



Cancer Council WA

# Student Vacation Research Scholarships Guidelines

Guidelines for applicants applying for Vacation Scholarship

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Closing Date for applications: 4 September 2024

## 1. Introduction

Cancer Council WA aims to minimise the effect of cancer on our community through research and education and by providing people affected by cancer with support to enhance their quality of life. A key objective of Cancer Council WA is to encourage and support a wide range of research activities into the causes, diagnosis, treatment and prevention of cancer.

Cancer Council WA is calling for applications from students for cancer related research projects over the long summer vacation period in the areas of biomedical, clinical, health services and public health.

## 2. Scholarship description

Cancer Council WA Vacation Scholarship, offered by Cancer Council WA since 1963, are for undergraduate students to work on a cancer related research project for 6-10 weeks. The scholarship includes funding of up to \$3,000.



James Crofts  
Hope Foundation Inc

Two additional scholarships are offered by the James Crofts Hope Foundation (JCHF). The Foundation is committed to the advancement of research in the area of brain cancer; these scholarships will be allocated to research projects that relate directly to brain cancer research.



Two additional Scholarships are also offered by the Abbie Basson Sarcoma Foundation. The Foundation is committed to the advancement of research in the area of sarcoma, primary bone and soft tissue tumours; these scholarships will be allocated to research projects that relate directly to sarcoma research.

***Please note:** those applicants who wish to be considered for the James Crofts Hope Foundation, or the Abbie Basson Sarcoma Foundation student vacation scholarships are to nominate their preference at the relevant place allocated in the application form. In the instance where applications for the James Crofts Hope Foundation and the Abbie Basson Sarcoma Foundation student vacation scholarships are unsuccessful the applications will be considered for the Cancer Council WA Student Vacation Scholarship.*

## 3. Student Eligibility Criteria

*The following students are eligible to apply:*

1. Students enrolled full-time in the year when the application is received.

AND

2. (a) students who have completed two years of an appropriate course work degree, this includes a Masters by Course Work degree, and are enrolled in at least the third year of the course work degree in the disciplines relevant to cancer control or treatment when the application is received.

or

- (b) medical students currently at the end of their third year.

or

- (c) post graduate medical students who have not already completed a research degree.

*The following students are ineligible to apply:*

1. Students who are enrolled in or have completed a research degree (i.e., Honours)
2. Students who were enrolled part-time in the year when the application is received
3. Students who have not completed two years of an appropriate degree course when the application is received
4. Students who are previous recipients of a James Crofts Hope Foundation Student Vacation Research Scholarship, an Abbie Basson Sarcoma Foundation Student Vacation Research Scholarship or a Cancer Council WA Student Vacation Research Scholarship.
5. Students who are current recipients of a full-time scholarship intended to provide an equivalent stipend / salary of an amount equal to or greater than \$3,000 may be ineligible (assessed on a case by case basis)
6. Students who are currently employed in the area (e.g., 3<sup>rd</sup> or 4<sup>th</sup> year student working as a part time research assistant)

### ***The Tobacco and Other Industries***

The Cancer Council will not provide a research grant to any researcher who is an applicant for or is in receipt of funds from:

- I. Companies or other entities receiving money or revenues from the tobacco industry or having arrangements or dealings with the tobacco industry in which may actually, potentially or perceivably compromise tobacco control initiatives. This includes:
  - a) Tobacco manufacturers or wholesalers, and their subsidiaries or other entities within that group of companies,
  - b) Entities or individuals whose sole or principal business is the retailing of tobacco products,
  - c) Other entities identified to have links of a commercial, strategic or public nature with tobacco manufacturers or wholesalers.
- II. Companies or other entities involved in manufacturing, distribution, promotion or sale of any other product or service known to cause cancer or to increase cancer risk (including, but not limited to, solarium, asbestos, alcohol, environmental carcinogens, sugared beverages, and other energy dense nutrient poor foods).

Cancer Council WA will terminate its support for a research project if the above provisions relating to support from these industries are breached or it believes that the integrity of the research is threatened by influence from tobacco or other interests.

Researchers in receipt of funds from other organisations in conflict with the prevention of cancer will be examined closely to determine if a conflict of interest exists.

## 4. Privacy and Code of Conduct

Cancer Council WA value our staff and stakeholders privacy, and we make privacy a part of our everyday business. Our privacy policy can be found at <https://cancerwa.asn.au/privacy/>

We also expect that applicants will not use their personal or professional relationship(s) with members of Cancer Council WA's Research Advisory Committee, Subcommittees, or Panels with intent to influence, seek information or inquire about their application unless that communication has first been approved by Cancer Council WA Research Funding Program staff. Breaches that come to the attention of Cancer Council WA will be dealt with as appropriate and could lead to ineligibility for future Cancer Council WA funding.

## 5. Application Process

Applications for these scholarships are to be submitted through a Western Australian higher education institution and/or medical research institute that will be responsible for the administration of the scholarship if successful. Applicants should contact the Research Administration or Student Officer of their Institution for further advice regarding the closing date, institutional approvals and processes.

Applicants for these Scholarships are to be submitted through the Cancer Council WA's [online portal](#).

Before sending your application, please ensure all sections have been completed as specified, including sign-off from the Responsible Officer at your Administering Institution. A guide to completing your application online is available in Appendix 1.

### *Timeline*

<b>Stage</b>	<b>Date</b>
Applications Open	12 June 2024
Applications close	4 September 2024
Notification in writing	November 2024

## 6. Guidance on completing the Application

For the application to be ruled eligible:

- a) The research must be conducted at a Western Australian higher education institution and/or medical research institute.
- b) A transcript of the student's academic history must accompany the application. This transcript must be complete, including all enrolment years, all units the student has been enrolled in, enrolment status for each year (full-time/part-time), all marks and grades, and the course weighted average where possible.

*Applications will be ruled ineligible if:*

- c) If an original or certified academic transcript or progress report is not included with the application

- d) If an academic transcript or progress report is not complete
- e) The application is received after the closing date
- f) The application has not been approved by the Responsible Officer

The project must adhere to the following:

- a) The time frame for the proposed project must be clearly stated and must be at least four weeks and no more than ten weeks.
- b) The research project proposed by the applicant must be relevant to a career in research
- c) The research project proposed by the applicant must broadly relate to cancer research
- d) The project must not rely on the outcome of a greater research investigation
- e) The project must not be a coursework component of the degree in which the student is enrolled
- f) It is essential that the applicant have appropriate supervision throughout the duration of the proposed project and that they make all necessary arrangements for acceptance and supervision with the Head of Department or supervisor concerned.
- g) Eligibility requirements for the James Crofts Hope Foundation and the Abbie Basson Sarcoma Foundation student vacation scholarships being offered:
  - o The research project proposed by the applicant must relate specifically to brain tumour research,  
or  
The research project proposed by the applicant must relate directly to sarcoma research.

## 7. Selection Criteria

The applications are sent to our Predoctoral Research Grants Advisory Subcommittee for external peer review. The committee consists of c.10 WA cancer researchers and up to 4 community representatives who have a personal connection to cancer. There is a scientific assessment and a community assessment, with a scoring allocation of 90:10 respectively.

## 8. Obligations of the Scholarship Recipient and Administering Institution

- a) Payments in respect of this scholarship will be made through the Administering Institution.
- b) Scholarships are currently valued at \$3,000 (excluding GST)
- c) Scholarships will normally be payable upon receipt by the Cancer Council WA of a concise report by the scholar, and approved by the supervisor, submitted **within four weeks** of the completion of the Scholarship of the work done in 2025. A report template will be made available through the online grant portal.
- d) Any publication arising from the work carried out must acknowledge financial support of Cancer Council WA, the James Crofts Hope Foundation or the Abbie Basson Sarcoma Foundation where applicable. A copy of the publications concerned should be provided to Cancer Council WA.
- e) It is the responsibility of the Scholarship holder to assess the tax liability of their scholarship. Cancer Council WA cannot provide advice regarding taxation. Please refer to the Australian Tax Office Website for further information: <http://www.ato.gov.au>
- f) Special arrangements for payment during tenure will be considered by the Cancer Council upon request.

## 9. Further Information

Queries about completion of the scholarship process should be addressed to:

The Research Team

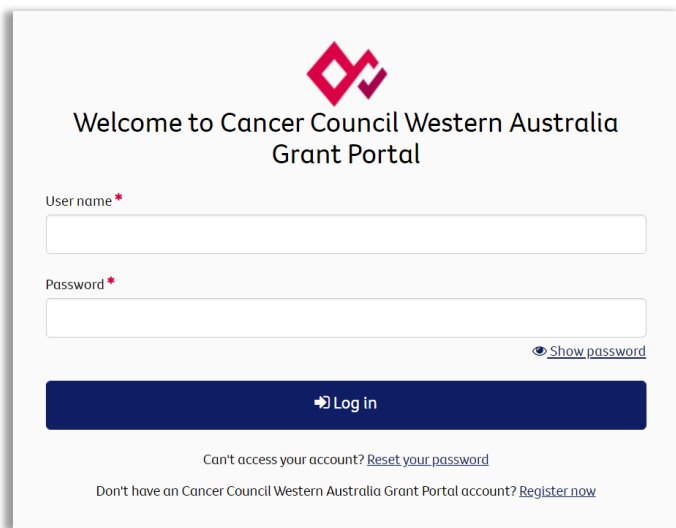
Cancer Prevention and Research  
Cancer Council WA  
Level 1, 420 Bagot Road, SUBIACO WA 6008  
Phone: (08) 9338 4328  
Email: [CancerCouncilWA.research@cancerwa.asn.au](mailto:CancerCouncilWA.research@cancerwa.asn.au)  
[www.cancerwa.asn.au](http://www.cancerwa.asn.au)

## Guide to completing online applications

Cancer Council WA

### Step 1.

Set up your login and password and sign into the portal



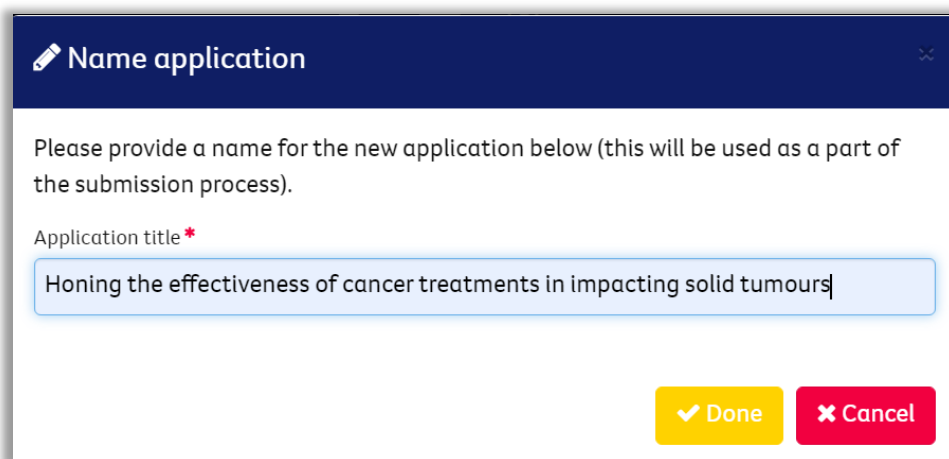
The screenshot shows the login page for the Cancer Council Western Australia Grant Portal. At the top, there is a red logo consisting of two overlapping squares. Below the logo, the text reads "Welcome to Cancer Council Western Australia Grant Portal". There are two input fields: "User name\*" and "Password\*", both with asterisks indicating they are required. Below the password field is a "Show password" link with an eye icon. A dark blue "Log in" button is positioned below the input fields. At the bottom of the page, there are two links: "Can't access your account? [Reset your password](#)" and "Don't have an Cancer Council Western Australia Grant Portal account? [Register now](#)".

Set up your login and password by clicking on [Register now](#) at the bottom of the page.

### Step 2.

Complete the Application Title.

This must be the same as the scientific title for your research project. The field for your scientific title in Stage 4 – Research Proposal will automatically be populated with the title you give your application<sup>1</sup>.



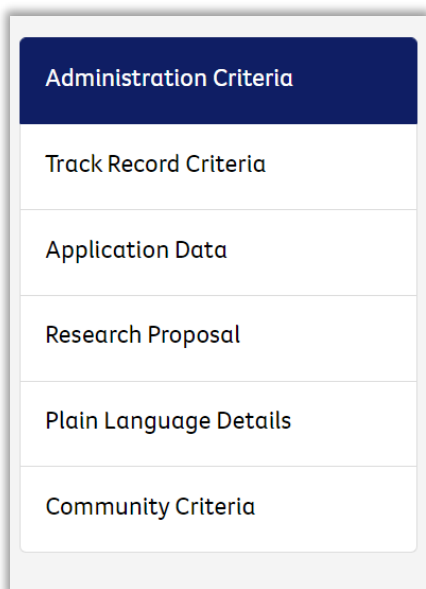
The screenshot shows a dialog box titled "Name application" with a pencil icon and a close button. The text inside reads: "Please provide a name for the new application below (this will be used as a part of the submission process)." Below this is the label "Application title\*" followed by a text input field containing the text "Honing the effectiveness of cancer treatments in impacting solid tumours". At the bottom right, there are two buttons: a yellow "Done" button with a checkmark and a red "Cancel" button with an 'X'.

<sup>1</sup> To change the scientific title, link to 'How to copy your application'




### Step 3.


There are 6 stages to complete before your application can be submitted<sup>2</sup>



- Administration Criteria
- Track Record Criteria
- Application Data
- Research Proposal
- Plain Language Details
- Community Criteria

This menu is located on the left hand side of your application.

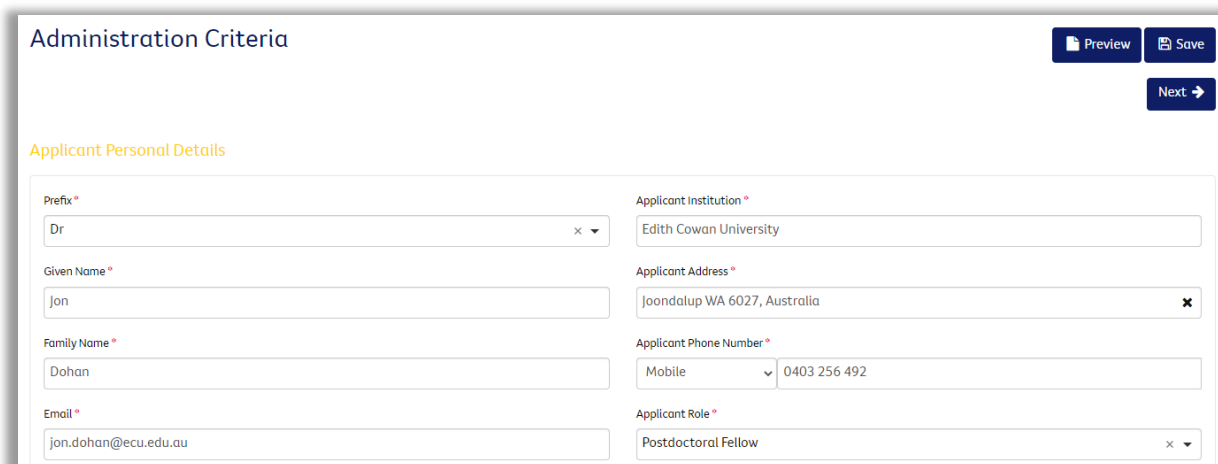
When you complete a section, it is recorded  as a tick.

When a section is not completed, it is  recorded as a cross.

You can move between one section and another by clicking on the menu item section you want to work on. **You do not need to complete the previous section in order to work on the next one.**

### Step 4.

Complete your basic information



Administration Criteria

Preview Save

Next

Applicant Personal Details

Prefix\* Dr x

Applicant Institution\* Edith Cowan University

Given Name\* Jon

Applicant Address\* Joondalup WA 6027, Australia x

Family Name\* Dohan

Applicant Phone Number\* Mobile 0403 256 492

Email\* jon.dohan@ecu.edu.au

Applicant Role\* Postdoctoral Fellow x

The Administration Criteria requires that you complete information such as (but not limited to):

Your personal details

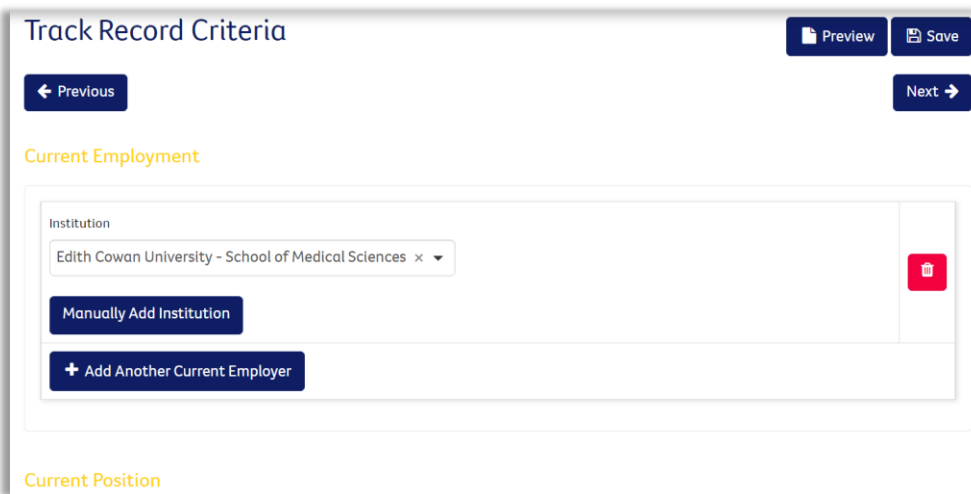
The details of your Administering Institution Officer

The Institution from which your research will be conducted

<sup>2</sup> Please note that some applications may have fewer stages to complete, and/or the stages may require a section to be attached as a PDF to the application.

## Step 5.

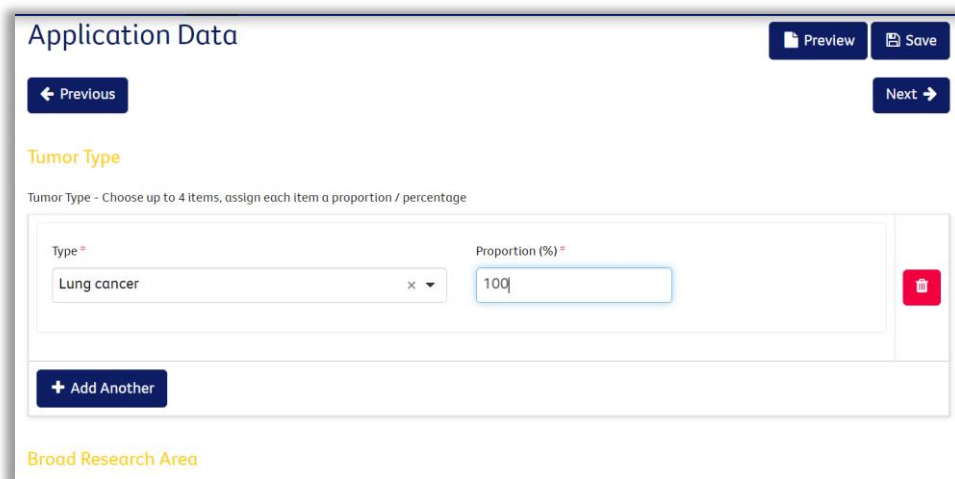
Complete your information regarding your track record



The Track Record Criteria includes (but is not limited to) your:  
Current employment  
Academic Qualifications  
Publications  
Research translation & training

## Step 6.

Complete details of the essential data for your research proposal<sup>3</sup>

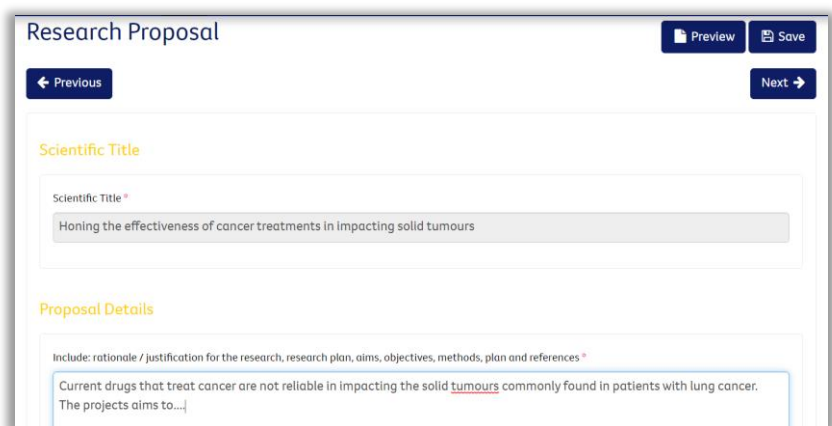


Research Proposal Data includes (but is not limited to) your:  
Broad research area  
Common Scientific Outline

## Step 7.

Complete your information regarding your research proposal

The Research Proposal requires you complete the important components that define your project including (but not limited to) your:  
Scientific Title  
Details of your Proposal  
Innovation Statement  
Knowledge Production  
Research Translation  
Research/Supervisory Team



<sup>3</sup> Your selections may disappear from this page, or look different to what you have selected, this information will still be captured by the internal portal.

## Step 8.

### Complete the Plain Language Details

**General Information**

**Important Information**

- This section will be assessed independently of the rest of the grant application. Responses to these criteria should be written so they can be read without reference to the rest of the application.
- Answers should take into consideration that reviewers are members of the community who have been trained to assess research grant applications but are not researchers and do not have expertise in the specific field of the proposed research.
- We recommend reading Cancer Council WA's 'Plain Language Summary guide' before completing the next two sections and use the checklist within the document to ensure you have completed this section correctly

**Plain Language Title**

Provide a title using plain language that can be understood by the general public.

Plain Language Title \*

These include:  
Plain language title  
Plain Language Summary  
Plain Language Aim

## Step 9.

### Complete the Community Criteria

**General Information**

**Important Information**

- This section will be assessed independently of the rest of the grant application. Responses to these criteria should be written so they can be read without reference to the rest of the application.
- All questions are compulsory. A written response addressing each question must be provided. Any application that does not respond to a question or indicates that any question is 'not applicable'/'not relevant' (or equivalent) or uses the response to the question to justify why the proposed research does not address the criteria will score zero for that criteria and risks being deemed ineligible for funding.
- Please refer to the 'Community Review Criteria Guidelines' available on our website before completing this SECTION.

**Research Outcomes and the Extent of Potential Benefit (Impact)**

Describe the anticipated direct outcomes of your proposed research, and with reference to the WA Cancer Plan 2020-2025 describe how these outcomes have the potential to have a direct, beneficial impact on either the incidence or impact of cancer on the Western Australian community. This includes short, medium and long term outcomes.

Research outcomes and the extent of potential benefit (impact) \*

These include (but not limited to):  
Research Outcomes and the Extent of Potential Benefit (Impact)  
Pathways for Realising the Benefit

(Translation)  
Equity  
Community Involvement

## Step 10.

Complete your Application with the Certification by the Responsible Officer of your Institution and your Certification.

**Certifications**

**Certification by Applicant**


I have read the document 'Advice to Applicants' and understand my obligations to Cancer Council Western Australia if I am awarded the Postdoctoral fellowship.

Certification by Applicant \*

Yes

No

Date \*

dd-MM-yyyy 

**Certification by Responsible Officer at Administering Institution**

Name \*


Position \*

Responsible Officer from Administering Institution Has Provided Authorisation \*

Yes

No

Date \*

dd-MM-yyyy 

You will need to share your application with the Responsible Officer (see 'How to share your application' section below)

The Responsible Officer will need a user account

The Responsible Officer must be signed into their user account to provide authorisation

Authorisation is needed to submit your application (Note: this section may not be active, if the Responsible Officer is unable to complete this section you should still be able to submit the application if all other sections have been completed correctly)

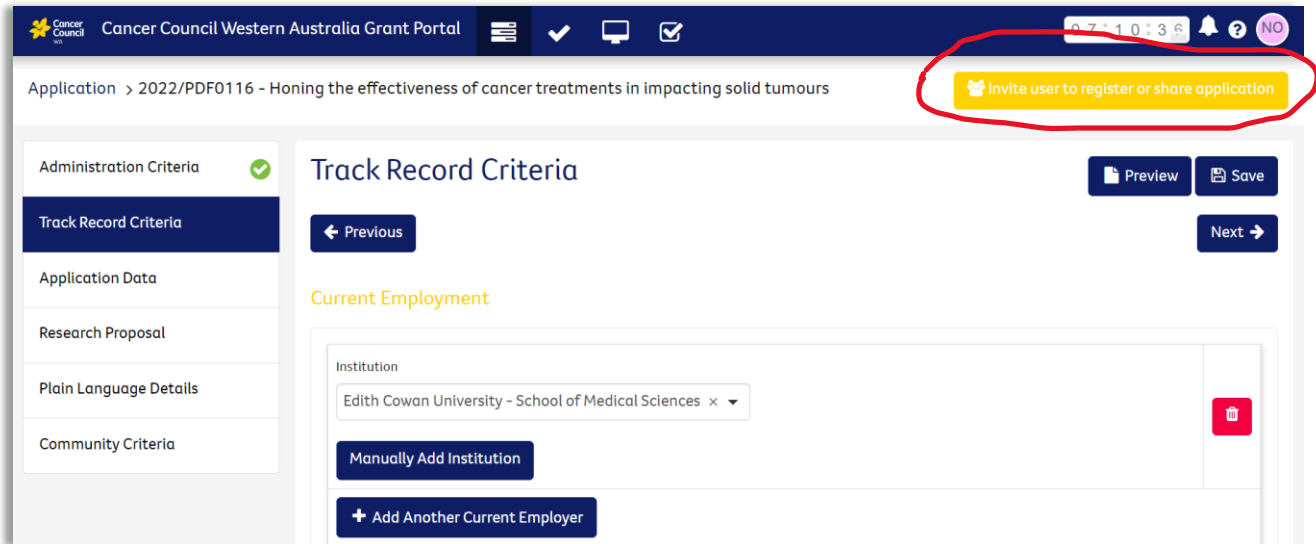
The Responsible Officer must be on the application as the Administering Institution Officer (see Step 3)

Then Press;

**Submit**

## How to share your application

Invitation user to register or share your application



At any time, you can share your application with others for their review.

## How change the scientific title on your application

You can rename your application, however this does not change the Scientific Title, to change the scientific title you will need to copy your application.

## How to copy your application

In your External Portal click on the Applications tab (top of the page) for a list of applications, then click on the Identifier of the relevant application to reveal a box - within the box are a number of options including Copy application and Delete in-progress version.

Click Copy application, and then Click on New application – you can then enter a new title. You should be able to Delete any versions you don't need.

<input type="checkbox"/>	2022/ECI0002	<a href="#">ECI AN Test 2</a>	<a href="#">1.00</a>
<input type="checkbox"/>	2022/ECI0000	<a href="#">Test AN 1</a>	<a href="#">1.00</a>

Application information		Identifier
Copy application		2022/ECI0000
Invite user to register or share application		Title
Rename application		Test AN 1
Delete application		Version
		1.0
		Organisation

Application Identifier