



Cancer Council WA

PhD Top Up Scholarship Guidelines

Guidelines for applicants applying for a PhD Top Up Scholarship

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Closing Date for applications:

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 with research projects related to cancer control in the areas of biomedical, clinical, health services and public health research to take up a Cancer Council WA PhD Top Up Scholarship.

2. Scholarship Description

Cancer Council WA PhD Top Up Scholarship are allocated to highly ranked PhD students who have been awarded a Research Training Program (RTP) Stipend or equivalent. The scholarship includes funding of up to \$36,000 for up to three years full-time, with a maximum payable rate of \$12,000 per annum, consisting of \$10,000 stipend and \$2,000 for research related costs. *Research costs could include meeting travel costs to relevant conferences, lab or data collection costs or other legitimate research related expenses.*

It is important to note that the university funding available to PhD students will be taken into consideration by our Pre-doctoral Grants Advisory Subcommittee when allocating the available funding. This may impact on the top up amount allocated to individual PhD students.

3. Eligibility

The following students are eligible to apply:

- a) Applicants must be Australian citizens or permanent residents of Australia.
- b) Applicants must be enrolled in a PhD at the time the top up starts. The PhD must commence no later than August 2023.
Applicants must have:
 - a. completed requirements for the award of an appropriate degree with a minimum of upper second-class Honours; or
 - b. a Medical Degree.
- c) Applicants must be enrolled or be eligible to enroll as a full-time student in an approved post bachelor course at an eligible institution in Western Australia.
- d) Applicants must have applied for or in receipt of a three year competitive postgraduate scholarship, such as an RTP
- e) Receipt of this Scholarship is contingent upon the receipt of an RTP or equivalent award

The following students are ineligible to apply:

- f) Students who are the recipient of a stipend that exceeds the amount of \$34,000pa. This can include an RTP Stipend or equivalent with / without an additional top-up scholarship.

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. Application Process

Applications for these scholarships are to be submitted through a Western Australian higher education institution and/or medical research institution that will be responsible for the administration of the scholarship if successful. Applicants should contact the Research Administration 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 [here](#).

Applications are to be received no later than 31 October 2022.

Timeline

Stage	Date
Advertising commencing	13 July 2022
Applications open	10 August 2022
Applications close 4pm	31 October 2022
Recommendation to the Board	28 November 2022
Notification in writing	December 2022

5. Guidance on completing the Application

To be ruled eligible the following requirements must be adhered to.

- a) The research must be conducted in WA and administered through a Western Australian higher education institution and/or a medical research Institution.
- 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/grades, and the course **weighted average mark** attained.
- c) The research project proposed by the applicant must be relevant to a career in research
- d) The research project proposed by the applicant must broadly relate to cancer research
- e) 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 and secure their endorsement in the space provided on the form.

Applications will be ruled ineligible if:

- a) an academic transcript is not included with the application
- b) an academic transcript is not complete
- c) the application is received after the closing date
- d) the application has not been approved by the relevant institutional representative

6. 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 (criteria below) and a community assessment, with a scoring allocation of 80:20 respectively.

For more information on our committee, please visit our website.

- a) Scientific Assessment Criteria
 - a. Applications will be assessed against the following criteria: scientific excellence; academic record; research outcomes / significance to cancer control; and career outcomes.
- b) Community Assessment Criteria

- a. The following criteria will be assessed: plain language summary; and career outcomes.

How this criteria is addressed is very important and can have a significant impact on application rankings. Information on how to complete this criteria refer to the *Guidance on Community Review criteria*.

7. Obligations of the Recipient and Administering Institution

- a) There will be only one Administering Institution for each awarded grant.
- b) Cancer Council WA will make payments to the administering institution nominated by the successful application. Payments are made within the terms and conditions specified in the grant offer, and in which the administering institution will be held responsible for the proper administration and expenditure of the grant and for ensuring that all reports required by the Cancer Council WA are provided on time.
- c) The Administering Institution also guarantees that the infrastructure necessary to support the research will be available and will undertake to meet from other than the grant funds all infrastructure costs pertaining to the work supported by the grant. Its explicit support for and commitment to the application is therefore essential before any application can be considered.
- d) The Scholarship will be awarded for one year in the first instance and may be renewed annually (for the duration of the PhD program as per the original application) subject to the recipient performing satisfactorily in their research, and remaining enrolled for the PhD degree.
- e) An annual update report from the scholarship holder is to be submitted within 12 and 24 months of the commencement of the PhD research project, a final report is to be submitted within 3 months of the completion of the PhD, and brief follow on reports are to be submitted 12 months and 5 years after the completion of the PhD project.
- f) Cancer Council WA must be notified immediately of any changes to the Award at which time the Scholarship will be reviewed by the Pre-doctoral Subcommittee. Changes include, but not exclusively:
 - a. when the award holder ceases to be a full-time student
 - b. suspension of the award
 - c. conversion of degrees
 - d. paid employment (*Students may undertake paid employment on the understanding that the employment period does not affect their RTP Award. Any adjustments made to the RTP award will result in a corresponding adjustment to the PhD Top Up Scholarship*)
 - e. institution transfer
 - f. delays with the commencement of research
- g) Any publication arising from the work carried out must acknowledge the financial support of Cancer Council WA. A copy of the publications concerned should be provided for Cancer Council WA.
- h) It is a requirement that Cancer Council WA is advised if the recipient is receiving a stipend from sources other than from the Award.

Process of Claiming Funds

- a) Payments in respect of any grant shall be within the terms and conditions specified in the grant offer and will be made through the Administering Institution.
- b) The Scholarship will be applied in concert with the RTP Award.
- c) For currently enrolled research students the payment may commence from the date of the Award Offer Letter, but not before 1 January 2023 and not before commencement of full-time PhD studies.
- d) Amounts granted are exclusive of GST. All claims are to be made via a tax invoice

from the Researcher's GST registered Administering Institution, including the institution's ABN. This is to avoid paying withholding tax which would effectively reduce the overall grant by 48.5%. Please keep in mind that you must also invoice Cancer Council WA for GST on top of the total grant (ie your invoice must include 10% extra for the GST).

- e) Grants are paid in half yearly installments on receipt of a tax invoice from the Administering Institution.
- f) In exceptional/extenuating circumstances, and upon formal application, a variation to the payment method outlined above may be approved.
- g) An awardee is required to repay any scholarship overpayment within thirty calendar days of being requested to do so.
- h) 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>

8. Further Information

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

Research Development Officer
Cancer Prevention and Research
Cancer Council Western Australia
Level 1, 420 Bagot Road, SUBIACO WA 6008
Phone: (08) 9338 4328
Email: CancerCouncilWA.research@cancerwa.asn.au
www.cancerwa.asn.au