



RMH  
Allied Health

PhD Scholarship  
Guidelines

Round 3, 2024

Date guidelines released: 12 April 2024.



The Royal  
Melbourne  
Hospital

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# RMH Allied Health PhD Scholarship Award

## Introduction

This document serves to outline the overarching funding rules of the **RMH Allied Health PhD Scholarship** for 2024.

Applicants are encouraged to read these guidelines carefully before completing an application.

## Background

The RMH is one of Australia's leading health care providers and a key player in hospital-based research. Allied Health at RMH has a longstanding commitment to research and education. These scholarships are financially supported by philanthropic funds provided through the RMH Foundation.

## About the Scholarship

At The RMH we're inspired by our vision of *Advancing health for everyone, every day*.

Allied Health research is part of patient care and provides an opportunity for our patients to access new interventions, medical devices, health service changes, innovative models of care, preventative care strategies and more.

These scholarships aim to:

- » support the attraction and retention of the Allied Health workforce.
- » invest in the highest quality Allied Health researchers and projects.
- » foster health research for the benefit of our community.

The research should aim to enhance the body of Allied Health knowledge at RMH and impact patient care outcomes.

### Value of Scholarship Award

Each RMH Allied Health PhD Scholarship is valued at up to \$30,000 (\$10,000 per annum for three years). The Scholarship provides a monthly stipend to assist with living costs whilst the PhD candidate undertakes their study part-time. Please note, a PhD can be three-four years full-time or six-eight years part-time, therefore applicants should consider their plans for potential subsequent years when applying for the three-year scholarship.

# Funding Rules and Guidelines

## 1. Enquiries and correspondence

Any enquiries regarding the RMH Allied Health Postgraduate Scholarship (the Scholarship) and content should be addressed to:

**Name:** Bronagh Mcdermott  
Office of the Director Allied Health (DAH)  
**Email:** [AHgrants@mh.org.au](mailto:AHgrants@mh.org.au)  
**Phone:** 9342 7711

## 2. Application process

All applications must be submitted electronically using SmartyGrants, an online grant management system. Applicants who are not yet registered must do so before they commence their application.

Applications must be certified and submitted by the closing date of the funding scheme. Late submissions will not be considered.

The application should contain all information necessary for assessment without the need for further written or oral explanation, or reference to additional documentation. All details included must be current at the time of application.

Help on how to complete the online application form can be found on the SmartyGrants website at: <https://appicanthelp.smartygrants.com.au/help-guide-for-applicants/>

## 3. Opening date

Applications open 12:00pm Friday 12th April 2024.

## 4. Closing date and time

Applications close 11.59pm AEST, Sunday 5th May 2024.

## 5. Outcome of applications

The Director of Allied Health aims to advise applicants of the outcome in June 2024.

## 6. Eligibility

Applications are subject to meeting all the following eligibility requirements.

Applicants must:

- » Be a current, permanent part-time or full-time RMH Allied Health employee. Staff who only hold honorary appointments with RMH are not eligible to apply.
- » Be employed in an approved Allied Health cost centre with an operational reporting line to the Director of Allied Health. A table listing eligible cost centres is located at [Appendix B](#) of these Guidelines.
- » Continue to hold their appointment within Allied Health whilst undertaking the PhD.
- » Have been employed at RMH for a minimum of 1 year.
- » Be an Australian Citizen or Permanent Resident or hold an appropriate working Visa that allows the applicant time and opportunity to complete the study.
- » Be commencing a part-time PhD by 31 March 2025.
- » Undertake a PhD where the project is conducted primarily at RMH or be able to demonstrate direct benefits to patient care at RMH.

Applications that do not meet the eligibility requirements may be removed from the assessment process.

If an applicant is awarded the scholarship and the proposal is found to be contrary to this eligibility criterion, the scholarship will be terminated, and all funding must be repaid.

## 7. Consumer and community participation

Researchers are advised to consider the benefits of actively engaging consumers in their proposed research. Applicants should refer to the NHMRC and Consumer Health Forum of Australia Ltd *Statement on Consumer and Community Involvement in Health and Medical Research* which can be found on the NHMRC website at: <https://www.nhmrc.gov.au/about-us/consumer-and-community-engagement>.

## 8. Acceptance of Award

Successful applicants must accept an offer of award within one month of receipt of the offer. (receipt is defined as the date the offer was emailed to the applicant).

To accept an offer of award, grant recipients need to sign the *RMH Grant Recipient Agreement*.

## 9. Conditions of award

All grants are offered in accordance with the conditions specified in the *RMH Grant Recipient Agreement*.

In signing an *RMH Grant Recipient Agreement*, the applicant is agreeing to abide by all the conditions including, but not limited to, the following policies of RMH:

- » Research (MH18); and
- » Financial Management Policy (MH08); and
- » People and Culture Policy (MH09).

## 10. Intellectual Property

The RMH will own all Intellectual Property (IP) generated as a result of the funded project and will apply the organisation's policy on IP (MH12).

## 11. Scholarship Funding

The Scholarship is valued at \$30,000 over 3 years (\$10,000 per year) and provides a monthly stipend to the successful applicant to assist with living costs whilst undertaking their PhD.

## 12. Duration of Scholarship

The scholarship is for a maximum of 3 years and it is intended that the scholarship funds are expended within this period. Should the applicant's PhD extend beyond 3 years, extra funding will not be provided through this scholarship program.

## 13. Approvals to be obtained prior to funding commencing

Funding will not commence until all relevant ethics or quality assurance approvals have been received and lodged with the DAH prior to the commencement of the PhD.

Successful applicants must provide evidence of continued enrolment and academic progression in the PhD every 12 months from commencement of the scholarship.

## 14. Varying a Grant

Variations occur when a grant needs modification from the original proposal submitted.

Extensions to an end date will only be considered in exceptional circumstances, with a maximum extension of 12 months. Amendments due to Parental Leave requests may differ (see [16. Parental Leave](#)).

Requests to amend a grant or the terms of the conditions must be made in writing by email to the OFR requesting a Grant Variation Form.

## 15. Reporting

Annual progress reports will be required. All information provided to the DAH in progress and final reports may be used for internal reporting and any RMH publications including the organisation's Annual Report.

Where an applicant fails to submit satisfactory reports as required, the OFR may terminate funding and determine that all or part of the funding must be repaid. Alternatively, the OFR may withhold the remainder of the applicant's funding under the scheme.

In addition, an applicant who fails to submit satisfactory reports may not be eligible to apply for any future funding rounds.

## 16. Parental Leave

Recipients of grants who wish to apply for Parental Leave should contact their departmental managers. Once Parental Leave has been approved, inform the OFR in writing requesting a Grant Variation form.

The variation may include a request to extend the duration of the scholarship for up to 12 months in the first instance.

## 17. Review Process

A review process with broad representation will be used to determine the successful applicants. Applications are required to meet eligibility

requirements as set out in these guidelines and are assessed against the assessment criteria.

Applications will be independently reviewed and scored by an RMH Allied Health PhD Scholarship Review Panel. These will be ranked and successful applicants finalised by the RMH Allied Health PhD Scholarship Review Panel. The Panel will comprise of:

- » A clinician-researcher who will chair the panel
- » A consumer representative
- » RMH clinician-researchers

Funding will be awarded to the highest ranked applications.

## 18. Conflict of Interest

Participants in the review process are required to disclose interests, perceived or actual. Those

determined to have a high level of conflict of interest will not participate in the review of that application. This process aims for objectivity, impartiality and integrity throughout the assessment process.

## 19. The Assessment Criteria

Research is a pillar of the RMH strategy and the Research Funding Program is keen to support projects that are committed to enhancing patient care; are innovative and significant and demonstrate RMH's values of *People First, Lead with Kindness, and Excellence together*.

Applications will be assessed by the Panel who will assess applications to the extent to which they address the assessment criteria the [Scoring Matrix \(Appendix A\)](#).

# How to apply

## Advice and instructions to applicants

### General information

The application should contain all information necessary for assessment without further written or oral explanation or reference to additional documents.

Applications must comply with all content and formatting requirements.

Incomplete or non-compliant applications may be assessed as ineligible.

### Starting a New Application

To start your application, visit the [Allied Health Scholarships | The RMH](#) page on the RMH website, read the essential documentation, and then click the link to start your application. 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 4 sections to be completed in the application:

- 1: Applicant Details
- 2: Enrolment Details
- 3: Project Details
- 4: Certification

### Section 1: Applicant Details

#### Applicant Details

Provide your name, contact details and profile data. An RMH Employee ID number is required to be eligible to many of the schemes. Refer to the relevant scheme's eligibility criteria.

#### Appointments and Qualifications

Provide details of all your current positions, including your role at RMH and previous appointments over last 5 years.

List up to 5 of your most relevant qualifications and completed training programs.

#### Applicant Experience and Track Record

In this section you are asked to provide details of your previous experience in research, career achievements, professional activities and, if applicable, academic activities.

Comment on your most significant achievements over the course of your career and outline activities that demonstrate your leadership qualities.

#### Curriculum Vitae

Upload your current curriculum vitae.

### Section 2: Enrolment Details

#### Enrolment Status

Provide details of your PhD enrolment that address whether you have submitted your enrolment application, whether you have received confirmed candidature from the university and if you have a confirmed start date.

Enter the proposed start date of the PhD. Note that the project must commence by 31 March 2025. The end date of your award will be 36 months from the start date.

Upload confirmation of your PhD candidature from the University. If you do not yet have confirmation, provide an indication of when this is expected.

### Section 3: Project Details

#### Thesis Title

This should be the title of your PhD.

#### Brief Project Description (max 400 words)

The description should accurately reflect the content of the PhD.

#### PhD Research Proposal (2MB limit)

Applicants should upload their PhD Research Proposal that they have submitted or will be submitting to their university.

### **Feasibility**

Outline any obstacles that may affect your PhD project.

### **Benefits to the RMH**

Describe how your research will translate into practice and benefit RMH patients.

Provide a description of how you intend to translate the research findings into practice.

### **Referee Reports**

Provide the names of two (2) referees and append their referee reports in support of your application. Ensure that one referee is your primary PhD Supervisor. The second referee should be your Allied Health Manager.

Referees are asked to consider the following in their report:

- » Research potential / success
- » Leadership and mentoring
- » Benefit to health outcomes
- » Benefit to the Royal Melbourne Hospital

Both letters must be provided on official letterhead and uploaded to your application in a single PDF file.

### **Ethics/Quality Assurance Clearances**

Indicate which clearance is required for your project and advise whether you currently hold those clearances.

## **Section 4: Certification**

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

### **Submission Details**

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

After you have submitted the application form, you will receive an email confirming receipt. It is recommended you save a copy of your application for your records.

**Applications must be received by 11.59pm Sunday 5<sup>th</sup> May 2024.**



## Frequently Asked Questions

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

SmartyGrants, the grant application service is aimed to be easy to use by applicants. If you need help, an online guide is available at: <http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>.

For assistance with SmartyGrants, you may also contact Angela Magira for assistance:

**Phone:** 03 9342 7950

**Email:** [angela.magira@mh.org.au](mailto:angela.magira@mh.org.au).

*Can I submit a late application?*

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

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

Applicants should be notified by email in June.

*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 approvals (ethics or quality assurance) have been gained and sent to [AHgrants@mh.org.au](mailto:AHgrants@mh.org.au).

*I am a casual staff member. Am I still eligible to apply?*

Casual staff are not eligible. Applicants must be permanent, part-time or full-time and there is a requirement to have been employed at RMH for a minimum of 1 year.

*Can I apply more than once?*

No. One application per applicant will be considered for those who intend to commence their PhD in 2024-2025.

*Is this scholarship for senior allied health grades only?*

No. They are open to any grade employed in an allied cost centre with a direct reporting line to the Director of Allied Health.

*I commenced my PhD in 2020. Can I apply for this scholarship?*

This scholarship is for new PhD projects, commencing in 2024-2025.

*Can I apply if I have a temporary/fixed term position?*

No. The applicant must be in a permanent role at RMH.

*Is the scholarship open to Allied Health Assistants?*

Yes, if the applicant is enrolled in a PhD with relevance to their role, their application will be considered.

*If I apply for a PhD, what weighting is applied to the relevance of my research to the strategy/needs of RMH, allied health and/or allied health discipline?*

The PhD proposal will be assessed by the panel using the Scoring Matrix (Appendix A).

*Is the scholarship open to other allied health staff in RMH (eg. specialist units/NWMH)?*

No. The applicant must be employed in a cost centre with a direct reporting line to the Director of Allied Health.

*I have received a MEW Grant in the past. Can I apply for this scholarship?*

Yes. Previous funding and grants received will be taken into consideration by the Panel in scoring the application.

*If I am successful for a scholarship, am I obligated to continue working with RMH for that duration?*

Refer to the Eligibility Criteria at Section 6.

*If I am successful, what happens if I take an extended period of leave i.e. personal leave, parental leave, unpaid leave?*

For parental leave and requests to vary a grant, please refer to the guidelines.

*I think my PhD will not start until later in 2025, can I still submit an application for this funding round?*

All successful applicants must be able start by 31 March 2025. If you are aware that your project will not commence until later than this you are not eligible to apply.

# APPENDIX A: Scoring Matrix

Criteria	%
<p><b>Eligibility</b></p> <p>Has the applicant worked at RMH for one year or more and do they meet all other eligibility criteria?</p> <p><i>If not eligible, application will be withdrawn from review process.</i></p>	Y/N
<p><b>Applicant Research Track Record</b></p> <ul style="list-style-type: none"> <li>» Has the applicant had previous research grants or scholarships?</li> <li>» Publications</li> <li>» Previous Research Activities as part of a team either here or elsewhere</li> <li>» Is the applicant in a profession/clinical area/permanent employment that will contribute to successful PhD completion?</li> </ul>	20%
<p><b>Initiative</b></p> <ul style="list-style-type: none"> <li>» How has the applicant engaged in research prior to the PhD?</li> <li>» Did they undertake any formal or informal professional development initiatives to improve their research track record? (e.g., joined an existing project team)</li> </ul>	20%
<p><b>Feasibility</b></p> <ul style="list-style-type: none"> <li>» Are the goals concrete and achievable?</li> <li>» Has the applicant considered any risks and addressed risk management?</li> </ul>	20%
<p><b>Reach, significance and innovation for health</b></p> <ul style="list-style-type: none"> <li>» Does the PhD address an important problem?</li> <li>» Will the research have an impact?</li> <li>» Is the proposed research new/novel or creative?</li> <li>» Does the research employ novel concepts, approaches or methods?</li> <li>» Are the aims original and innovative?</li> </ul>	40%

# APPENDIX B: Eligible Allied Health Cost Centres

MRM.C1502 Prosthetist Serv
MRM.N2002 Allied Health Administration
MRM.N2009 Network Allied Health-Rmh
MRM.N2011 Music Therapy
MRM.N2252 Allied Health Podiatry
MRM.N2502 Allied Health Dietetics
MRM.N2503 Allied Health Home Enteral Nutrition
MRM.N2602 Allied Health Interpreters
MRM.N2702 Allied Health Occupational Therapy
MRM.N2952 Allied Health Patient Appl Centre
MRM.N3002 Allied Health Physiotherapy
MRM.N3302 Allied Health Social Work & Welfare Services
MRM.N8502 Family Safety
MRM.P0052 Chaplaincy
MRM.Y3050 RMH - Allied Health
MRM.Y3051 Clinical School Nutrition
MRM.Y3052 Physiotherapy Travelling Fellowship
MRM.Y3094 Podiatry SPF
MRM.Y3152 Social Work Samaritan Fund
MRM.Y7781 Clin Pastoral Educ-Chapel
MRP.F0654 Prosthetics & Orthotics
MRP.N2302 Allied Health Clinical Psychology
MRP.N3352 Allied Health Speech Therapy
MRP.Y3088 Music Therapy
MRP.Y3089 Prosthetics Dept Fund
MRP.Y3091 Occupational Therapy Royal Park
MRP.Y3092 Speech Pathology-Royal Park
MRP.Y3093 AH Student Placements
MRM.N2028 MH Admin



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