

# **HEALTHWAY RESEARCH FELLOWSHIP**

GUIDELINES

## SECTION A: FUNDING 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](http://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). Through one funding round each year, Healthway will offer up to one (1) Fellowship for either an Early or Senior Career Fellow.

### 1. About these guidelines

These Guidelines provide an outline of the 2020 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.

It is requested that you contact the Health Promotion and Research Team at Healthway to discuss your proposal prior to its submission on 133 777 or email [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au).

### 2. The 2020 Fellowship Grant Round

Healthway Postdoctoral Research Fellowship grants aim to increase the number of experienced and trained health promotion researchers in WA.

Applicants can apply for a Postdoctoral Early Career or Senior Research Fellowship for up to three (3) years to undertake their research project.

As part of this Fellowship funding, Healthway seeks applications for innovative, sophisticated and rigorous projects of significant importance that can demonstrate an 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/or 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 partners 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: stage one, the submission of an application and stage two, a panel interview (for short-listed applicants only).

### Stage 1: Application Assessment

Applicants are required to complete and submit a Healthway Research Fellowship Application form (refer to Section B).

All applications will be assessed in consultation with relevant research experts and external agencies at the discretion of Healthway, against the following criteria:

1. Relevance and significance of the proposed research to health promotion, and Healthway's priorities
2. Research methodology and scientific validity of the proposed research
3. Strength of the partnerships and the knowledge translation plan
4. Candidate's ability to conduct the proposed research
5. Contribution of the program to the candidate's career in health promotion.

### Stage 2: Interview

Applications that address the assessment criteria to a high level will be invited to a panel interview. Formal correspondence will be sent to both the applicant and the responsible officer of the administering institution with interview details.

The panel interview provides an opportunity for the shortlisted applicant 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.

### Stage 3: Board and Ministerial approval

Please note that whilst there is funding available to award one (1) Fellowship per calendar year, Healthway reserves the right to not award a Fellowship, should no applications be recommended during the assessment process.

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

## 4. Key dates

Key Steps	Key Dates
Applications due:	Friday 29th May 2020 by 5pm
Announcement of successful applicants for interview:	17th July 2020
Interviews conducted:	late July and early August
Announcement of successful application:	October 2020*

\*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:

- » 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 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.
- » Senior Research Fellows must have held a PhD for at least three (3) years and be able to demonstrate significant professional experience.
- » Fellowships are designed to be undertaken in a full-time capacity. Part-time Fellowships may only be considered if applicants can demonstrate that circumstances preclude a full-time Fellowship. Applicants must inform Healthway if they are seeking a part-time Fellowship at the time of application.

## 6. Research Proposal Requirements

To be considered for funding, an application MUST:

- » Focus on at least one (1) of Healthway's priority 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 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, and that a genuine co-design, community-led approach will be undertaken.

To facilitate collaborative working relationships 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:

- » Clinical or laboratory studies, or trials of treatments or therapies for existing conditions or diseases.
- » Studies that primarily focus on evaluating existing services, programs or policies unless it can be demonstrated that the outcomes will have broader health promotion applicability, and influence the practices of partner agencies who are external to the existing investment being evaluated (page 5, under section “What will NOT be funded”).

## 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

Year 1 \$91,397

Year 2 \$94,139

Year 3 \$96,963

### STIPEND – SENIOR RESEARCH FELLOW

Year 1 \$97,076

Year 2 \$99,988

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 undertake to 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 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).

### 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 for the purpose of attending a conference, course or meeting that is relevant to the Fellow’s area of research, and has been approved in writing by his/her department 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 in Year One

An additional sum of up to \$10,000 in allowances is available in year one to be used only for project costs directly associated with the Fellowship, at the discretion of Healthway.

## 8. Employment details

### Employment outside the research project

A Fellow may undertake with the permission of his/her 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 applying in the individual institution.

Parental 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 in PDF should be emailed to [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au) by 5pm on Friday 29 May 2020.

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. [www.healthway.wa.gov.au/grants-programs/health-promotion-research-grants/apply-now/](http://www.healthway.wa.gov.au/grants-programs/health-promotion-research-grants/apply-now/)

These reports are confidential and therefore should be forwarded by the referee directly to Healthway by the referees.

### 2. Curriculum Vitae

Attach a brief current resume

### 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 and research design and methodology sections.

## SECTION B – COMPLETING AN APPLICATION

Information required	Word/ Character count	Explanation
<b>Section A: Personal, Academic and Administration details</b>		
Qu 1 – 10.	Complete table	Provide the full name, contact information, current employment and citizenship details of the applicant.
Qu 11.	Complete table	Select the Fellowship category the applicant is 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	List the applicant's formal academic qualifications. If the PhD has been formally submitted and is currently with examiners, please indicate the date of submission.
Qu 13	200 words	Briefly detail the applicant's relevant research and employment experience since graduating.
<b>Section B: Proposed Fellowship Project</b>		
Qu 14 – 16 Project title, health area and timeframe	Complete table	Complete the research project details as specified including project title, health priority health areas (s) and estimated commencement date. When nominating the estimated commencement date please: <ul style="list-style-type: none"> <li>» allow up to five (5) months for Healthway to process the application</li> <li>» consider the University calendar</li> <li>» consider the time required for ethics approval.</li> </ul>
Qu 17. Project Summary	200 words	Provide a brief stand-alone summary of the research project, including the context, aims, target group or setting, expected outcomes, benefits and impact. Use plain language to describe the project summary so that it can be easily understood by the general community.
Qu 18 Rationale and design	400 words	Provide a brief background and clear rationale demonstrating the need for the research. Please cite relevant references, where appropriate.
Qu 19. Aims and objectives	150 words	State the specific and quantifiable aims and objectives of the research project.
Qu 20. Research design and methods	1500 words	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 previous question. If working with Aboriginal communities, demonstrate that the research will be undertaken in a culturally appropriate way.

**SECTION B – COMPLETING AN APPLICATION (Continued)**

Information required	Word/ Character count	Explanation
Qu 21.  Research outcomes and community impact	400 words	Describe the expected tangible outcomes including the anticipated improvements to community health in WA. Please describe how the research will contribute to best practice in health promotion.
Qu 22.  Knowledge translation plan	600 words	<p>Provide a detailed outline of a knowledge translation plan to demonstrate how the research will be used to impact programs or activities in WA.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><i>Please note that the translation strategy needs to be broader than the dissemination of findings to key stakeholders.</i></p>
Qu 23.  Partnerships	200 words	<p>Identify the 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 they will be engaged throughout the project.</p> <p><i>Please note Healthway may contact the partner agencies to discuss the application.</i></p>
Qu 24.  Nominated Partner Agency	200 words	Nominate the partner agency(s) where the applicant will spend time during the Fellowship. Indicate the approximate total hours the applicant plans 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	<p>Provide a budget breakdown, including justification for the major costs.</p> <p>Please note that an additional \$10,000 in allowances is available in year one for project costs directly associated with the Fellowship. Eligible costs could include personnel for research assistance, essential small equipment costs (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 in order to qualify for the additional funds.</p>

## SECTION B – COMPLETING AN APPLICATION (Continued)

Information required	Word/ Character count	Explanation
Qu 26. Other Funding	50 words	<p>Please identify if the applicant has previously received or is concurrently applying for a research Fellowship elsewhere.</p> <p>In addition, please state if additional financial support will be sought over and above the Fellowship, in order to complete the proposed project. Please state the source and amount of this funding and if it is confirmed.</p>
<b>Section C: Career Development and resources</b>		
Qu 27. Career Development	600 words	<p>Detail how the Fellowship will benefit the applicant and assist with the development of a future career in health promotion.</p> <p>Specify what particular skills will be acquired and how these relate to health promotion research, practice and/or policy.</p> <p><i>Please note that a commitment to pursue a career in health promotion and chronic disease prevention must be demonstrated.</i></p>
Qu 28. Supervisors	150 words	<p>Provide details of the applicant's supervisor/s. This person/s must be an experienced supervisor with health promotion expertise relevant to the proposed research project.</p> <p>Supervisor details should include position, qualifications, major research interests and how many hours of supervision will be provided per week.</p> <p>A maximum of two supervisors may be appointed.</p>
Qu 29. Other support	150 words	<p>List the resources or other material circumstances that will be available to the applicant to enhance training experience. For example this may include access to data bases or data analysis programs, or access to facilities for consultations and focus groups.</p>
<b>Section D: Ethics requirements</b>		
Qu 30 – 31. Clearance requirements and ethics approval	Complete table	<p>Funds will not commence until ethics approval is provided.</p> <p>Applicants wishing to work with Aboriginal communities must also obtain ethics clearance through the Aboriginal Health Council of WA [<a href="mailto:ethics@ahcwa.org">ethics@ahcwa.org</a>].</p>

**SECTION B – COMPLETING AN APPLICATION (Continued)**

Information required	Word/ Character count	Explanation
<b>Section E: CERTIFICATION AND REFEREE AND PARTNER DETAILS</b>		
<p>Qu 32 – 33. Certification by administering institution</p>	<p>Complete table</p>	<p>The application is not valid without the signatures(s) of the Research Office, who is certifying that the facilities are available and appropriate to meet the needs of the project.</p> <p>Electronic signatures will be accepted.</p> <p>Where applicants are not formally attached to institutions there is an expectation that appropriate facilities to undertake the research proposal are available. This should be indicated in the application.</p>
<p>Qu 33. Referee Details</p>	<p>Complete table</p>	<p>Complete the details of the three (3) people supporting the application.</p> <p>These must include:</p> <ul style="list-style-type: none"> <li>» 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(s) can act as a referee).</li> <li>» Head of the administering institutions department.</li> </ul> <p>Please note Healthway may contact referees to discuss the application.</p>
<p>Qu. 34 Certification by Partnering Agencies</p>	<p>Complete table</p>	<p>The details and signatures of the personnel from the partner agency(s) must be provided to confirm, on behalf of their agency that they are supportive of the Fellowship program.</p> <p>Electronic signatures will be accepted.</p>