

Healthy Research Program

Health Promotion 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](http://www.healthway.wa.gov.au) .

Healthway acknowledges the importance of building the capacity of researchers to develop and implement practical research that can demonstrate real-world applicability with direct links to health promotion programs and policies in Western Australia (WA). Funding is available to support Postgraduate Scholarships for an individual to study a Masters or PhD.

### Guidelines

These Guidelines provide an outline of Healthway’s Health Promotion 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
* Read the Healthway Strategic Plan *Active Healthy People: 2018-2023* for alignment to priority areas and target groups
* Consider the submission process and timeline
* Read the requirements for Scholarship grant funding including the application and assessment process.

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.

### Health Promotion Research Training Scholarships

Healthway’s Health Promotion Research Training 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 up to three (3) years to undertake a PhD.

The focus of the research component of the candidate’s study program must be on 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. Research projects in other areas of health promotion will not be considered.

Candidates are required to focus on establishing end-user partnerships and should develop proposals in collaboration with partner organisations. The application 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.

A clear knowledge translation plan must also be provided to demonstrate how the research component of the study program 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 candidates 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 though 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 best practice health promotion and the candidate’s career in health promotion.

**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 proposed research and study plan to health promotion, and Heathway’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 and the candidate’s commitment to a career in health promotion.

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:

* 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) Ethics Program. Candidates wishing to work with Aboriginal communities must also obtain ethics approval from the Aboriginal Health Council of WA.
* Candidates and their nominated supervisor/s, department and institution are not eligible 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 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 BDSc are preferred. However, applicants in the final year of their MBBS, BDSc, 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.
* Candidates 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. Candidates 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. Candidates should inform Healthway of their request to be considered for a part-time scholarship at the time of application. Candidates 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 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 Heathway’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/s 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 candidates 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.
* 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.
* 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.
* Meet with Healthway and the partner agency(s) to explore opportunities to translate and disseminate the findings, as appropriate and should the application be successful. 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 candidate’s skills, expertise and capacity. It is envisioned that these requirements will provide a two-way learning opportunity for the Scholar 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 suitable progress reports 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

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| Stipend | **1st year** $30,900 per annum **2nd year** $32,140 per annum**3rd year** $34,280 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 enrols, 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.

Please note ethics clearance must be obtained by an approved ethics board before the first payment instalment can be made.

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:**

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| 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 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 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(s) and the career progression of the Scholar.

### Application Instructions

Please use the Health Promotion Research Training Scholarship Application Form to complete your application. Detailed steps on how to complete your application are provided in the table on page 11 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.

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 page 20 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).

**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 A: Personal details |
| **Qu 1 – 10** | Complete the table | Provide personal and employment details as specified in the form. |
| **SECTION B: Academic Record** |
| Qu 11 | Complete table | In addition to providing a list of your qualifications (most recent first) 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 also be attached to each application. |
| Qu 12 | 200 words | Please detail any relevant research experience and employment since graduation. Include research, work experience and other relevant appointments. |
| SECTION C: Proposed Research |
| Qu 13 - 16 | Complete table | Provide information on your proposed research, health area and commencement and completion dates.  |
| Qu 17 | 200 words | Provide a brief stand-alone summary of the research component of the training, including the context, aims, target group or setting, expected outcomes, benefits and impact. Use plain English and avoid the use of acronyms and technical language.  |
| Qu 18 | 300 words | Provide a brief background and clear rationale demonstrating the need for this research. |
| Qu 19 | 150 words | List the aims and objectives of the research project. These need to be quantifiable and measurable. |
| Qu 20 | Two pages | Describe the study design and methods of your proposal. 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. Identify what support you have had in the development of the methodology.Ensure the proposed study design and methodology is congruent with the research aims and objectives you have identified in the previous question.If you plan to work with Aboriginal communities, when describing the research design and methods provide detail of the contacts made and the approaches used to gain and maintain the support of the Aboriginal community and 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>). |
| Qu 21 | 300 words | Describe the expected outcomes and impact of this research. Specify how this research will improve knowledge about the promotion of a Healthway priority health area and contribute to improvements in community health outcomes and more broadly health promotion practice in WA. |
| Qu 22 | 1 page | Outline a clear knowledge translation plan to demonstrate how the research will be practically applied to current health promotion policy and/or best practice in WA.When developing your knowledge translation plan, 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.See [**Healthway’s Knowledge Translation Guide**](https://www.healthway.wa.gov.au/wp-content/uploads/Healthway-Knowledge-Translation-Guide-2021.pdf) for more information. |
| Qu 23 | 200 words | Identify your partner agencies and the relevance of the partnerships. Describe what input the partner agencies have had in the development of this proposal and describe how you plan to engage with them throughout the project. |
| Qu 24 | 150 words | Nominate the partner agency(s) where you will spend time during the research component of the Scholarship. Indicate the approximate total hours that you plan spend at the agency and outline the intentions and anticipated benefits of the residency for the Scholarship recipient and the agency. |
| Qu 25 | Complete table | The Scholarship recipient is entitled to allowances relating to project costs (page 6 of these guidelines).To receive this allowance, the applicant is required to provide a budget breakdown per year including justification for major the costs.Please state if additional financial support will be sought over and above the Healthway Scholarship funding to complete the proposed project and the source of this. |
| Qu 26 | Complete box | Please identify if the candidate has previously or is concurrently applying for a Scholarship elsewhere. If so, name the funding body to which you applied, and when you anticipate finding out the outcome of your application. |

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| SECTION D: Career Development & Study Program |
| **Qu 27a and27b** | Complete boxes | In this section, nominate the higher degree to which the Scholarship will lead, and the start and end date.  |
| **Qu 28** | 200 words | Summarise the overall aims and structure of the study program include the anticipated study and research timetable. Indicate the proportion of program devoted to research, formal coursework, other coursework. |
| **Qu 29** | 1 page | Outline how the Scholarship will benefit you and assist you with the development of your future career in health promotion. Specify what skills you will acquire and how these relate to health promotion research, practice and/or policy. |
| **Qu 30** | 150 words | Outline the details of your supervising team. Please note your supervisor/s position, qualifications, major research interests and how many hours supervision will be provided to the project per week. |
| **Qu 31** | 150 words | List the resources or other material circumstances that will be available to you to support your study and research 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 E: Institutional Agreement to Administer Scholarship |
| Qu 32 | Complete table | The signature of the officer responsible for administering the scholarship for the institution (legal signatory) must be obtained to ensure that all parties are aware of the scholarship conditions.Electronic signatures will be accepted.  |

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| SECTION F: Referees and reports |
| Complete table | 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 candidate 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 G: Partner agency(s) approval |
| Complete table | 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. |