



Health Professional Scholarship

Instructions to applicants

Closing date: – 23 June 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

Health Professional Scholarship eligibility criteria and conditions

The Health Professional Scholarship exists to encourage and support cardiovascular health professionals to undertake a PhD.

The PhD may be in any area of cardiovascular research, including biomedical, clinical, public health and health services research.

Health professionals who also have a strong research background (and understanding) are uniquely placed to champion and lead the translation of research into practice, conduct translational research and implement evidence-based practice. Such work has the potential to produce immediate health outcomes and supporting the development of such health professional researchers is important. Successful applicants will have a track record in research, including publications.

Any health professional engaged in cardiovascular health practice is eligible to apply. This includes (but is not limited to) general practitioners, clinicians, cardiologists, nurses, physiotherapists, pharmacists and other allied health professionals.

Applicants with a professional background other than those listed above can apply for this award, however, their eligibility will not be assessed by the Research Program but will be considered by the Health Professional Scholarship Committee (HPSC) following the application deadline.

Applicants will be encouraged to continue their cardiovascular health practice during their PhD. The applicant's plan for the continuation of their cardiovascular health practice during their PhD is an assessment criteria for this award.

Only those applicants who have yet to commence their PhD (or an equivalent degree) or who have completed less than 12 months of work (at the full time equivalent (FTE) of 1.0) toward their PhD at the time of application are eligible to apply for a Health Professional Scholarship. If you are yet to start your PhD, the commencement date must be within six months of 1 January of the year after the application closing date.

Relative to background

All applications will be considered relative to the applicant's background. When assessing applicant's track records, the Peer Review Committee for this award will be instructed to assess work history/experience as equivalent to academic achievement.

Length of Scholarship

The total length of the award will be no more than the equivalent of three years at 1.0 FTE, less any time already completed towards the PhD at the time the scholarship commences.

Scholarships may be full time or part time at a minimum of 0.5 FTE. Requests for FTEs less than 0.5 FTE will not be considered by the Heart Foundation.

Award value

Health Professional Scholarships provide stipend only. The stipend for Scholars commencing in 2018 will be \$40,000 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 National Research Program Manager.

The commencement date of a scholarship for payment purposes will be the date specified in the funding agreement.

Collaboration and Exchange Award

Applicants who are successful in being awarded a Health Professional Scholarship will be eligible to apply for a Collaboration and Exchange Award. Collaboration and Exchange Awards must be applied for and used for activities that take place within the tenure of the award. Further information about the Collaboration and

Exchange Award can be found at:
<https://heartfoundation.org.au/research/apply-for-funding/collaboration-and-exchange-awards>.

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 to other agencies and been successful with both applications within the same year, may be offered the opportunity to receive a co-funded award.

Other Scholarships

Unless the award is co-funded, scholars may not hold another scholarship at the same time as a Heart Foundation Health Professional Scholarship. Applicants who hold another Scholarship at the time they apply for a Health Professional Scholarship must relinquish the other scholarship before the commencement of the Health Professional Scholarship

Timing

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

Other activities

Full time (1.0 FTE) scholars shall spend a minimum of 80% of their time on research. Participation in cardiovascular health practice during the remaining 20% of the scholar's time is strongly encouraged. For part time scholars, participation in cardiovascular health practice during the remainder of the scholar's time is strongly encouraged.

Teaching and attendance at advanced courses relevant to the scholar's research program may be allowed if they occupy only a small proportion of time.

Alterations to scholarship

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

Clearance requirements

Payment of funds will not commence until satisfactory evidence is provided to the Heart Foundation that all institutional approvals (including ethics and safety approvals) required for the commencement of the project outlined in the application are in place.

Where the need for additional institutional approvals at a later stage of a project is outlined in the application, these approvals must be forwarded to the Heart Foundation within 30 days of approval being granted, or as requested. Failure to do so will jeopardise continuation of funding.

Changes of enrolment

The Heart Foundation Research Program must be notified immediately if enrolment circumstances change after application for a scholarship or during the tenure of a scholarship, particularly when the ability of the scholar to complete their PhD may be affected by the change in circumstances.

The notification will need to detail any financial and/or administrative implications for the scholar, and implications of the change in their ability to undertake their PhD. The Research Program retains the right to review a scholarship in light of these changes. Pending this review, the Heart Foundation reserves the right to terminate a scholarship should this be deemed appropriate.

Application assessment

This award will be assessed by a Health Professional Scholarship Committee (HPSC). The Committee will be made up of six to nine eminent cardiovascular researchers with broad research experience and broad health practice backgrounds.

The Committee will be responsible for assessing relevance to cardiovascular health, relevance to the stated purpose of the award, track record/work history of the applicant 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 HPSC as described below.

Each application will undergo a full review by every HPSC member. The HPSC will then meet to rank all applications and make final funding recommendations.

These 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.

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.

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.

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

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

In instances where an applicant has more than one supervisor, please list the details of the primary supervisor. Information relating to other supervisors can be made in Q23 'Research Environment'.

Q7. Start Date

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

Q19. Continued Cardiovascular Health Practice

Please indicate how and if you intend to continue your cardiovascular health practice during your PhD.

Please indicate any periods during which you do not intend to continue your cardiovascular health practice. It is understood that there may be periods of time when it is advantageous for scholars to commit 100% of their time to their research (e.g. at the beginning of a project).

Please note that cardiovascular health practice includes any relevant paid or volunteer work.

Full time Equivalent (FTE) Calculations

Applicants who have already commenced their PhD will need to indicate the duration of the full time equivalent enrolment in calendar months up to closing date of this award.

Application Check List

Q24. Research Plan and Figures

This section is strictly limited to 8,000 characters in length (not including figures), and no more than 15 references.

Please provide the plan using the headings of Background, Methods and References. 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.

Please note that due to the nature of the application figures and tables cannot be added to the body of the research plan and will need to be included as an attachment.

Q25 and Q26. Referee Endorsements

Applicants must arrange for two referees to endorse their application. It is desirable that one of the referees be the applicant's current or proposed supervisor. Please ensure that you have verified the endorsement of referees and sought permission to provide their details.

The absence of referees' endorsements may prejudice the application.

Endorsement of Application

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

Check that the application includes:	
Two referee endorsements	
Evidence of citizenship or permanent residency	
Evidence of PhD Enrolment or letter from Administering Institution indicating applicant is in the process of enrolling for a PhD.	
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 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 awards 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/admininst.htm

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.

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.

Administering Institution Research Offices will receive automatic notifications of applications received from that Institution. The Research Office should carefully check the notifications to ensure that all applications were submitted successfully.

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 Scholarship ([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:
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.