

ADVICE AND INSTRUCTIONS: RESEARCH FELLOWSHIPS 2020

General Information

Melbourne Health will be awarding two (2) fellowships for projects commencing in 2020. These fellowships have been made available through Margaret Henderson Bequest and a donation from the Fight Cancer Foundation.

The RMH Allan Watt and Chris Geyer Oncology Fellowship

Not available in 2020.

The RMH DW Keir Fellowship in Medical Research

Not available in 2020.

The RMH Margaret Henderson Women in Research Fellowship & the RMH Fight Cancer Foundation Fay Duncan Women in Research Fellowship

The respective Women in Research Fellowship aim to address the gender balance in research by creating opportunities for female scientists and clinician researchers – nurses, allied health professionals, doctors – to further undertake research as part of their careers.

This Fellowship comprises of **\$50,000** to enable the recipient to:

- » carry out further research in their area of expertise;
- » fund protected research time either through increased EFT or backfill clinical duties;
- » attend research meetings and/or conferences (domestic and international);
- » undertake training and development that enhances future chance of success for grant funding.

Important Information

Applications open: 15 October 2019
 Applications close: 28 November 2019, midnight AEST
 Notification of outcome: March 2020

All documentation required to complete the application, including the *MHRFP Funding Rules for Researcher Support* is located in the [MH Research Fellowships](#) web page on the Office for Research website.

Enquiries

For clarification or information on this funding scheme contact the Research Administration Officer (RAO) by email at RMHRAO@mh.org.au or telephone +61 3 9342 7950.

Eligibility Criteria

In addition to the criteria described in the *MHRFP Funding Rules for Researcher Support (Fellowships)*, further eligibility requirements and conditions apply to the respective schemes as described below.

The Allan Watt and Chris Geyer Oncology Research Fellowship

Not available in 2020

DW Keir Fellowship in Medical Research

Not available in 2020

RMH Margaret Henderson Women in Research Fellowship

This Fellowship is open to female researchers with a current ongoing appointment at Melbourne Health.

RMH Fight Cancer Foundation Fay Duncan Women in Research Fellowship

This Fellowship is for a project in the area of blood cancer research and is open to female researchers with a current appointment at Melbourne Health.

TIME COMMITMENT

There is no time commitment prescribed for the Margaret Henderson Women in Research Fellowship, however applicants may elect to use the prize to fund protected research time.

Starting a New Application

To start your application, go to the [MH Research Fellowships](#) page on the RMH website, read the essential documentation, and then click the “Apply Now” button.

Each application will be assigned a unique application identification number. Use this ID number to identify your application in any correspondence when referring to your application.

There are 6 pages to be completed in the application:

- » Page 1: Project Title and Investigator Details
- » Page 2: Project Details
- » Page 3: Internal Support and Timeline
- » Page 4: Budget
- » Page 5: Clearances
- » Page 6: Certification

PAGE 1: Project Title & Investigator Details**SCIENTIFIC TITLE**

The scientific title will be used to identify the application at all times during the assessment process and should accurately describe the nature of the project.

Simplified Title

The simplified application title is usually used in media releases and the annual publication of successful awards. It should be easily understood by the general public while still conveying the general nature of the project.

Brief Synopsis (250 words)

The synopsis should accurately and briefly summarise the research as provided in the Research Proposal.

SCHEME SELECTION

Select the schemes to which you are seeking to apply. You may apply to all fellowships on the one form so long as you meet the eligibility criteria for each scheme.

CHIEF INVESTIGATOR DETAILS (CIA)

Provide your name and contact details. A Melbourne Health Employee ID number is required to be eligible to apply.

TRACK RECORD

Provide details of all your current appointments, including your appointment at Melbourne Health.

In this section you are also asked to provide details of your qualifications, grants and awards.

Publications

Attach a list of your publications which have been published in refereed journals using the following headings:

- » Journal Articles
- » Chapters
- » Books

Only include articles which have been published or accepted for publication.

The date of acceptance should be provided for papers not yet published. Do not include papers submitted for publication but not yet accepted; or abstracts.

Achievements

Comment on your most significant achievements over the course of your research career.

REFEREES

Provide contact details for two referees and append their referee reports in support of your application considering the following:

- » Research success
- » Leadership and mentoring
- » Benefit to health outcomes
- » Benefit to Melbourne Health

Ensure that one referee is internal and one referee is external to Melbourne Health. Letters must be provided on official letterhead and uploaded to your application as PDF files.

PAGE 2: Project Details

RESEARCH TEAM

Provide name, current appointment, and affiliated institution of each member of the research team. Describe their expertise and what their contribution will be to this project.

GENERAL PROJECT INFORMATION

GRANT PROPOSAL

All applicants are required to use the recently updated [Grant Proposal Template for Fellowships](#). Download the latest template directly from the Office for Research website at: <https://www.thermh.org.au/research/researchers/grants/research-funding-program/rfp>.

The Grant Proposal must be uploaded to the online application form in PDF format and must not exceed 2 Mb in size.

Components	Page Limit
Research Proposal	5 pages
References	2 pages
Team quality & capability relevant to proposal	1 page

Research Proposal (5 pages max.)

All scientific information relating to your proposal must be contained in this section.

Your Research Proposal should provide enough information so that the research approach can be assessed by the reviewers by including the essential components that may include the following, depending on the type of research:

Where relevant, clinical trial and cohort studies should consider the following items in their Research Proposal:

- » Is the design of the study is appropriate?
- » Justify the need for the clinical trial
- » Explain the appropriateness of participants
- » Has the study design been informed by a systematic review?
- » Controlled studies should demonstrate the appropriateness of the assignment of interventions.
- » Does it include an adequate (defensible) sample size?

References (2 pages max.)

- » Provide a list of all references cited in the application using a standard journal format
- » Include only references to cited work.

Team Quality and Capability (1 page max.)

- » Provide a summary of quality and capability of the team relevant to this proposal by providing details of the following:
 - » Their expertise and roles relevant to the proposed project;
 - » Their influence in this specific field of research; and
 - » How the team will work together to achieve the project aims

Components	Properties
Aims	Describe the specific aims of the project, including a clear statement of the hypotheses to be tested
Background	Provide a rationale for the project.
Research Plan – methods and techniques to be used	Outline the research plan in detail, including the following where appropriate: <ul style="list-style-type: none"> • detailed description of the experiment design • techniques to be used • details and justification of controls • details for appropriate blinding • strategies for randomisation and/or stratification • justification of sample-size, including power calculation • justification of statistical methods • strategies to ensure that the experimental results will be robust, unbiased and reproducible • details to achieve balance of male and female clinical participants, and male and female cell and animal models, including justification where it is unwarranted • ethical implications the research may have • community involvement and/or plans to transfer knowledge to stakeholders or into practice • expected outcomes of the research project.
Outcomes and Significance	Describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research.

Grant Proposal Formatting Requirements

Item	Requirements
Header	The header is allowed outside the margin rules. It must include the Project Title, Application ID and the Applicant's name.
Margins	All margins must be at least 2 cm.
Font	Must be Arial and at least 10 point.
Line Spacing	Line spacing must be set to single.
Character Spacing	Character spacing must be set to normal, with a scale of 100%.

Diagrams and Images

Diagrams and images may be included in the Research Proposal, however, keep in mind that the electronic file may be printed and photocopied in black and white for distribution to reviewers and there may be some loss of definition and colour in the images.

Benefits to Melbourne Health

Describe how this research will benefit patient outcomes at Melbourne Health.

Consumer and Community Participation

Describe how you will ensure that consumers will be involved in the research, and how you will communicate the results of the research to participants and the community.

Applicants should refer to the CHF and the NHMRC Statement on Consumer and Community Participation in Health and Medical Research available via the following web link:

<http://www.nhmrc.gov.au/publications/synopses/r22syn.htm>

Other Funding Opportunities

Indicate whether you give permission for the Office for Research to pass on this application to the RMH Foundation if a funding opportunity arises.

Broad Research Area

Select the area of research most relevant to this project.

Broad Health Area

Select the area of health most relevant to this project.

Page 3: Internal Support and Timeline

INFRASTRUCTURE

Host Department

Select from the list the Melbourne Health department where the research will be carried out. If the department is not listed in the drop down list, please contact the RAO.

Feasibility

Provide evidence that there is infrastructure support to carry out the research project within the host department at no further cost to Melbourne Health. Advise in detail of the departmental and organisational support and facilities available that will enable you to conduct and complete your project.

TIMELINE

Commencement Date

Enter the proposed start date of the project. Note that the final date by which the project must commence is 1 July 2020. The end date of your award will be 24 months from the start date.

Project Milestones

Provide information on the project milestones per each quarter over the duration of the project. Outline the activities that will have been achieved each quarter.

Page 4: Budget

Proposed Budget

Separate budgets must be supplied for each scheme.

Provide details of the direct research costs (DRC) in the table for the scheme(s) to which you have applied.

DRC are costs integral to achieving the approved research objectives of a grant. Costs must directly address the research objectives, relate to the plan, and must be associated with the justified budget. If assistance is required then clarification should be sought from the RAO at RMHRAO@mh.org.au. The following are just a few examples.

Items to include, but are not limited to:

- » Small Equipment costing less than \$10,000 that is unique to the project and is essential for the project to proceed
- » Personnel costs*
- » Consumables
- » Printed materials
- » Microfilms
- » Survey or Field expenses
- » Purchase costs for animals
- » Domestic and international travel costs associated with field research

*When outlining salary in your budget, you must include the classification, EFT, duration and salary plus 28% oncosts and take into consideration CPI.

Some items that are not included are:

- » Institutional overheads and administrative charges; or
- » The indirect cost of research.
- » Publication costs

Justification of Budget

Explain the necessity of all the items in the Budget. If the budget is more than the award amount, explain how you will complete the project with the limited funding. Provide details of other sources of funding.

Page 5: Clearances

Indicate which ethics clearances are required for your project and whether you currently hold those clearances. If so, please scan the approval certificates into one PDF file and upload to your application.

If ethics clearances are required but have not yet been obtained, you must confirm that you will gain approval. If the application is successful, grant funding will not be released until all required approvals have been obtained and provided to the RAO.

Page 6: Certification

Complete the Applicant Certification section. Confirm your certification by ticking each box.

Instructions for obtaining Heads of Department certification

NOTE: Do not submit your application until after you have obtained all required certifications.

Before proceeding with this step, all other sections of the application must be complete.

1. Complete all sections of the application, including the Applicant certification
2. Download a PDF of the Application and the Research Proposal.
3. Download the Certification Form and complete the Application Details.
4. Provide the following to the appropriate person/s to sign:
 - Full Application
 - Research Proposal
 - Certification Form

Once the certification has been signed by the required parties, scan and attach to your application.

Note: **Certification by Head of Host Department** need only be completed where the department in which the research is being carried out differs to the Applicant's own department.

Submission Details

Once you have completed the application form, it is recommended you save a copy of your application for your records.

When you are confident that all the information is correct and you have uploaded all necessary attachments, submit your form.

Please note that you will not be able to make any changes to your application once submitted.

Applications must be received by midnight AEST, Thursday, 28 November 2019. Once your application has been submitted, you will receive an email confirming receipt of your application.

Frequently Asked Questions

I don't know how to use the SmartyGrants system. Where can I get help?

SmartyGrants, the new online grant application service is easy to use. If you need help, an online guide is available at: <http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>. You can also contact Angela Magira for assistance on 03 9342 7950.

Can I submit a late application?

No. The online application is automated and late applications will not be accepted.

I don't have an appointment at Melbourne Health, am I able to apply for the Women in Research Fellowship?

Only Melbourne Health staff can apply to this fellowship subject to meeting all other eligibility criteria.

When will I be notified of the outcome of my application?

We aim to inform you by March 2020.

I think my project will not start until June 2020, can I still submit an application for this funding round?

All successful applicants must be able to start by 1 July 2020 at the latest. If you are aware that your project can only commence after this date, you are not eligible to apply for this funding round.

My project requires ethics approval. Am I still able to submit an application without an approval?

Yes, however funding will only be released after all necessary ethics approvals have been gained and provided to the RAO. Please note that you must submit your ethics application form to HREC in time for review by the July 2020 meeting.