additional training, expertise and mentoring in their career. The research experience and collaborative opportunity will benefit the successful applicants and enhance the support provided to Microscopy Australia users.

Eligibility/Criteria

Research support staff need to meet the following criteria for their application to be accepted:

- The candidate must provide microscopy support at a Microscopy Australia Facility or Linked Lab, including direct support to users. Applications must be fully supported by the Facility or Linked Lab Director.
- Applicants must provide a justification of the timing of the Staff Shadowing visit in relation to their current employment.
- A written agreement between the applicant's university/institution and host University is required before travel commences.

Conditions

Duration

The Shadowing visit must be between one (1) and three (3) weeks in length and be completed by 30 May 2028. The exact duration and schedule of the visit must be agreed in writing between the staff member and the Visit Sponsor (and their Facility). The primary purpose of the trip is to support training visits, but conference attendance and short periods of vacation leave are permitted during the trip according to your institution's policy.

Financial Support

Each Shadowing trip will be awarded funding up to \$2,500 (domestic) or \$5,000 (international) with an expected 50% matching co-contribution from the facility. This financial contribution provides support for the applicant's return economy airfare, living costs (meals, local travel, incidentals) and accommodation. Please note that research project costs and visa costs are not funded through this scheme. Linked Labs can request special consideration if matched co-contributions are not possible. All claims for reimbursement and funds must be processed by the due date set out in the award letter.

Application, Review and Approval Process

Application process

To apply for the Staff Shadowing Scheme, please submit the completed application form, along with the required attachments:

- Two-page CV
- Statement of support from your Facility or Linked Lab Director (including confirmation of matching co-contribution)
- Written invitation from the intended Host Facility including the purpose and dates of visit
- Airfare and accommodation quote for the visit

We recommend that applications be submitted within two months of commencement of the proposed visit, to allow sufficient time for review, approval, and administrative processes.

Application closing dates

Open Application Round: submit applications to shiree.heath@sydney.edu.au
Applications will be considered until 30 March 2028, or until the funding is fully awarded.

Review process

Representatives from the Operations Team will assess applications based on the quality of the track record of the applicant and outcomes of the proposed visit. The Panel will give preference to applications with a wider benefit to Microscopy Australia users, not just the applicant. Applicants must provide a justification of the timing of the Shadowing visit in relation to their current employment.

Applicants will be advised of outcomes in a timely manner following submission. Retrospective reimbursement for expenses prior to official notification of the outcome of your application are not permitted.

Approval process

Please be aware that each university has rules concerning approvals for University business and travel. It is the applicant's responsibility to ensure that approvals are obtained with the required paperwork submitted through your institution prior to travel.

Outcomes/Reporting

To promote the research expertise of our instrument scientists outside Microscopy Australia, successful applicants will arrange to present a talk during their visit at the sponsor/host institution.

To promote the enhanced training and expertise of our instrument scientists within the Microscopy Australia community, successful applicants will be required to give a presentation on their Shadowing visit at a locally organised Seminar/Workshop within 2 months of their return.

Successful applicants must provide a final report on the achievements of their Shadowing visit within two months of their visit. Please contact shiree.heath@sydney.edu.au for a copy of the Final Report form.

Contact Officer	<i>Chief Executive Officer</i>
Date Approved	<i>1 April 2021</i>
Approval Authority	<i>Microscopy Australia Operations Team</i>
Date of Commencement	<i>1 April 2021</i>
Amendment Dates	<i>1 Feb 2022; 24 Mar 2022; 20 Jan 2023; 30 Oct 2023; 12 April 2024</i>
Date for Next Review	<i>30 Oct 2025</i>
Related Policies, Procedures, Guidelines, Forms or Templates	Staff Shadowing Scheme Application Form 2023-2028 Staff Shadowing Final Report Form