



TPCH Foundation Research Fellowships Advice to Applicants

This document provides information about the application process, eligibility and the conditions of applying for a TPCH Foundation Research Fellowship.

All documents are available on line at www.tpchfoundation.org.au. Further information can be obtained from Dr Stephanie Yerkovich, Research Development Manager, by calling 3139 4118 or emailing Stephanie.Yerkovich@tpchfoundation.org.au. Applicants are strongly encouraged to discuss their interest in this program prior to submission.

General information

1. TPCH Foundation Research Fellowships have been developed to build research capacity and sustainability by supporting full time researchers on TPCH campus or in significant partnership with TPCH and its associated community programs. The Fellowship is also designed to provide mentoring, support and career development to the applicant.
2. Fellowships are for three years and are not extendable or renewable. They are offered on a full-time basis only and it is expected Fellows will spend a minimum of 80% of their time on their research. TPCH Foundation Research Fellowships may be held on a part-time basis if the recipient is fulfilling family and/or carer responsibilities and must be negotiated in advance with TPCH Foundation.
3. Research Fellowships are valued at \$100,000 p.a. and must be used for salary costs, and can be used for on-costs, and applicants cannot be in receipt of another Fellowship. Any shortfall in salary must be covered by the research group.
4. Any reasonable research costs, such as consumables, must be provided by the nominated research group.
5. Successful applicants must accept their Fellowship by 15 December 2017 and must commence by 31 March 2018. If this is not possible, the applicant must discuss the delay with the TPCH Foundation and the grant money may be retained by the Foundation.
6. TPCH Foundation Research Fellowships are awarded to the applicant and are not transferrable. The successful Fellow must also remain within or associated with their nominated research group for the duration of the Fellowship. Any changes to circumstances must be discussed with TPCH Foundation, and TPCH Foundation reserves the right to review the Fellowship, and to terminate the Fellowship if deemed appropriate.

Obligations of awardees

Fellows are expected to disseminate their results through the normal scientific channels. The support of TPCH Foundation must be acknowledged in any publication, media or presentation arising from the research. Any publications or media releases should be sent to TPCH Foundation.





The ability of TPCF Foundation to support research is dependent on our ability to raise funds through donations. Therefore, the ability to engage with potential donors is critical to our success, and it is a condition of accepting the award that successful Fellows will include TPCF Foundation in any publicity surrounding the research. We ask that TPCF Foundation be notified **before** publications go to press, conference presentations are made or media releases are generated. In addition, TPCF Foundation Research Fellows will be expected to provide regular research updates and may be called upon to participate in promotional activities.

Eligibility

1. Applicants must hold a PhD or equivalent research qualification.
2. TPCF Foundation Research Fellowships are for full-time employment only.
3. Applicants will only be considered if the work is being undertaken at, or in significant association with, TPCF Campus and/or in association with a TPCF community based service.
4. Any relevant Ethics approvals must be obtained prior to commencement of the research project. Approval is not required prior to submitting your application. It is the successful applicant's responsibility to ensure Ethics approval is received in a timely manner.

Application submission

1. Applications will only be accepted online through the Smarty Grants portal <https://tpcfoundation.smartygrants.com.au/> and must be submitted by 4pm on the due date. Late applications will not be accepted.
2. Signatures must be obtained from the applicant and supervisor.
3. The administering institution must also be notified prior to lodging the application and any relevant approvals obtained.

Assessment

This award will be assessed by an independent research panel convened by TPCF Foundation. TPCF Foundation will review applications for eligibility, completeness and for alignment to TPCF. Applications that do not meet these requirements will not be assessed further. The assessment will be based on two stages, the first stage is a written application and applications will be assessed on

- The research area, innovation and significance of the project (40%)
- Research output, relevant to opportunity, and future research potential of the applicant (40%)
- The research environment, including mentoring and support offered by the broader research team, and alignment to TPCF (20%)

A project plan, maximum of 4 pages excluding reference and figures, must be submitted. The plan must outline the background/rationale for the research, aims and hypothesis, methods, research plan and significance and expected outcomes. A broad timeline should also be included.





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The highest ranked applications (indicatively 4-6) will be invited for an interview in the second stage where the applicant will verbally present their research plan for 10 minutes and will then have 10 minutes discussion time with the panel. The panel will rank the applicants based on both their written application and interview.

Administering Institution

The Fellowship must be administered by an administering institution, such as Universities and QH Hospitals. The administering institution (or its affiliate) must provide the facilities and services necessary for the Fellow to conduct their research during the term of the award.

Administering institutions will be required to submit a tax invoice to TPCH Foundation. Payments will be made quarterly and in advance. **Please note:** grant funds will remain with The Prince Charles Hospital Foundation and will not be transferred in full to another institution.

Reporting requirements

Fellows will be required to submit six monthly progress reports, due in April and October each year. It is the responsibility of the Fellow to submit these in a timely manner. Failure to submit a progress report may affect future funding of the Fellowship and further grant opportunities with TPCH Foundation.

Conditions of application

1. Applicants authorise The Prince Charles Hospital Foundation to make any enquiries it considers necessary in relation to the proposed research project.
2. Applicants are bound by The Prince Charles Hospital Foundation's research grants policies which can be found online with the grants information at www.tpchfoundation.org.au
3. Successful applicants will only be able to access grant funds after signing an Acceptance Document and the Terms & Conditions. An example of the Terms & Conditions and Information documentation is on the Foundation website.

Key Dates

Research Fellowships open – 16 August 2017

Research Fellowships close – 29 September 2017

Applicants notified and successful applicants invited to interview – 23 October 2017

Interview – to be held between 6- 10 November 2017

Applicants notified of the outcome – 24 November 2017

Successful applicants must accept their Fellowship by 15 December 2017

