



Health Promotion Research Fellowship

2023 Guidelines



Health Promotion Research Fellowship - Guidelines

Healthway, the Western Australian Health Promotion Foundation operates under the *Western Australian Health Promotion Foundation Act 2016*, funds activities relating to promoting 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](#).

1. About the guidelines

These guidelines provide an outline of the 2023 Health Promotion Research Fellowship (Research Fellowship) including key dates, eligibility, requirements and the application and assessment process.

Before applying:

- Read the guidelines and consider the eligibility criteria and research proposal requirements.
- Read the Healthway Strategic Plan *Active Healthy People: 2018-2023* for alignment to priority areas and target groups.
- Consider the key dates for submission and award as outlined in Section 4.
- Read the requirements for Fellowship grant funding including the application and assessment process.

Before submitting your application, please contact Healthway to discuss your proposal on 133 777 or research@healthway.wa.gov.au.

2. The 2023 Research Fellowship

Research Fellowship grants are designed to increase the number of experienced and trained researchers working in health promotion research in WA. Candidates can apply for a Postdoctoral Early Career or Senior Research Fellowship for up to three (3) years to undertake their research project. Healthway seeks applications for innovative, sophisticated and rigorous projects of significant importance that can demonstrate the ability to influence health promotion policy and/or practice in WA. Proposals should address at least one of Healthway's priority health areas of **creating a smoke-free WA, preventing harm from alcohol, increasing healthy eating, increasing physical activity, improving mental health, and Aboriginal health** as the central focus of the research.

A key feature of these grants is a strong focus on establishing end-user partnerships and collaborative approaches, 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 provide professional development opportunities. Demonstrated collaboration with partner agencies also increases the likelihood of the research outcomes translating into health promotion policy and practice.

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3. Application and assessment process

Applications for a Research Fellowship is a two-stage process:

Stage 1: Assess applications

Stage 2: Panel interviews for shortlisted candidates only

Stage 1: Assess applications

Applications will be assessed by Healthway in consultation with relevant experts and external agencies (at the discretion of Healthway). All applications will be assessed against the following criteria:

- Relevance and significance 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.

Consideration will be given to what is a realistic project for an Early Career Fellow versus a Senior Career Fellow and allowances will be made during the scoring and assessment process. Applications that address the criteria to a high level will be invited to a panel interview. The candidate and the responsible officer from the relevant administering institution will receive formal correspondence outlining the interview details.

Stage 2: Panel interviews for shortlisted candidates only

Shortlisted candidates will be invited for an interview to discuss their proposal, including how it will contribute to best practice in health promotion, its potential to influence health promotion policy and/or practice in WA, and their future career. The panel will comprise Healthway staff and representatives from the Research Assessment Committee.

Board and Ministerial approval

The Healthway Board makes all funding decisions and reserves the right to contact any person or organisation to seek more information on which to base its decisions. The decisions made by the Board will be referred to the Minister for Health; Mental Health for approval.

4. Key dates

Key steps	Key dates
Applications due	5pm (AWST), Friday 26 May 2023
Shortlisted candidates notified of interview	Friday 30 June 2023
Interviews conducted	Late July 2023
Announcement of successful applications	Late October 2023

**Please note that this date is an estimate, pending Board decisions and Minister for Health; Mental Health approval*

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5. Eligibility

To be eligible for Research Fellowship funding, there are a number of eligibility criteria that apply:

- Senior Research Fellows must have held a PhD for at least three years and be able to demonstrate significant professional experience. The Early Career Fellowship is for candidates who have held a PhD for less than three years and have minimal professional experience in their field.
- Candidates and their nominated supervisor/s, department and institution are not eligible to apply if they receive any support from the tobacco industry or related organisations.
- Candidates must have Australian citizenship or permanent resident status. Successful candidates must reside in WA for the duration of the fellowship and conduct most of their research within WA.
- Successful candidates must have a PhD from a recognised university. Candidates 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. Candidates must have submitted their thesis for examination at the time of applying for a fellowship.
- The fellowship is designed to be undertaken in a full-time capacity. A part-time undertaking may only be considered if the candidate can demonstrate that circumstances such as a medical condition or major family commitment preclude a full-time fellowship. Candidates should inform Healthway of their request to be considered for a part-time fellowship at the time of application.

6. Research proposal requirements

To be considered for funding, an application MUST:

- Centrally focus on at least one of Healthway's priority health areas and be relevant to contemporary health promotion.
- Clearly describe the intention and capacity of the proposed research to improve community health outcomes in WA.
- Provide a knowledge translation plan which describes how the research will be translated to inform policy and/or practice. This must extend beyond the dissemination of results.

Projects that centrally focus on Aboriginal health MUST demonstrate that:

- The research design and methods are culturally secure and consistent with the National Health and Medical Research Council's [Ethical Conduct in Research with Aboriginal and Torres Strait Islander Peoples and Communities: Guidelines for Researchers and Stakeholders](#).
- The collection, use and storage of data is compliant with the [National Aboriginal and Torres Strait Islander Health Data Principles](#).
- Consultation has occurred with Aboriginal community groups and leaders during the development of the proposal, and that a genuine co-design community-led approach will be undertaken.
- Include at least one Aboriginal or Torres Strait Islander supervisor.

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To facilitate the collaborative working process, candidates are also required to:

- Engage with end-user partners to develop the proposal and undertake the project. It is recommended that candidates work with a partner agency to identify knowledge gaps, and shape the research questions and study design, where appropriate.
- 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 up on submission of the application.
- 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 presenting research results to staff or key stakeholders to support decision making with the partner agency or Healthway.
- Meet with Healthway and the partner agency to explore opportunities to translate and disseminate the findings, as appropriate. This is likely to include a presentation of the overall findings at Healthway or another agency hosted seminar.

It is envisioned that these requirements will provide a two-way learning opportunity for the fellow and the partner agency.

Research that will NOT be considered for funding includes:

- Clinical or laboratory studies, or trials of treatments or therapies for existing conditions or diseases.
- Studies that primarily focus on evaluating existing government services or policies. These types of projects may, however, be considered where partnerships are clearly identified with the relevant agencies, there are strong links to health promotion and the proposed translation pathway for the results is described. We suggest you speak to Healthway to discuss your application before submission.

7. Financial details

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.

Stipend – Early Career Researcher	Stipend – Senior Research Fellow
Year 1 - \$91,397	Year 1 - \$97,076
Year 2 - \$94,139	Year 2 - \$99,988
Year 3 - \$96,963	Year 3 - \$102,988

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 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 the 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).

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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 to attend (in person or virtually) a conference, course or meeting that is relevant to the fellow's area of research and has been approved in writing by the project supervisor.

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

An additional sum of up to \$10,000 in allowances is available for project costs directly associated with the fellowship, at the discretion of Healthway. These project costs must be allocated and expended within one calendar year only and itemised in the budget section of the application. Project costs may include costs associated with data collection and dissemination activities.

8. Employment details

Employment outside the research project

A fellow may undertake with the permission of the project supervisor, teaching or other duties of up to an average of 10% of hours for each working week.

Superannuation and on-costs

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. 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.

Leave entitlements

The fellow will be entitled to a total of 20 days paid leave per annum, to be taken during the tenure of the Research Fellowship. This leave will not be considered cumulative. Fellows will be entitled to sick leave in accordance with the conditions set out by the individual institution.

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

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

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9. Completing the application form

Please download the Research Fellowship application form on [Healthway's website](#) to complete your application. Detailed steps on how to complete your application are provided in Section B of these guidelines.

10. Submission

Applications should be emailed to Healthway through the responsible officer of the administering institution, generally the Research Grants Office. An electronic application should be emailed to healthway@healthway.wa.gov.au by 5pm, Friday 26 May 2023.

The stated space, font and word limitation on the application MUST be observed, 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 on [Healthway's website](#). 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).

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.

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SECTION B – Completing the application form

Information required	Word count	Explanation
Section A: Personal, academic and administration details		
Q. 1 – 9	Complete	<ul style="list-style-type: none"> Provide your full name, contact, current employment, and citizenship details as specified.
Q. 10	Complete	<ul style="list-style-type: none"> Nominate the Research Fellowship category you are applying for. <i>Senior Research Fellows must have held a PhD for at least three (3) years and be able to demonstrate significant professional experience.</i>
Q. 11	Complete table	<ul style="list-style-type: none"> List your formal academic qualifications. If your PhD has been formally submitted and is currently with examiners, please indicate the date of submission in the table.
Q. 12	200 words	<ul style="list-style-type: none"> Briefly detail any relevant research and employment experience since graduating from your most recent academic qualification.
Section B: Proposed fellowship project		
Q. 13 – 15 Project title, health area and timeframe	Complete table	<ul style="list-style-type: none"> Complete the research project details as specified. When nominating the estimated commencement date, please note that Healthway will notify candidates of the outcome in late October 2023. Also consider the University calendar, and the time required to process the ethics application.
Q. 16 Project summary	250 words	<ul style="list-style-type: none"> Provide a brief stand-alone summary of the research project, including the context, aims, target group or setting, expected outcomes, benefits and impact. The language used should be non-technical and understandable to the general community.
Q. 17 Rationale and design	400 words	<ul style="list-style-type: none"> Provide a brief background and clear rationale demonstrating the need for this research. Please cite relevant references, where appropriate.
Q. 18 Aims and objectives	150 words	<ul style="list-style-type: none"> State the specific and quantifiable aims and objectives.
Q. 19 Research design and methods	1,500 words	<ul style="list-style-type: none"> Please describe the research design and methods. Where applicable, include details of basic research strategy, sample size and sampling methods, main variables to be measured/examined, methods of data collection and analysis of data.

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		<ul style="list-style-type: none"> • Ensure the proposed study design and methodology is congruent with the research aims and objectives you have identified at question 18. • If you plan to work with Aboriginal communities, demonstrate that the research will be undertaken in a culturally appropriate way. •
Q. 20 Research outcomes and community impact	400 words	<ul style="list-style-type: none"> • Describe the expected tangible outcomes and how it is anticipated the research will contribute to best practice in health promotion. • Describe the anticipated improvements to community health in WA.
Q. 21 Knowledge translation plan	600 words	<ul style="list-style-type: none"> • Provide a detailed outline of a knowledge translation plan to 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 is 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 broader than the dissemination of findings to key stakeholders. • See our Knowledge Translation Guide for further information on developing and implementing a knowledge translation plan.
Q. 22 Partnerships	200 words	<ul style="list-style-type: none"> • Identify your partner agencies that will assist in translating the findings into policy and practice. • Describe what input the partner agencies have had in the development of this proposal, and how you plan to engage with them throughout the project. • <i>Please note Healthway may contact the partner agencies.</i>
Q. 23 Nominated partner agency	200 words	<ul style="list-style-type: none"> • Nominate the partner agency(s) where you will spend time during the Research Fellowship.

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		<ul style="list-style-type: none"> Indicate the approximate total hours you plan to spend with the agency and outline the intentions and anticipated benefits of the residency for the fellow and the agency.
Q. 24 Budget	200 words	<ul style="list-style-type: none"> Provide a budget breakdown for the \$5,000 allowance for each year of the Research Fellowship, including a justification for the major costs. <i>An additional \$10,000 in allowances is available for expenditure across one calendar year only for project costs directly associated with the Research 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 to qualify for the additional funds, noting the year the funds are sought.</i>
Q. 25 Other funding	50 words	<ul style="list-style-type: none"> State if additional financial support will be sought in addition to the Healthway funding, in order to undertake the proposed project or complimentary work. Please state the source/s of additional funding sought.
Section C: Career development and resources		
Q. 26 Career development	600 words	<ul style="list-style-type: none"> Detail how the Research Fellowship will benefit you and assist with the development of your future career in health promotion. Specify what particular skills you will acquire and how these relate to health promotion research, practice and/or policy. Please note that a commitment to pursue a career in health promotion must be demonstrated.
Q. 27 Supervisors	150 words	<ul style="list-style-type: none"> Provide details of your supervisor/s. The supervisor/s must be an experienced supervisor with health promotion expertise relevant to the proposed research project. A maximum of two supervisors may be appointed.
Q. 28 Other support	150 words	<ul style="list-style-type: none"> List the resources or other material circumstances that will be available to you that will enhance the training experience. This may include access to databases or data

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		analysis programs, or access to facilities where you will undertake consultations and focus groups.
Section D: Ethics requirements		
Q. 29 – 31	Complete table	<ul style="list-style-type: none"> • Please provide details of ethics considerations and submissions. • Funds will not commence until all necessary ethics approval is provided. • Candidates wishing to work with Aboriginal communities must also obtain ethics clearance through the Aboriginal Health Council of WA (ethics@ahcwa.org).
Section E: Certification and referee and partner details		
Q. 32 Certification by administering institution	Complete table	<ul style="list-style-type: none"> • The application is not valid without the signatures(s) of the Research Grants Officer who is certifying that the facilities are available and appropriate to meet the needs of the project. • Electronic signatures are acceptable. • Where candidates are not formally attached to academic and/or research institutions, they should indicate whether they have access to appropriate facilities to undertake the research proposal.
Q. 33 Referee Details	Complete table	<ul style="list-style-type: none"> • Complete the details of the three (3) people supporting the application. These must include: <ol style="list-style-type: none"> a) Two (2) nominated referees to whom the candidate is sufficiently well known to comment on their ability to fulfil the proposed research plan (the nominated supervisor(s) can act as a referee). b) Head of the administering institution's department. • Please note Healthway may contact referees.
Q. 34 Certification by Partnering Agencies	Complete table	<ul style="list-style-type: none"> • 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 are acceptable.