GUIDE TO APPLICANTS

MRF – UWA POSTDOCTORAL RESEARCH FELLOWSHIPS

The Faculty of Medicine, Dentistry and Health Sciences at The University of Western Australia and Royal Perth Hospital Medical Research Foundation (MRF) invite applications from highly qualified candidates for three Postdoctoral Research Fellowships in various disciplines to be based at Royal Perth Hospital (Perth, WA).

1. **General**

   Applicants for the MRF – UWA Postdoctoral Research Fellowships should take into account the aims and objectives of the scheme which are to enhance medical research within the Medical Research Foundation at Royal Perth Hospital in conjunction with the Faculty of Medicine, Dentistry and Health Sciences at The University of Western Australia.

2. **Confidentiality and Privacy**

   All applications submitted will be treated in confidence and are not public documents. However, information collected may be passed to assessors and checked for eligibility.

3. **Assessment of Applications**

   Selection of successful candidates for the MRF – UWA Postdoctoral Research Fellowships will be in accordance with the aims and objectives of the Medical Research Foundation at Royal Perth Hospital and the Faculty of Medicine, Dentistry and Health Sciences at The University of Western Australia.

   Applicants will need to demonstrate that they satisfy the Selection Criteria and will be ranked according to academic achievements, quality of research experience, professional skills, publications, quality of project and the research environment in the host Department at Royal Perth Hospital.

4. **Selection Criteria**

   Applicants for all awards will be assessed on:
   - Past achievements (academic record, prizes and awards).
   - Demonstrated research output/track record (publications, previous funding).
   - Potential to achieve the stated outcomes during the term of the fellowship.
   - The quality of the research environment in relation to supervision, facilities and infrastructure.

5. **Application Form**

   When completing the application form, you must refer to the following advice and instructions:
   - Entries on the application form must be typewritten in black and not less than 10 point font.
• Do not include unused sections of the application.
• One original and four copies are required, if submitting hardcopy documents. The original application must be single-sided. All other copies must be double-sided.
  All copies of the application must be on standard A4 paper, duplicated on a dry process photocopier, and stapled securely at the top left-hand corner
• Candidates can also submit their application by email to the Director, UWA Human Resources via jobs@uwa.edu.au

6. **Applicant’s Personal Details**
   Please ensure that contact details are correct at the time of application and notify UWA Human Resources of any changes in your details after submission.
   • **Contact details** include Title, Surname, Given Names, Telephone (including mobile if applicable), Facsimile and Email.
   • **Current Address**: Please ensure that the details provided are complete and accurate, as this information will be used in the dispatch of advice concerning your application.
   • **Current Appointment**: Dual academic/hospital appointment to be stated, if applicable.

7. **Scientific Project Title**
   The scientific title will be used to identify the project at all times and should accurately describe the nature of the project. **Use no more than 90 characters, including spaces.**

8. **Simplified Project Title**
   The simplified title may be used in future media releases, and should be easily understood by the general public. **Use no more than 90 characters, including spaces.**

9. **Applicant's Academic Details**
   (a) Specify all undergraduate academic qualifications.
   (b) Specify all postgraduate academic qualifications.

10. **Career Summary**
    (a) Please list relevant previous positions held.
    (b) For all awards received indicate the name of the award, the period of support, the funding agency and the value of the award.

11. **Previous Grants Held**
    Please provide full details of ALL funding received from any source. Indicate the Chief Investigator(s), the period of support, the funding agency and the amount of the grant. Failure to disclose full information will result in the application being removed from any further consideration by the University.

12. **Publications of applicant for track record consideration**
    Do not include papers submitted for publication. List, and number consecutively, papers published, in press or finally accepted for publication in refereed journals, over the last six years. The listing must indicate titles of papers, sequence of authors as shown in the paper, first and last pages, name, volume and date of journal, and for recent papers not yet published, the date of final acceptance by the journal’s editor is required. **[Documentary evidence of final acceptance by editors must be included.]** Quality as well as quantity of publications will be considered in the assessment of applications. Abstracts may be included separately at the end. Do not attach copies of publications.

13. **Research Plan - Aims and Significance of Project**
    Use this space exclusively to describe the specific aims and potential significance of the project. Hypotheses to be tested or research questions should be clearly stated. Please do not use more than two pages.
(a) Background - briefly describe the significance of the project, the objectives of the research and/or clinical skills to be acquired, the background to the project including scientific aspects and relevant details on current support and staffing arrangements.

(b) Methods and techniques to be used - include, where appropriate, details of the experimental design and statistical methods to be used.

(c) Where applicable, include details of basic research strategy, study design, sample size and statistical power, sampling methods, main variables to be measured/examined, instruments of measurement/ observation and their validity, methods of data collection and analysis of data. Where the project involves an intervention, describe the rationale for the intervention and how it will be evaluated. Please specify time line or major time allocations. Give details of planned dissemination of findings and/or clinical skills enhancement.

14. Referee Reports

Applicants must contact their nominated referees and arrange for their reports to be submitted direct to the Faculty Office at the address noted on the referee form. Referee reports MUST NOT be submitted by the applicant. Three reports are required, one from the prospective supervisor and two from referees who are able to comment on the applicant’s personal research contributions, research potential and national/ international research standing. The names and addresses of these referees should be indicated in the section provided.

15. Certification by Applicant, Head of Hospital Department and Supervisor

Applications will only be considered for support if the Head of Department at Royal Perth Hospital certifies that ethics approvals will be/have been obtained, and that the facilities available are appropriate to meet the needs of the project – for example adequately staffed and equipped laboratories/ workshops, secretarial assistance, library resources, research/maintenance support including equipment maintenance, animal housing facilities etc. A copy of ethics approvals should be provided to the Faculty Office as soon as possible (preferably with the application, but must be provided before approved funds will be released by the University).

16. Ethics Approvals

Ethics Approvals – USE OF ANIMALS / HUMANS / IONISING RADIATION / ETC.

It is the applicant’s responsibility to obtain approvals from the relevant ethics committees prior to the commencement of research if appropriate. A copy of ethical approvals should be provided to the Faculty Office as soon as possible (preferably with the application, but must be provided before approved funds will be released by the University).

Further details may be obtained from the UWA Animal and Human Ethics Offices:
Human Ethics: Telephone (08) 6488 3703
Animal Ethics: Telephone (08) 6488 3026
Facsimile: (08) 6488 8775

Applications are to be forwarded by the due date to the Director, UWA Human Resources (M350), The University of Western Australia, 35 Stirling Highway, Crawley, WA 6009, or emailed to jobs@uwa.edu.au

Referee reports should be forwarded by the due date to the Faculty of Medicine, Dentistry and Health Sciences (M501), The University of Western Australia, 35 Stirling Highway, Crawley, WA 6009; The reports can be faxed or emailed to: Fax: (08) 6488 8045 Email: neil.bryan@uwa.edu.au

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
CRICOS Provider Number: 00126G