

St GEORGE & SUTHERLAND MEDICAL RESEARCH FOUNDATION

MEDICAL AND BIOMEDICAL POSTGRADUATE SCHOLARSHIPS

ADVICE AND INSTRUCTIONS ON HOW TO APPLY

for funding commencing in 2011

Key dates:

Applications open 3rd May 2010

Applications close 5pm, Thursday 5th August, 2010

Late applications will not be considered

GENERAL INSTRUCTIONS FOR APPLICANTS APPLYING FOR FOUNDATION SCHOLARSHIPS COMMENCING IN 2010

- This document must be read in conjunction with the document entitled: *SGMRF Medical and Biomedical Postgraduate Scholarships: Description and Eligibility Criteria*, available on the Foundation website at: www.stgeorgemrf.com.au which provides the applicant with full details of the purpose of the scholarships offered by the Foundation, eligibility criteria, categories of awards, terms and conditions of the scholarships, duration of funding, ranges of stipends, scholarship administration, reporting requirements and the process of application review and treatment of conflict of interest.
- Before submitting an application, the applicant **must discuss their proposed application and their specific research plans with their proposed supervisor and the Head of the Department in which they propose to work**. The Foundation must be satisfied that the host Department can provide sufficient infrastructure, mentorship and necessary support to ensure that the research is feasible within that Department. As part of the application, it is the applicant's responsibility to obtain and submit to the Foundation, a letter **signed by the Supervisor and the Head of Department** in which the work will be conducted.
- Applicants are requested **to prepare their applications according to the instructions below and using the headings provided**. Applicants are required to convert the application document into **PDF format and submit by email to:**

Prof Ian Cook Chair, SGMRF Scientific Advisory Committee
Email: Kerrie.Smyth@SESIAHS.HEALTH.NSW.GOV.AU

- It is not necessary to submit the application in hard copy.
- All character limits imposed on the application are **inclusive** of spaces.
- If you require assistance in clarifying the eligibility criteria, or in completing an application contact the SAC via email: Kerrie.Smyth@SESIAHS.HEALTH.NSW.GOV.AU; or telephone (02) 9113 2817 or fax: (02) 9113 3993.

COMPLETING THE APPLICATION

SECTION 1. – APPLICANT DETAILS AND TRACK RECORD

1.1 Applicants personal details

Name, mailing address and contact details (including current email address; fax, phone and mobile phone where applicable).

Current institution

Current level of training and qualifications

If a Medical Graduate - please outline:

- postgraduate clinical qualifications;
- first part of exam (or equivalent) passed; and
- speciality training undertaken

If you are not an Australian citizen, permanent resident, or a New Zealand citizen holding a special category visa, you must provide an explanation of your circumstances including, where appropriate, the current status of your application for a visa and the likely timeframe within which your appropriate eligibility status will be achieved. Applicants who have applied for but not yet been granted permanent residency or a Special Category Visa may apply for a scholarship. Evidence of the appropriate status **must be provided** before the start of the award.

1.2 Location of proposed research:

Name and address of the department in which research is to be conducted.

Head of Department: (Name and contact details including email, phone, fax)

Proposed supervisor(s): (Name(s) and contact details including email, phone, fax)

1.3 Type of scholarship that you wish to apply for:

Indicate whether you are applying for a Medical scholarship OR Biomedical scholarship (If unsure of distinction between the two, refer to the document entitled: ***SGMRF Medical and Biomedical Postgraduate Scholarships: Description and Eligibility Criteria*** (available on the Foundation website at: www.stgeorgemrf.com.au)

1.4 Higher degree proposed (eg PhD, MD, Masters, Other)

If you are currently enrolled for a higher degree, provide the following -:

- Initial date of enrolment
- Status of enrolment

If you are not currently enrolled in a higher degree, provide the following -:

- Proposed higher degree;
- Tertiary institution and planned enrolment date

1.5 Career Chronology From Beginning of Tertiary Studies

Provide a summary of complete career chronology from beginning of tertiary studies: Include the year, location (Australia or Overseas), Institution and all periods of employment and courses of training or study. List, where applicable, any undergraduate honours or prizes received. List any additional postgraduate qualifications (e.g. B.MedSci or MPH). Where the applicant has completed a research-oriented/based degree they should indicate the thesis title, publications arising from the degree and the total amount of research experience gained during the degree.

1.6 Previous Research Experience

Applicants should list other research experience including electives and full or part-time research. Include the total amount of research experience.

Maximum character limit of 3,000 is permitted

1.7 Research Funding Support (last 3 years) and Alternative Funding Applied for

This is to include ALL funding support including: national competitive grants, industry or private sector (include year, amount, duration, source of support). This information is to be included for the following:

- a. Past support,
- b. Current support, (including support to commence in 2009)
- c. Future funding that the applicant has, is likely to receive, or intends to apply for (in addition to this application) which would be commencing next year* from National competitive grant schemes, industry, the University, the Hospital or the private sector (include year, amount, duration, source of support).

**Note: To be eligible for consideration for a Foundation Postgraduate Scholarship, the applicant MUST provide evidence that the he/she has applied for or is in the process of applying for similar funding support from alternative research funding sources (eg grant schemes provided under NH&MRC scholarships; Medical Specialty College(s), or Nursing or Allied Health Professional bodies, or University scholarship scheme).*

1.8 Publications

Provide a **full list of your publications** numbered in chronological order and sorted into the following publication sub-categories. List only those items that have been accepted for publication or published and books that have been published or are in press.

- a) Refereed journal article
- b) Review
- c) Book
- d) Chapter
- e) Any other publication eg. letter/note, un-refereed journal article, other contribution to a journal, technical reports, commissioned reports etc
- f) Conference papers or abstracts

SECTION 2. – RESEARCH PROPOSAL

2.1 Scientific Title

The scientific title will be used to identify the application at all times during the assessment process and should accurately describe the nature of the research proposal.

Maximum character limit of 120 is permitted

2.2 Simplified Title

The simplified title is usually used in media releases and the annual Foundation publication of successful awards. It should be easily understood by the general public whilst still conveying the general nature of the research proposal.

2.3 Aims and Significance – Lay Description (suitable for the media & promotional purposes)

In this section of the application, you are required to provide a summary description of the research proposal that is suitable for release to the media.

Maximum character limit of 1000 is permitted

Avoid the use of highly technical terms. Be brief and describe the overall aims of the research and expected outcomes in a manner the general public will understand. This information will be made available, if requested, to members of the public, journalists, and may be used in Annual reports of the Foundation.

2.4 Background and Research Plan

The proposal should be made up of the following FOUR sections:

1. Aims & Significance,
2. Background,
3. Proposed Research Program (briefly mention proposed technologies),
4. References (*maximum of one A4 page*).

Maximum character limit, for background and research plan, including references, should not exceed 10,000 characters

2.5 Ethics and Other Approvals

NOTE: Applicants must obtain all the necessary human, animal and biosafety approvals from the relevant review boards. In the case of studies in humans, this requires approval from the South Eastern Sydney and Illawarra Area Health Service Human Research Ethics Committee-Southern Section as well as approval from the University of NSW Human Research Ethics Committee (HREC). Research involving animals requires approval from the UNSW Animal Care and Ethics Committee (ACEC). A copy of the ethics approval(s) must be sent to the Scientific Advisory Committee (SAC) of the St George & Sutherland Medical Research Foundation. Notification is not required at the time of submitting this application, but scholarship award payments will not begin until the SAC has advised the Foundation that these clearances are held.

Research involving humans:

Outline the ethical implications of your research involving humans.

Maximum character limit of 2,000 is permitted

Research involving animals:

A brief statement justifying the use of animals in the experiments related to the application must be given here. The statement should address the general principles of replacement, reduction and refinement. It is not sufficient to state that “The Australian Code of Practice for the Care and Use of Animals for Scientific Purposes will be observed.” The *Research Proposal* must include sufficient detail to enable the program to be fully assessed in respect of ethical issues by an independent Animal Ethics Committee.

Maximum character limit of 2,000 is permitted

SECTION 3. LETTERS OF CERTIFICATION & VERIFICATION

3.1 Certification by Proposed Supervisor and Department Head

The applicant is responsible for ensuring that a letter is provided, by the due date, co-signed by both their intended supervisor and Department Head *without which the application will be deemed ineligible*. The purpose of this letter is to secure agreement that the supervisor and the host department are able to provide the necessary and appropriate general facilities to render the proposal feasible. The report must be signed by BOTH supervisor and Department Head and should be appended to this application.

It is the applicant’s responsibility to obtain this letter of certification and to send, prior to the closing date to:

Prof Ian Cook
Chair, SGMRF Scientific Advisory Committee,
C/- Mrs Kerrie Smyth,
Department of Gastroenterology & Hepatology
Level 1, Burt Wing,
St George Hospital, Kogarah, NSW, 2217
Email: Kerrie.Smyth@SESAHS.HEALTH.NSW.GOV.AU
Tel: (02) 9113 2817
Fax: (02) 9113 3993

APPENDIX 1: Instructions on Formatting of the PDF File

The following formatting requirements must be adhered to:

File Name: When saving the document, ensure the file is named by: Surname_Initial_SGMRF

Header: The applicants surname (at least 12 point in top right hand corner).
Scientific Title is optional.

Margins: All margins at least 2cm.

Font: Must be Times New Roman and at least 12 point.

Graphics: Colour images and diagrams are permitted, however, you should keep in mind that the electronic file may be printed and photocopied in black and white for distribution to the reviewing panel and there may be some loss of definition in the images.

Labelling Graphs and Images: Labelling of axes of graphs and labelling of parts of images may be in a reduced font. However, the description and/or legends of all graphs and images must comply with the guidelines set out under the heading of 'Formatting of the PDF file'.

Tables: Tabulated information containing text is not considered to be an image or diagram. Text within tables must comply with the guidelines set out under the heading of 'Formatting of the PDF file'.

Line spacing: Must be set to single.

Character spacing: Spacing must be set to normal. Scale must be set to 100%.

Hardcopy of your submission is not required