

grant conditions

asthma research PhD scholarship grants

This Grant Conditions document will form the agreement between Asthma Foundation NSW and the recipient of an Asthma Foundation NSW PhD Scholarship.

1. Eligibility

- 1.1 The Foundation seeks applications from university graduates wishing to undertake a PhD in a research area relevant to asthma.
- 1.2 Research may be in the basic medical sciences, clinical, psychological or consumer investigation and must be carried out in an approved tertiary education institution.
- 1.3 The relevance of the research to asthma will be the fundamental criterion for a successful application.
- 1.4 Scholars must be enrolled as a student at an approved Tertiary Education Institution within NSW or ACT and work should ordinarily be carried out within NSW or ACT.
- 1.5 The work will not be planned or supervised by Asthma Foundation NSW.
- 1.6 Scholarships are tenable for one to three years, or pro-rata equivalent (two to six years) for part-time scholars.
- 1.7 The value of the Scholarship and the conditions offered are informed by the Australian Postgraduate Awards (APA) Scheme 2010 Guidelines. The Foundation and its Research Advisory Committee will refer to those Guidelines to assist in resolving any issues relating to conditions that might arise.
- 1.8 Applicants must be Australian citizens or hold Australian Permanent Resident status.

2. Scholarship Value

- 2.1 Scholarship holders receive a stipend of \$22,500 (2010 rate) which is currently exempt from taxation. Other allowances may be provided by reference to the APA Guidelines.

3. Plan, Place and Supervision of Work

- 3.1 When submitting an application for a scholarship a candidate must name an experienced investigator who is prepared to act as his or her supervisor, draw up an outline of the proposed research and make preliminary arrangements with the institution in which the work will be carried out.

4. Activities

- 4.1 Scholars are expected to devote their entire time to this research. Participation in teaching and attendance at advanced courses relevant to the research program may be allowed if only a limited portion of time is necessary. The private practice of medicine, regular teaching and other administrative duties are not compatible with these awards.
- 4.2 Full time scholars may engage in a limited amount of paid employment which must not amount to more than 20% full-time workload (37.5 hours/week) and which must not interfere with the student's study and progress, in accordance with the APA Scheme guidelines.
- 4.3 Part-time scholarships may be awarded under exceptional circumstances which relate to the applicant having significant caring commitments.
- 4.4 Part-time scholars may engage in a limited amount of paid employment which must not amount to more than 50% fulltime workload (37.5 hours/week).

5. Travel

- 5.1 On the recommendation of the Research Advisory Committee, the Board of Asthma Foundation NSW may award a scholar traveling expenses up to \$500/pa (inclusive of GST) towards attendance at a recognised congress or conference in Australia, for the purpose of presentation of a poster or invited talk directly relating to their research.
- 5.2 The scholar is required to provide all receipts and documentation in support of the travel allowance to the Asthma Foundation NSW.
- 5.3 If the travel allowance is awarded, it is to be included in the first invoice to the Asthma Foundation NSW.
- 5.4 Any amount not expensed is to be returned to the Asthma Foundation NSW, and any spend in excess of the \$500 (inclusive of GST), is done so at the scholar's own expense.
- 5.5 It is the responsibility of the scholar to ensure this information is provided.

6. Leave

- 6.1 Scholarship holders may take up to 10 working days sick leave and up to 20 working days recreation leave each year, in accordance with APA Guidelines.

7. Renewal Applications

- 7.1 Acceptance of the Scholarship is contingent on the Scholarship holder applying annually for other scholarships where eligible; including (at a minimum) Australian Postgraduate (APA) and National Health & Medical Research Scholarships.
- 7.2 An annual application for renewal of a Scholarship is required. The application will be reviewed by the Foundation's Research Advisory Committee, who will assess progress in the work being undertaken by the scholar in determining renewal of a scholarship. It cannot be assumed that renewal will automatically occur.

8. Accounting

- 8.1 PhD Scholarships are exempt from GST in line with APA conditions.
- 8.2 Scholarship payments will only be made in response to an invoice from the institution at which the research is to be performed.
- 8.3. Scholarship payments will normally be paid in two installments.
 - i) An initial payment, equal to half the scholarship amount, will be made following acceptance of the scholarship conditions and upon receipt of a tax invoice.
 - ii) The final installment will be made at the end of the term of the scholarship. Payment will be subject to submission and approval of a final written project report.
- 8.4 The final written report must be submitted no later than 31 December in the year in which the scholarship was awarded. The final invoice should be submitted no longer than 30 days after submission and notification of approval of the final report.
- 8.5 Invoices and/or Final reports not submitted within a 12 months timeframe after the term of the scholarship may not attract payment.
- 8.6 Scholarships are exempt from GST.

9. Ethical Approval

- 9.1 Before a scholarship can be awarded, the approval of the relevant Ethics Committee of the institution for the project concerned must be forwarded to Asthma Foundation NSW, as outlined in the application form. It is the applicant's responsibility to ensure that this occurs.

10. Publications

- 10.1 Scholars will be expected to make the results of their research available through the usual channels. Publications should carry a statement acknowledging that the research was performed during the tenure of a research scholarship from Asthma Foundation NSW. A reprint of each published article should be mailed to Asthma Foundation NSW.

11. Promoting Research Activities

Asthma Foundation NSW raises the funds its research program through donations from the general public, and seeks to promote dialogue about asthma research with its primary audience of asthma consumers. To assist the Foundation achieve these goals, Scholars are required to:

- 11.1 Provide an end of year report and lay summary of work completed by 31 December in the year of the award. These may be used by Asthma Foundation NSW for publications, inclusion in the Annual Report, website and other promotional purposes.
- 11.2 Acknowledge Asthma Foundation NSW in all publications or presentations relating to the funded work using the format that will be provided to them by the Foundation.
- 11.3 Support the Foundation in any media event related to the research, in promoting asthma research generally, and in hosting donor visits.

12. Termination of Award

- 12.1 Once due notice has been given and due process followed, a Scholarship may be terminated by the Board of Asthma Foundation NSW if the holder does not observe the conditions of the award or if the Research Advisory Committee is not satisfied with the progress of the research.

13. Applications

- 13.1 Candidates for new PhD Scholarships must complete the Foundation's PhD Scholarship Application Form.
- 13.2 Candidates renewing their PhD Scholarships must complete the Foundation's PhD Scholarship Renewal Application Form.
- 13.3 The original should be sent electronically to Asthma Foundation NSW at researchprogramawards@asthmansw.org.au by Friday 6 August 2010.
- 13.4 Late applications will **not** be accepted.
- 13.5 A signed hard copy of the application must also be mailed and received by the Foundation by Friday 6 August 2010.

Successful grant applicants will be required to download and sign a copy of this document.

I/we accept the offer made to me/us by Asthma Foundation NSW and agree to abide by the Grant Conditions.

Grantee/s to sign:

Name.....

Signature.....Date.....

Name.....

Signature.....Date.....

Name.....

Signature.....Date.....

Name.....

Signature.....Date.....

Signed for Institution:

Head of Department:

Name.....

Signature.....Date.....

Administration Officer:

Name.....

Signature.....Date.....

Asthma Foundation NSW Privacy Statement

The Asthma Foundation of NSW ('The Foundation') is committed to abiding by the National Privacy Principles as set out in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000.

The information requested is required by the Foundation to fully assess all applications.

The Foundation undertakes to maintain the confidentiality of all details held and will not disclose those details to any third party except when authorised by the individual concerned or required to do so by law.