**Research Fellowship 2019**

Instructions

Please read the instructions before continuing.

1. Follow the notes provided within the application form.
2. Follow the page limit provided within the application form. Any words that go over the page limit will be removed prior sending to reviewers.
3. Provide details by typing in the form fields, indicated by:
   * A      . Please note the maximum character limit.
   * Or Click or tap here to enter text. Please note the page limit. Available formats:
     + Use ‘Enter’ key to add a new paragraph
     + Use dash ‘-‘ to add bullet points manually
     + You will need to provide references manually
   * Or . Please insert signature as an image.
   * Or Click or tap to enter a date.
   * Or a check box . Check box will turn to  after it’s been clicked on.
4. Form fields will expand themselves automatically as you type.
5. Use your mouse, tab key or combination Ctrl+Tab to move from one form field to another.
6. Name this document ‘***Surname of Applicant\_Research Fellowship***’ and save it on your computer.
7. Attach the completed application form and send to [research@adea.com.au](mailto:research@adea.com.au)   
   with the subject line ‘***Surname of Applicant\_Research Fellowship’***.
8. Applications not received in this format or by the closing date and time will not be accepted.



**Research Fellowship 2019**

Application Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part A – Applicant details** | | | | | | | |
| Title: |  | Full name: | |  | | | |
| ADEA membership number[[1]](#footnote-1): |  | Residency status[[2]](#footnote-2): | | Click here to choose your residency status. | | | |
| Position/professional role relevant to the project: |  | | | | | | |
| Institution/Department: |  | | | | | | |
| Postal address: |  | | | | | | |
| Suburb: |  | | State: | | State | Postcode: |  |
| Email address: |  | | | | | | |
| Phone number: |  | | | | | | |
| % time to be spent on project: |  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Academic records[[3]](#footnote-3) | | | |
| Name of institution | Name of degree | Completion date | Key achievement |
|  |  | Click or tap to enter a date. |  |
|  |  | Click or tap to enter a date. |  |
|  |  | Click or tap to enter a date. |  |
|  |  | Click or tap to enter a date. |  |
|  |  | Click or tap to enter a date. |  |
|  |  | Click or tap to enter a date. |  |
|  |  | Click or tap to enter a date. |  |
|  |  | Click or tap to enter a date. |  |

*Please provide details of additional academic records in an attachment.*

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| **Curriculum Vitae/Track record** |
| *Maximum 2 pages* |

Click or tap here to enter text.

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| **Part B – Administrative details[[4]](#footnote-4)** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Supervisor/mentor** | | | | | | | |
| Title: |  | Full name: | |  | | | |
| Position/professional role relevant to the project: |  | | | | | | |
| Institution/Department: |  | | | | | | |
| Postal address: |  | | | | | | |
| Suburb: |  | | State: | | State | Postcode: |  |
| Email address: |  | | | | | | |
| Phone number: |  | | | | | | |
| Expertise relevant to project: |  | | | | | | |
| % time to be spent on project: |  | | | | | | |

|  |  |
| --- | --- |
| **Administering institution and contact person** | |
| Institution/Department: |  |
| Full name: |  |
| Email address: |  |
| Phone number: |  |

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| **Part C – Project details[[5]](#footnote-5)** |

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| **Research project title** |
| *Maximum 150 characters* |
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| **Proposed timeline** |
| *Commencement by March 2019 for maximum of 12 months or pro rata for a maximum of two years* |
| months |

|  |
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| **Project description** |
| *Maximum 8 pages* |

*Responses to this section should address the following two assessment criteria:*

|  |  |
| --- | --- |
| ***Assessment criteria*** | ***Weighting*** |
| *1. Relevance to diabetes education and care* | *20%* |
| *The project* ***must*** *address* ***all*** *of the following:*   * *How the proposal will result in improved diabetes education and care in Australia* * *How it will support ADEA Members and other health professionals in contributing to excellence in diabetes support to all Australians* * *Align with the principles of the* [*Australian National Diabetes Strategy 2016-20*](http://www.health.gov.au/internet/main/publishing.nsf/Content/nds-2016-2020)   *The Foundation also encourages applications to contribute to the* [*National Aboriginal and Torres Strait Islander Health Plan 2013-23*](http://www.health.gov.au/natsihp) *and* [*Close the Gap*](http://www.humanrights.gov.au/our-work/aboriginal-and-torres-strait-islander-social-justice/projects/close-gap-indigenous-health) | |
| *2. Merit* | *50%* |
| * *Feasibility* * *Rationale* * *Methodology[[6]](#footnote-6)* * *Timeframe* * *Innovation* * *Applicant’s track record relevant to the opportunity* * *Plan for ongoing mentoring and development during the project* | |

Click or tap here to enter text.

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| **Collaboration** |
| *Maximum 2 pages* |

*Responses to this section should address the following assessment criterion:*

|  |  |
| --- | --- |
| ***Assessment criteria*** | ***Weighting*** |
| *3. Collaboration* | *15%* |
| * *Research advisory group: the project must be supported by a research advisory group including (an) ADEA member(s), individual people with diabetes. The Foundation encourages applicants to consider including appropriate, government bodies, interdisciplinary clinicians, researchers, healthcare policymakers, service managers, industry and/or multiple site[[7]](#footnote-7) collaboration* *in the applications* * *Communication and dissemination plan: outline how the results of the research project could be communicated to other researchers, clinicians, students, consumers and healthcare decision makers. Please ensure this project will be communicated through ADEA at the Australasian Diabetes Congress and final report published in the ADE publication* * *Implementation plan: outline how the results of the research project could be implemented into practice and by whom* | |

Click or tap here to enter text.

|  |
| --- |
| **Impact** |
| *Maximum 1 page* |

*Responses to this section should address the following assessment criterion:*

|  |  |
| --- | --- |
| ***Assessment criteria*** | ***Weighting*** |
| *4. Impact* | *15%* |
| * *What key outcomes are expected?* * *How, and how quickly, the research could have an impact on diabetes education and care in Australia?* | |

Click or tap here to enter text.

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| **Indicative budget** |
| *Maximum $60,000 (GST exclusive) for the proposed duration of the project.* |

*Research fellowship cannot be used for capital purchases, institution levies, publication costs or for meeting/travel and accommodation costs (other than those related specifically to the research method).*

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost (GST exclusive)** | **Justification** |
| Personnel |  |  |
| Equipment (limited to $1,500) |  |  |
| Direct research costs |  |  |
| Travel[[8]](#footnote-8) |  |  |
| Consumables and other costs |  |  |
| **Total indicative budget** |  |  |

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| **References** |
| *Maximum 2 pages* |

Click or tap here to enter text.

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| **Part D – Declaration** |

***Completed by applicant and supervisor/mentor***

I,       *(full name)*, Research Fellowship Applicant, of       *(Institution/Department)*

Sign:  *(Insert signature as an image)* onClick or tap to enter a date.

And

I,       *(full name)*, Supervisor/Mentor, of       *(Institution/Department)*

Sign:  *(Insert signature as an image)* onClick or tap to enter a date.

We agree to the following statements in submitting this application:

|  |  |
| --- | --- |
| *Please tick the boxes below if you agree* | |
| * We will submit the results of this project in peer reviewed publications. |  |
| * We will submit the results of this project in the ADE for publishing. |  |
| * We will provide details and copies to ADRF of such publications and presentations. |  |
| * We will acknowledge funding by ADRF in all publications, conferences, presentations and proceedings which result from the research funded by the grant and in any associated publicity or media coverage of the project. |  |
| * We will comply with the terms and conditions of the ADRF. |  |
| * We will comply with the ethical standards as set out by the National Health and Medical Research Council Australian Code for the Responsible Conduct of Research. |  |

***Completed by Section or Division Head***

I,       *(full name)*,       *(position, i.e. Section or Division Head)* of       (*Institution/Department)* declare that       *(full name of the Applicant)* have our full support in this application.

We have completed an assessment of the value of the project as below:

Click or tap here to enter text.

The available facilities are:

Click or tap here to enter text.

Sign:  *(Insert signature as an image)* on Click or tap to enter a date.

***Completed by administering institution***

I,       *(full name)*,       *(position) of* *(Institution/Department)* acknowledge the completion and submission of this application.

Sign:  *(Insert signature as an image)* on Click or tap to enter a date.

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| --- |
| **Part E – Attachments** |

*Please list all relevant attachments to support this full application below.*

*Please note that names of all attachments must follow the format:* ‘***Surname of Applicant\_Research Fellowship 2018\_Name of the attachment’***

* Attachment 1:
* Attachment 2:
* Attachment 3:
* Attachment 4:
* Attachment 5:
* Attachment 6:
* Attachment 7:
* Attachment 8:
* Attachment 9:
* Attachment 10:

1. Applicant must be an ADEA member for at least 12 months at the time of applying. [↑](#footnote-ref-1)
2. Applicant must be an Australian citizen or hold Australian Permanent Resident status. [↑](#footnote-ref-2)
3. Applicant must be a university graduate. [↑](#footnote-ref-3)
4. Research must be undertaken under the auspice of an approved tertiary education institution within Australia and work should ordinarily be carried out within Australia. Applicants must name an experienced investigator who is prepared to act as his or her supervisor/mentor and nominate the institution in which the research will be conducted.

   The work will not be planned or supervised by ADEA or the ADEA Diabetes Research Foundation. [↑](#footnote-ref-4)
5. Research must be relevant to diabetes education and care. [↑](#footnote-ref-5)
6. Successful applicant should refer research project to a properly constituted ethics committee for approval as soon as the research fellowship is confirmed. [↑](#footnote-ref-6)
7. Research project must be approved by constituted ethics committees of all the sites involved if the research is conducted at multiple sites unless one site accepts ethics approval from the other. [↑](#footnote-ref-7)
8. For data collection as outlined in the ‘Methodology’ and/or dissemination of research findings as outlined in the ‘Collaboration’ section. Please include sufficient budget to attend the Australasian Diabetes Congress to disseminate the research. [↑](#footnote-ref-8)