



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: 31 October 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 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 2025  
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 \$42,000pa. 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, solaria, 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 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 in Appendix 1.

Applications are to be received no later than 31 October 2024.

### Timeline

Stage	Date
Advertising commencing	17 July 2024
Applications open	21 August 2024
Applications close 4pm	31 October 2024
Notification in writing	December 2024

## 6. Guidance on completing the Application

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

- The research must be conducted in WA and administered through a Western Australian higher education institution and/or a medical research Institution<sup>1</sup>.
- 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 where possible.
- The research project proposed by the applicant must be relevant to a career in research
- The research project proposed by the applicant must broadly relate to cancer research
- 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:

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

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

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

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

<sup>1</sup> <https://www.nhmrc.gov.au/funding/manage-your-funding/nhmrcs-administering-institutions>

- b) Community Assessment Criteria
  - a. The following criteria will be assessed: plain language summary; and career outcomes.
  - b. How this criterion is addressed is very important and can have a significant impact on application rankings. For information on the Community Review Criteria, refer to the Guidance on Community Review criteria on our Website under General Resources: [www.cancerwa.asn.au/research/funding-opportunities/](http://www.cancerwa.asn.au/research/funding-opportunities/)

## 8. 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 2024 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 (i.e., 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>

## **9. Further Information**

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

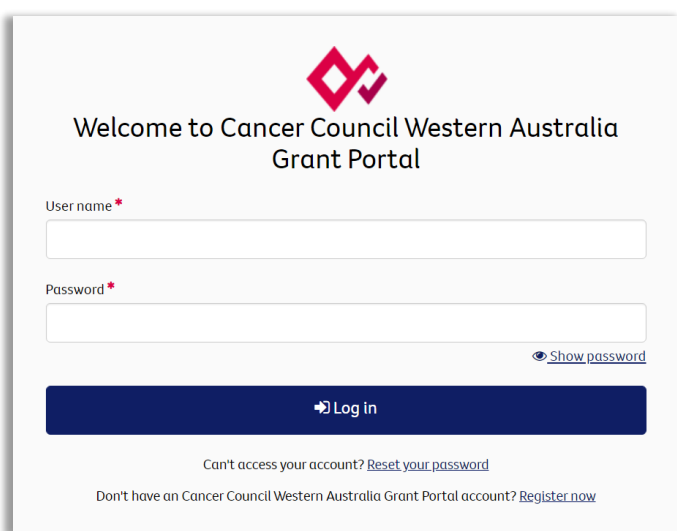
The Research Team  
Cancer Prevention and Research  
Cancer Council WA  
Level 1, 420 Bagot Road, SUBIACO WA 6008  
Phone: (08) 9338 4328  
Email: [CancerCouncilWA.research@cancerwa.asn.au](mailto:CancerCouncilWA.research@cancerwa.asn.au)  
[www.cancerwa.asn.au](http://www.cancerwa.asn.au)

# Guide to completing online applications

Cancer Council WA

## Step 1.

Set up your login and password and sign into the portal



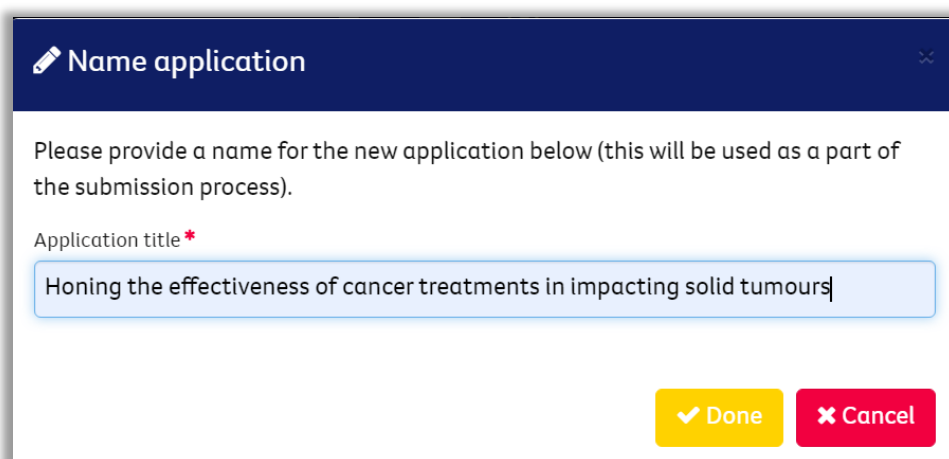
The screenshot shows the login page for the Cancer Council Western Australia Grant Portal. At the top, there is a red logo consisting of two interlocking diamonds. Below the logo, the text reads "Welcome to Cancer Council Western Australia Grant Portal". There are two input fields: "User name\*" and "Password\*", both with red asterisks indicating they are required. Below the password field is a link that says "Show password" with an eye icon. A dark blue button with a white arrow and the text "Log in" is positioned below the input fields. At the bottom, 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>2</sup>.



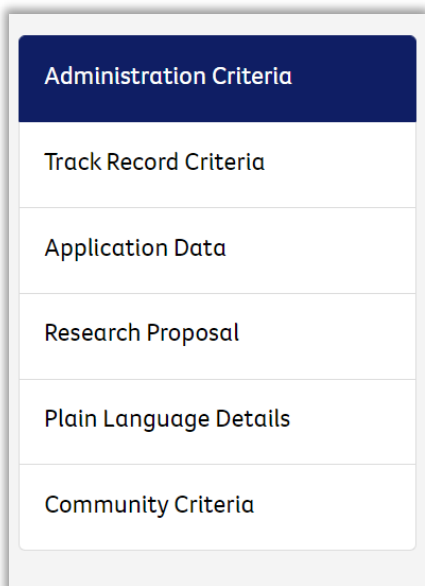
The screenshot shows a dialog box titled "Name application" with a pencil icon and a close button (X). The text inside says "Please provide a name for the new application below (this will be used as a part of the submission process)." Below this is a label "Application title\*" with a red asterisk. A text input field contains 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 icon and a red "Cancel" button with an X icon.

<sup>2</sup> To change the scientific title, link to 'How to copy your application'  
Cancer Council WA PhD Top Up Scholarship Guidelines 2024





### Step 3.

There are 6 stages to complete before your application can be submitted<sup>3</sup>



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

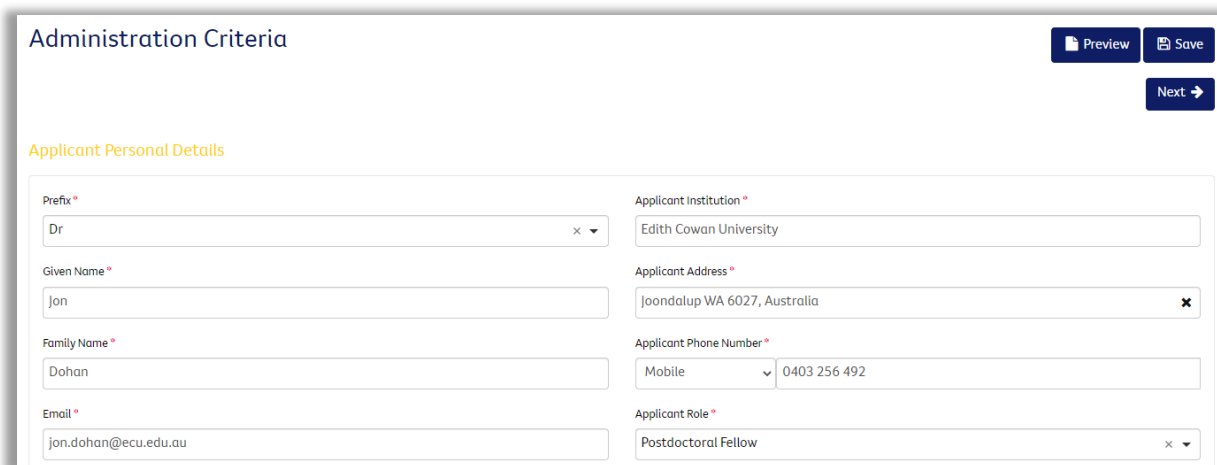
When you complete a section, it is recorded as  a tick.

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



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>3</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

Track Record Criteria

Previous Preview Save Next

Current Employment

Institution  
Edith Cowan University - School of Medical Sciences x

Manually Add Institution

+ Add Another Current Employer

Current Position

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>4</sup>

Application Data

Previous Preview Save Next

Tumor Type

Tumor Type - Choose up to 4 items, assign each item a proportion / percentage

Type \*  
Lung cancer x

Proportion (%) \*  
100

+ Add Another

Broad Research Area

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

Research Proposal

Previous Preview Save Next

Scientific Title

Scientific Title \*  
Honoring the effectiveness of cancer treatments in impacting solid tumours

Proposal Details

Include: rationale / justification for the research, research plan, aims, objectives, methods, plan and references \*  
Current drugs that treat cancer are not reliable in impacting the solid tumours commonly found in patients with lung cancer. The projects aims to...[truncated]

<sup>4</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

The screenshot shows the 'Cancer Council Western Australia Grant Portal' interface. The top navigation bar includes the Cancer Council logo, the portal name, and several icons. A yellow button with a person icon and the text 'Invite user to register or share application' is circled in red. The main content area is titled 'Track Record Criteria' and includes a sidebar with navigation links: 'Administration Criteria' (checked), 'Track Record Criteria' (selected), 'Application Data', 'Research Proposal', 'Plain Language Details', and 'Community Criteria'. The main content area has a 'Previous' button, a 'Current Employment' section with a dropdown menu showing 'Edith Cowan University - School of Medical Sciences', and buttons for 'Manually Add Institution' and '+ Add Another Current Employer'. There are also 'Preview' and 'Save' buttons in the top right corner.

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>	1.00
<input type="checkbox"/>	2022/ECI0000	<a href="#">Test AN 1</a>	1.00
Application information			
Copy application			Identifier 2022/ECI0000
Invite user to register or share application			Title Test AN 1
Rename application			Version 1.0
Delete application			Organisation