

## Pacific Post-Doctoral Fellowship

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### Guidelines for Applicant 2022

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## Overview

### Background

Our iho is as a global–civic university with our marae at our heart, which is further defined by our heritage and by our tūrangawaewae. The traditions of British ‘red-brick’ civic universities mingle with mātauranga Māori and tikanga Māori. The centrality of our marae links us to the ancestors of our land and ties us all to the iwi of Aotearoa and to the wider Pacific. Te Herenga Waka means the mooring place of canoes. Symbolically, the marae and wider university are spaces where everyone, no matter where they are from, can ‘hitch their canoe’ and belong.

Nurturing the intellectual curiosity that pushes the boundaries of new knowledge and enhances the world around us is established through the significant value we gain from bringing indigenous knowledge such as Māori and Pacific Peoples knowledge to bear on basic and applied research activities.

### Objective

Attract, retain, and employ two early-career Pacific Peoples postdoctoral research fellows into the University. To ensure greater outcomes in their early-career research, fellows will progress through a three-year programme and grow their knowledge, experiences, and innovation through basic or applied research activities relevant to their field.

### About the Postdoctoral Fellowship

Two research fellowship programmes of three years in length will be awarded by a competitive process for research undertaken in any field and within any Faculty, School, Institute and CSU.

The grant is awarded on 1.0 EFT basis, unless otherwise agreed by the Vice Provost Research (VPR) Office. The VPR will award \$85,000 per annum towards the researcher’s salary, 10% On-costs, and \$20,000 per annum in research-related expenses.

The award will comprise of a 2-month application, selection, and matchmaking process, a three-year Project, and a one-year and a five-year review and follow-up.

### Important Dates

Applications:	Opens Monday 05 December 2022, at 8am. Closes Friday 17 February 2023, at 5pm.
Selection:	Starts Monday 20 February 2023. Finishes Friday 10 March 2023
Matchmaking:	Starts Monday 05 December 2022. Finishes Friday 10 March 2023
Announcement:	Friday 31 March 2023

### Point of contact

Rangahau Māori Team: [rangahau@vuw.ac.nz](mailto:rangahau@vuw.ac.nz)

## Eligibility Criteria

To support the objective of the initiative:

- Applicants must be of Pacific descent; this includes NZ Pacific and Pacific Island born.
- Applicants must be either Aotearoa New Zealand citizens, or permanent residents.
- Applicants are one of the following
  - an early career research fellow with a confirmed Supervisor,
  - an early career research fellow with no Supervisor,
- Applicants must meet the requirements to graduate with a PhD on or before the start of the Fellowship and conferred within the last eight years.
  - An exemption to this clause can be sought for fellows that have completed all requirements for graduating with a PhD and can demonstrate a graduation date within the first year of the Fellowship.
  - An extension to the eligibility period for PhD conferral may be sought under the following scenarios,
    - ◆ Extended sick leave
    - ◆ Part-time employment or career interruptions as a result of care-giving responsibilities, as agreed with the University.
- Applicants may have some previous career research experience, which will need to be clarified within the application.
- Applicants should normally not currently hold a research role unless that role is fixed term and due to end before the start date of this Fellowship. Those who are employed in a technical or teaching capacity would normally be eligible if the role requires at least 80% of their time to be spent on these activities.

## Selection Criteria

The award criteria must ensure successful proposals are consistent with the background and objectives of the Fellowship stated above. A strong application will include evidence of:

### Academic and research excellence

As evidenced in the applicants' statement, publications, awards, contributions, and academic transcript.

### Excellence Filtering

As evidenced in the Applicants statement, publications, awards, contributions, and academic transcript.

### Potential for career development

As evidenced by the Applicants statement, and the outcomes of the research project outlining how the Fellowship will have a positive impact on their research, cultural, academic, and career development.

### Appropriateness of the proposed research programme

As evidenced by the research project that clearly articulates the benefits that the research could deliver for Aotearoa New Zealand and the programme is realistic and achievable.

## Selection Process

The selection process will begin **Monday 20 February 2023** and comprise of the selection criteria, eligibility screening and Matchmaking Process (if applicable). The selection Panel will meet and discuss each application and give their recommendations to the University Research Council (URC). The URC hold the Final Decision.

### Applicant Eligibility Screening

Applications will be checked against the Applicant Criteria. Applications will also be checked for completeness, including the required supporting documents. This will be actioned by the Kaiārahi Rangahau Māori (KāRM).

### Supervisor Eligibility Screening

Applications will be checked against the Supervisor Criteria. Those applications that require a Supervisor will go through the Matchmaking Process. This will be actioned by the KāRM.

### Matchmaking Process

The KāRM will forward the shortlisted applications to the Panel to begin the Matchmaking Process.

## Application Form Overview

The following table provides an overview of the types of information and documents required from the Applicant.

Section	Information
Section 1	<b>Personal details</b> Name, affiliations, village, church, contact details, eligibility, qualifications, and employment history.
Section 2	<b>Research profile</b> Applicant statement, fields of research, publications, awards, and other notable contributions, Referee statements
Section 3	<b>Research Activity</b> Project title, summary, background, proposed research, references, potential for career development, and timetable.
Section 4	<b>Fellowship supports</b> Supervisor, and Host details and statements.
Attachments	<b>Supporting information</b> Proof of citizenship, academic transcript (including undergraduate, Masters and PhD studies),

## Sections of the application

The following is further information to support applicants to produce a strong application.

### Section 1 - Personal Details

Personal details include the applicants legal name and contact details. Eligibility information include citizenship, and ability to work in Aotearoa New Zealand. Qualifications and Career information include previous and current qualifications and employment. If any contact details or information provided should change at any stage after the application is submitted, applicants must inform the KāRM as soon as possible.

#### ***Applicant Information***

Applicants provide details such as their legal name, affiliations (iwi, hapū and church), accurate and reliable contact details, and a postal address.

#### ***Eligibility Criteria***

Applicants must meet the Applicant Criteria and provide evidence where required.

#### ***Citizenship***

Applicants must indicate whether they are an Aotearoa New Zealand Citizen or a Permanent Resident. Proof of citizenship or copy of a permanent resident visa must be scanned and uploaded with the application. Original or certified copies of the documents may be requested by the University at a later date.

#### ***Date PhD conferred***

Applicants must provide the date when their PhD was conferred and the institution. They will also need to scan and upload a copy of their academic transcript, and a copy of their PhD Certificate or provide evidence (max 1 page) of when their doctoral degree was conferred.

#### ***Eligibility exemption (if applicable)***

Applicants must provide a reasons for why they are asking for a PhD exemption (e.g. Applicants have completed the requirements to graduate but have not yet graduated, applicants have had periods of parental leave, extended sickness leave, or leave due to other caring responsibilities). Note that this requires prior approval from the University.

#### ***Qualifications and Employment***

Applicants must provide details of their academic and professional qualifications and positions they have held in relation to their study and research career to date. This includes full-time, part-time, and voluntary roles, such as internships, research assistant, and research support for their communities.

#### ***Qualifications***

Applicants enter the date the qualification was granted, the type of qualification, and the institution from which it was granted.

#### ***Employment history***

Applicants enter the start and finish dates of the position held, the role or title of the position and the employer.

## Section 2 – Research Profile

This includes a brief statement from the applicant, publications, awards, notable contributions, their field of research, and referee statements.

### ***Research Profile***

The Applicant must provide a brief statement on who they are, their research goals, interests, and achievements.

### ***Publications, Awards, and other notable Contributions.***

Applicants list published peer-reviewed publications (e.g., journal articles, book chapters, books edited, etc.), patents and other notable contributions that demonstrate their capabilities as a researcher (e.g. awarded research or travel grants, patents, conference chairs, speaker invitations, editorial boards, conference committees etc.). Notable contributions should also include research, contributions or scholarships, research related to their community.

### ***Fields of research (FOR)***

The FOR classification allows research and development (R&D) activity to be categorised according to the field of research. In this respect, it is the methodology used in the R&D that is being considered. Please enter up to FIVE codes from the list of research codes supplied in “Fields of Research Classification Codes”. For a list of codes, please refer to the Field of Research Calculator at: <http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d3TYSTsmz2uc8CY1>. Please use codes that are as specific as possible, i.e. 6 digits.

### ***Referee Details and Statements***

The Applicant, working with each of their referees’, must provide the referee name, community affiliation (if applicable), the current role/position and institute or organisation of the referee, a contact email and phone number, the applicants relationship with the referee, and a referee statement.

## Section 3 – Research Project

### **Research Practices**

Applicants select from one of the following options that best fits the type of research practice of your proposed project:

#### ***Research with no specific Pacific component***

- No Pacific Peoples knowledge is used.
- Pacific Peoples are not associated with the research process (e.g. not on any research management / advisory / governance panels, it is not inclusive of any Pacific Peoples institutions, nor the subject of any component of the research).
- Work is not likely to be of greater direct relevance to Pacific Peoples than members of any other group.

#### ***Research relevant to Pacific peoples***

- There is specific relevance to Pacific Peoples.
- Knowledge may be used in a minor way to guide the work and its relevance to Pacific Peoples.
- It includes work that contributes to the aspirations and outcomes of Pacific Peoples.

#### ***Research involving Pacific knowledge, peoples, resources***

- Pacific knowledge, peoples, or resources may be incorporated in the project but is not central to the project.
- Research is specifically and directly relevant to Pacific knowledge, peoples or resources are involved in the design and/or undertaking of the research.
- The work typically contributes to the aspirations and outcomes of Pacific Peoples.

#### ***Pacific-centred research***

- The project is Pacific-led, and where Pacific knowledge, peoples, and resources are used alongside other knowledges (e.g. through frameworks, models, methods, tools, etc.).
- Pacific research is a key focus of the project.
- Research is typically collaborative or consultative, with direct input from Pacific stakeholders.
- There is alignment with and contribution to the aspirations and outcomes of Pacific Peoples.

#### ***Pacific-led research***

- Pacific Peoples knowledge is incorporated, used, and understood, as a central focus of project and its findings.
- Research is grounded in Pacific Peoples worldviews and connected to the philosophies and principles of Pacific Peoples.
- Research typically uses Pacific Peoples research methodologies.
- Pacific Peoples language may be a central feature to this research activity, and the applicant has medium to high cultural fluency or knowledge.
- The research is generally led by a Pacific Peoples researcher; non-Indigenous researchers may carry out research under the guidance/mentoring of a Pacific Peoples researcher.
- Pacific Peoples participation is high.
- The work contributes strongly to Pacific Peoples aspirations and outcomes and is mana enhancing.

### **Research Category**

Please select one of the following categories that best fits the theme of the proposed project: Humanities and Social Sciences, Life Sciences, or Physical Sciences and Mathematics. This information will be used for

statistical purposes to track application numbers and success across different fields of research. Please use the following information as a guide:

***Humanities and the Social Sciences (HSS)***

Research related to the human condition or aspects of human society. This includes, but not limited to: English; languages; history; religion; philosophy; law; classics; linguistics; literature; cultural studies; media studies; art history; film; economics; education; psychology (cognitive, social, developmental, organisational, community and health); cognitive science; linguistics; archaeology; anthropology; sociology; social, cultural and human geography; social anthropology; architecture, urban design and environmental studies; public health; nursing; public policy; marketing; political science; and business studies.

***Life Sciences (LFS)***

Research related to understanding the activities that occur in cells and tissues and the interrelationships between organisms and their environment. This includes, but not limited to: physiology (plant or animal), pathology (animal or plant), pharmacology, molecular biology, genetics, cell biology, microbiology; neurobiology and neuropsychology (including animals as a model species for humans); animal behaviour; population biology genetics; functional genomics and related bioinformatics; biostatistics and modelling; animal, plant and microbial ecology; biogeography; biodiversity; phylogenetics; systematics and evolution; biophysics, chemical biology; and biochemistry.

***Physical Sciences, Engineering and Mathematics (PEM)***

Research related to the physical world and mathematics. 11 This includes, but not limited to: physics; physical chemistry; organic chemistry; analytical chemistry; inorganic chemistry; pure and applied mathematics; statistics; logic, theoretical and engineering aspects of computer and information sciences; complexity theory; operations research; nanotechnology; software and hardware engineering; applications and robotics; materials science; engineering (including bioengineering and other cross-disciplinary research activities); geology; geophysics; physical geography; oceanography; hydrology; meteorology; atmospheric science; earth sciences; astronomy; and astrophysics.

***Research Type***

Please select one from the following options that best fits the type of research of your proposed project: pure basic research, strategic basic research, applied research, or experimental development. The type of activity options are:

***Pure basic research***

Experimental and theoretical work undertaken to acquire new knowledge without looking for long term benefits other than the advancement of knowledge.

***Strategic basic research***

Experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of practical discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.

***Applied research***

Original work undertaken primarily to acquire new knowledge with a specific application in view. It 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.



### ***Experimental development***

Systematic work, using existing knowledge gained from research or practical experience, which is directed to producing new materials, products, devices, policies, behaviours or outlooks; to installing new processes, systems and services; or to improving substantially those already produced or installed.

### ***Title***

Applicants provide a title that best describes the nature of their proposed Project.

### ***Summary***

Please provide a summary of the planned project suitable for a lay audience with some limited science knowledge and using a maximum of 300 words. It may be used for reporting and public information.

### ***Background***

Please provide the relevant background information for your research project. It should outline your motivation, interest, and reason why you are researching this field. You must also include your research question.

### ***Description***

Please provide a description of your research project including your research and analysis methodologies, and if your project has some to significant Pacific component, Pacific-centred research, or is Pacific-led research.

### ***Outputs***

Outputs must be tangible, these may include, but limited to:

- A peer reviewed publication, a detailed report, a series of articles, blogs, or forums.
- A contribution to a symposium, or a series of presentations to research stakeholders.
- A framework for a strategy, programme, or initiative to develop Pacific knowledge within the Fellows FOR
- A framework for an outreach programme or initiative to engage more Pacific young people within the Fellows FOR
- A film or podcast series highlighting or promoting the outcomes of the Project.
- Relationships or partnerships developed as part of their research

### ***Outcomes***

Outcomes must outline how the Project will impact on:

- The cultural growth and development of the Fellow, Host and University
- The professional research and academic career development of the Fellow,
- The growth of Pacific knowledge within the Fellows FOR.

### ***Management***

Applicants must provide strategies to manage their engagement with Pacific knowledge, resources, peoples, data, and intellectual property:

### ***Pacific knowledge***

Applicants must provide a strategy or strategies on how they intend to manage the collection, sorting and storage of Pacific knowledge.

### ***Pacific resources***

Applicants must provide a strategy or strategies on how they intend to manage the collection, sorting and storage of Pacific resources.

### ***Pacific peoples***

Applicants must provide a strategy or strategies to manage their engagement with Pacific peoples.

**Pacific data**

Applicants must provide a strategy or strategies on how they intend to manage the collection, sorting and storage of Pacific data.

**Intellectual property**

Applicants must provide a strategy or strategies on how they intend to manage Intellectual Property.

**Stakeholders**

Please provide a list of your key stakeholders, partners, or contributors to their project.

**Milestones**

Applicants must provide a list of the key milestones of their Project and the expected completion date.

**Budget**

The following table reflects the, in general, costs relevant to the research project. Applicants can add or delete where appropriate.

<b>Budget Summary</b>				
<b>Item</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Salaries (Research Assistants)				
Domestic Travel Costs				
Material Costs				
Equipment Hire Costs				
Catering and Food				
Conference Fees				
Accommodation Costs				
Courier, Freight & Postage				
Field Trips/Productions				
Functions, Venues, & Equip Hire				
Lab, Test, AV Eqp <\$5000				
Photocopying – copy ctrs				
Lab and Classroom supplies				
Plant & Equip <\$5000				
Print Design				
Purchase-IT Equip <\$5000				
Consultancy & Prof Services				
Salaries-General-Temporary				
Taxi Costs				
Vehicle Running Expenses				
Volunteer Payments & Koha				
<b>Total</b>				

## Section 4 – Fellowship Supports

The supervisor must articulate how they intend to provide the wrap-around support for the applying Fellow. These should include the leadership development, or mentorship needed.

### ***Supervisor Details and Statement***

Applicants with a confirmed Supervisor, who meets the Supervisor criteria, will need to complete the following. Those applicants without a confirmed Supervisor, will be placed through the Matchmaking process and when a supervisor is confirmed, by the deadline, will also need to complete the following.

The Supervisor must provide details on how they will support the applicants cultural, research, academic, and professional development needs.

### ***Host Details and Statement***

The Supervisor will need to complete the following in conjunction with the Faculty Dean, School Head, or Director of the Host, guided by the Associate Dean Research. A point of contact (POC) is someone other than the Supervisor.

The Supervisor works in conjunction with the Host and must provide details on how they will support the applicants cultural, research, academic, and professional development needs.

## Section 5 Glossary and Supporting Documents

### ***Glossary***

Applicants provide a list of definitions for any terms, words, or phrases specific to their FOR or any Pacific words, concepts, or phrases.

### ***Supporting documents***

In addition to the completed electronic application, applicants must upload electronic copies of the following documents:

- Proof of Aotearoa New Zealand citizenship or permanent resident visa status.
- Academic transcript(s).
- PhD certificate or other evidence demonstrating the date your PhD was conferred.

These documents should be compiled into one PDF file with the following filename format: YOUR SURNAME- THWVUW PostDocFellowship2022-SUPPORTING DOCUMENTS

### ***Submitting the Application***

All applications need to be submitted by emailed to the Rangahau Māori Team ([rangahau@vuw.ac.nz](mailto:rangahau@vuw.ac.nz)) within the Research Office at THW-VUW by 5pm of the closing date. If changes to the application are made after submission, the applicant must contact the KāRM immediately.

The email should be composed of the following:

- **Subject line:** YOUR SURNAME, THWVUW Post-doc Fellowship 2022.
- Introduce yourself, your project and if applicable cc in your confirmed Supervisor.
- Attach the application form, and relevant supporting documents.

The University reserve the right to request original or certified copies of the documents prior to announcing short-listed applicants.

## Additional Information

This section holds additional information for Referees, Supervisors, Hosts, and the Matchmaking process.

### Referee Information

Applications must be supported by three applicant-solicited Referee statements. Applications without the necessary three referee statements will be withdrawn from further consideration.

#### **Referee Criteria**

To support the objective of the initiative:

- One referee can be the supervisor of applicant's PhD programme.
- If the applicant has already undertaken postdoctoral research, the supervisor of this project should be another referee.
- Elders and/or Community Leaders can also be another referee.
- Referees should not have a conflict of interest with the applicant, i.e. they should not hold a line of management role over the applicant at the proposed host institution, and they should not be directly involved in the applicant's proposed research. An exemption to this rule is allowed for the supervisor of an applicant's PhD programme and supervisor of undertaken postdoctoral research.

#### **Referee Statement**

Referees must provide details of their name, iwi, hapū or church affiliation (if applicable), role/position, institute or organisation, a contact email and phone number, Referee relationship with Applicant, and supporting Referee statement.

The Referee statement must indicate in what capacity they know the applicant, and provide support of the Applicants' research capability, problem solving, potential to advance knowledge, and the impact on others in their respective communities.

<b>Excellence Attribute</b>	<b>Description of Excellence</b>
Research capability	<ul style="list-style-type: none"><li>▪ Is recognised as having the potential to succeed in a research environment and, where relevant, has relationships in the area of research with indigenous knowledge holders, or other groups with whom knowledge exchange, transmission and development can occur.</li><li>▪ Can independently develop and plan original and innovative research. This includes, where relevant, showing skill and expertise in Pacific.</li><li>▪ Can independently execute planned research, accurately documenting methods and outcomes. This includes, where relevant, the use of Pacific practices and/or the appropriate use and protection of Pacific knowledge.</li><li>▪ Shows promising skills for collaboration with researchers from other teams and disciplines.</li><li>▪ Is motivated to succeed.</li></ul>
Problem solving	<ul style="list-style-type: none"><li>▪ Can independently address and solve problems.</li><li>▪ Can think critically and, where relevant, draw resourcefully on Pacific knowledge and/or practices.</li><li>▪ Can extract critical ideas from complex information.</li><li>▪ Can use innovative ways to address issues.</li></ul>
Potential to advance knowledge	<ul style="list-style-type: none"><li>▪ Has knowledge and familiarity with relevant research literature and knows what a major contribution to the field of research looks like.</li></ul>

	<ul style="list-style-type: none"> <li>▪ Can communicate research in writing (e.g. writing of funding proposals, research synopses, publications, or other written material of relevance to the research field in question).</li> <li>▪ Can communicate research verbally (e.g. at conferences, seminars, hui, wānanga, discussion forums, outreach events, or other venues of relevance to the research field in question).</li> <li>▪ Can describe the value of their research in the context of its potential impacts and benefits to Aotearoa New Zealand.</li> <li>▪ Has awareness of Vision Mātauranga.</li> </ul>
Impact on others	<ul style="list-style-type: none"> <li>▪ Has begun to build a good working reputation with peers and colleagues.</li> <li>▪ Exhibits or cultivates skills and attributes as a mentor or leader. This includes, where relevant, a growing research reputation with Pacific groups and communities.</li> <li>▪ Has made strong connections with others in the field of research.</li> </ul>

### Supervisor Information

Supervisors are a permanent member of the University's staff, must closely match the FOR of the Applicant and be able to provide ample support.

#### **Supervisor Criteria**

To support the objective of the initiative:

- Supervisors are a permanent member of the University's staff.
- Supervisors have the capability and capacity to provide ample support for the Fellows cultural, research, academic, and professional career needs throughout the duration of the Programme.

#### **Supervisor Details**

Applicants with a confirmed Supervisor, who meets the Supervisor criteria, will need to complete the following. Those applicants without a confirmed Supervisor, will be placed through the Matchmaking process and when a supervisor is confirmed, by the deadline, will also need to complete the following.

#### **Supervisor Statement**

The Supervisor must provide details on how they will support the applicants cultural, research, academic, and professional development needs. These should include how they will work with the Pacific Academic community at THW-VUW to support the Applicant.

### Host Information

The Supervisor will need to complete the following in conjunction with the Faculty Dean, School Head, or Director of the Host, guided by the Associate Dean Research.

#### **Host Criteria**

To support the objective of the initiative:

- Hosts are the Faculty, School, Centre, or Institute of the Supervisor.
- Hosts have the capability and capacity to provide wrap-around support to the Fellow and Supervisor throughout the duration of the Programme.

#### **Host Details**

The Host must provide details of a point of contact. A point of contact (POC) is someone other than the Supervisor.

#### **Host Statement**

The Supervisor works in conjunction with the Host and must provide details on how they will support the applicants cultural, research, academic, and professional development needs. These should include how they will work with AVC (Pasifika) to support the Applicant.

### Matchmaking Information

Fellows without a Supervisor that have been shortlisted will be invited to complete the matchmaking process.

#### ***Matchmaking Criteria***

To support the objective of the initiative:

- Fellows must meet the Fellow criteria and have been shortlisted by the KāRM.
- Potential supervisors must meet the Supervisor criteria and are committed to supporting the Fellow.
- Hosts must meet the Host criteria and are committed to providing wrap-around support to the Fellow and Supervisor.

#### ***Matchmaking Process***

The matchmaking process will comprise of eligibility screening, capacity filtering and a capability review. The process is completed by the KāRM supported by the Research Office, AVC (Pasifika) Office, and the Panels, who reviews the evidence of the following:

- The capability and capacity to provide ample support for the Fellows cultural, research, academic, and professional career needs throughout the duration of the Programme.
- Hosts have the capability and capacity to provide wrap-around support to the Fellow and Supervisor throughout the duration of the Programme.