

Faculty of Science and Information Technology  
RESEARCH & RESEARCH TRAINING COMMITTEE

**ECA (PHD HOLDER)  
TEACHING RELIEF GRANT  
'GUIDELINES'**

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This scheme is designed to provide the opportunity of timely relief from teaching duties, excluding lecture delivery, to focus on developing key components of the Early Career Academic's research program that would be progressed more expeditiously by a more concentrated effort. In order to manage the benefits of this scheme across the tenure of the ECA period please note that:

**Each ECA may receive a maximum of \$7000 in Teaching Relief and/or Networking/Conference Funding over the term of their ECA status. The relative allocation of Teaching Relief and Networking/Conference Funding is flexible. Each ECA can request allocation of funds fully for Teaching Relief, fully for Networking/Conference Funding or distribute the funds across the two schemes. Their preference will need to be justified with reference to how this will assist in the achievement of research goals outlined in their Research Plan.**

**Eligibility:**

To be eligible for Teaching Relief:

- the applicant must satisfy the definition of an Early Career Academic.
- the Faculty Research & Research Training Committee (FRRTC) must have approved the applicant's Research Plan.

Eligibility for teaching relief is independent of whether or not the applicant is a recipient of external research funds and is supervising Research Higher Degree students.

**Application:**

An application for Teaching Relief:

- is to be developed in consultation with the nominated mentor of the Early Career Academic and FRRTC School Representative.
- be agreed by the Head of School ensuring that the nature and extent of the proposed teaching relief does not compromise the quality of undergraduate course offerings within the host School.
- must be cast in relation to the approved Research Plan of the Early Career Academic. Particular attention needs to be given to indicating how the relief time will be targeted to progress key component(s) of the research program that will ensure strategic outcomes in developing a competitive research profile.

**Conditions of the Award:**

- Application for Teaching Relief shall be made each year as part of the ECA's yearly progress report.
- The applicant has reached a signed agreement (see application form) with their Head of School that the proposed teaching relief does not compromise the quality of undergraduate course offerings within the host School.
- The teaching relief grant shall be used for the purposes described in the Teaching Relief application and not for any other purpose.
- The grant is to be expended during the agreed tenure of the grant as specified in the letter of offer.
- The account number of the grant is to be quoted on all financial transactions. The grantee is the person authorized to approve expenditure of the grant, or in the grantee's absence, the Head of the grantee's School.
- The benefits derived from the teaching relief are to be encapsulated into the 3-year report on progress with the Research Plan to the Faculty Research & Research Training Committee.