



Healthway Research Fellowship Guidelines

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 funds practical research that can demonstrate real-world applicability with direct links to health promotion programs and policies in Western Australia (WA). Each year Healthway will offer a maximum of one Fellowship and will accept applications for both Senior and Early Career Fellows within one funding round.

1. About the Guidelines

These Guidelines provide an outline of the 2021 Fellowship round 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.

Please contact the Health Promotion and Research Team at Healthway to discuss your proposal before its submission on 9488 6700 or email research@healthway.wa.gov.au.

2. The 2021 Fellowship Grant Round

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 (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 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.

Key features of these grants include 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.

3. Application and Assessment Process

Applications for Healthway Research Fellowship funding involve a two-stage process:

1. Stage 1: the submission of an application
2. Stage 2: a panel interview (for short-listed applicants only).

Stage 1: Application Assessment

Applications will be assessed in consultation with relevant experts and external agencies at the discretion of Healthway.

Applications that address the below assessment criteria to a high level will be invited to a panel interview. Consideration is given to what is a realistic project for an Early Career Fellow versus a Senior Career Fellow and allowances made during the scoring and assessment process.

Formal correspondence will be sent to both the applicant and the responsible officer of the administering institution with the interview details.

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

Stage 2: Interview

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

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.

4. Key dates

Applications due	Friday 28 May 2021 by 5pm
Shortlisted applicants notified of interview	Friday 9 July 2021
Interviews conducted	Late July 2021
Announcement of successful application	October 2021 ¹

¹ Please note that this date is an estimate, pending Board decisions and Minister for Health approval.

5. Eligibility

To be eligible for Healthway 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 Fellowships are for applicants who have held a PhD for less than three years and have minimal professional experience in their field.
- » 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.
- » Fellowships are designed to be undertaken in a full-time capacity. Part-time fellowships may only be considered if candidates can 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.

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 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.

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.
- » 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.
- » 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.
- » 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.

It is envisioned that these requirements will provide a two-way learning opportunity for the Fellow and the partner organisation(s).

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 with a Healthway Officer 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 (GST)

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 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 his/her 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 his/her project supervisor, teaching or other duties of up to an average of 10% of 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 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 Fellowship will be temporarily suspended.

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

9. Completing an Application

Please use the Research Fellowship Application Form 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 Grant Office. An electronic application should be emailed to healthway@healthway.wa.gov.au by 5pm on Friday 28 May 2021.

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 the Healthway website (TBC insert link). 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.

Section B – Completing an application

Completing the health promotion post doctoral research fellowships application

Information required	Word/ character count	Explanation
Section A: Personal, Academic and Administration details		
Qu 1 – 10.	Complete table	<ul style="list-style-type: none"> Provide your full name, contact, current employment and citizenship details as specified.
Qu 11.	Tick box	<ul style="list-style-type: none"> Select the Fellowship you are applying for. Senior Research Fellows must have held a PhD for at least three (3) years and be able to demonstrate significant professional experience.
Qu 12.	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.
Qu 13.	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		
Qu 14 – 16. 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 allow up to five (5) months for Healthway to process the application, also consider the University calendar, and time required to process the ethics application.
Qu 17. 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 understandable to the general community.
Qu 18. 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.
Qu 19. Aims and objectives	150 words	<ul style="list-style-type: none"> State the specific and quantifiable aims and objectives.
Qu 20. 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. Ensure the proposed study design and methodology is congruent with the research aims and objectives you have identified in the question 19. If you plan to work with Aboriginal communities, demonstrate that the research will be undertaken in a culturally appropriate way.
Qu 21. 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.

Section B – Completing an application (Continued)

Information required	Word/ character count	Explanation
Qu 22. 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.
Qu 23. 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. • Please note Healthway may contact the partner agencies.
Qu 24. Nominated partner agency	200 words	<ul style="list-style-type: none"> • Nominate the partner agency(s) where you will spend time during the Fellowship. • 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.
Qu 25. Budget	200 words	<ul style="list-style-type: none"> • Provide a budget breakdown for the \$5,000 allowance for each year of the Fellowship, including a justification for the major costs. • An additional \$10,000 in allowances is available for expenditure across one calendar year only 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 to qualify for the additional funds, noting the year the funds are sought.
Qu 26. 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 B – Completing an application (Continued)

Information required	Word/ character count	Explanation
Section C: Career Development and Resources		
Qu 27. Career development	600 words	<ul style="list-style-type: none"> Detail how the 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.
Qu 28. 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.
Qu 29. 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 analysis programs, or access to facilities where you will undertake consultations and focus groups.
Section D: Ethics Requirements		
Qu 30 – 32.	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. Applicants 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		
Qu 33 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 Office who is certifying that the facilities are available and appropriate to meet the needs of the project. Electronic signatures are acceptable. Where applicants 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.
Qu 34. 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"> Two (2) nominated referees to whom the applicant is sufficiently well known to comment on their ability to fulfil the proposed research plan (the nominated supervisor(s) can act as a referee). Head of the administering institution’s department. Please note Healthway may contact referees.
Qu 35. 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.