

# Postdoctoral Fellowships



## Instructions to applicants

Closing date: 12 April, 2010. Late or incomplete applications will not be accepted. Please note this is the date for your application to reach the Heart Foundation Research Office. Please check with your Research Administration Officer for internal closing dates as it will be earlier than this date.

### The Heart Foundation supporting life-saving research

The National Heart Foundation of Australia is an independent, Australia-wide, non-profit health organisation, funded almost entirely by donations from Australians.

The Foundation's purpose is to improve the heart health of all Australians and to reduce disability and death from heart and blood vessel disease by:

- Promoting and conducting research to gain and apply knowledge about heart and blood vessel disease, its prevention and treatment
- Promoting and influencing behaviour that improves heart and blood vessel health by conducting education and other programs directed by health professionals, those with heart disease and the Australian community at large

### Application forms

Application forms and guidelines for all Heart Foundation research awards may be obtained from:

- Our website [www.heartfoundation.org.au](http://www.heartfoundation.org.au)
- By email [research@heartfoundation.org.au](mailto:research@heartfoundation.org.au)
- Phone queries: (03) 9321 1581

### Correspondence

Heart Foundation  
Research Program  
Level 12, 500 Collins Street,  
Melbourne VIC 3000,  
Australia

Email: [research@heartfoundation.org.au](mailto:research@heartfoundation.org.au)

## General information

The Heart Foundation offers fellowships to graduates of recognised institutions whose usual place of residence is in Australia and who propose to engage in **biomedical, clinical** and/or **public health** (including health services) research related to cardiovascular disease and related disorders.

The research supported by the fellowship must be carried out at institutions in Australia. Work is neither planned nor supervised by the Heart Foundation.

Fellows must be Australian or New Zealand citizens, have Permanent Residence status at the time of application or submitted their application to the Department of Immigration and Citizenship for a permanent residence or Special Category Visa but have not yet received the visa. Evidence of permanent residency/visa applied for being granted is required prior to funding being released to the fellow's institution.

It is the candidate and Research Officer of their administering institution's responsibility to ensure that their applications are complete and accurate. In particular, applicants must ensure that their electronic applications include all supporting documentation and are an accurate replication of the hardcopy (paper) application. Electronic applications must be submitted by email as a single file of no more than 5Mb in PDF format. Multiple files, or files in Word format will not be accepted. The electronic and paper applications must be submitted by the Research Office of your administering institution to the Heart Foundation Research Office in Melbourne by 5pm on the due date. Applications that are late, or do not adhere to the instructions/guidelines will not be considered. Applications that do not fulfil the checklist will be deemed ineligible and will not proceed to peer review.

## Application and assessment process

- Applicants must list their qualifications and experience and the program of research proposed. It is the applicant's responsibility to ensure that the two referees' reports, giving their opinions of the applicant's ability, are forwarded with the application.
- The NHMRC 7-Point system will be employed at all three stages of the fellowships assessment process. Each fellowship application will be assigned two spokespersons and assessed/shortlisted by the Fellowships Committee based on
  - (i) Relevance to cardiovascular health. Only research projects with the potential to improve or promote cardiovascular health/policy/practice may be pursued as an investigation in biomedical, clinical, public health or health services research.
  - (ii) Quality of the current and proposed research program and
  - (iii) Track record and research output, prior to external peer review. Short-listed applications will be subjected to external peer-review, and top-scoring applicants will be assigned two spokespersons and invited for interview by the Fellowships Committee.
- The Fellowships interview will normally occur in September in the Victorian and New South Wales Divisions of the Heart Foundation. The dates will be listed on the checklist page of this document. However, the interview must still occur between the dates listed. All those interviewed will be sent copies of the Fellowships Committee report. Please note that due to the number of interviews conducted, it is very difficult to change interview days or times.
- For those applicants who are asked to attend an interview, it is expected that they will attend the interview at the nearest interview location. If applicants or their institutes are unable to support travel to interviews, the Heart Foundation may be able to assist with travel costs within Australia.
- Recommendations from the Fellowships Committee are considered by the Heart Foundation's Research Committee and Cardiovascular Health Advisory Committee. As some proposals for Heart Foundation funding have also been made to the NHMRC or other funding sources, the Heart Foundation consults these bodies about relevant fundable projects to avoid double funding or, in some instances, to arrange shared support.
- Applicants will be notified of the outcome of their application in November and successful applicants will be provided with administrative details about the funding.

## Postdoctoral Fellowships eligibility criteria

- The Heart Foundation offers Postdoctoral Research Fellowships in biomedical, clinical and public health (including health services research) disciplines. Applicants for these fellowships must meet criteria of eligibility and excellence. For postdoctoral fellowship applicants, individuals who are engaged in cardiovascular disease research overseas may apply for a fellowship to return to Australia to continue their cardiovascular disease research at an Australian Research Administering Institute.
- Postdoctoral Fellowships are available to medical and science graduates who have completed a MD or PhD award **within the last five years**, who are seeking support to become established as independent researchers.
- These fellowships are for Australian or New Zealand citizens, Australian permanent residents and for those who hold/applied for a Special Category Visa who wish to conduct their cardiovascular research in Australia.

Applicants who have submitted their application for Permanent Resident/Special Category Visa status of Australia to the Department of Immigration and Citizenship, will need to show proof of their approved Permanent Residence status before funding is released to their administering institution.

- A full *curriculum vitae* must be included as part of your application (please ensure that it is in one electronic file).
- Postdoctoral Research Fellowships are tenable for up to two years and may be full or part-time.
- Following the completion of a Postdoctoral Research Fellowship, a candidate may apply for the same award (providing the applicant still fits within the 0-5 years postdoctoral guidelines) or for the more senior Career Development award.
- Applicants may only apply within one Fellowship category in a year. The Fellowships Interviewing Committee retains the discretion to award a fellowship that is more or less senior to the one applied for according to their assessment of the applicant.
- Candidates may apply for a fellowship during their PhD, however no fellowship will be awarded without confirmation of the completion of the PhD degree.

## Award funding

### Nutrition & education reserves

Funds may be available from the Nutrition Research and Education Reserve to support applications that support the objectives of improving the nutritional profile of the food supply in Australia and determining effective strategies that help consumers to make healthier food choices. Relevant applications will be reviewed competitively with all applications received.

### Heart Foundation Pharmaceutical Roundtable

- Funds may be available from member companies of the Heart Foundation Pharmaceutical Roundtable to support several Research Awards each year.
- The Heart Foundation is recognised as the largest non-government funding body of research in Australia. Crucial to the Heart Foundation's commitment to support biomedical, clinical and public health cardiovascular research are the partnerships we have forged with industry partners, in particular the pharmaceutical industry.
- The Heart Foundation Pharmaceutical Roundtable, facilitated by the Pharmaceutical Roundtable Charter, brings together the Heart Foundation and the pharmaceutical industry to address the cardiovascular health of Australians.

- The mission of the Pharmaceutical Roundtable and its member companies (January 2010 – CSL Biotherapies, Gilead, Merck Sharp & Dohme, Pfizer, Servier, Roche, AstraZeneca, sanofi-aventis, Solvay Pharmaceuticals, Eli Lilly, Bristol-Myers Squibb and Alphapharm), is to reduce suffering and death from heart, stroke and blood vessel disease in Australia. This is accomplished by providing funding (over \$3.3 million to date) as well as supporting and initiating cardiovascular health initiatives of mutual interest.
- Members of the Pharmaceutical Roundtable may not contribute to or influence the Heart Foundation's independent research peer review system or evidence-based guideline development process.

### Co-funding

The Heart Foundation actively seeks co-funding opportunities with other institutions and funding bodies in an effort to fund as many awards as possible.

### Co-funded awards with NHMRC

If you would like to be considered for a NHMRC/Heart Foundation co-funded Postdoctoral Fellowship, please ensure you also submit an application for a Postdoctoral Fellowship with the appropriate funding body. If applying to NHMRC, ensure you tick the appropriate co-fund box on the NHMRC application form. All applications received for co-fund awards will be assessed competitively by both organisations against all of the applications received.

## Conditions of award for all fellowships

### Application of conditions

- Subject to any special conditions specified at the time a fellowship is awarded, these conditions shall apply to Research Fellowships awarded to the Fellow and to the institution accepting the Fellow.
- The Heart Foundation may, from time to time, need to vary the conditions under which the fellowship is made and may make the application of such variation prospectively or retrospectively.

### Funding from the tobacco industry

The individuals, research groups or research institutions associated with a Heart Foundation grant or award shall not accept any money by way of research grants, consultancies or sponsorships from the tobacco industry or persons connected with the tobacco industry. This includes direct funding, as well as advertising, sponsorship, gifts or loan of goods or services, or funding by any other means.

### Timing

Fellows must commence the fellowship within six months of acceptance of the award, except where the Heart Foundation has granted special permission to do otherwise.

### **Activities**

Postdoctoral Research Fellows shall spend a minimum of 80% of their time on research. Participation in teaching and attendance at advanced courses relevant to the research program may be allowed if they occupy only a small proportion of time. The private practice of medicine and routine clinical or administrative duties are not compatible with the fellowship. Fellows may not receive regular remuneration or grants that contain additional salary support in addition to the fellowship award except with the prior approval of the Heart Foundation.

### **Stipends**

- Stipends are determined by the Heart Foundation. The award provides funding for the stipend applicable at the time of offer. Refer to the Heart Foundation's Salary Scales.
- Stipends will be paid to the administering institution in quarterly instalments and in advance.
- Stipends offered are inclusive of Superannuation Guarantee Contribution, workers compensation, leave loading and payroll tax.
- The commencement date of a fellowship for payment purposes is the date on which work is commenced at the institution, or as specified in the letter of offer.

### **Taxation**

The Heart Foundation does not deduct taxation from quarterly instalments. If required, fellows should seek tax advice relevant to their own particular circumstances.

### **Insurance**

The Heart Foundation does not provide insurance for fellows apart from that included in the on-costs component of the salary paid to the Australian administering institution for such purposes. Therefore, professional indemnity insurance for clinical work undertaken shall be the responsibility of the fellow and, where applicable, travel, health, and life insurance shall be the responsibility of the fellow.

### **Travel support**

Travel Grant awards exist to support junior researchers presenting their Heart Foundation supported research at overseas conferences. For further information on eligibility refer to the Travel Grant application form available on the Heart Foundation website ([www.heartfoundation.org.au](http://www.heartfoundation.org.au)), or contact: [research@heartfoundation.org.au](mailto:research@heartfoundation.org.au).

Travel allowances are incorporated into quarterly payments. Career Development Fellows are not eligible for Heart Foundation travel grants.

### **Annual leave**

A total of four weeks annual leave is allowed and must be taken within each year of tenure.

### **Sick leave**

The conditions of sick leave shall be those of the institution in which the work is carried out or as the Heart Foundation may determine in particular instances.

### **Maternity leave**

The conditions of maternity leave for research and technical personnel shall be those of the Institution in which the work is carried out. The Heart Foundation will continue to pay funds to the institution throughout the intended period of support for the Fellow. It is the institution's responsibility to release these funds to the researcher in line with their internal maternity leave guidelines.

### **Alterations to fellowship programs**

Fellows shall adhere to the approved fellowship program. Any proposed alteration to a program (including any periods of extended leave) shall be submitted in writing and in advance to the Research Program Director.

### **Changes of employment**

The Research Office is to be notified immediately if employment circumstances change after application for a fellowship or during the tenure of a fellowship, particularly when the ability of the fellow to undertake the roles and responsibilities of the fellowship may be affected by the change in circumstances.

The notification will need to detail any financial and/or administrative implications for the fellow, and implications of the change on their ability to undertake the roles and responsibilities of the fellowship. The Research Office retains the right to review a fellowship in light of these changes. This process may involve review by the Chair of the Fellowships Committee, or the Fellowships Committee as a whole. Pending this review, the Heart Foundation reserves the right to terminate a Fellowship should this be deemed appropriate.

### **Extension to fellowship**

Extensions will only be granted in exceptional personal circumstances. Any proposed extension to a fellowship should be submitted in writing to the Research Program Director.

### **Concurrent or other appointments involving remuneration**

The Heart Foundation may provide entitlement for a Research Fellow to engage in a small amount of additional paid work; however, permission must be sought from the Heart Foundation prior to the work being undertaken.

A fellow proposing to accept a substantive paid appointment will normally be required to resign from the fellowship appointment. In such cases, the fellow shall advise the Heart Foundation in writing and in advance.

### Administering institution

- The administering institution shall provide the facilities and services necessary for the efficient conduct of research during the term of the Fellowship in Australia.
- The Heart Foundation expects that all administering institutes will have appropriate policies and procedures in place to deal with any allegations of research misconduct that may arise.

### Certification of expenditure

For Australian-based Fellowships, an authorised officer of the Australian administering institution shall submit to the Heart Foundation Research Program by 15 March, a statement of expenditure (expenditure form can be downloaded from our website) for the fellowship as at 31 December of the preceding year. At the completion of the fellowship, a final statement shall be submitted, at which time any unexpended balance shall be returned to the Heart Foundation. Failure to submit this document may jeopardise any future funding applications.

### Termination of Award

A fellowship shall be terminated if the fellow does not observe the conditions of the award. When a fellowship terminates any unexpended balance shall be returned to the Heart Foundation. The fellow must advise the Heart Foundation if the research ends for any reason.

## The obligations of fellows

### Media coverage of the research

- The ability of the Heart Foundation to fund research is dependent entirely on its ability to raise money through public donation. Public awareness of the Heart Foundation's role in funding research, particularly successful research, is therefore crucial. For this reason, receipt of a Heart Foundation Fellowship places obligations on the fellows and their institutions about involving the Heart Foundation in any publicity surrounding the research.
- High impact publications arising from your fellowship or key presentations at national or international conferences are excellent topics of interest for the media. We ask that you contact the Research Program Director in **advance** of publications going to press or conference presentations occurring.
- Where a media release or conference is planned, it is the responsibility of both the fellow and the institution's media office to give the Heart Foundation's Research Office adequate notice of the release or organisation of the conference, and to accommodate reasonable requests for the Heart Foundation's participation in the publicity. In addition, fellows may be called on to participate in the Heart Foundation's promotional

initiatives, such as presentations to major donors or the preparation of promotional materials.

### Acknowledgement in papers

- Fellows are expected to make the results of their research available through the usual scientific channels.
- The support of the Heart Foundation shall be acknowledged in any publications or media publicity arising from research supported by the Heart Foundation. E.g. "*Dr (Surname) was supported by a Fellowship (Award Reference No) from the National Heart Foundation of Australia*".
- One copy of any reprints or published paper shall be sent to the Heart Foundation's Research Program Director.

### Progress reports

- By 31 January each year, the fellow shall email to the Heart Foundation a summary of research progress as at 31 December of the preceding year. Failure to provide this report may jeopardise future funding, including further funding of the fellowship in progress. The second and later payments of the year may be withheld until the progress report is received. If no end-of-award report is received, the Heart Foundation may decline applications for future awards.
- A fellowship progress report proforma may be downloaded from the Heart Foundation website ([www.heartfoundation.org.au](http://www.heartfoundation.org.au)).

### Availability of fellows as expert assessors

The increasing complexity and broadening of knowledge about cardiovascular disease requires the maintenance of a large national panel of assessors. For this reason, there is an expectation that fellows be willing to be included on the assessor database and be available to review applications by researchers in other states.

### Assistance at Heart Foundation special events

The Heart Foundation may call upon fellows to provide assistance, where appropriate, with publicity and other special events. This could include presentations at donor functions, fundraising events and health and medical professional conferences, or other public relations activities such as being interviewed or featured in Heart Foundation media promotions.

## Conduct of research and clearance requirements

Safe-guarding the rights and welfare of human subjects involved in research, and maintaining high standards for the humane treatment and welfare of animals used during the tenure of a Heart Foundation Fellowship is the responsibility of the Fellow and of the institution in which the award is tenable.

Research funded by the Heart Foundation shall be conducted in accordance with the *Australian Code for the Responsible Conduct of Research (2007)*. Clearances for research that involves any of the following shall be obtained from the appropriate Ethics Committee and/or Biosafety Committee prior to the commencement of the research:

- 1. Research involving humans:** Any human experimentation shall be conducted in accordance with the current requirements of the *NHMRC National Statement on Ethical Conduct in Research Involving Humans*: clearance must be obtained from the appropriate Institutional Human Research Ethics Committee.
- 2. Research involving animals:** Experiments involving the use of animals shall be conducted, and experimental animals shall be housed, maintained and controlled, in accordance with the current *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes* and any additional supplementary notes: clearance must be obtained from the appropriate Institutional Animal Ethics Committee. Where research involves the use of inbred strains of animals, the researcher shall confirm that the genetic authenticity of such animal colonies has been checked at appropriate intervals.
- 3. Genetics:** Any experiments involving genetic manipulation of organisms, shall be conducted under current *Gene Technology Technical Advisory Guidelines*: clearance must be obtained from the appropriate Institutional Bio-safety Ethics Committee and/or, where relevant, Ethics Committee.
- 4. Bio-safety:** Clearance for the use of radioactive substances, ionising radiation, recombinant DNA, potent teratogens or carcinogens shall be obtained from the appropriate Institutional Bio-safety Committee and/or, where relevant, Ethics Committee.

## Privacy

- In accordance with the Privacy Amendment (Private Sector) Bill 2000, individuals, investigators or research institutions associated with Heart Foundation Fellowships shall abide by the NHMRC Guidelines under Section 95 of the Privacy Act 1988.

- All fellowship applications will be treated confidentially and will only be viewed by assessors or interview committees.
- The Heart Foundation acknowledges that some applications may have commercial outcomes and that in some instances, commercially sensitive information may not be included by a funding application to protect the Intellectual Property (IP) of the project. However, applications must include sufficient information pertaining to the scientific rationale and principles underpinning the research for it to be vigorously peer-reviewed and assessed. As all applications are kept Commercial-In-Confidence, and the Heart Foundation adheres to the Australian Code for the Responsible Conduct of Research which protects any IP in the application, the provision of sufficient detail for peer review will not jeopardise their commercialisation potential.

## Completing the application

**Please use minimum of 12 point Arial font or similar.**

Please note that prior to forwarding to assessors, any submission less than 12 font will be reformatted to 12 font and anything exceeding the page and line limits will be removed. **Additional pages will not be forwarded for assessment.**

### Q1. Fellowship categories.

Applicants must select the discipline category they wish to apply for by indicating this on the covering page. The discipline must be selected on the basis of the research being conducted, not the background of the applicant. For example: a clinician doing biomedical research must apply in the biomedical category. Where research overlaps more than one discipline select the category in which 50% or more of the research falls.

Broadly, definitions of disciplines are:

**Biomedical** - Cardiovascular research with the goal of understanding normal and abnormal human functioning, at the molecular, cellular, organ system and whole body level. May include studies on human subjects that do not have a diagnostic or therapeutic orientation.

**Clinical** - Research involving the treatment of patients. Research with the goal of improving the diagnosis and treatment of cardiovascular disease; improving the health and quality of life of individuals as they pass through normal life stages.

**Public health (including health services research)** - Public health research is defined by the Heart Foundation as research that is primarily concerned with population-level factors, but also includes community-level and individual-level determinants of health. The public health category also encompasses health services research. Health services research is defined by the Heart Foundation as research with the goal of improving the quality, efficiency and effectiveness of health systems through changes to policy and practice.

## Q2. Research experience

Please state date (month/year) PhD was awarded/MD Graduation.

Please also state how many years since your PhD was awarded 2 – 12 years (max).

The Heart Foundation considers applicants relative to opportunity. Therefore, if outside the guidelines above, please provide justification as to why this application should be considered (10 lines maximum).

Postdoctoral Fellowships will now be assessed in two categories of seniority, 0-2 and 2-5 years postdoctoral.

## Q3. Project title

This should be the scientific title which will be used to identify the application and should accurately describe the nature of the project.

## Q4. Administering institution

The administering institution shall provide the facilities and services necessary for the efficient conduct of research during the term of the grant. The Heart Foundation does not provide funds for administrative charges to administering institutions.

If a researcher relocates during the term of the grant, he/she must notify the Heart Foundation in writing. Written confirmation that the requisite facilities and services will be provided to the researcher for the remainder of the grant term must be provided by the new institution.

## Q5. Applicant

**Personal details:** Enter your requested personal details.

**Current appointment:** Provide details of your main appointment, institution, date of appointment, current level of appointment and address.

**Citizenship/Immigration status:** Please provide proof of your Australia or New Zealand citizenship, Australian permanent residence status, Special Category Visa or proof of submission for a Special Category Visa to the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA)

**Qualifications:** Enter details of up to three most recent and highest qualifications, including year and conferring institution.

**Previous appointments:** Please include previous appointments.

## Q6. Proposed supervisor

The supervisor should be a senior member within the department and their role is to oversee the research conducted by the applicant.

## Q7. Referee nominees

Applicants must arrange for two referees to prepare reports giving their opinions of the applicant and their ability to carry out and benefit from the proposed research

or training. It is desirable that one of the two referees required be the applicant's current or most recent supervisor.

It is suggested that candidates forward a copy of their application to the referees when requesting a report. The absence of referees' reports may prejudice the application. The candidate may include completed referee's reports with their application or ensure that referee's submit an electronic copy of the report to the Research Office. The applicant must ensure these reports reach the Research Office by 5pm on the application due date. Late references will not be accepted or forwarded on for assessment.

## Q8. Research commitment

Please state the percentage of your time you will spend conducting research.

Please state the percentage of your time you will spend conducting research.

## Q9. Other funding bodies

Please state if this application is under review by any other funding body.

Please also list any co-funding opportunities. The Heart Foundation actively seeks co-funding opportunities with other institutions, organisations and government to ensure as many applications as possible can be funded. Please suggest organisations that may be interested in co-funding this application. (Please note, the answer to this question in no way affects the funding outcome).

## Q10. Proposed start/end of fellowship

Please indicate the start and end dates of the fellowship.

## Q11. Clearance requirements

Safe-guarding the rights and welfare of human subjects involved in research, and maintaining high standards for the humane treatment and welfare of animals used in research projects supported by any Heart Foundation fellowship is the responsibility of the fellow and of the institution in which the award is tenable.

Research funded by the Heart Foundation shall be conducted in accordance with the *Australian Code for the Responsible Conduct of Research (2007)*. Clearances for research that involves any of the following shall be obtained from the appropriate Ethics Committee and/or Biosafety Committee prior to the commencement of the research:

- 1. Research involving humans:** Any human experimentation shall be conducted in accordance with the current requirements of the *NHMRC National Statement on Ethical Conduct in Research Involving Humans*: clearance must be obtained from the appropriate Institutional Human Research Ethics Committee.
- 2. Research involving animals:** Experiments involving the use of animals shall be conducted, and experimental animals shall be housed, maintained and controlled, in accordance with the current *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes* and any additional

supplementary notes: clearance must be obtained from the appropriate Institutional Animal Ethics Committee. Where research involves the use of inbred strains of animals, the researcher shall confirm that the genetic authenticity of such animal colonies has been checked at appropriate intervals.

- 3. Genetics:** Any experiments involving genetic manipulation of organisms, shall be conducted under current *Gene Technology Technical Advisory Guidelines*: clearance must be obtained from the appropriate Institutional Bio-safety Ethics Committee and/or, where relevant, Ethics Committee.
- 4. Bio-safety:** Clearance for the use of radioactive substances, ionising radiation, recombinant DNA, potent teratogens or carcinogens shall be obtained from the appropriate Institutional Bio-safety Committee and/or, where relevant, Ethics Committee.

Funding will not be released until all clearances have been received and a copy of the clearance certification has been provided to the Heart Foundation. Provisional clearances will not be accepted.

#### **Q12. Research environment**

Include details of facilities, infrastructure and funding that will be available to support your proposed research activities (half page maximum).

#### **Q13. Simplified project title**

This should be suitable for release to the media or for general publication.

#### **Q14. Project synopsis**

Describe overall aims of the research and expected cardiovascular health outcomes. AVOID the use of technical terms and write this section for an audience with little or no scientific background. This should be suitable for release to the media or for general publication (15 lines maximum).

#### **Q15. Project significance**

##### **(a) Specific aims**

List the specific aims of the project, including a clear statement of the specific aims and hypotheses to be tested (15 lines maximum).

##### **(b) Potential outcomes**

In lay terms list how your research will contribute to the Heart Foundation mission of reducing suffering and death caused by cardiovascular disease (focus on clinical or public health significance) (10 lines maximum).

#### **Q16. Publications**

Include a **maximum** of 50 publications which have been published, or accepted for publication, in refereed journals in the last five years. Up to 6 publications most relevant to this application may be marked with an asterisk. The list should be numbered and each reference should include title, authors, journal name, year, volume

and page numbers. Please add impact factors and citations for each of your publications as well as the relative ranking or importance of each journal within its field (if available).

#### **Q17. Research career and track record**

Provide details of significant scientific achievements (excluding information provided in other sections about publications).

Track record will be judged relative to opportunity. Information may include details of invited presentations, awards and prizes, representation on major scientific bodies, published books or reports, professional activities or other significant recognition of scientific achievement etc. Also include any details of patents, licences, spin-off companies etc resulting from research you have conducted. List any grants held on which you are/were a named investigator and indicate your role in the project. Information on any changes in career direction or significant interruptions to career progress etc may be given, if considered relevant. List any grants held on which you are a named investigator and indicate your role in the project (one page maximum).

#### **Q18. Research plan and figures**

Please include a background section, which summarises previous work from the host department in this field and work by other investigators, which led up to the proposed research. Also include a detailed research strategy and study design, with a clear description of the methods to be employed. Where the project involves an intervention, describe the rationale for the intervention and how it will be evaluated. Where applicable, include sample size and statistical power, sampling methods, main variables to be measured/examined, methods of data collections, analysis of data and evaluation methodology. Please specify timelines or major time allocations.

Applicants may provide up to **six pages maximum** under this heading. Figures may be included **within** the six pages.

#### **Q19. Research plan references**

The reference list for the research plan should be **one page maximum**. Any relevant publications of the applicant should be listed under Q15. References should title, authors, journal name, year, volume and page numbers.

#### **Q20. Signatures**

Only required on hard copy of application.

Signatures required for applicant, head of department, head/nominee of administering institution, and verification by Research Administrative Officer.

Signature by the Applicant certifies that all details given in the application are correct and they agree to carry out the project in accordance with the Heart Foundation's current Conditions of Award for fellowships and in accordance with the principles of the *Australian Code for the Responsible Conduct of Research (2007)*.

By signing, the applicant and Research Administrative Officer confirm compliance with all instructions in the application form and understand that failure to do so may result in the withdrawal of the application from the review process.

# Postdoctoral Fellowship application Checklist



- Please complete this checklist before submitting your application.
- Applicants are responsible for ensuring that all relevant information has been included in **both** electronic and hardcopy of the application. The Research Program will not be responsible for ensuring that electronic and hardcopy applications are complete.
- No late applications will be accepted.
- Note that your application will only be valid if you submit the hardcopies **and** the electronic copy to the Heart Foundation by **12 April 2010 (5pm)**.
- Please ensure that only 12 point Arial font is used in your application.
- Note that Fellowship Interviews will be held on 13th and 14th September 2010.
- The electronic copy should be emailed to [research@heartfoundation.org.au](mailto:research@heartfoundation.org.au)

**AND**

One (1) hardcopy should be posted to:

Research Program,  
Heart Foundation,  
Level 12, 500 Collins Street,  
Melbourne VIC 3000,  
Australia.

1. Hard Copy application	Please tick when completed
Layout of application form has not been altered. All entries on the application form are in 12 point Arial font.	
<b>One hard copy of the application is required on standard A4 paper (stapled in the top left hand corner)</b>	
<b>Include all attachments:</b>	
Citizenship/Immigration status: Copy of birth certificate or relevant passport page	
Copies of human, animal or bio-safety ethics clearances	
Curriculum vitae	
Academic transcripts	
Referee reports have been submitted to the research office or included in hard copy	
<b>Requirements:</b>	
Application has been signed by applicant, head of department, head/nominee of administering institution & Research Administrative Officer	
Complete application has been submitted by mail or courier	

<b>2. Electronic Application</b>	
PDF version of the application maximum email size of 5MB. Please name your file using the following convention: Surname_CDA_Year (e.g. Smith_CDA_2010)	
<b>Include all attachments:</b>	
Citizenship status copy of birth certificate or passport or permanent residency	
Copies of human, animal or bio-safety ethics clearances	
Curriculum vitae	
Academic transcripts	
Referee reports have been submitted to the research office or included in hard copy	
<b>Requirements:</b>	
Emailed to <a href="mailto:research@heartfoundation.org.au">research@heartfoundation.org.au</a>	