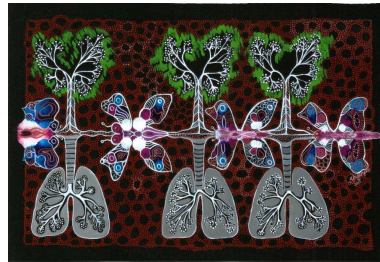


Centre for Research Excellence (CRE) in Respiratory Health of Aboriginal and Torres Strait Islander Children



FELLOWSHIP GUIDELINES AND CONDITIONS

GUIDELINES

The Centre for Research Excellence (CRE) in Respiratory Health of Aboriginal and Torres Strait Islander children is led by the Menzies School of Health Research and is funded by the National Health and Medical Research Council from 2012-2017. The CRE offers a Post-Doctoral Fellowship program to support excellence in research into respiratory health conditions relevant to Aboriginal and Torres Strait Islander children. Fellowships are competitive and subject to external review.

The purpose of these Post-doctoral Fellowships is to build clinical and public research capacity and in doing so, result in improved health and research transfer outcomes for lung health in children, particularly Aboriginal and Torres Strait Islander children. Aboriginal and Torres Strait Islander researchers are strongly encouraged to apply.

While supported by a CRE Fellowship, successful applicants are expected to apply for external funding which will be used to replace their CRE Fellowship and augment their available research funding.

To be eligible to receive funding, applicants are required to be formally supervised by one of the CRE Chief Investigators listed on the CRE web site-

[http://www.menzies.edu.au/page/Research/Centres_initiatives_and_projects/Centre_for Research Excellence Lung health/](http://www.menzies.edu.au/page/Research/Centres_initiatives_and_projects/Centre_for_Research_Excellence_Lung_health/)

For enquiries please contact:

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Business Manager

CRE in Respiratory Health of Aboriginal and Torres Strait Islander Children

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CONDITIONS

1. Commencement

- a. Recipients must commence the fellowship by the date specified in the offer letter.
- b. If the recipient is not able to commence on this date then written permission to commence at a later date must be obtained from the CRE Leadership Group.

2. Duration

- a. The fellowship will be available for the duration specified in the offer letter. Funding beyond the first year is subject to satisfactory progress. To achieve satisfactory progress recipients are required to;
 - i. conduct their project with competence and due diligence;
 - ii. submit satisfactory annual progress reports for evaluation by the CRE Leadership Group.
- b. Unless otherwise stated in the offer letter, the proportion of a fellowship recipients' time dedicated to the fellowship must be equivalent to that indicated on the application.

3. Employment

- a. Fellowship recipients are required to abide by the terms and conditions of their employer/s. The employer is the Institution associated with the fellowship holder and his/her supervisor. One of the supervisors must be a Chief Investigator of the CRE in Respiratory Health of Aboriginal and Torres Strait Islander Children.
- b. Benefits such as leave and superannuation will be that of the recipient's employer and the employer's responsibility to cover these costs. The fellowship may be suspended during periods of extended leave subject to prior approval by the CRE Leadership Group.

4. Other Funding

- a. Recipients cannot hold an externally funded fellowship, at the time of application, but are expected to apply for externally funded fellowships during the term of their fellowship.
- b. Should a recipient be awarded an external fellowship during the CRE fellowship period then the CRE fellowship can be used as a top-up fellowship to a maximum of \$26,000 per annum. The duration will be that for the period that the recipient is in receipt of external fellowship funding, for a maximum of 3 years. Recipients will provide the CRE Leadership Group with a concise budget indicating how the additional funding will be expended.
- c. The recipient is required to inform the CRE Leadership Group of any other funding received, in a prompt manner and in writing.

5. Reporting

- a. The CRE requires the recipient to provide progress and final reports using the CRE report template. The CRE will contact you in advance of the reporting due date to request the report.
- b. The fellow is required to participate in CRE related research transfer activities. This may include an annual meeting with the CIs, AIs, Advisory Board members and other researchers.
- c. The CRE reserves the right to suspend or withdraw funding if reporting requirements are not fulfilled or if recipient's progress is deemed to be unsatisfactory.
- d. From time-to-time recipients may be required to supply or present information to forums such as the CRE meetings, for the CRE Advisory Board or for use in research transfer activities, media releases and/or promotional activities.

6. Finances

- a. All amounts quoted are inclusive of GST.
- b. Fellowships are for the fellow's salary and are set at the NHMRC PSP4 level. The CRE fellowship does not fund salary on-costs and the supervisor and/or the applicant is expected to complement the Fellowships funds to cover any costs above NHMRC PSP4 level. The overall approach will be in accordance with the 'Research Plan' as described in the original application.
- c. It is the fellow's and his/her supervisor's responsibility to manage the budget for the fellowship including factoring in salary increments and enterprise bargain increases.

7. Intellectual Property (IP)

- a. The recipient's IP will be subject to the policies and guidelines of their employer.

8. Publications

- a. While supported by the CRE, the recipient is required to acknowledge the 'NHMRC CRE in Respiratory Health of Aboriginal and Torres Strait Islander Children, grant number 1040830' as their affiliation on all publications and presentations.
- b. Copies of publications resulting from this fellowship are to be attached to the progress and final reports in clause 5.a.

9. Termination

The fellowship may be terminated for reasons including:

- a. after due enquiry, it concludes that the recipient has not complied with the Guidelines and/or Conditions
- b. the recipient fails to submit required reports in a timely manner; or
- c. the recipient has not made satisfactory progress; or
- d. the recipient has committed serious misconduct, including, but not limited to the provision of false or misleading information.

10. Administering Institution Internal Purposes Only

- a. The CRE does not fund infrastructure costs.
- b. The CRE will reimburse the appropriate fellow's institution as stipulated at the award of the Fellowship. Recipient created tax invoices will be raised by the fellow's institution and submitted to Menzies School of Health Research.
- c. Ethical approval for the project must be obtained as necessary from the Human Research Ethics Committee of the Administering Institution.