



HEALTHWAY RESEARCH FELLOWSHIP GUIDELINES

Healthway's Fellowship 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

HEALTHWAY HEALTH PROMOTION RESEARCH FELLOWSHIPS

Healthway Postdoctoral Research Fellowship grants are designed to increase the number of experienced and trained researchers in WA working in health promotion research.

Applicants can apply for a Postdoctoral Early Career or Senior Research Fellowship for up to three years to undertake their research.

Applicants are required to focus on at least one of Healthway's priority health areas of **reducing smoking and working towards a smoke-free WA, reducing harm from alcohol, good nutrition promotion, physical activity promotion (including reducing sedentary behaviour), promoting good community and individual mental health and Aboriginal health**. Applications in other areas of health promotion will not be considered.

Applicants are required to focus on establishing end-user partnerships and should develop proposals in collaboration with partner organisations. Applicants must also demonstrate a plan to work collaboratively with partner organisations and Healthway over the course of the project. These requirements are designed to equip Fellows with the experience and skills to conduct research that has real-world applicability and will therefore have an impact on health promotion practice and policy in WA. The collaborative research approach also aims to provide an opportunity for the Fellow 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 the how the research will be used to inform health promotion policy and practice in WA and lead to improvement in community health outcomes.

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

Application forms must be submitted via email to 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 the interview.
- **Commencement date:** The fellowship 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

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

- Relevance of the proposed research to health promotion, and Healthway's priorities
- Research methodology and scientific validity of the proposed research
- Strength of the partnerships and the knowledge translation plan
- Candidate's ability to conduct the proposed research
- Contribution of the program to the candidate's career in health promotion

Stage 2: Interview

Successful applicants from stage 1 will be invited for an interview to discuss their proposal, and how it will contribute to best practice health promotion and their future career.

APPLICANT AND INSTITUTION ELIGIBILITY

To be considered eligible for a fellowship:

- Applicants and their nominated supervisor, department and institution are not eligible to apply if they receive any support from the tobacco industry or related organisations.
- Applicants must have Australian citizenship or permanent resident status. Successful applicants must reside in WA for the duration of the fellowship and conduct the majority of their research within WA.
- Successful applicants must have a PhD from a recognised university. Applicants who are enrolled for a doctorate at the time of applying for a fellowship will be expected to complete the degree successfully before commencing the fellowship. Applicants must have submitted their thesis for examination at the time of applying for a Healthway fellowship. Funds for the successful applicant will not be made available until evidence of award of the PhD is provided to Healthway.
- Ability to pursue a career in research or teaching in the areas of health promotion and prevention must be demonstrated, together with evidence of the applicant's commitment to health promotion.
- Preference will be given to applicants with no more than three (3) years post-doctoral experience at the time of applying.
- Healthway does not offer part time fellowships. Part-time fellowships may only be considered if candidates are able to demonstrate that circumstances such as a

medical condition or major family commitment preclude a full-time fellowship. Applicants should inform Healthway of their request to be considered for a part-time fellowship at the time of application. Applicants who wish to convert to a part-time after being awarded a full-time fellowship will be requested to demonstrate that the changes in their circumstances were unforeseen at the time of applying for their fellowship.

- The proposed institution must be able to provide the resources appropriate to support the project as well as provide a supervisor with qualifications and experience in health promotion.
- Applicants applying for a Senior Research Fellowship will need to have held a PhD for at least three (3) years and be able to demonstrate sufficient professional experience.

FELLOWSHIP PROGRAM REQUIREMENTS

The fellowship proposal must address the following requirements:

- The project must be relevant to contemporary health promotion issues addressing at least one of Healthway's priority health areas, and have direct application to health promotion in WA. Fellowships will not be awarded to applicants undertaking clinical or laboratory studies, or trials of treatments or therapies for existing conditions or diseases.
- An experienced supervisor with health promotion expertise must be appointed to support the fellow with the research project.
- Proposals must clearly describe the intention and capacity of the proposed research to improve community health outcomes in WA.
- A knowledge translation plan must be provided which describes how the research will be translated to inform policy or practice. This must extend beyond dissemination of results.

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 fellowship 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 fellows are required to be available to provide expert advice to the partner agency on areas directly related to their research. Similarly Fellows may also be required to provide expert advice and support to Healthway on areas specifically related to the fellowship, 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 or 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 Fellow and the partner organisation(s), including Healthway.

DURATION OF THE FELLOWSHIP

Funding will be available for a maximum of three 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.

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

FINANCIAL DETAILS

STIPEND – EARLY CAREER RESEARCHER

Year 1	\$91,397
Year 2	\$94,139
Year 3	\$96,963

STIPEND – SENIOR RESEARCH FELLOW

Year 1	\$97,076
Year 2	\$99,988
Year 3	\$102,988

Fellowships are available to early career or senior post-doctoral applicants. Senior Research Fellows must have held a PhD for at least three years and be able to demonstrate significant professional experience.

These figures will be taxable. The stipend will go directly to the institution at which the Fellow enrolls, to be paid to the fellow through that institution's payroll.

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

GOODS AND SERVICES TAX

The salary 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 if the organisation is registered for GST purposes with an Australian Business Number (ABN).

ALLOWANCES

An additional allowance of \$5,000 will be allocated each year to the institution to cover the following items:

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 Fellow'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 fellowship. 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 Fellow 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.

Maintenance, technical assistance or equipment costs

Funds for equipment and consumable materials can be used where such items are necessary. Maintenance costs may include travel costs associated with conducting surveys or fieldwork, consumables, computer programming and preparation or data storage. The Fellow will be required to justify to the supervisor the necessity for such funds. No further credit for these items will be available from Healthway. The purchase of computer equipment will not generally be funded by Healthway.

Additional Allowance for Research Costs in Year One

An additional sum of up to \$10,000 in allowances is available in year one to be used only for project costs directly associated with the fellowship, at the discretion of Healthway. Eligible costs could include personnel for research assistance, essential small equipment costs (please note the purchase of a computer will not generally be funded), and data collection costs.

A detailed budget breakdown and justification **must** be provided in the initial application in order to qualify for the additional discretionary funds.

Unspent Allowances

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

EMPLOYMENT DETAILS

Employment outside the research project

A Fellow may undertake with the permission of his/her supervisor, teaching or other duties of up to an average of 10% of each working week.

Superannuation

Healthway will pay a superannuation allowance up to 17% or equivalent to that of the scheme at the institution in which the Fellow is situated.

On-Costs

Healthway will pay on-costs up to 7% for payroll tax and 0.5% for workers compensation or equivalent to that of the scheme at the institution in which the Fellow is situated.

Holidays

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

Sick leave

Fellows will be entitled to sick leave in accordance with the conditions applying in the individual institution.

Parental leave

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

Extensions

Extensions to the duration of the Fellowship will only be considered by Healthway in exceptional circumstances. This does not include an extension of funding.

Deferred Fellowships

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

No other type of leave, loadings or payments will be provided by Healthway.

OTHER CONDITIONS OF THE FELLOWSHIP AWARD

INTELLECTUAL PROPERTY RIGHTS

The intellectual property rights of a recipient of a Healthway Fellowship 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 Fellow 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.

PUBLICATIONS/MASS MEDIA COVERAGE

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

Copies of all material published as a result of the fellowship study should be forwarded to Healthway.

OTHER FINANCIAL SUPPORT

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

NOTIFICATION OF FELLOWSHIP

The Fellowship candidate shall be advised in writing of the approved stipend for the Fellowship. Payment of the Fellowship 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 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 fellowship shall be submitted to Healthway following publication.

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

REPORTING REQUIREMENTS

Healthway requires fellowship 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 must be submitted to Healthway at the completion of the fellowship. The final report should cover all aspects of the work undertaken including a summation of the research outcomes, new knowledge gained and implications on current policy and practice. The final report must also include detail on the outcomes of the collaborative research approach including the residency, for the partner agency(s) and the Fellow.

APPLICATION INSTRUCTIONS FOR HEALTH PROMOTION POSTDOCUTRAL RESEARCH FELLOWSHIPS

GENERAL PRESENTATION REQUIREMENTS

- Use Arial font, size 12 point.
- Adhere to the stated word limitations in sections of the application.
- Email an electronic copy of the proposal to 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 – 12

Provide personal and administration details as specified in the form.

SECTION B - ACADEMIC RECORD OF APPLICANT

QUESTION 13 - 14

In addition to providing a list of your qualifications as requested in Q13, please attach a separate, curriculum vitae (maximum of five pages) to the back of the application and a copy of your latest academic record. Please also detail in Q14 any relevant research experience and employment, since graduating.

SECTION C - PROPOSED RESEARCH

QUESTIONS 15 – 22

In this section, provide detail on the research component of the training program you are proposing.

If you plan to work with Aboriginal communities, when describing the research design and methods (page 4), provide detail of the contacts made and the approaches used to gain and maintain the support of the Aboriginal community and to ensure that the research is undertaken in a culturally appropriate way, 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 knowledge translation plan (page 5), ensure you demonstrate how the research will be used to impact programs or activities in WA. For example, if the research aims to influence policy, outline which policy and how the work will inform changes or development of the policy. Identify which stakeholders will be engaged, how they will be engaged and how the collaboration aims to achieve policy change. Describe any tools or resources that will be developed as a result of the research, and outline how it's anticipated they will be utilised and adopted. If appropriate, describe the current context in terms of what other programs are currently operating and who they are coordinated by, and demonstrate how your research will add value to existing work to inform current practice in WA. The translation strategy needs to be more specific than the dissemination of findings to key stakeholders.

The budget breakdown (page 8) must include justification for major the costs. An additional \$10,000 in allowances is available in year one for project costs directly associated with the Fellowship. Eligible costs could include personnel for research assistance, essential small equipment costs (please note the purchase of a computer will not generally be funded), travel costs for data collection purposes or other consumables. A budget breakdown and justification must be provided in the initial application in order to qualify for the additional funds.

SECTION D - CAREER DEVELOPMENT AND SUPPORT

QUESTION 23

In this section, describe how you anticipate the fellowship will support your career development, provide detail on your supervisor's expertise and list any resources or material circumstances available to you that will enhance your training experience. This may include access to data bases or data analysis programs, or access to facilities where you can undertake consultations and focus groups.

SECTION E - CLEARANCE REQUIREMENTS

QUESTION 24 - 25

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

In addition, applicants wishing to work with Aboriginal communities must obtain ethics clearance through the Aboriginal Health Council of WA [ethics@ahcwa.org].

SECTION F - AGREEMENT TO ADMINISTER FELLOWSHIP

QUESTION 26

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

Electronic signatures will be accepted.

SECTION G - REFEREES, HEAD OF DEPARTMENT AND SUPERVISOR

QUESTION 27

Please complete the details of the 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 supervisor can act as a referee).
- Head of the administering institutions department.

Two (2) separate report templates are attached to the application form for completion by each referee. 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 fellowship program.

Electronic signatures will be accepted.