***VU Research***

**Research Fellowship Appeal Form**

**Appeals must be submitted to** research.fellowships@vu.edu.au **within 14 days of formal notification.**

This form is to be completed by staff who are lodging an appeal in relation to the administrative process used to assess a VU Research Fellowship application.

# The Appeals Guidelines are accessible [here](https://www.vu.edu.au/researchers/research-lifecycle/research-fellowships) for further information regarding Research Fellowship appeals and processes.

# APPLICATION NUMBER:

# APPLICANT NAME:

# EMPLOYEE NUMBER:

# CONTACT EMAIL ADDRESS:

# CONTACT PHONE:

 **GROUNDS FOR APPEAL**

* **Note:** Pursuant to the Research Fellowship Guidelines, appeals will be considered only against administrative process issues and not, for example, against Flagship Panel recommendations, DVC decisions, rankings or comments.
* Academics must identify the specific Fellowship Guidelines clause, section or procedure which they believe has been incorrectly applied:

 **DETAILS OF APPEAL**

* **Note:** Academics should provide 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.

**SIGNATURE:**

**DATE:** / /