Postdoctoral Fellowship

How to Apply

The purpose of this document is to guide applicants through the portal application process for a Postdoctoral Fellowship.

Application Requirements

Applications will only be accepted for review once the Research Office of an NHMRC Administering Institution has endorsed the application.

Applicants must adhere to character limits where it is specified in the application (This is an eligibility criterion).

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 5pm (AEST) on the due date. Applications that are late, or do not adhere to the instructions/eligibility requirements will not be considered further.

Submitting an Application

On the awards opening date, you will find a link to the Researcher portal on https://researchportal.heartfoundation.org.au/ for award.

On the Researcher Portal you will be able to login or register an account:

- If you have previously logged in, proceed as normal.
- If you are a first-time user, click on register.
- If you have previously applied for HF funding, please try and use the email address you have use previously.
- If you are not in our system, you will be able to select a password and create an account.
- If you are in our system, it will recognise your email address and ask you to reset your password

Once logged on to the Researcher Portal click on Research>Current Programs, this will take you to a list of current programs. Select the program you are applying to and you will be able to commence your application.

Tips

- On each page, remember to click save & next as just navigating to a new page may mean you lose data.
- Once you submit, your RAO will be able to review and make comment on your application. You are able to resubmit for review multiple times once the RAO has reviewed the application.

Answering Specific Questions

Applicant Information

- Title, Name, Email, Phone number, Resident Status, Gender, Aboriginal or Torres Strait Islander Descent, Citizenship or Residency, Position, Employer, Position Start Date, Employment FTE

Simplified Project Title

- A simplified title is required for promotion of your research. Your simplified title should be suitable for release to media and general publications. It will also be used as an easy way to identify the area in which you are researching. Please avoid the use of technical terms and abbreviations do not use acronyms.
- 100 character maximum
Scientific Project Title

- Should accurately describe the nature of the project being undertaken.
- 300 character maximum

Research Category

- You will need to select the one area of research which is applicable to your research:
  - Biomedical,
  - Clinical,
  - Health Services, or
  - Public Health

Nominated FTE Rating

- This is the Full Time Equivalent (FTE) you will spend on your award.
- This rating is used as a base for stipend payments.

Project Start Date

- All funding must commence on the 1st day of one of the first three quarters of a year, you may choose from:
  - Q1 - 1 January
  - Q2 - 1 April
  - Q3 - 1 July

Project Synopsis

- You project synopsis will be used internally to promote your research, as well as for use in media releases. As audiences may not have technical backgrounds, we urge you to use lay terms when describing the overall aims of the research and expected cardiovascular health outcomes.
- Try to avoid technical terms and acronyms.
- This project brief will be used on the Heart Foundation website if you are successful.
- 2,000 character maximum.

Research Categories

- These categories are used by Heart Foundation staff to search for specific research – not included in review process. Therefore, it should reflect the specifics of your research as opposed to areas that you hope your research may reach.
- You will be able to choose 8 from a variety of categories.

Administering Institution Details

- Administering Institution, Administering Institution Contact Person details.
- This contact person will undertake a final review of your application prior to submission to the Heart Foundation. Please ensure the privacy statement on the Heart Foundation website is acknowledged by the contact person.

Executive Summary

In stage 1 of peer review, our committee only assess the Executive Summary, Career Disruption and Relative to Opportunity of your application.

Leadership Summary:

- Include a summary of your track record, briefly indicating your current position, publication record, presentations, awards and grants, contribution to the scientific community, and any other relevant information
- 3,000 character maximum

Research Environment in relation to development of Career:

- Briefly summarise the research environment including quality/experience of supervision, international standing of lab, facilities, infrastructure and funding that is available to support your proposed research. Focus on how this environment will contribute to your development
- 1,000 character maximum
Two Year Project Plan:

- Please provide a brief summary of your proposed 2-year project plan
- It is best to use the subheadings:
  - Background/Rationale;
  - Aims and/or Hypotheses;
  - Methods;
  - Research plan;
  - Significance and Expected Outcomes.
- 2,000 Character Maximum.

Supervisor Details

- You will need to nominate a supervisor who will oversee the research conducted and provide support and mentorship - Supervisor Title, Supervisor First Name, Supervisor Last Name

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

PhD Details

- PhD Title, Degree Institution, Research Category, Degree Start Date, Degree End Date, PhD Supervisor
- PhD Thesis Passed Date: Applicants will need to enter the date of the letter advising when their PhD thesis was passed (this is not the date of a conferral ceremony).

Other Funding

- You can indicate here if you are planning on applying or already have applied for funding from other bodies.
- Funding details – Include: Award type, Name, Category and reference/application number if known

Project Outcomes

Relevance to Cardiovascular Health

- You will need to enter the relevance and impact of your project in relation to cardiovascular health.
- 1,200 character maximum.

Research Environment

- Briefly summarise the research environment including quality/experience of supervision, international standing of lab, facilities, infrastructure and funding that is available to support your proposed research. Focus on how this environment will contribute to your development.
- 1,000 character maximum.

Ethics Approvals

- If indicating that ethics are required for your research, you will then be asked to identify the type required.
- Please note that you will no longer need to provide the Heart Foundation with evidence; however, administering institutions must be able to present proof upon request from the Heart Foundation.

Career Disruptions

- Please Provide: Type of Disruption, Start Date, End Date and Full Time Equivalent of Disruption (Months)

Relative to Opportunity

- All applications will be considered relative to opportunity. Please provide brief details of other factors relevant to opportunity that you feel should be considered when reviewing your application not covered in the above "career disruptions".
- 600 character maximum.

Qualifications (Your three most recent qualification details, not including PhD)

- Qualifications Year, Qualifications Name, Educational Institution

Awards (Your top five awards and achievements)

- Description of Award/Achievement, Provider of Award/Achievement, Year Award/Achievement received
Track Record

Training Contribution (e.g. students supervised and teaching activities)
- Discuss any training/supervising/teaching activities you currently undertake or have undertaken previously
- 1,000 character maximum

Scientific Community Contribution
- Discuss the contribution you make/have made to the scientific community (e.g. engagement with Peer Review, Advisory Committees and Scientific Societies).
- 1,000 character maximum

Applicant Work History (in order of most recent)
- List previous appointments (In order of most recent) – Position Title, Employer, Position Start Date, Position End Date

Grant Record
- Provide details of successful grants for which you are/were a named Investigator during the last five years (maximum 50 - Any grant additional to the initial 50 will not be considered).
- Number each grant and include Applicant’s role in Grant, - [Chief Investigator, Other Chief Investigator, Associate Investigator, Other (Please Specify)], Grant title, Grant Institution, Grant Start Year, Grant End Year, and Grant Amount ($)

Publications

Publication List
- Please list details of any publications that have been published, or accepted for publication, in refereed journals in the past five years (maximum 50 - Any publications additional to the initial 50 will not be considered).
- Do not include submitted publications that have yet to be accepted.
- Each publication will need to be numbered and include Applicants Author Status, Publication Title, Authors, Journal Title, Publication Year, Volume, and Page Number.
- Please add impact factors and citations for each publication as well as the relative ranking or importance of each journal within its field (if available).

Top five publications
- You will also need to list your top five publications, from the above, and discuss its impact on cardiovascular research.

Presentations
- Please list below details of any presentations at national and international conferences that were given in the past 5 years (maximum 50 - Any presentations additional to the initial 50 will not be considered).
- Numbered each presentation and include Presentation type, Invited? (Yes/No), Title, Conference Name, Location and Date.

Research Plan and Figures
- This is your complete and detailed Research Plan.
- The section is limited to 16,000 characters (including pictures) with a maximum of 15 references. Please note that pictures/graphs that are inserted in your plan will add to your character count.
- Please see instructions in the portal for attaching graphics. Please note all image uploads must be clearly labelled when corresponding to references in the proposed plan, for example: ‘Reference 1_Biomarkers’.
- It is best practice to use the headings of Background, Methods and References, in your research plan. The background section should summarise previous work from the host department in this field and work by other investigators, which led to the proposed research. Also include a step-by-step 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.
Health Equity

The Heart Foundation is committed to addressing health inequity and to focusing on people who are disproportionately affected by heart disease: people who are socioeconomically disadvantaged, residents of regional, rural and remote areas, Australians from culturally and linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander peoples.

- Describe how and what degrees has, or will, your research consider these populations.
- 1,000 character maximum

Referees Endorsements

- Referee Details including Title, Name, Email, Phone Number, Position, Institution, and a description your relationship with this referee
- Applicants must arrange for two referees to endorse their application and provide evidence to their Administering Institution research office. Referees who endorse an application are acknowledging the candidate has the potential to become a leader in cardiovascular health research and is capable of conducting the research outlined in the fellowship application. It is desirable that one of the referees be the applicant’s current or proposed supervisor. In providing the referees’ details within the online application form, the applicant is verifying that they have obtained the endorsement of the referees, permission to provide their details, and that all parties have acknowledged the privacy statement.

Endorsement of Application:

- Endorsement from the Research Administration Officer is required for the application to be accepted.
- The certification boxes will need to be read/agreed and checked before applications can be submitted.