



Muscular Dystrophy NSW – Sue Connor Bequest Doctor of Philosophy Scholarship
Advice and Instructions for Applicants

GENERAL INSTRUCTIONS

The purpose of this document is to provide advice to applicants for the completion and submission of applications for the Muscular Dystrophy NSW (MDNSW) Sue Connor Bequest PhD Scholarship funding commencing in 2018.

The application process and the related rules for this scholarship are closely based on the NHMRC Postgraduate Scholarship application process.

If you have any questions regarding the scholarship, please contact the MDNSW Research Committee, Charlotte Sangster, on 02 9888 5711 or via email at scholarships@mdnsw.org.au

The Sue Connor Scholarship (for commencement in 2018) is available to a scholar who wishes to undertake a PhD degree in the area of neuromuscular conditions. The scholarship is available for three years at a rate of \$39,000 per year tax free (full-time study only), approximately equivalent to that offered by the related National Health and Medical Research Council postgraduate scholarships scheme.

A. Overall criteria

The following criteria will be used to consider applications. The scholar:

- Should plan to enrol and commence doctoral studies full-time at a NSW university in 2018
- May be from any relevant discipline, as long as the proposed research aligns with MDNSW's vision; that is, it has a demonstrable current or future benefit to those living with neuromuscular conditions.
- Will be invited to present updates of research to relevant MDNSW forums throughout candidature
- Will acknowledge MDNSW in all disseminated material
- Should meet all candidature criteria of the proposed administering university.

B. Eligibility

In addition to the above-mentioned overall criteria, at the time of application, the applicant must:

- Have an undergraduate degree in a discipline relevant to the proposed PhD degree which he/she wishes to undertake
- Reside in Australia throughout the funding period
- Be eligible to enrol in an accredited university located within NSW
- Meet citizenship or visa requirements
- Meet all the requirements of the Administering Institution to enrol in a PhD degree
- Not hold any other scholarship or substantial government or non-government grant which has been obtained for the purposes of supporting the PhD degree



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C. Administering Institution Eligibility

- A single institution must be nominated as the Administering Institution. In some cases, the institution that will administer your degree may differ from the institution in which you will actually conduct the proposed research. For example, many universities administer research which will be conducted in an affiliated teaching hospital. The actual institution should also be entered on the application form, if applicable. (See Sections 3.1 and 3.2 below)
- The administering institution must have in place policies and procedures for the management of public funds, for the management of Intellectual Property and for the proper conduct of research in relation to ethics and good scientific conduct.

D. Taxation

Taxation rulings allow full-time Scholarships to be provided tax free.

Responsibility for Taxation components for part-time Scholarships is entirely between Scholarship holders and their Institution. Scholarship holders should seek professional advice from suitably qualified taxation advisors to clarify their personal taxation responsibilities.

E. Applications

To apply, applicants should complete the “2018 MDNSW Sue Connor Research Fund Application” available on MDNSW’s website <http://mdnsw.org.au/The Condition/Research/PhD Scholarship/> and submit the application via email to scholarships@mdnsw.org.au by 5 pm on Friday 27 April 2018. A printed copy of the application form and referees’ reports should follow by 11 May 2018.

F. Assessment of applications

Applications will be assessed by the MDNSW Research Committee and the MDNSW Scientific Advisory Committee in the following way:

- Written applications will be reviewed and short-listed by the MDNSW Research Committee by late May 2018
- Shortlisted candidates will be required to meet with the MDNSW Scientific Advisory Committee in June 2018
- A final decision will be announced in July 2018

G. Responsible Conduct of Research



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Applicants are reminded that research funded by this scholarship must comply with the Australian Code for the Responsible Conduct of Research (2007), which can be found at:

<http://www.nhmrc.gov.au/guidelines/publications/r39>

H. What documents are required to be submitted?

A complete application must consist of the following:

- Completed application form
- Complete Curriculum vitae (see Profile and CV Requirements for details of what should be included in your CV)
- Copy of academic transcript of undergraduate results
- Evidence of your citizenship status/permanent residency status
- Two Referee reports



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APPLICATION DETAIL

Section numbers below refer to the responding Section numbers in the Application Form

Section 1.1 CITIZENSHIP

Applicants must be an Australian citizen, an Australian Permanent Resident or a New Zealand citizen and must be based in Australia for the duration of the Scholarship. Elements of the project can be undertaken outside of Australia, (eg data gathering) but the Scholar, Supervisor and project must all be NSW based and located at an NSW Institution.

Applicants who have not yet been granted Permanent Resident status may apply, provided such status has been sought. However, a Scholarship cannot commence until permanent residency has been attained. Evidence that this status has been granted must be provided prior to commencement of the Scholarship. The offer of a Scholarship will not be held open beyond the acceptance date in anticipation of permanent residency being granted.

Section 1.3 APPLICANT QUALIFICATIONS

Please include here the degree/s (undergraduate and post-graduate) you have been awarded to date and the conferring institution of each degree. Please also include the date the degree was awarded (month and year).

Section 1.4 RESEARCH COMMITMENT

This scholarship is for full-time study only. The requirements for full-time study of the administering institution for this scholarship must be met by the successful candidate.

Please provide a comment on any other work commitments you have which may impact on your work on this degree.

Please provide details on any anticipated absences from work on this degree over the next 3 years.

Section 1.5 OTHER AWARDS

Please include here details of any other awards or grants you may have received or applied for.

The successful applicant of the MDNSW Sue Connor PhD Scholarship is not able to personally receive benefits from a comparable Government funded Scholarship in conjunction with the MDNSW PhD Scholarship (eg an Australian Postgraduate Award (APA); NMHRC postgraduate scholarship). MDNSW Postgraduate Scholars must inform MDNSW if such situations arise. Where this occurs, MDNSW will review the Scholarship and make recommendations on a case-by-case basis. MDNSW may liaise with other funding agencies to discuss any overlap between applications in order to avoid duplication of funding.



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Please indicate here whether you have applied for or are in the process of applying for another postgraduate scholarship (eg NHMRC) in parallel with this application.

Section 2.0 PROJECT

Section 2.1 Scientific Title

The scientific title will be used to identify your application during the assessment process and should accurately describe the nature of the proposed project.

(Maximum of 250 characters, including spaces and line breaks)

Section 2.2 Simple title

The simplified application title will be used in any media releases and the announcement of the successful candidate. It should be easily understood by the general public while still conveying the general nature of the proposed research.

(Maximum of 250 characters, including spaces and line breaks)

Section 2.3 Synopsis

The Synopsis should accurately, and briefly, summarise the research proposal as provided in the research plan. *(Maximum 1 page)*

Section 2.4 Detail of Project

Your research proposal should be made up of Aims (including any hypotheses to be tested) and the Background, Research Plan, Methods and Relevant Publications.

In a maximum of 4 x A4 pages, please describe the proposed project. Appropriate background context, research plan including methodology, expected outcomes and references should be provided.

Section 2.5 Impact of Research

Explain how the results of your research will have an important positive impact on any of the following aspects of neuromuscular condition/s:

causation, prevention, diagnosis, treatment, quality of life or another aspect. *(Maximum ½ page)*

Section 2.6 Potential Application of Research

Explain how the research will be applied in the real world (over the short, medium or long term) to realise its benefits and to assist those living with a neuromuscular condition. *(Maximum ½ page)*

Section 2.7 Impact of Scholarship on your Career

Section 2.7.1 Describe how this award would contribute to your future career aspirations.

(Maximum of ¼ page)

Section 2.7.2 Indicate how the research topic relates to your current and future professional pathway.

(Maximum of ¼ page)

2.8 Past experience which may contribute to your future career

We would like to know if you have had any past experience, work or personal, which may help you in the conduct of this research and in your future career (eg community service, contact or work with those living with a disability, organisational capabilities, etc.). *(Maximum ½ page)*



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Section 3.0 INSTITUTION and SUPERVISOR DETAILS

This section is to assist the MDNSW Research Committee to provide oversight of your degree during its conduct.

Section 3.1 The Administering Institution

This is the Institution in which you are enrolled for your PhD degree. While there may be instances where a project is carried out in more than one location, there can be only one Administering Institution for this Scholarship.

Section 3.2 The Actual Institution

In some cases, the institution that will administer your degree may differ from the institution in which you will actually conduct the proposed research. For example, many universities administer research, which is conducted in an affiliated teaching hospital. If this is the case, enter the relevant details of the actual institution here.

Section 3.3 Primary Supervisor

This is the person who will have primary responsibility for the supervision of the project which will be conducted to fulfil the requirements of the proposed PhD degree.

Section 3.3.1 Primary Supervisor: Previous Research (This section is to be completed by the Primary Supervisor for the PhD degree)

Please provide details of previous research carried out by the primary supervisor in the area of the proposed scholarship project, or in a related area. (*Maximum ½ page*).

Section 3.3.2 Primary Supervisor: Supervisory Experience (This section is to be completed by the Primary Supervisor for the PhD degree)

Please provide details of supervisory experience of the primary supervisor. (*Maximum ¼ page*).

Section 3.4 Facilities

Based on your Project Detail in Section 2.4.2, note whether you have the necessary research facilities such as equipped laboratory, staffed workshops/clinics and secretarial assistance for your general support during the expected lifetime of your research work. If additional facilities will be required, record here how these will be obtained and funded.



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Section 4.0 OTHER CONSIDERATIONS

Section 4.1 Ethics Considerations

Please indicate whether your project involves approval from any Australian Ethics Committee/s and state which ethical approval is held or is being sought. For example, if your research requires approval of a Human Ethics Committee, Animal Ethics Committee or involves research with human embryos or genetically modified organisms, or involves collection of data from Commonwealth agencies, please indicate here the status of ethical and regulatory approvals.

It is important to note that, while Muscular Dystrophy NSW, its Research and Scientific Advisory Committees will review the requirements for ethics clearance, it is the responsibility of all those working on this research project and the administering institution to ensure that all relevant ethics approvals are obtained prior to the commencement of this research project.

Scholarship monies will only be released after all Ethics Committee approvals are obtained and sighted by Muscular Dystrophy NSW Research and Scientific Advisory Committees.

Section 4.2 Other potential funding sources for this project

Please provide details of all current, pending funding for this project

Section 4.3 Previous funding for this project

If you, or your supervisor, has had previous funding for the same project proposed for your PhD, please include information on what was the outcome of that research, or whether it was curtailed or abandoned, and for what reason. *(Maximum ¼ page)*



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Section 5.0 REFEREE REPORTS

It is the applicant's responsibility to obtain the referee reports and ensure that they are submitted prior to the closing date.

Refer to the separate document, *Referee Reports*, for the format of the report.

Section 5.1 Referee 1 – Primary Supervisor

This referee is the person who will be your primary supervisor in 2018 and is requested to comment specifically on the applicant's undergraduate background, research experience and future research potential. Comment also on the potential benefit of the proposed project to neuromuscular conditions and the future career development of the applicant. Please also include a two page CV for the Primary Supervisor with the application

Section 5.2 Referee 2: Independent Referee

To be an Independent Referee, the referee is to have had no substantive professional or private contact with the applicant or to have any previous or current collaboration with the applicant's recent or future supervisors, but should be knowledgeable in the field of study.

The Independent Referee should not be at the applicant's current institution.

Section 6.0 Certification Process

By completing section 6.1, applicants certify that all details provided in their Profile, CV and application are complete, current and correct. In providing this certification, they agree to carry out the research in strict accordance with all requirements of the Administering Institution.

Certification by Supervisor, Head of Department and head of Institution/Research Administrative Office should only be requested when the application is complete and final.