



# HEALTHWAY HEALTH PROMOTION GRADUATE SCHOLARSHIP GUIDELINES

**Healthway's Scholarship program changed in 2017.  
Applicants should follow these instructions carefully when 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 WA. Healthway's Strategic Plan can be viewed at [www.healthway.wa.gov.au](http://www.healthway.wa.gov.au)

## HEALTHWAY HEALTH PROMOTION GRADUATE SCHOLARSHIPS

Healthway's Health Promotion Graduate Scholarships are designed to increase the number of experienced and trained practitioners and researchers in WA working in health promotion research. The Scholarships are designed to assist graduates in obtaining formal academic training for a post-graduate degree in a field directly relevant to health promotion, through an approved tertiary institution.

The course of study may be at a Masters or PhD level. Applicants can apply for up to two (2) years to undertake a Masters or three (3) years to undertake a PhD degree.

Applicants are required to focus the research component of their training 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**. Research projects 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 Scholars with the expertise 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 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 the how the research component of their training will be used to inform health promotion policy and practice in WA and lead to improvements 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](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 proposed research and study plan 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 study program and 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 chosen course of study, and how it will contribute to best practice health promotion and their career.

## APPLICANT AND INSTITUTION ELIGIBILITY

To be considered eligible for a scholarship:

- Applicants and their nominated supervisor, department and institution are not eligible 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 Scholarship and conduct the majority of their research within WA.
- Candidates should have a degree from a recognised university. Upper second class Honours standard, a Post-graduate Diploma, a Masters degree, an MBBS or BDS<sub>c</sub> are preferred. However, applicants in the final year of their MBBS, BDS<sub>c</sub>, Post-graduate Diploma, Honours, or Masters degree may apply for a scholarship to support study for a further degree. In this instance, funds for the successful applicant may not be made available until evidence of completion of the degree or satisfactory completion of final examinations is received by Healthway.
- Applicants must be planning to enrol as a full-time student in Masters Degree or PhD at a WA tertiary institution.
- Healthway does not offer 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.

- Applicants receiving another scholarship or salary towards a project will not be considered eligible to receive a scholarship from Healthway.
- 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 research or a related area.

### **SCHOLARSHIP PROGRAM REQUIREMENTS**

The scholarship proposal must address the following requirements:

- The training and research must be relevant to the health promotion field and the research component must address at least one of Healthway's priority health areas and have direct application to health promotion in WA. Scholarships 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 must be appointed to support the Scholar with the research component of the training.
- 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 research 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 within 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 partner agencies and Healthway, as well as the applicants' skills, expertise and capacity. It is envisioned that these requirements will provide a two way learning opportunity for the scholarship recipient and the partner agency(s), including Healthway.

## DURATION OF THE SCHOLARSHIP

Funding will be available for a maximum of two (2) years for a Masters degree, 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 administering institution, 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

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

These figures will be non-taxable for full-time scholarships. Part-time scholarships, if agreed by Healthway, 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.

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 the allocation of the additional allowances, in line with Healthway's guidelines.

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

### 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 computers and large equipment items generally will 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.

### **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 PhD degrees, is available toward preparation of thesis for examination.

### **Research Degrees (no coursework)**

Applicants who are completing the relevant degree by research alone may only use any residual funds allocated to University Fees towards project related costs, with the prior approval of Healthway.

### **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.**

## **EMPLOYMENT DETAILS**

### **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 including a summation of the research and training outcomes, new knowledge gained from the research, implications for policy and practice. The final report must also include detail on the outcomes of the partnership approach, including the residency, for the partner agency(s) and the career progression of the Scholar.

# 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 – 11

Provide personal and administration details as specified in the form.

### SECTION B - ACADEMIC RECORD OF APPLICANT

#### QUESTIONS 12 - 13

In addition to providing a list of your qualifications (most recent first) as requested in Q12, please attach a separate, comprehensive curriculum vitae (maximum of five pages) to the back of the application. A copy of your latest academic record must be attached to each application. Please also detail in Q13 any relevant research experience and employment, since graduating.

### SECTION C - PROPOSED RESEARCH

#### QUESTIONS 14 – 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.

## SECTION D – CAREER DEVELOPMENT AND STUDY PROGRAM

### QUESTION 23

In this section, provide detail on your study program and plan, and describe how you anticipate the scholarship will support your career development.

Also provide information on your supervisor, and list any resources or material circumstances that are available to you that will support your study and research project. 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, ethics clearance must also be obtained through the Aboriginal Health Council of WA [ethics@ahcwa.org].

## SECTION F - AGREEMENT TO ADMINISTER SCHOLARSHIP

### QUESTION 26

The signature of the officer responsible for administering the scholarship for the institution must be obtained for Q26 to ensure that all parties are aware of the scholarship conditions. Electronic signatures will be accepted.

## SECTION G - REFEREES AND REPORTS

### QUESTION 27

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 supervisor can act as a referee.
- Head of the administering institutions department.

Two separate reports 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 scholarship program.

Electronic signatures will be accepted.