

Cancer Institute NSW Career Disruption Guidelines

Purpose

The purpose of this document is to provide guidance as to what can and cannot be classified as career disruptions in relation to the Cancer Institute NSW grant applications and variation requests.

Career Disruptions

A Career Disruption is defined as a prolonged interruption to an applicant's capacity to work. A Career Disruption is something that the applicant is entitled to (e.g., workplace leave) or out of the applicant's control (e.g., redundancy from research role). The period of career disruption may be used:

- to determine an applicant's eligibility for an Early Career or Career Development Fellowship Grant or variation request
- to allow for the inclusion of additional track record information for assessment of an application
- for consideration by the Research Grants Review Committee.

To be considered for the purposes of eligibility, a period of Career Disruption is defined as:

- a continuous absence from work for **90 calendar days or more**, and/or
- continuous, long-term, part-time employment (with defined %FTE) due to circumstances classified as Career Disruption, with the absence amounting to a **total of 90 calendar days or more**.

The following examples of career disruptions are acceptable so long as suitable justification or evidence can be provided where relevant, the disruption amounted to a total of 90 calendar days or more, and the Administering Institution agrees to the disruptions as per the requirements of the Endorsement Letter.

- Annual leave
- Bereavement leave
- Carer's leave
- Completion of studies¹
- Covid-19 related job loss or inability to find research-related employment
- Long service leave
- Parental leave

¹ Only eligible if PhD is intertwined with undergraduate degree (e.g., the [Monash MBBS/MD - PhD pathway](#)). Additional studies undertaken after the completion of a PhD are not considered a career disruption.

- Part-time work in research role (due to carer/parental responsibilities)²
- Part-time work in research role (due to completion of studies)
- Part-time work in research role (due to health reasons)
- Redundancy from research role³
- Relocation (international or interstate)⁴
- Sick/Injury leave

The following examples will **not** be accepted as career disruptions:

- Clinical appointment
- Covid 19 - working from home
- Covid 19 infection isolation period
- Further studies (e.g., completion of additional PhD, undergraduate or post-graduate course)
- Expiration of research contract
- Medical Training
- Part-time employment
- Teaching appointment
- Unemployment
- Work in area other than research
- Work in industry

Please contact the [Cancer Institute NSW](#) prior to submitting your application to confirm the eligibility of your career disruption request. Queries submitted within one week of the closing date of the application may not receive a response.

How to apply for a Career Disruption

If you consider that you have had a career disruption, please complete the Career Disruption Calculator located on the Cancer Institute [website](#). Please ensure the career disruption is agreed upon with your Administering Institution and is detailed in the Administering Institution's endorsement letter.

² Evidence required (e.g. letter from HR confirming part-time work appointment)

³ Redundancy may be considered a disruption so long as:

a. evidence can be provided of the redundancy

b. confirmation that no paid work was undertaken between the redundancy and the next position can be provided.

⁴ Relocation is if the applicant *is unable to work for a period of time due to relocating* (e.g., awaiting the appropriate work VISA); it is not a career disruption if the applicant has chosen to undertake a role in a location outside of NSW.