



**Cancer
Council**
WA

PRIVATE & CONFIDENTIAL
PHD TOP UP SCHOLARSHIPS
GUIDE TO APPLICANTS/CONDITIONS OF AWARD

Applications close Wednesday 31 October 2018 at 4pm

Introduction and purpose

Cancer Council Western Australia aims to minimize 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 the Cancer Council is to encourage and support a wide range of research activities into the causes, diagnosis, treatment and prevention of cancer and leukaemia.

This year two Lions Cancer Institute PhD Top Up Scholarships are offered to students with an outstanding track record in academic achievement and research potential in cancer-related research. For information about the Lions Cancer Institute please link to their website: www.lionscancerinstitute.org.au/.

The Baguley Family Bladder Cancer PhD Top Up will also be offered this year. This scholarship will be awarded to a student with an outstanding track record in academic achievement, and who is conducting research into the **causes and/or treatment of bladder cancer**.

The PhD Top Up Scholarships will be allocated to highly ranked PhD students who have been awarded a Research Training Program (RTP) Stipend or equivalent. The amount available for the PhD Top Up scholarships is up to \$36,000 for up to 3 years full-time, with a maximum payable rate of \$12,000 per annum.

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.

Applications for these scholarships should be made through eligible institutions which are registered as Administering Institutions. Applicants should contact the Research Administration Officer of their Institution for further advice regarding the closing date, institutional approvals and processes.

HOW TO APPLY

Application forms can be found at: <http://www.cancerwa.asn.au/research/funding/> Or via the Research Admin Officer:

Linda Vivian

Telephone: 08 9388 4354

E-mail: research@cancerwa.asn.au

Timeline:

Applications are to be received no later than **4pm Wednesday 31 October 2018**

| Stage | Date |
|-----------------------------|--------------------------|
| Advertising commencing | 21 August 2018 |
| Applications close 4pm | 31 October 2018 |
| Recommendation to the Board | November / December 2018 |
| Notification in writing | December 2018 |
| Results will be announced | April 2019 |

Student Eligibility Criteria

The following students are eligible to apply:

1. Applicants must be Australian citizens or permanent residents of Australia.
2. Applicants must be enrolled in a PhD at the time the top up starts. The PhD must commence no later than August 2019
3. Applicants must have:
 - completed requirements for the award of an appropriate degree with a minimum of upper second-class Honoursor
 - a Medical Degree.
1. Applicants must be enrolled, or be eligible to enroll as a full-time student in an approved post bachelor course at an eligible institution.
2. Applicants must have applied for a three year competitive postgraduate scholarship, such as an RTP
3. Receipt of this Scholarship is contingent upon the receipt of an RTP or equivalent award

The following students are ineligible to apply:

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.

Application Eligibility Criteria

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.

Applications will be ruled ineligible if:

1. an academic transcript is not included with the application
2. an academic transcript is not complete
3. the application is received after the closing date
4. the application has not been approved by the Head of Department

The Tobacco Industry

Cancer Council will not provide research funding to any researcher who:

1. is an applicant for or is in receipt of funds from the tobacco industry, or organisations deemed by the Cancer Council to be associated with the tobacco industry, regardless of whether the funds are received directly, through collaborators or by other means (the Smoking and Health Research Foundation of Australia is deemed to be associated with the tobacco industry);

2. is employed in a research institute or organisation or, in the case of universities, Faculty or School that allows applications or receives funds from the tobacco industry, whatever the use of those funds may be; or
3. is employed in a University that accepts funds from the tobacco industry for health related research or services, wherever in the University that research maybe done or those services supported.

Project Eligibility Criteria

1. The research project proposed by the applicant must be relevant to a career in research
2. The research project proposed by the applicant must broadly relate to cancer research
3. 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.

Obligations of the Scholarship Recipient

The annual PhD Top Up salary is up to \$10,000pa plus \$2,000pa for either research costs or travel funds to attend conferences or for other relevant PhD costs. The final funding amount to be awarded may be impacted by the university funding available to PhD students.

1. The Scholarship will be awarded for 1 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.
2. An annual update report from the scholarship holder to be submitted within 12 and 24 months of the commencement of the PhD research project. This report requires supervisor sign off.
3. A final report from the scholarship holder is to be submitted within 3 months of the completion of the PhD. Please see report template at www.cancerwa.asn.au/cancer-research/i-am-a-cancer-researcher/cancer-council-wa-report-templates-for-research-projects-and-people-to-receive-funding/
4. CCWA 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

Please Note: Special arrangements for payment during tenure will be considered by the Cancer Council upon request.

Any publication arising from the work carried out must acknowledge the financial support of Cancer Council Western Australia. A copy of the publications concerned should be provided for Cancer Council WA.

How do I claim funding if my application has been approved?

1. Payments in respect of any grant shall be within the terms and conditions specified in the grant offer.
2. The Scholarship will be applied in concert with the Award.
3. For currently enrolled research students the payment may commence from the date of the Award Offer Letter, but not before 1 January 2019 and not before commencement of full-time PhD studies.
4. 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).
5. Grants are paid in half yearly installments on receipt of a tax invoice from the Administering Institution.
6. It is a requirement that you advise Cancer Council Western Australia if you are receiving funding from sources other than from the Award.
7. In exceptional/extenuating circumstances, and upon formal application, the Cancer Councils' Chief Executive Officer may, at his/her discretion, approve a variation to the payment method outlined above.
8. An awardee is required to repay any scholarship overpayment within thirty calendar days of being requested to do so.
9. 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>

For additional information please contact:

Research Admin Officer,
Cancer Prevention and Research Division,
Cancer Council Western Australia,
Level 1, 420 Bagot Road, SUBIACO WA 6008
Telephone: (08) 9388 4354 Email – research@cancerwa.asn.au