

PhD Scholarship Grant Applicant Guidelines:

GENERAL INFORMATION

Research grants from the Chiropractic Australia Research Foundation (CA Research Foundation) are for researchers working on new or established clinically relevant projects in an area of research related to chiropractic or osteopathic practice. The purpose of CA Research Foundation 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

CA 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 to:

Matthew Monaghan: matthew.monaghan@chiropracticaustralia.org.au

Selection Criteria

The successful applicant will be determined by the Directors of CA Research Foundation, whose decisions shall be considered final. This determination will be based on the recommendation of the CA 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 answer 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 a tax-free stipend of \$30,356 per annum, plus a research support package of \$2,000 per annum for consumables and travel. The scholarship is paid at 50% of this rate for a part-time candidature, and part-time scholarships may be subject to tax.

Notification

All applicants will be notified in writing of the final decisions of the Directors of CA 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 member of COCA. Scholarship recipients must maintain their CA/COCA membership for the duration of the PhD scholarship;
- Be an Australian citizen, or have permanent resident status in Australia;
- 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

Nationally competitive scholarships: Successful CA Research Foundation Scholarship recipients should apply for a Scholarship from nationally competitive sources (for example, Australian Research Training Program (RTP) scheme, NHMRC) during their Scholarship program. If the CA Research Foundation Scholarship recipient is successful in receiving another nationally competitive Scholarship, the full CA Research Foundation Scholarship will cease but CA Research Foundation will offer a top-up of \$5000/year, in addition to the other funding received. If the applicant applies for the CA 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 (full time).

Payment: A CA 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 CA Research Foundation.

Progress 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 all 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 CA Research Foundation PhD Scholarship must be appropriately acknowledged. A copy of publications must be forwarded to CA Research Foundation and/or CA 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 a recognised ethics committee must be gained. Confirmation of this approval must be supplied to CA 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 CA Research Foundation grant application form is private and confidential and will be used in accordance with the CA Research Foundation Privacy Policy. In the event that your scholarship application is successful, information will be disseminated by CA Research Foundation (e.g. on a website, in CA News, on social media), including: the name of the applicant; grant amount; project title; and project summary. CA Research Foundation may also forward copies of the final project report and any publications resulting from the CA 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 clinically relevant to chiropractic or osteopathic practice.

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, outline the research question, methods and significance of the project to the chiropractic and osteopathic community, 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
- Research Aims
- Methods
- Analysis
- Feasibility
- Significance and potential impact
- 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.*

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 PhD project.

13. Applicant detailed higher education degrees and academic performance

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 CA 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 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 CA 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 CA Research Foundation PhD Scholarship.

The Head of Department 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 PhD research project.

*Approved by the Directors of CA Research Foundation
September 2019*