

Postdoctoral Fellowship



Instructions to applicants

Closing date: 21 April 2017 – 5pm AEST

Please read these instructions carefully before completing the application form.

Late or incomplete applications will not be accepted.

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.

Application forms

Application forms and guidelines for all Heart Foundation research awards may be viewed on our website www.heartfoundation.org.au

All initial enquiries should be directed to the research office of your institution.

Correspondence

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

Email: research@heartfoundation.org.au

Phone: (03) 9321 1581

Postdoctoral Fellowship 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.

To be eligible, applicants must be less than three years since the date that their PhD thesis was passed at the application closing date.

Applicants more than three years since the date that their PhD thesis was passed at the application closing date may apply only if they can demonstrate that their 'effective' number of years since the date that their PhD was passed is less than three years once Career Disruptions are taken into account. For the **determination of eligibility**, Career Disruption includes pregnancy; major illness, and carer responsibilities including parental leave but does not include employment outside the research sector including time spent working in industry; clinical, administrative or teaching workload; relocation of laboratory or clinical practice setting or other similar circumstances that impact upon research productivity.

Applicants may apply for a Postdoctoral Fellowship prior to their PhD being passed however, fellowships may not commence until after the PhD has been passed. The Heart Foundation will not release funding until such time as evidence of PhD thesis being passed is provided. Please note that fellowships must commence before 1 July of the year after the application closing date.

Applicants may only apply within one fellowship category or type in a year.

Relative to opportunity

All applications will be considered relative to opportunity, and applicants will be provided with an opportunity to provide brief details of career disruptions relevant to opportunity when applying.

Factors that will not be considered for the purposes of eligibility (e.g. administrative or teaching workload) may be included here and will be considered when applications are assessed.

Applicants are expected to have spent at least two years actively contributing to cardiovascular research.

Length of fellowship

Fellowships are tenable for two years and are not extendable or renewable. They may be full time or part time at a minimum of 0.8 FTE. Requests for FTEs less than 0.8 FTE will not be considered by the Heart Foundation.

Award value

Postdoctoral Fellowships provide salary support only. The stipend funding level for Fellowships commencing in 2018 is \$75,000 p.a. (pro-rata).

The Heart Foundation will not index stipends.

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, unless under special circumstances and approval is obtained **in advance** in writing from the Research Program Manager.

Stipends offered are exclusive 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 as specified in the funding agreement.

Co-funding

The Heart Foundation actively seeks co-funding opportunities with other institutions and funding bodies in an effort to fund as many top quality researchers as possible. Applicants who have applied for similar awards, within the same year, to other agencies and been successful with both applications, may be offered the opportunity to receive a co-funded award.

Timing

Successful applicants must commence their Heart Foundation Fellowship on or before 1 July 2018, except in extenuating circumstances where the Heart Foundation has granted special permission to do otherwise.

Other activities

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 (at greater than 20% of the fellowship time) 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 prior approval from the Heart Foundation.

Concurrent or other appointments involving remuneration

The Heart Foundation may allow a 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 relinquish the fellowship. In such cases, the Fellow shall advise the Heart Foundation **in advance** of accepting the new appointment.

Alterations to fellowship

Fellows shall adhere to the approved fellowship program. Any proposed alteration to a program (including any periods of extended leave) shall be submitted **in advance** for approval by the National Research Program Manager.

Changes of employment

The Heart Foundation Research Program must 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 Program retains the right to review a fellowship in light of these changes. Pending this review, the Heart Foundation reserves the right to terminate a Fellowship should this be deemed appropriate.

Application assessment

This award will be assessed by a Postdoctoral Fellowship Committee (PFC). The Committee will be made up of nine to twelve eminent cardiovascular researchers with broad research experience in areas including biomedical, clinical, public health and health services research.

The PFC committee will be responsible for assessing relevance to cardiovascular health, track record, and quality and feasibility of the research proposal.

The Heart Foundation Research Program will review applications for completeness and adherence to funding rules. Applications that are incomplete or do not conform to the funding rules will not be considered further. Correctly completed applications will be assessed by the PFC as described below.

Stage 1: Executive Summary Review - Preliminary Assessment

The PFC will assess all applications against each other based on a **summary of:**

- **Your track record,**
- **The research environment,**
- **The proposed project and relevance to cardiovascular health.**

Please note that this assessment will be based **on the 'Executive Summary' only**. Therefore, please ensure all relevant and pertinent information is contained within the Executive Summary.

It is expected that only the top 30%-70% (depending on the number of applications received) of applications will proceed to the next stage of assessment.

Feedback will not be provided to candidates who are unsuccessful at this stage (up to 70% of applications).

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 (based on the above assessment criteria) by at least five PFC members. The PFC will then meet to rank all applications and make final funding recommendations.

Funding recommendations are then considered by the Heart Foundation's Research Committee and Cardiovascular Health Advisory Committee.

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

All applicants who are unsuccessful at this stage will receive quantitative feedback on their ranking.

Completing the application

Applications in 2017 must be completed online at www.heartfoundation.org.au.

Applications sent via email or by hard copy will not be accepted will not be accepted.

The Heart Foundation will not make requests for missing documentation or provide opportunities to amend incorrectly completed applications. Incomplete or incorrect applications missing such documentation will not be forwarded for peer review.

Q1. Project Title

The Simplified Project Title should be in lay terminology and be suitable for release to the media or for general publication.

Please avoid the use of technical terms and abbreviations. Do not use acronyms.

The Scientific Title should accurately describe the nature of the project being undertaken.

Q3. Administering Institution Details

These shall be the details of the proposed administering institution for the award. This must be an NHMRC Administering Institution and should be named exactly as in the Register of NHMRC Administering Institutions maintained by the NHMRC. This can be found at: nhmrc.gov.au/grants/admininst.htm.

Q4. Supervisor Details

Postdoctoral Fellowship applicants are required to nominate a supervisor. The supervisor's role is to oversee the research conducted by the applicant and to provide support and mentorship.

The supervisor should be an employee of the administering institution and should be a senior member of the department in which the fellowship applicant proposes to work.

Q7. Start Date

The start date must be either; 1 January, 1 April or 1 July of the year after the application closing date.

Q8. Date PhD thesis was passed

Applicants will need to enter the date on which their PhD was passed (this is not the date of conferral ceremony). The PhD pass date is when the applicant was advised their Doctorate of Philosophy (PhD) thesis was passed.

Q12, 13 & 14. Executive Summary

Do not exceed one page when completing this section. **It is important to note that the preliminary assessment of applications will be made based on this executive summary.** The Committee will be directed to only consider this information for the first stage of assessment.

The executive summary must succinctly summarise an applicant's leadership, research environment and project plan, this should reflect the detailed information further stated in the application.

Q27. 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 collection, analysis and evaluation. Please specify timelines and major time allocations for your proposed two-year project.

This section is strictly limited to four pages in length and no more than 15 references.

Q28 & 29. Referee Endorsements

Applicants must arrange for two referees to endorse the pre-worded statement of support for the applicant. It is desirable that one of the referees be the applicant's current or proposed supervisor.

It is suggested that applicants forward a copy of their application to the referees when requesting an endorsement. The absence of referees' endorsements may prejudice the application.

Referees will be required to acknowledge a pre-worded endorsement of the applicant and this must be included as part of this application.

Endorsement of Application

Endorsement of applicant's Supervisor, Head of Department and Research Administration Officer are required for the online application to be accepted for peer review consideration.

Application Check List

| | |
|---|--|
| Check that the application includes: | |
| Two referee endorsements | |
| Evidence of citizenship or permanent residency | |
| Evidence that PhD has been passed | |
| Requirements: | |
| Applications must be completed online at www.heartfoundation.org.au . | |

General information

Subject to any special conditions specified for specific award types or at the time an award is awarded, these conditions shall apply to all Heart Foundation awardees and to the institution accepting the award.

The Heart Foundation may, from time to time, need to vary the conditions under which the award is made and may make the application of such variation prospective or retrospective.

Citizenship and residency requirements

At the time of application, applicants (Chief Investigator only) must be an Australian or New Zealand citizen, an Australian permanent resident or must have applied to become an Australian permanent resident. Evidence that Australian permanent residency has been granted will be required before an award can commence. Failure to do so will result in cancellation of the award.

Administering Institution

The research supported by the Heart Foundation award must be administered by an NHMRC Administering Institution. A Register of NHMRC Administering Institutions is maintained by the NHMRC and can be found at:

nhmrc.gov.au/grants-funding-administering-grants

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 Institutes will have appropriate policies and procedures in place to deal with any allegations of research misconduct that may arise.

Application requirements

Applications will only be accepted from the Research Office of an NHMRC Administering Institution following endorsement of the application.

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 completed online at www.heartfoundation.org.au.

Applications sent via email or by hard copy (paper) will not be accepted.

Applications must be endorsed by the Research Office of the Administering Institution and submitted online by

5pm (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.

Funding agreements

Institutions accepting an award will be required to enter into a funding agreement with the Heart Foundation that contains additional conditions to those in this document.

The funding agreement will be prepared by the Heart Foundation and its content is not open to negotiation. Although the funding agreement may change slightly from year to year, some indicative examples of current Heart Foundation funding agreements can be found on the Heart Foundation website at: heartfoundation.org.au/research/apply-for-funding/how-to-apply

Obligations of awardees

Acknowledgement in publications and presentations

Awardees 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.:

"[Title] [Surname] was supported by a Fellowship ([Award Reference No.]) from the National Heart Foundation of Australia."

Or

'This work was supported by a (Award Name) ([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 Research Program.

Media coverage of the research

The ability of the Heart Foundation to fund research is dependent 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 Award places an obligation on the awardees and their institutions to involve the Heart Foundation in any publicity surrounding the research.

High impact publications or key presentations at national or international conferences are excellent topics of interest for the media. We ask that you contact the Research Program **in advance** of publications going to press or conference presentations occurring.

Where a media release is planned, it is the responsibility of both the awardee and the institution to give the Heart Foundation Research Office notice **in advance** of the release or organisation of the conference, and to accommodate reasonable requests for the Heart Foundation's participation in the publicity. In addition, awardees 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.

Assistance at Heart Foundation special events

The Heart Foundation may call upon awardees 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.

Availability of awardees as expert assessors

The increasing complexity and broadening of knowledge about cardiovascular health requires the maintenance of a large national panel of assessors. For this reason, there is an expectation that awardees be willing to be available to review applications.

Reporting requirements

Progress reports

By 31 March each year, awardees shall submit to the Heart Foundation a summary of research progress as at 31 December of the preceding year. Failure to provide this report will jeopardise future funding, including further funding of the award in progress. Payments will 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.

Progress reports must be provided online via the Heart Foundation website: heartfoundation.org.au/research.

Financial acquittals

By 31 March each year, an authorised officer of the administering institution shall submit to the Heart Foundation an annual financial acquittal for each award as at 31 December of the preceding year.

Failure to provide this financial acquittal will jeopardise future funding, including further funding of the award in progress. Payments will be withheld until the financial acquittal is received. If no end-of-award financial acquittal is received, the Heart Foundation may decline applications for future awards.

Financial acquittals must be provided online via the Heart Foundation website at: heartfoundation.org.au/research.

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 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.

Privacy legislation

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.

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.