



# HEATHWAY ABORIGINAL RESEARCH TRAINING SCHOLARSHIP GUIDELINES

**Healthway's Scholarship program changed in 2017. Applicants should follow these instructions carefully in preparing their application.**

## HEALTHWAY

Healthway (Western Australian Health Promotion Foundation) is governed by the WA Health Promotion Foundation Act 2016 to fund activities related to the promotion of good health. One of the functions of the foundation is to fund research relevant to health promotion. Healthway provides funding for innovative research projects that can clearly demonstrate the ability to prevent illness and promote healthy lifestyles in Western Australia (WA). Healthway's Strategic Plan can be viewed at [www.healthway.wa.gov.au](http://www.healthway.wa.gov.au)

## HEALTHWAY HEALTH PROMOTION RESEARCH TRAINING SCHOLARSHIPS

Healthway Aboriginal Research Training Scholarships are designed to increase the number of experienced and trained Aboriginal and Torres Strait Islander practitioners and researchers in WA working to promote health in Aboriginal communities.

The Scholarships will support Aboriginal and Torres Strait Islander graduates in obtaining formal academic training in Aboriginal health research areas through an approved tertiary institution.

The post-graduate course may be a graduate certificate, postgraduate diploma, honours, PhD or Masters at a fully accredited institution which will enable the applicant to pursue further studies relevant to Aboriginal Health.

- 1. Graduate Certificates/ Postgraduate Diplomas/ Honours**  
Funding will be available for a maximum of one (1) year for courses relevant to Aboriginal Health Promotion.
- 2. Masters Scholarship**  
Funding will be available for a maximum of two (2) years, renewable at the end of each year, subject to a suitable progress report being received prior to the date specified in the signed agreement.
- 3. Doctor of Philosophy (PhD)**  
Funding will be available for a maximum of three (3) years, renewable at the end of each year, subject to a suitable progress report being received prior to the dates specified in the signed agreement.

### **Masters and PhD applicants**

Masters and PhD level applicants are required to focus on establishing end-user partnerships and should develop the research component of their proposal in collaboration with their partner organisation(s). Applicants must also demonstrate a plan to work collaboratively with relevant partner organisation(s) and Healthway over the course of their project to ensure real-world applicability of the research outcomes.

These requirements are designed to equip scholars with the expertise and skills to conduct research that has real-world applicability and will therefore have an impact on Aboriginal health policy and practice in WA. The collaborative research approach also aims to provide an opportunity for the Scholar to contribute to the work of their partner agencies and Healthway, and establish, skills, networks and relationships that will enhance their career and professional development opportunities.

Applicants must also provide a clear knowledge translation plan to demonstrate how the research component of their training will be used to inform Aboriginal health policy or practice in WA, and lead to improvements in Aboriginal health.

### **SUBMISSION PROCESS AND TIMELINE**

All applicants are encouraged to contact Healthway to discuss their proposal prior to submission. Please phone Candice McKeone (Senior Research Officer) on 9488 6703 or email [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au).

Application forms must be submitted via email to [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au).

**There are no submission closing dates, applications will be accepted all year.**

The assessment, interview and approval process will take approximately three (3) months.

**Interview date:** The applicant must be available for an interview approximately six (6) weeks from submission of their application.

**Notification date:** Applicants will generally be notified of the outcome of their application within six (6) weeks of their interview.

**Commencement date:** The scholarship stipend will commence approximately four (4) weeks from the notification date. Please note ethics clearance must be obtained by an approved ethics board before the first instalment can be made.

### **ASSESSMENT PROCESS**

Stage 1: Assessment of submission

Applications will be assessed for their ability to address the below criteria:

- Relevance of the study plan to Aboriginal health in WA
- Candidate's ability to conduct the proposed study program
- Contribution of the program to the candidates career in Aboriginal health
- Research methodology and scientific validity of the proposed research component of the training (*MPH research and PhD candidates only*)
- Strength of the end-user partnerships (*MPH research and PhD candidates only*)
- Strength of the knowledge translation plan for the research component of the training (*MPH research and PhD candidates only*)

Stage 2: Interview

Successful applicants from stage 1 will be invited for an interview to discuss their chosen training program, and how it will contribute to their career in Aboriginal health.

## APPLICANT AND INSTITUTION ELIGIBILITY

To be considered eligible for a scholarship:

- Applicants must be of Aboriginal or Torres Strait Islander descent and must reside within WA for the duration of the scholarship. Research projects must focus on the WA population.
- Applicant and their nominated supervisor, department and institution are not eligible to apply to Healthway if they receive any support from the tobacco industry or related organisations.
- Candidates should have a degree from a recognised university, and must enrol for a postgraduate course (such as a relevant graduate certificate, postgraduate diploma, honours, PhD or Masters) at a fully accredited institution which will enable the applicant to pursue further studies relevant to Aboriginal Health.
- Healthway does not offer part-time scholarships. Applicants may be considered for a part-time scholarship if they are able to demonstrate that circumstances such as medical conditions or major family commitments which may preclude full-time study. The desire to undertake part-time employment will not be accepted as justification for part-time study. Applicants should inform Healthway of their request to be considered for a part-time scholarship at the time of application. Applicants who wish to convert to a part-time scholarship after being awarded a full-time scholarship will be requested to demonstrate that the changes in their circumstances were unforeseen at the time of applying for their scholarship.

## SCHOLARSHIP RESEARCH COMPONENT REQUIREMENTS

MPH and PhD candidates must also ensure that the research component of their training addresses the below requirements:

- The proposed institution must be able to provide the resources appropriate to the project as well as provide a supervisor with qualifications and experience in Aboriginal health.
- The research must be relevant to the Aboriginal health promotion field. Scholarships will not be awarded to applicants undertaking study or the investigation of treatment for symptomatic disease.
- Proposals must demonstrate the ability for the proposed research to benefit the WA Aboriginal community.
- A knowledge translation plan must be provided which describes how the research findings will be shared and promoted, and how its envisioned that partner agencies will use the findings to inform their work.

To facilitate the collaborative working process applicants are also required to:

- Engage with end-user partners to develop the proposal and undertake the project. It is recommended that applicants work with partner agencies to identify knowledge gaps and shape the research questions and the study design, where appropriate.
- Applicants must arrange to spend an agreed amount of time within a partner agency during the Scholarship training to facilitate the consultation and collaboration process. The residency must be confirmed and agreed to by both parties upon submission of the application.
- As part of the residency Scholars are required to be available to contribute to work within the partner agency and Healthway on areas directly related to their training or research, as appropriate.

As an example this may involve contributing to project or policy design via membership on a project advisory group or involve the presentation of research results to staff or key stakeholders to support decision making with the partner agency of Healthway.

- Recipients will also be required to meet with Healthway and the partner agency(s) to explore opportunities to translate and disseminate the findings, as appropriate. This is likely to include a presentation of the overall findings at a Healthway or other agency hosted seminar.

These requirements will be agreed on a case by case basis and depend on the needs and opportunities within end-user agencies and Healthway, and the applicants' particular skills, expertise and capacity. It is envisioned that these requirements will provide a two way learning opportunity for the Scholarship recipient and the partner organisation(s), including Healthway.

#### **DURATION OF THE SCHOLARSHIP**

Funding will be available for one (1) year for a graduate scholarship, certificate or Honours, two (2) years for a Masters Scholarship, and three (3) years for a PhD. Funding will be renewable at the end of each year, subject to a suitable progress report being received prior to the dates specified in the signed agreement.

Healthway reserves the right to terminate a Scholarship should progress be determined to be unsatisfactory either by the institution administering the Scholar, or Healthway. Stipend and allowances will cease from the date of the decision to terminate the Scholarship, and the balance of funds will be returned to Healthway.

## FINANCIAL DETAILS

### STIPEND

#### 1. *Student Stipend*

Applicants who have not been in full-time paid employment for a minimum of 12 months immediately prior the date of submission of their application to Healthway will be eligible for a student stipend as follows:

1st year	\$30,000 per annum
2nd year	\$31,200 per annum
3rd year	\$33,280 per annum

#### 2. *Professional Stipend*

Applicants who can demonstrate that they have been in full-time paid employment for a minimum of 12 months immediately prior to submitting their application will be eligible for a professional stipend of up to a maximum of \$50,000 per year for up to three years.

*Please note that \$50,000 is the maximum amount and the exact level of the professional stipend offered by Healthway will be determined from the applicants' most recent salary level, after allowing for tax deductions.*

These figures will be non-taxable for full-time scholarships. Part-time scholarships, if agreed by Healthway (see page 7), are taxable and therefore Healthway will increase the stipend of part-time scholarships in accordance with the taxable income rates as applied by the Australian Taxation Office, to a gross level not exceeding \$50,000 per year.

The stipend will go directly to the institution at which the student enrolls, to be paid to the student through that institution's payroll.

In accepting to administer the scholarship, the institution will undertake to provide the facilities and services, together with the normal overhead expenses, necessary for the student to undertake the program, and it will assume responsibility for allocation of the additional allowances.

### GOODS AND SERVICES TAX

The stipend levels and allowances identified in these guidelines are exclusive of Goods and Services Tax (GST). Healthway agrees to pay to the organisation the GST liability, on submission of an appropriate Tax Invoice, and if the organisation is registered for GST purposes with an Australian Business Number (ABN).

### TOP-UP FUNDING

Top-up funding is available for applicants who have been offered, or who currently hold another award. The sum offered in top-up funds will not exceed 75% of the maximum offered for a full stipend.

## ALLOWANCES

An additional sum of up to \$9,000 per annum will be allocated to the institution with each scholarship. The amounts listed below are the maximum amounts that can be requested in each of the categories. The total allowance must not exceed \$9,000 and can be used to cover **only** the following items:

### PROJECT COSTS

Up to \$6,500 per annum can be requested for equipment and consumable materials, where such items are necessary to complete your research. The applicant should provide a detailed budget breakdown for these costs, for each year of the scholarship, on the application form. The purchase of a computer will generally not be funded by Healthway.

### TRAVEL FOR CONFERENCES/COURSES

Funds of up to \$2,000 may be used for the purpose of attending a conference, course or meeting that is relevant to the student's area of research, and has been approved in writing by his/her department supervisor.

This allowance covers attendance both in Australia, and internationally. Attendance to international conferences is limited to one overseas trip throughout the duration of the scholarship. International travel expenses should not exceed the \$2000 allocation. The allowance can be allocated to contribute to one economy return air fare per year, accommodation and/or conference registration fees. The purchase of food cannot be included.

A student may not request more than \$2,000 in any one year for travel related to conferences or courses. Healthway may only consider a request to allocate more than this amount in any one year in exceptional circumstances, and approval must be obtained in advance from Healthway. This will then reduce the amount that can be used for travel in subsequent years.

### UNIVERSITY FEES

Funds of up to \$1,000 per annum for annual university and guild fees for full-time students. Please note, if there are no university fees associated with the relevant degree, this money cannot be used for any other purpose.

### TEXTS

Reimbursement of text book costs of up to \$250 per annum.

### THESIS

A single contribution of up to \$500 for Masters, and \$1000 for Doctor of Philosophy degrees, is available toward preparation of thesis for examination.

### UNSPENT ALLOWANCES

**Allowances are generally allocated on an annual basis. Unspent allowances may only be carried forward into the following year of the Scholarship subject to Healthway approval of a written request and justification. Any allowances which have not been spent by the end of the Scholarship must be returned to Healthway.**

## ALLOWANCES

### **Employment outside the research project:**

Scholarship holders may undertake up to 8 hours paid employment, during the hours of 9.00am to 5.00pm, Monday to Friday, with the permission of the student's institution. Any work undertaken must not interfere with a scholarship holder's study program.

### **Holidays**

The student will be entitled to a total of 20 days paid leave per annum, to be taken during the tenure of the scholarship. This leave will not be considered cumulative.

### **Sick leave**

Students will be entitled to sick leave in accordance with the conditions applying in the individual institution. The tenure of the scholarship will not be affected by sick leave. In special cases, where the student is ill for more than one (1) month, Healthway may agree to a temporary suspension of the scholarship.

### **Maternity leave**

Maternity leave of up to 12 months may be taken, during which time the scholarship will be temporarily suspended.

### **Extensions**

Extensions to the duration of the Scholarship will only be considered by Healthway in exceptional circumstances.

### **Deferred Scholarships**

Deferment of scholarships will only be considered by Healthway in exceptional circumstances and must be applied for in writing. Deferment for longer than one year will result in the Scholarship being forfeited.

### **Part-time Scholarships**

Applicants may only be considered for a part-time scholarship if they are able to demonstrate that circumstances such as medical conditions or major family commitments preclude full-time study. Applicants should inform Healthway of their request to be considered for a part-time scholarship at the time of application. Applicants who wish to convert to a part-time scholarship after being awarded a full-time scholarship will be requested to demonstrate that the changes in their circumstances were unforeseen at the time of applying for their scholarship. The desire to undertake part-time employment will not be accepted as justification for part-time study.

**NO OTHER TYPE OF LEAVE, LOADINGS OR PAYMENTS WILL BE PROVIDED BY HEALTHWAY.**

## OTHER CONDITIONS OF THE SCHOLARSHIP AWARD

### **INTELLECTUAL PROPERTY RIGHTS**

The intellectual property rights of a recipient of a Healthway scholarship are those to which the recipient is entitled at law. If it is anticipated that the work will lead to results of commercial significance, the student is advised to consult his/her supervisor, and Healthway's legal advisers. The property rights which exist, or might exist, on any project must be identified and steps taken to ensure that whatever protection is required is put into place before the research results are made public to any other parties.

### **CONVERSION OF DEGREE**

Institutions may apply to Healthway to consider extending the scholarship tenure to a third year if the student's progress in their Master's degree warrants conversion to enrolment for a Doctor of Philosophy.

### **PUBLICATIONS/MASS MEDIA COVERAGE**

Appropriate acknowledgment to Healthway shall be made by the student, or past-recipient of a Healthway scholarship, when any material which represents the results of work undertaken during tenure of the scholarship is submitted for publication, presented at conferences or covered in any other mass media.

### **SUPERVISION**

Each institution has a code of supervision for postgraduate research degrees which is available to the student.

### **OTHER FINANCIAL SUPPORT**

Any financial support from other organisations for the student's research during tenure of the scholarship must be approved by Healthway prior to accepting such support.

### **NOTIFICATION OF SCHOLARSHIP**

The Scholarship candidate shall be advised in writing of the approved budget for the project in respect to which the award is made.

Payment of the Scholarship money is subject to the written acceptance of the award and of the conditions associated with the award by the candidate.

### **DISSEMINATION OF RESULTS**

All publications of results of an approved scholarship shall acknowledge that the work reported on has been supported by Healthway.

A copy of any journal publication and any report or book on work supported by a Scholarship shall be submitted to Healthway following publication.

Products resulting from Scholarship shall not be sold without prior written approval.

### **REPORTING REQUIREMENTS**

Healthway requires scholarship holders to provide annual progress reports on their study. The subsequent year's funding will be released conditional on Healthway being satisfied that the student is making suitable progress. Healthway also requires an annual financial statement detailing the allocation of the stipend and allowances. Unspent monies are to be returned to Healthway.

A final report and a copy of the thesis (if applicable) must be submitted to Healthway at the completion of the Scholarship. The final report should cover all aspects of the work undertaken and incorporate details of any new knowledge gained in the field of study, as well as a summation of the outcomes and benefits of the partner agency residency (if applicable).



## APPLICATION INSTRUCTIONS FOR HEALTH PROMOTION GRADUATE SCHOLARSHIP

### GENERAL REQUIREMENTS

- Use Arial font, size 12 point.
- Adhere to the stated limitations on length stipulated in sections of the application. Extra pages will not be forwarded to the assessors.
- Email an electronic copy of the proposal to [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au), via your institutions research office.
- A reference list can be provided as an additional attachment.

### DETAILS OF THE APPLICATION FORM

#### SECTION A - PERSONAL DETAILS

##### QUESTIONS 1 – 16

Provide personal and administration details as specified in the form.

If you are applying for top-up funding please provide detail in Q12. Top-up funding is available for applicants who have been offered, or who currently hold another award. The sum offered in top-up funds may not exceed 75% of the maximum offered for a full Healthway stipend.

#### SECTION B - ACADEMIC RECORD OF APPLICANT

##### QUESTIONS 17 - 18

In addition to providing a list of your qualifications (most recent first) as requested in Q17, please attach a separate, comprehensive curriculum vitae (maximum of five pages) to the back of the application and a copy of your latest academic record. Please also detail in Q18 any relevant research experience and employment, since graduating.

#### SECTION C – CAREER DEVELOPMENT AND STUDY PROGRAM

##### QUESTION 19

In this section, describe the course and specific the units you plan to undertake. Also describe how you anticipate the scholarship will support your future career working in Aboriginal health.

#### SECTION D – PROPOSED RESEARCH COMPONENT

##### QUESTIONS 20 – 25

Only complete this section if you are applying for a Masters or PhD Scholarship, and therefore have a research component to your study and training program. In this section, provide detail on the research component of the training program you are proposing.

When describing the research methods (page 6), provide detail of the contacts made and the approaches used to gain and maintain the support of the Aboriginal community to ensure that the research is undertaken in a culturally appropriate way and in line with the NHMRC Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander

Research

(<http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/e52.pdf>).

When developing your plan to share and promote your research findings (page 7), explain how envision your partner agencies will benefit from and use your research findings. Also describe any tools or resources that will be developed as a result of the research, and how it's anticipated they will be utilised and adopted.

The budget breakdown (page 9) must include justification for major the costs.

## SECTION E - CLEARANCE REQUIREMENTS

### QUESTION 26 - 27

This section **MUST** be completed by the applicant. If the research will involve humans, the "INSTITUTIONAL APPROVAL FORM FOR RESEARCH INVOLVING HUMANS" must be completed by the administering organisation.

In addition, ethics clearance must also be obtained through the Aboriginal Health Council of WA [ethics@ahcwa.org].

Scholarship funds will not commence until all necessary ethics approval is provided.

## SECTION F - AGREEMENT TO ADMINISTER SCHOLARSHIP

### QUESTION 28

The signature of the officer responsible for administering the scholarship for the institution must be obtained to ensure that all parties are aware of the scholarship conditions.

Electronic signatures will be accepted.

## SECTION G - REFEREES AND REPORTS

### QUESTION 29

Please complete the details of three (3) people supporting the application.

These must include:

- Two (2) nominated referees to whom the applicant is sufficiently well known to comment on his/her ability to fulfil the proposed research plan. The nominated research supervisor can act as a referee.
- Head of the administering institutions department.

Two (2) separate reports are attached to the application form for completion by both referees. The applicant is responsible for completing the details at the top of each form prior to forwarding to the two (2) parties. **These reports are confidential and therefore should be forwarded by the referee directly to Healthway.**

## SECTION H – PARTNER AGENCY(S) APPROVAL

### QUESTION 28

The details and signatures of the personnel from your partner agency(s) must be provided to confirm, on behalf of their agency that they are supportive of the scholarship program.

Electronic signatures will be accepted.