

PhD Scholarship Grant Applicant Guidelines: 2018 Grant Round

GENERAL INFORMATION

Research grants from the Chiropractic Australia Research Foundation are for researchers working on new or established clinical research projects in a specific area of research related to chiropractic or osteopathic practice. The purpose of Chiropractic Australia Research Foundation research grants is to advance research in defined areas of chiropractic and osteopathic practice. Applications are considered on the basis of scientific merit.

Submission of Application Forms

Chiropractic Australia Research Foundation requires one electronic copy via email, as a **single pdf file**, of the completed application form; see page 3 of this document for the application form guidelines. Late or faxed applications will not be accepted. Receipt of your application will be acknowledged by return e-mail.

Send completed applications, by **September 28th, 2018 at 5pm (Australian Eastern Standard Time)** to: rodney.kreymborg@chiropracticaustralia.org.au

Selection Criteria

The successful applicant will be determined by the Directors of Chiropractic Australia Research Foundation, whose decisions shall be considered final. This determination will be based on the recommendation of the Chiropractic Australia Research Foundation Grants Review Committee in relation to:

- The eligibility of the applicant (see criteria below);
- The significance of the project to the knowledge/evidence base of chiropractic and osteopathic practice;
- The rationale of the project established from previous research;
- The appropriateness of the design, participant selection, intervention, outcome measures and proposed statistical analysis to the research question;
- The feasibility of the project and likelihood of the project meeting its objectives within the stated time.

PhD Scholarships

Start-up PhD scholarships are available to suitably qualified applicants. The Scholarship is for three years (full time) or six years (part time), subject to the applicant meeting the expected research and education requirements. The level of payment will be equivalent to the current Australian Research Training Program (RTP) stipend base rate. The 2018 RTP rate is a tax free stipend of \$27,082 for three years full time, or \$13,541 part time, per annum.

It is encouraged that successful Chiropractic Australia Research Foundation Scholarship recipients will apply for a Scholarship from nationally competitive sources (for example, RTP, NHMRC) during their Scholarship program. If the Chiropractic Australia Research Foundation Scholarship recipient is successful in receiving another nationally competitive Scholarship, the full Chiropractic Australia Research Foundation Scholarship will cease but Chiropractic Australia Research Foundation will offer a top-up of \$5000/year, in addition to the other funding received. If the applicant applies for the Chiropractic Australia Research Foundation Scholarship when they are already a recipient of a nationally competitive Scholarship (e.g. RTP, NHMRC) they may apply for a top-up of \$5,000/year.

Notification

All applicants will be notified in writing of the final decisions of the Directors of Chiropractic Australia Research Foundation.

Eligibility Criteria

The PhD Scholarship applicant must:

- Be registered, or eligible for registration, as a chiropractor or osteopath with the Chiropractic Board of Australia or the Osteopathy Board of Australia;
- Be either a Full Financial or Academic member of Chiropractic Australia (CA), or for osteopaths, a full financial Associate member of Chiropractic Australia. Scholarship recipients must maintain their CA membership for the duration of the PhD scholarship;
- Be an Australian citizen, or have permanent resident status;
- Currently reside in Australia. Usually applicants would be expected to reside in Australia for the duration of the PhD candidature;
- Provide evidence of eligibility for enrolment in a PhD degree at a recognised Australian University.

Obligations of Grant Recipients

Payment: A Chiropractic Australia Research Foundation Scholarship will normally be paid to the relevant Administering Organisation in quarterly payments. The Scholarship shall be used solely for the purpose specified. At the completion of the approved project, any funds that are unspent or uncommitted to the project must be returned to Chiropractic Australia Research Foundation.

Project Reports: Progress Reports are required every 12 months from the date of commencement of the PhD Scholarship. A final project report is required no later than 12 months from the completion of the project and should indicate any presentations and publications related to the project.

Communication: Research findings are expected to be disseminated and this may be in the form of publication in appropriate journals, conference presentations, workshops, etc.

Acknowledgment: All publications and presentations from research carried out with the assistance of a Chiropractic Australia Research Foundation grant, including PhD Scholarships, must be appropriately acknowledged. A copy of publications must be forwarded to Chiropractic Australia Research Foundation and/or Chiropractic Australia Research Foundation notified of conference presentations.

Legal Agreement: Successful applicants, or their Administering Institution, are required to sign a formal agreement prior to receiving any grant monies.

Ethical Approval: For research involving humans and/or animals, ethical approval from an appropriate ethics committee must be gained. Confirmation of this approval must be supplied to Chiropractic Australia Research Foundation prior to the first payment for the second year for full time PhD candidates, or for part-time PhD candidates, prior to the first payment for the third year.

Release of Information: All information provided on a Chiropractic Australia Research Foundation grant application form is private and confidential and will be used in accordance with the Chiropractic Australia Research Foundation Privacy Policy. In the event that your grant application is successful, information including the name of the applicant, grant amount, project title, and project summary will be disseminated by Chiropractic Australia Research Foundation on a website and in CA News. Chiropractic Australia Research Foundation may also forward copies of the final project report and any publications resulting from the Chiropractic Australia Research Foundation funded research to a grant donor.

GUIDELINES FOR COMPLETING THE APPLICATION FORM

Please complete the application in no smaller than Size 12 Font

1. Research Area

The research area should be clinical research in a specific area of chiropractic, osteopathy or related research.

2. Project Title

Provide a short descriptive title (maximum 30 words) that accurately describes your research project.

3. Applicant date of birth

This is needed only for identification purposes.

4. Administering Institution

Provide details of the administering Institution.

5. Location of Proposed Study

Provide details as indicated about the location of the proposed study.

6. PhD Details

Provide details as indicated.

7. Indicate whether you are applying for a full time or a part time PhD Scholarship

8. Applicant and supervisor details

Ensure you meet the eligibility criteria (above).

The Primary Supervisor should be an experienced researcher with previous and current research support, and publications arising from that support.

9. Applicant proof of Australian chiropractic/osteopathic registration (or eligibility for registration)

Applicants must be registered, or eligible for registration, as a chiropractor or osteopath with the Chiropractic Board of Australia or the Osteopathy Board of Australia. Provide details as indicated in this item and append scanned evidence of current registration to this application.

10. Project summary

In no more than 200 words, summarise the research question, plan and significance of the project to chiropractic and osteopathy and to the general community.

11. Project Proposal

11.1 Project Outline

Take no more than **6 pages**, in minimum size 12 font and 2.5 cm margins, to outline your project proposal under the following headings:

- Background
- Significance
- Research Aims
- Methods
- Analysis
- Feasibility
- References (one additional page)

Provide sufficient detail to explain your proposal but note that *excess pages and/or explanatory appendices will not be included in the evaluation of the proposal.*

11.2 Project Milestones

List up to seven project milestones, ensuring each milestone is measurable. Use the table format provided on the application form to briefly show your work plan for achieving each project milestone. The work plan should include the actions, key performance indicators and deadlines for each milestone. The examples provided on the application form may be used as a guide.

Note that if your application receives funding from Chiropractic Australia Research Foundation, the information provided here will be the milestones and deadlines you report against for your Progress and Final Reports to Chiropractic Australia Research Foundation.

12. Project Workload

Demonstrate that it is feasible for the applicant and supervisor/s to undertake the proposed research project in conjunction with other research and professional commitments. Indicate the average number of hours per week that each person is likely to commit over the duration of the project and what percentage these hours constitute within their full time equivalent (FTE) role.

13. Detailed undergraduate performance: undergraduate career chronology

Indicate higher education degrees obtained. Transcripts and Institutional key to grading system used must be appended to the application (these must be scanned for the electronic version).

14. University Prizes and other prizes/awards

Document any academic prizes received during University study. Also list any other prizes or awards received.

15. Career chronology from beginning of tertiary studies

Provide details as indicated of relevant employment and study from the beginning of your tertiary studies.

16. Research Experience

Document formal and informal research experience.

17. Research output: Applicant publications

Provide a list of all your research output, categorising as indicated.

18. Proposed primary PhD Supervisor

Provide details as indicated about the proposed PhD supervisor.

19. Proposed Supervisor report in confidence

Each Scholarship Applicant is required to arrange for the report form, including a 5-page CV, to be completed by the proposed Supervisor (without which the application will be deemed ineligible). Where more than one supervisor is proposed, the report is required to be provided only by the Primary Supervisor. The report template is available at: <https://chiropracticaustralia.org.au/research/applications/>

The Supervisor is required to email this completed report to the Chiropractic Australia Research Foundation office by the grant deadline.

20. Proposed secondary PhD Supervisor (if applicable)

Provide details as indicated of the proposed secondary PhD supervisor, if applicable.

21. Research output: supervisor(s)

List the publications of the supervisor(s) as indicated to demonstrate that the supervisor(s) has/have a strong research record in the area of the proposed project.

22. Ethics and other approvals

Provide details as indicated of ethical implications of the proposed study regarding research involving humans or animals. For research involving humans and/or animals, ethical approval from an appropriate ethics committee must be gained. Confirmation of this approval must be supplied to Chiropractic Australia Research Foundation prior to the first payment for the second year for full time PhD candidates, or for part-time PhD candidates, prior to the first payment for the third year.

23. Certifications

The Chief Investigator (applicant) must verify the contents of the application and his or her eligibility for a Chiropractic Australia Research Foundation PhD Scholarship.

The Head of Department/Unit Director in the Administering Organisation must verify the contents of the application and confirm that the Administering Organisation is willing to support and resource the proposed research project.

*Approved by the Directors of Chiropractic Australia Research Foundation
August 2018*