

## 2023 Research Fellowships Advice to Applicants

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

Further information can be obtained from Dr Megan Grace, Research Development Manager, by emailing [Megan.Grace@tpchfoundation.org.au](mailto:Megan.Grace@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 offered for three years and are not extendable or renewable. However, Fellows may reapply after their initial Fellowship has successfully been completed.
3. TPCH Foundation Research Fellowships are offered on a full-time basis. Fellowships may only 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.
4. Research Fellowships are valued at \$110,000 p.a. and must be used for salary and on-costs. Applicants cannot be in receipt of another Fellowship. Any shortfall in salary must be covered by the research group.
5. All research costs, such as consumables, must be provided by the nominated research group.
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. 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.

The ability of TPCH 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 TPCH Foundation in any publicity surrounding the research. In addition, TPCH 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 level 10 research qualification (Australian Qualifications Framework). If requested by the Foundation, the applicant must provide certification from their nominated administering institute their qualification meets the above criteria. TPCH Foundation reserves the right to make the final decision on whether an applicant is eligible to apply.
2. Applications will only be considered if the research is being undertaken at TPCH Campus. Proposals addressing one of the four Foundation priority areas of heart, lung, dementia and mental health will be highly regarded. However, high-quality applications addressing other health issues relevant to the Foundation's mission to "help people live healthier for longer" will also be considered for funding.
3. The applicant must not have any outstanding TPCH Foundation progress reports.

## **Application submission**

1. Applications will only be accepted online through the Smarty Grants portal <https://tpchfoundation.smartygrants.com.au/> and must be submitted by 1pm 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**

Applications will be assessed by an independent research panel convened by TPCH Foundation. TPCH Foundation will review applications for eligibility, completeness, and alignment to TPCH. Applications that do not meet these requirements will not be assessed further.

Assessment will be undertaken in two stages:

*Stage 1: Written application.* Applicants must submit an application form and project plan (maximum of 4 pages excluding reference and figures) via the SmartyGrants portal. The plan must outline the background/rationale, aims, hypothesis, methods, research plan, significance, and expected outcomes. A broad timeline should also be included. 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 TPCH (20%)

*Stage 2: Interview.* The highest ranked applications (indicatively 4) will be invited for an interview, where the applicant will verbally present their research plan for 10 minutes, followed by 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 a University or Queensland Health Hospital. 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.

## **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.

**Key Dates**

Research Fellowships open – 3 July 2023

Research Fellowships close – 7 August 2023

Applicants notified, and successful applicants invited to interview – early September 2023

Interview – to be held late September 2023

Applicants notified of the final outcome – early November 2023