



Postdoctoral Fellowship

Eligibility and Award Stipulations

Please read this document in conjunction with the How to Apply document carefully before completing an application form.

The Heart Foundation: supporting life-saving research

The Heart Foundation is an independent, Australia-wide, not-for-profit health organisation, funded almost entirely by donations from the Australian public.

Our purpose is to reduce premature death and suffering from heart, stroke and blood vessel disease in Australia.

The Heart Foundation offers awards to fund research which is conducted primarily in Australia and is engaged in research related to cardiovascular health.

Research Program Contact

Email: research@heartfoundation.org.au

Phone: (03) 9321 1581

How to apply

All applications must be submitted through the Heart Foundation's Researcher Portal. This link will be accessible through the Heart Foundation website, along with further award details

<https://portal.heartfoundation.org.au/>

Please note, you should direct all eligibility and application content enquiries to the research office of your institution.

General information

The Heart Foundation may vary the conditions under which the award is made by granting prospective or retrospective awards.

Administering Institution

The research supported by the Heart Foundation award must be administered by an [NHMRC Administering Institution](#).

The Administering Institution (or its affiliate) shall provide the facilities and services necessary for the efficient conduct of research during the term of the award.

The Heart Foundation requires that all Administering Institutions will have appropriate policies and procedures in place to deal with any allegations of research misconduct that may arise.

An application must be endorsed by the Administering Institution's Research Office, before it is regarded by the Heart Foundation as submitted. The Heart Foundation funding process only recognises NHMRC Administering Institutions.

It is the responsibility of the applicant and the Research Administration Officer (RAO) to ensure that the application is complete and accurate.

Applications must be endorsed by the Research Office of the Administering Institution and submitted online by 5.00pm (AEST) on the due date. Applications that are late, or do not adhere to the instructions will not be considered further.

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.

Eligibility Criteria and Conditions

The Postdoctoral Fellowship encourages and supports early career cardiovascular health researchers to develop research skills and independence from an early stage.

Eligibility is as follows:

- must be an Australian or New Zealand citizen, or an Australian permanent resident or have applied for Australian permanent residency at the time of application.
- are expected to have spent at least two years actively contributing to cardiovascular research
- must adhere to character limits where it is specified in the application.
- must be less than three years since the date that their PhD thesis was passed at the application closing date (this is not the date of a conferral ceremony) minus any career disruptions which can be detailed in question 'Relative to Opportunity'
- Career Disruption includes major illness, carer responsibilities, or parental leave. Career disruption is not:
 - absence from work less than 28 calendar days;
 - employment outside the research sector including time spent working in industry;
 - clinical, administrative or teaching workload;
 - relocation of laboratory or clinical practice setting
 - other similar circumstances that impact upon research productivity.

Applicants may only apply within one Heart Foundation fellowship category or type (including the Heart Foundation Postdoctoral Fellowships) in any year. Should an applicant apply within multiple fellowship categories or types, all applications from that candidate will be removed from further consideration.

Length of scholarship

Postdoctoral Fellowships are tenable for two years. They may be full-time or part-time at a minimum of 0.6 FTE. Requests for FTEs less than 0.6 FTE will not be considered by the Heart Foundation.

PdF Awardees may apply to reduce their FTE and therefore extend their award during the period of the Fellowship for personal reasons such as carer responsibilities.

Requests to reduce FTE for vocational reasons will typically not be granted, however requests will be assessed on a case-by-case basis.

The total length of the reduced FTE Fellowship will be no more than the equivalent of two years at 1.0 FTE.

Partner/Co-funding

The Heart Foundation may seek funding opportunities with other nationally competitive institutions and funding bodies to fund as many top-quality researchers as possible. Applicants who have successfully applied for similar awards to other agencies within the same year may be offered the opportunity to receive a co-funded award.

Timing

Successful applicants may choose to commence their Fellowship on either 1 January, 1 April, or 1 July. Special permission to commence on a different date must be approved by the Heart Foundation, prior to signing of a funding agreement.

Application assessment

Only eligible and complete applications will proceed to peer review. The Review is conducted by an independent Peer Review Committee made up of eminent cardiovascular researchers with broad research experience in areas including biomedical, clinical, public health and health services research.

Applicants will be notified of the outcome of their application in October and successful applicants will be provided with administrative details for their funding.

Stage 1: Executive Summary Review

The committee will assess all applications against each other based only on **the executive summary** consisting of:

- Applicant track record
- The research environment
- Proposed two-year project plan

Therefore, please ensure all relevant and pertinent information is contained within the Executive Summary.

It is expected that only the top 30%-70% of applications will proceed to Stage 2 of assessment.

Stage 2: Detailed review of full application

Each application which has progressed from Stage 1 of the peer review process, will undergo a detailed review that will assess:

- track record
- quality and feasibility of the research proposal (research environment; scientific merit of the project plan; potential impact of the research; quality of the proposed project budget and how it allocates support payments)

The Committee will then make funding recommendations to the Heart Foundation. Funding recommendations are

endorsed and approved by the Heart Foundation's Research Committee and Research Strategy Committee.

All unsuccessful applicants will receive quantitative feedback on their ranking.

Successful Applicants

Payment of Award

Postdoctoral Fellowships provide stipend only. Stipend funding levels for scholars are:

Stipend – Year 1	\$75,000
Stipend – Year 2	\$76,200

Payments will be made quarterly and in advance. Administering institutions will be required to submit a tax invoice (in accordance with the GST Act) to the Heart Foundation at the start of each quarter.

The Heart Foundation operates on a calendar year basis and funds not invoiced for within the calendar year will not be available after 31 December of that year.

Stipends offered are exclusive of Superannuation Guarantee Contribution, workers compensation, leave loading and payroll tax.

Funding agreements

All applicants and administering institutions will be required to sign the Heart Foundation funding agreement. Failure to do so will preclude eligibility for the award.

The funding agreement includes reporting requirements and stipulations of the award (including changes). It is important that administering institutions and awardees are familiar with the funding agreement.

The funding agreement will be prepared by the Heart Foundation and its content is not open to negotiation.

Awardee Obligations

As required, awardees are expected to:

- Submit progress reports and financial acquittals in accordance with awardees funding agreement
- Notify the Heart Foundation of any amendments /changes to the project or awardee employment.
- Make the results of their research available through the usual scientific channels
- Contact the Research Program in advance of publications going to press or conference presentations occurring (where possible)
- Acknowledge the Heart Foundation in publications and presentations
- Send published papers to the Research Program

- Participate in peer review of applications
- Participate in Heart Foundation promotional initiatives

Conduct of research and clearance requirements

Safeguarding 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 award is the responsibility of the awardee 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)*.

Ethics clearances required for the award, as outlined in the funding application, must be obtained and maintained for the duration of the Project and copies of these clearances shall be provided to the Heart Foundation within 30 days of approval, or as requested.

Individuals, investigators or research institutions associated with Heart Foundation awards shall abide by the current NHMRC Guidelines issued pursuant to Section 95 of the Privacy Act 1988.

Confidentiality and Commercial-in-Confidence

All applications will be treated confidentially and will only be viewed by assessors, the review committees, and Heart Foundation Research Program staff.

The Heart Foundation acknowledges that some applications may have commercial outcomes and that in some instances commercially sensitive information may not be included in 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.