



Healthy Research Program

Healthway Aboriginal Research Training Scholarships

Healthway, the Western Australian Health Promotion Foundation operates under the *Western Australian Health Promotion Foundation Act 2016* and funds activities relating to the promotion of good health. This includes funding health promotion research projects aligned to Healthway's priority areas outlined in its Strategic Plan *Active Healthy People: 2018-2023* available at www.healthway.wa.gov.au .

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.

Aboriginal Research Training Scholarships

Guidelines

These Guidelines provide an outline of Healthway's Aboriginal Research Training Scholarships, including details around eligibility, requirements and the application and assessment process.

Before Applying:

- Read the Guidelines and consider the eligibility criteria and research proposal requirements, and the application and assessment processes.
- Read the Healthway Strategic Plan *Active Healthy People: 2018-2023* for alignment to priority areas and target groups

Prior to submission, please contact the Health Promotion and Research Team at Healthway to discuss your proposal on 133 777 or email research@healthway.wa.gov.au.

Aboriginal 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.

Funding is available to support Aboriginal and Torres Strait Islander graduates in obtaining formal academic training in Aboriginal health related 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.

3. Doctor of Philosophy (PhD)

Funding will be available for a maximum of three (3) years.

Aboriginal Research Training Scholarships

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 the Health Promotion and Research team on 133 777 or email research@healthway.wa.gov.au.

Applications should be emailed to Healthway through the responsible officer of the administering institution, generally the Graduate Research Office. An electronic application should be emailed to healthway@healthway.wa.gov.au.

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

The assessment, interview and approval process will take up to five (5) months.

Interview date: The candidate may be requested to attend an interview approximately six (6) weeks from submission of their application. The purpose of the interview is to discuss the chosen course of study, and how it will contribute to the candidate's career in Aboriginal health.

Notification date: Applicants will generally be notified of the outcome of their application within five (5) months of submission.

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 payment instalment can be made.

Assessment and Approval Process

Application Assessment

Applications will be assessed in consultation with Healthway's Research Assessment Committee, relevant experts and external agencies at the discretion of Healthway.

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 and the candidate's commitment to a 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 partnerships and the knowledge translation plan for the proposed research component of the training (*MPH research and PhD candidates only*)

Board and Ministerial Approval

All funding decisions will be made by the Healthway Board. The Board reserves the right to contact any person or organisation when seeking information on which to base its decisions. Decisions made by the Board also require approval by the Minister for Health.

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.
- Applicants 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 scholarships are designed to be completed full-time. 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 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

Aboriginal Research Training Scholarships

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.

- Candidates wishing to work with Aboriginal communities must also obtain ethics approval from the Aboriginal Health Council of WA.

Scholarship Program 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.
- Candidates must have access to their administering organisations Institutional Ethics Committee (IEC) to ensure that any project which includes research involving humans is reviewed and approved by that Committee as complying with the relevant National Health and Medical Research Council (NHMRC) and Aboriginal Health Council of WA ethics requirements.

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.

Aboriginal Research Training Scholarships

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.

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

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 \$30,900 per annum

2nd year \$32,140 per annum

3rd year \$34,280 per annum

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 4), are taxable and therefore Healthway will increase the stipend of part-time scholarships in accordance with the taxable income rates as

Aboriginal Research Training Scholarships

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.

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

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).

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 computers and large equipment items generally will not be funded by Healthway.

Aboriginal Research Training Scholarships

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 study, and has been approved in writing by his/her department supervisor.

This allowance covers attendance both in Australia, and internationally and includes virtual conferences. Attendance to international conferences is limited to one overseas trip throughout the duration of the scholarship. International travel expenses should not exceed the \$2,000 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 textbook costs of up to \$250 per annum.

Thesis

A single contribution of up to \$500 for Masters, and \$1,000 for PhD degrees, is available toward preparation of thesis for examination.

Research Degrees (no coursework)

Candidates who are completing the relevant degree by research alone may only use any residual funds

Aboriginal Research Training Scholarships

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.

Employment Details

Employment outside the research project:

Scholarship holders may undertake up to eight (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.

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

Other Conditions of the 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 residency (if applicable) and the career progression of the Scholar.

Application Instructions

Please use the Aboriginal Research Training Scholarship Application Form to complete your application. Detailed steps on how to complete your application are provided on page 13 - 15 of these Guidelines.

Submission

Applications should be emailed to Healthway through the responsible officer of the administering institution, generally the Graduate Research Office. An electronic application should be emailed to healthway@healthway.wa.gov.au at least five (5) months prior to the commencement of the study program.

Please observe the stated space, font and word limitations in the application, exceeding the word limits may render an application ineligible.

In addition to the application form itself, the following attachments are also required at the time of submission:

1. Referee reports:

Two nominated referees to each complete a report using the template provided at the end of the application form. These reports are confidential and therefore should be forwarded by the referee directly to Healthway.

2. Curriculum Vitae

Attach a brief current resume (no more than four (4) pages)

Aboriginal Research Training Scholarships

3. Academic transcript

Attach a copy of the most recent academic transcript.

4. Reference list

A reference list can be provided to support the literature review, research design and methodology sections of the application

Aboriginal Research Training Scholarships

12

Application instructions

SECTION A

QUESTIONS 1 – 16

Personal details

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

QUESTIONS 17 - 18

Academic record of applicant

In addition to providing a list of your qualifications (most recent first) as requested in Q17, 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 Q18 any relevant research experience and employment, since graduating.

SECTION C

QUESTIONS 19 - 21

Career development and study program

In this section, nominate the qualification and course details, including the specific the units you plan to undertake.

Also describe how you anticipate the scholarship will support your future career working in Aboriginal health.

Complete Section D if you are applying for a Masters or PhD Scholarship.

Postgraduate Diploma and Graduate Certificate applicants skip to section E.

SECTION D

QUESTION 22 - 36

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

Proposed research component

When describing the research methods in Q28, 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 in Q30, 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 in Q33 must include justification for major the costs.

SECTION E

QUESTION 37

Agreement to administer scholarship

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 F

QUESTION 28

Referees and reports

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

Aboriginal Research Training Scholarships

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 G

QUESTION 39

Partner agency(s) approval

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.