

VicHealth Research Fellowships 2021

Guidelines for Applicants

About the VicHealth Research Fellowship Grants

VicHealth has established a postdoctoral Fellowship program to support excellence in early-career research. It represents an opportunity to conduct high quality, rigorous public health research and evaluation to support preventive health policies and programs which ultimately improve the health and wellbeing outcomes of the Victorian community. This new Fellowship program will support cutting edge research as well as the translation of evidence into preventive health policies and programs.

VicHealth will fund up to four (4) early-career Research Fellows to undertake a three-year full-time research project addressing one of the specific research priority areas (outlined page 2) relating to the [VicHealth Action Agenda for Health Promotion](#).

VicHealth will provide a salary contribution of \$75,000 in year 1, \$76,125 in year 2, and \$77,267 in year 3. Funding and projects are expected to commence in June 2021 or shortly thereafter.

Applications are invited from early-career researchers with current or past experience in research relevant to the priority areas stipulated in these guidelines in a university or research institute setting.

Prior to application, prospective applicants will be required to identify and secure the participation of an eligible university or research institute (herein referred to as the *administering institution*) including a primary academic advisor.

Central to the program is the expectation that the Research Fellow will spend a significant amount of time at VicHealth and/or our partners, while maintaining close linkages with the administering organisation for the purposes of academic advice and mentoring, networking with academic peers and supporting growth in research and evaluation relevant to the grant focus.

Fellows can expect to be integrated into relevant networks, communities and other forums of relevance to the research priority area and supported by VicHealth to conduct highly translatable applied health promotion research. This includes the provision of capacity building opportunities and cohort support.

Through a partnership approach with administering institutions, VicHealth aims to:

- Ensure that there is appropriate academic support for the Research Fellow
- Maximise the depth, rigour and quality of research outputs
- Ensure that research and evaluation are undertaken according to appropriate ethical standards
- Provide a mechanism for fellows to develop integrated expertise in both the academic and policy/practice contexts to build capacity for applied public health research.

Participation in this program offers the administering institution:

- Opportunities for developing peer reviewed publications related to the work of the program

- Strengthened capacity to identify and develop proposals for funding through competitive granting programs through industry and philanthropic sources as well as the NHMRC and the ARC
- Contribute to the development of the institution’s expertise in collaborative policy/practice focused research
- Increased profile through dissemination of jointly branded research findings (e.g. through media coverage, reports, policy forums and decision-making processes)
- The opportunity to build its reputation as an innovator in public health research partnerships
- An opportunity to support the career development of a member of its existing research team through a Research Fellowship with generous tenure and conditions
- Strengthened linkages with VicHealth, its funded agencies and field partners, thereby increasing opportunities for identifying and pursuing emerging research questions.

Health Equity Focus

VicHealth is committed to health equity and enabling all Victorians to have the means to a good and healthy life, regardless of cultural background, gender, sexual orientation, ability, income, educational attainment, occupation or location. VicHealth prioritises the funding of research that will help strengthen approaches to improving health equity and result in more equitable outcomes for Victorians.

To achieve health equity, we need to address the underlying drivers of health and wellbeing and the social processes that distribute them unequally across society. Please see [*Fair Foundations: the VicHealth framework for health equity*](#) for more information; a tool which describes how the differences in health and wellbeing outcomes between sub-population groups in the Victorian community are the result of the complex interplay of deep structural drivers of health and the social position occupied by these sub-population groups.

Research Priorities

To be considered for funding, Fellowship applicants must apply for a Fellowship under one of the research priorities detailed below.

1. Identifying Victoria's wellbeing goals

Informed by the Welsh Well-being of Future Generations Act and New Zealand’s Wellbeing Budget, conduct research to help identify Victoria's potential wellbeing goals, progress indicators and create a roadmap for implementation of policy action. The long-term outcome of this work is to see wellbeing integrated into the business of government via legislation, so that all future budget proposals are required to undergo a wellbeing analysis. This project includes a partnership with the Victorian Council of Social Services (VCOSS).

2. Building the capacity of local government to support children and young people's health and wellbeing

Identify implementation science approaches that can be used to maximise the effectiveness of several interventions developed to support children and young people’s wellbeing at a local government level, and evaluate the impact of these interventions. The interventions will be implemented within the context of a systems framework developed by other VicHealth research partners in collaboration with local government and related stakeholders.

3. Reducing racism and promoting inclusion for children and young people

Identify and trial a range of synergistic and multi modal policy and practice interventions to reduce racism and promote inclusion for children and young people. The research is intended to strengthen the social inclusion agenda at all levels of government, with an evaluated model of evidence-based actions, which are able to be scaled-up for broad implementation. It is expected that First Nations and CALD Youth and Elder Panels will actively advise on the intervention designs and selection of trials.

4. Strengthening the design and evaluation of health promotion approaches

Optimising the use of all forms of evidence for design and evaluation, from lived experience through to emerging data management technologies, identify more efficient and effective approaches for the design and evaluation of equity focused health promotion interventions, from small community projects to large scale interventions and government policies. Measurement of their broader societal impact beyond their health and economic value is of particular interest. It is anticipated that this research will lead to the development of capacity building tools that strengthen the science of health promotion design and evaluation for VicHealth and our broad range of partners in the health promotion sector and beyond.

Grant eligibility criteria

Applicants

Applicants must meet the following criteria:

- A PhD in a relevant discipline to the research priority area is a requirement of this funding
- Have been awarded¹ a PhD **no more than three years** (minus valid career disruptions²) prior to the Fellowship application closing date.
- Applicants need to have identified an administering institution which meets the eligibility criteria (defined below) and that agrees to provide academic advice and support, administer the Funding Agreement and provide full employment services associated with the Fellowship position.
- Applicants must name a Primary Academic Advisor at the eligible administering institution who agrees to provide academic advice and support. The Primary Academic Advisor must have demonstrated current or past partnerships with policy makers and/or practitioners.
- Funding will NOT be granted if you, your primary academic advisor or organisation have had a relationship with the tobacco industry within the past five years. You are **ineligible** to apply.

Applicants with demonstrated current or past partnerships with policy makers and/or practitioners and the capacity to work effectively with these non-academic partners will be considered

¹ This is the date when your PhD was passed NOT the date of conferral ceremony.

² Valid career disruption is defined as a prolonged interruption to an applicant's capacity to work due to major illness/injury, parental leave or carer responsibilities, or time employed outside of academia where industry experience has been gained e.g., within government or NGO sector. A prolonged interruption is defined as a continuous absence from work for 90 calendar days or more, and/or continuous, long-term, part-time employment (with a defined %FTE) due to the above stated valid career disruption circumstances with the absence amounting to a total of 90 calendar days or more.

favourably, but this is not mandatory. Applicants with a strong track record of publications, presentations and projects with a research translation focus will also be considered favourably.

To enable equitable access to research funding, *Relative to Opportunity* considerations will be assessed during the peer-reviewed process. Consistent with the [NHMRC Relative to Opportunity Policy](#), Relative to Opportunity circumstances include, but are not limited to:

- the amount of time spent as an active researcher;
- research outputs and productivity considering time employed in other sectors such as industry;
- available resources, including situations where research is being conducted in remote or isolated communities;
- clinical, administrative or teaching workload;
- relocation of an applicant and his/her research setting or other similar circumstances that impact on research productivity;
- the typical performance of researchers in the research field in question;
- carer responsibilities that do not come under the defined valid career disruptions;
- building relationships of trust with Aboriginal and Torres Strait Islander communities over long periods that can impact on track record and productivity;
- for Aboriginal and Torres Strait Islander applicants, community obligations including 'sorry business'; and
- calamities, such as pandemics or bushfires.

In the Fellowship application form (specifically the question about Career Disruptions), applicants will need to provide a relative to opportunity statement clearly outlining information they want considered during the peer review process.

VicHealth is committed to ensuring appointments represent the diversity of our community. Indigenous people, people with disability, women and people from culturally and linguistically diverse backgrounds are encouraged to apply.

Administering institution

The Funding Agreement will be between VicHealth and the administering institution.

The administering institution:

- Must be based in Victoria and be an eligible administering institution
- Eligible administering institutions are those listed on the [NHMRC Approved Administering Institutions](#) list or an Aboriginal led organisations with an affiliation to an Australian University*
- Have an Australian Business Number and a bank account for Electronic Funds Transfer of grant funds
- Deliver activities or products in Victoria, with a primary focus on undertaking health and wellbeing activities that achieve positive outcomes for the Victorian community
- Be able to work in partnership with VicHealth and others
- If applicable, have satisfactorily fulfilled the requirements of any previous and/or current grants from VicHealth
- Have insurance cover, including professional indemnity or public liability insurance, for the purpose of this project and agree to provide insurance certificates if requested by VicHealth

- Not be subject to any current or impending legal action which could impact its financial viability
- Must not have had a relationship with the tobacco industry within the past five years. You are **ineligible** to apply if this applies.

*VicHealth is committed to working with Aboriginal people and Aboriginal led research is viewed as being key to self-determination and improving the health and wellbeing of our first nations people. VicHealth will accept applications from researchers from Aboriginal led organisations that do not meet the definition of administering institution. Applications from researchers at Aboriginal led organisations must have an affiliation to an Australian University.

Research project

To be eligible for funding to proposed research project must:

- Address one of the research priorities identified by VicHealth in these Guidelines
- The research must be conducted in Victoria and be about Victorians
- Work towards directly influencing health promotion or primary prevention policy and/or practice to ultimately improve the health and wellbeing outcomes of the Victorian community, and not just describe a health problem.
- Be aligned with VicHealth’s health promotion focus of preventing chronic disease at a community or population level. Projects addressing disease treatment or management will not be considered.

Harmful Industry Relationships

All Applicants are required to declare harmful industry relationships.

Funding will NOT be granted if you, your primary research advisor, or your organisation** has had a relationship with the tobacco industry within the past five years. You are **ineligible** to apply.

If you, your primary research advisor, or your organisation** has had a relationship with the gambling, alcohol, food or sugary drink industry within the past 12 months, you **must declare** this. Please see Appendix 1 for declaration requirements.

Providing a declaration DOES NOT automatically preclude the applicant from being eligible for funding. VicHealth will assess all declarations on a case-by-case basis during Phase 1 of the Assessment process. For more information, see the [VicHealth Harmful Industry Relationship Funding and Procurement Policy](#).

**For universities, you must declare relationships at the school-level at a minimum. It is preferable however that relationships within the relevant faculty/college are also declared.

Funding available and VicHealth’s obligations

Funding

In this round, up to four (4) Fellowships will be funded.

VicHealth will provide the below salary contributions over a full-time three-year tenure period:

Year 1	\$75,000
--------	----------

Year 2	\$76,125
Year 3	\$77,267

Funding is exclusive of on-costs such as superannuation contribution, workers compensation, leave loading and payroll tax. Payments will be made quarterly.

The grant is for three years, subject to a probationary period, annual review and satisfactory adherence to contractual conditions.

The Fellowship is a full-time appointment, however requests for part-time appointments will be assessed on a case-by-case basis.

Funding and projects are expected to commence in June 2021, or shortly thereafter.

VicHealth will not support funding any of the below:

- x biomedical and clinical research that does not have a clear link to health promotion. We will not fund laboratory-based science or health services research unless there is a strong rationale for its relevance to health promotion.
- x research which is unrelated to the research priorities listed in these guidelines
- x capital works (e.g. buildings or maintenance or purchase of major equipment, purchase and lease of land/vehicles)
- x commercial activities
- x core organisational operating costs
- x projects that are considered by VicHealth to be the funding responsibility of local, state or federal government (e.g. population-based surveillance)
- x researchers or organisations with a relationship with the tobacco industry within the last 5 years
- x projects that have commenced or have already been funded to commence

Other VicHealth contributions

Support by and integration into VicHealth

It is anticipated that the Research Fellow will spend a significant amount of their time based at the VicHealth office in West Melbourne, while maintaining links with their administering institution.

Each Fellow will have an assigned VicHealth Project Advisor. This Advisor will contribute towards shaping the research to ensure relevance to VicHealth and its stakeholders i.e., support the fellow in the design, implementation, analysis and reporting of the research from an end-user and policy/practice perspective.

Fellows will be integrated into relevant networks, communities and other forums of relevance to the research priority area, including working with any relevant partners. This includes the provision of capacity building opportunities and cohort support.

Collegiate relationships between the other Research Fellows and VicHealth's program staff will also be encouraged and supported.

The Manager of the relevant team at VicHealth will be responsible for the day-to-day line management of the Fellows when at the VicHealth office.

Management of the Fellow and program of work

Specific research activities to be undertaken in the fellowship will be determined on the basis of an annual work-plan.

Management and support of the Fellow will be via a small partnership group comprising senior representatives from the administering university and VicHealth. This group will meet at least bi-annually and will be responsible, among other things, for oversight and monitoring of the work-plan, and oversight of probation and performance management processes.

Basic office accommodation

VicHealth will contribute basic office accommodation, equipment (including computer facilities and software) and administrative support during the period that the Fellow is based at VicHealth offices.

Obligations of successful applicants

The Research Fellow will undertake a program of work in the research priority area which is concordant with relevant VicHealth strategic planning documents and programs of work.

This will include:

- Conducting high-quality, rigorous, translatable research and evaluation activities relating to research priority area
- Undertaking ongoing review of the evidence related to the research topic area
- Supporting the design of new programs supporting the translation of research findings to practice, policy and program development
- Identifying and exploring new and emerging research questions
- Contributing knowledge to VicHealth's efforts to support good policy and practice (e.g. policy submissions to government, media presentations).
- Documenting and disseminating research findings through both peer-reviewed publications and conferences as well as through means accessible to broader policy and practitioner audiences (e.g. reports, policy papers)
- Collaboratively participating in networks, policy and practice communities, meetings and other forums relevant to the research priority area
- During the contractual process researchers will be expected to work with VicHealth to create a translation plan which describes how the research will be translated to inform policy or practice and undertake translation activities in accordance with the plan
- Meeting regularly with VicHealth and your Primary Academic Advisor
- Producing financial acquittals for each year of funding
- Completing VicHealth reporting requirements, including:
 - Progress reports and a full research final report
 - 3,000 - 5,000-word research summary including executive summary (no more than 2 pages), visual representation of findings and implications for policy and practice in Victoria, list of plain language talking points and recommendations for researchers and policy makers, and actionable plain language quick tips for general or consumer audience i.e. what do findings mean for the person on the street.

- Comply with VicHealth knowledge translation acknowledgment requirements as follows:
 - VicHealth reserves the right to review and comment on all academic papers, conference presentations and publications arising as a result of the fellowship funding agreement. The researcher should contact VicHealth **well in advance** of papers and publications being published or conference presentations occurring, and accommodate any reasonable requests from VicHealth.
 - VicHealth should be acknowledged in any media publicity arising from research and requests that funding recipients are available to participate in media or promotional initiatives relating to the research project if called upon by VicHealth.
 - VicHealth should be acknowledged in all citation references for papers and publications produced as a result of the fellowship funding agreement. **For example:** Smith, J et al (2021) *Health promotion and equity*. A report prepared for the Victorian Health Promotion Foundation, Melbourne.
 - All publications arising from the research should include the VicHealth logo on the front cover and an acknowledgement on the inside front or back cover. For example, **Acknowledgements:** VicHealth Research Fellowships program
 - All logo approval or logo file requests should be submitted to: logo@vichealth.vic.gov.au. All review requests and final published papers or publications should be submitted to: researchgrants@vichealth.vic.gov.au
- Funding recipients may also be requested to participate in VicHealth research forums or further evaluation activities.

Conduct of research and ethics requirements

Research funded by VicHealth shall be conducted in accordance with the *Australian Code for the Responsible Conduct of Research (2018)*. Ethics approvals required for the project must be obtained and maintained for the duration of the project and copies of these approvals shall be provided to VicHealth within 30 days of approval or as requested.

Obligations of administering institution

As an early-career researcher, there is a need to ensure Fellows have access to the peer support and academic mentorship available to researchers working in an academic environment.

Accordingly, it is anticipated that the administering institution will provide the Research Fellow with access to:

- Academic mentorship, advice and support
- Academic peer and collegial support
- Academic professional development opportunities

The administering institution will also be required to provide the Research Fellow with:

- Provision for securing ethical clearance of research led/overseen by the appointee
- Library facilities
- Administration services for the purposes of contractual management and employment services normally associated with an academic position.

The administering institution will be required to nominate:

- A senior researcher who agrees to be the **Primary Academic Adviser** to the applicant and to facilitate the Research Fellow's access to the other forms of academic support identified above.
 - The Primary Academic Advisor should have demonstrable experience of working with industry and influencing practice, policy or programs in the field
- A senior member of staff (e.g. Head of Department, Chief Executive Officer) who agrees to contribute to the management of the position (see information under VicHealth obligations).

Recommended reading

Before applying, please ensure you have thoroughly read and understood the following documents:

- VicHealth Research Fellowship Guidelines (this document)
- [Funding Information for all Applicants](#)
- Checked the Frequently Asked Questions section on the Fellowship website
- [VicHealth Harmful Industry Relationship Funding and Procurement Policy](#)
- [VicHealth's Website Terms of Use](#)

Prospective applicants are encouraged to read the following VicHealth documents:

- [VicHealth Action Agenda 2019 – 2023](#)
- [VicHealth strategies](#) relevant to the research priority area that you are applying for
- [Fair Foundations: The VicHealth framework for health equity](#) A conceptual and planning tool to guide action on the social determinants of health inequities
- [Partnership Analysis Tool](#). This is VicHealth's most-downloaded resource. This tool helps organisations understand different purposes for collaboration, reflect on established partnerships and focus on ways to strengthen new and existing partnerships.

Further information about VicHealth's current activity can be found on our website.

Application process

Applications must be completed online via an application form through the VicHealth Stakeholder Portal. Applicants are required to submit a full application to be considered for funding.

For more detail regarding the information you will need to provide via the VicHealth Stakeholder portal, please see Appendix 1.

Application checklist:

- Read these guidelines, and other recommended supporting documents, carefully and thoroughly
- Check all key dates, processes and requirements
- [Register on the new VicHealth Stakeholder Portal](#)

- Complete eligibility check and submit full online application via the VicHealth Stakeholder Portal before the specified closing time.

Important dates:

Key dates	
Opening date for applications	12noon AEDT, Tuesday 16 February 2021
Closing date for applications	12noon AEDT, Monday 22 March 2021
Eligibility check and short-listing process	March/April 2021
Full assessment including external review process (Short-listed applicants only)	April/May 2021
Interviews with Assessment Team (Short-listed applicants only)	May 2021
Assessment Team recommendations	May 2021
Announcement of successful projects	June/July 2021
Commencement of VicHealth funding	June/July 2021

Application assessment

Applications will be subject to the phased assessment process outlined below. Applicants will be assessed on their response to the range of criteria outlined below.

Phase 1: Eligibility and shortlisting

1.1: Applications will be reviewed for adherence to the funding criteria and completeness. Applications that are incomplete or do not meet the funding rules will be deemed ineligible and not considered further.

1.2: The Executive Summary provided in the application will then be assessed by VicHealth against the following criteria:

Criteria	Weighting
Applicants track record:	40%
1. Relevance of PhD to research priority area	
2. Research experience in, or relevant to, research priority area including conduct of research to inform policy/practice development	

Research environment and support:	30%
1. Alignment of research environment to research priority area	
2. Primary Academic Advisor's track record considering alignment to research priority area; experience of working with industry and influencing practice, policy or programs in the field; and mentoring of postdoctoral scholars	
Proposed research plan:	30%
1. Alignment with VicHealth's stated research priority area and consideration of health equity	
2. Potential of the research project to directly impact on evidence informed health promotion policy and practice in Victoria for optimal public benefit	

It is anticipated that the top five applications in each research priority area will move to the next assessment step, however this depends on the quality of the submissions and the spread of applications across the research priority areas.

Following completion of Phase 1, applicants will be advised as to whether they have been short-listed.

Phase 2: Full assessment

2.1: Shortlisted written applications will be fully assessed by two VicHealth staff and one external expert who holds a PhD in the specific or related field of the proposed research project (herein referred to as the Assessment Team). Submissions may be excluded after this assessment if deemed unsuitable.

2.2: Short-listed applicants will then be interviewed by the Assessment Team.

Applicants will be assessed in Phase 2 according to the selection criteria below:

Criteria	Weighting
Applicant's track record	25%
– Relevance of the applicant's PhD to research priority area	
– Research experience in the research priority area and/or health promotion/public health and/or areas of inquiry relevant to research priority area	
– Conduct of research and/or evaluation activities (either previous or current) that informed the development of policy and/or practice	
– Conduct of primary research projects that required similar quantitative and/or qualitative research design and analytic skills to those proposed in research project plan	
– Top 5 (considering impact and relevance) books, reports, papers, newsletters, policy submissions and other 'grey' literature communicating research findings and analysis to a non-academic audience	
– Top 5 (considering impact and relevance) peer reviewed publications, book chapters, conference presentations	

<p>Proposed research plan</p> <ul style="list-style-type: none"> - Scientific quality of the proposal and methodology - Potential of the research project to directly impact on evidence informed health promotion policy and practice in Victoria for optimal public benefit - Planned partnerships with practitioners and/or policy makers - Feasibility of the project considering applicants expertise, the research environment and support, and three-year full-time timeline 	25%
<p>Applicant's work style, skills and personal attributes</p> <ul style="list-style-type: none"> - The capacity to communicate, network and work co-operatively with academic, community and government partners relevant to research priority area, and evidence of experience working with these stakeholders - A broad understanding of the policy, program and practice context related to the research priority area and the potential role of applied research and evaluation in building capacity for health promotion in these contexts - The ability to undertake research activity in a manner which flexibly balances the requirements of academia with those of a program and policy context - The ability to work autonomously and to deliver agreed research outputs as part of a cross-discipline team - Capacity to play a leadership role in complex projects involving multiple partners and requirements - Superior communication skills – both written and in public speaking - High level conceptual and analytical skills - A well-developed understanding of public health approaches and frameworks and an ability to work in an integrated way across these and the approaches and frameworks of other disciplines relevant to understanding research priority area - Demonstrated understanding of social and economic determinants of health and in particular their influence on the social gradient in health 	20%
<p>Research environment</p> <ul style="list-style-type: none"> - Involves the conduct of public health research or has close links with other research departments doing so - Provides contact with peers undertaking research activity in areas related to the focus of the grant - Fosters the development of the applicant as an independent researcher - Is undertaking innovative research and is seen as a leader in its field 	15%
<p>Academic advice and support (Primary Academic Advisor)</p> <ul style="list-style-type: none"> - Seniority and leadership capability of adviser - Nature and extent of support committed by the adviser - Track record <ul style="list-style-type: none"> o Experience of working with industry and influencing practice, policy or programs in the field o Provision of input into policy and program areas through partnerships, participation on Boards, Committees and other relevant forums 	15%

- Mentoring of post-doctoral scholars and research staff
- Securing research funding and support and oversight of research projects
- Top 5 relevant peer reviewed publications, books, conference presentations
- Participation in professional associations

The Assessment Team will make recommendations based on alignment with the above criteria. Recommendations will be considered by VicHealth in accordance with the delegation of authority.

VicHealth reserves the right to have applications assessed by several appropriately qualified academics who is not members of the Assessment Team.

If a harmful industry relationship has been declared, this will be considered throughout the assessment process.

Conflict of interest processes are managed and transparent.

Funding agreements

By submitting an application, you agree to be bound by the Terms and Conditions and the VicHealth Collaborative Research Agreement (see Research Fellowships hub on website) if successful in receiving VicHealth funding.

The conditions of funding within these documents relates to:

- delivery of agreed workplans
- timely completion of the project
- compliance with other VicHealth processes such as progress and final reporting, and
- harmful industry relationships.

In addition to these conditions, it is expected that successful applicants will work closely with VicHealth staff to set project-specific deliverables and requirements, such as an annual project plan, meeting schedule, and knowledge translation plan.

It may also be necessary to enter into other agreements, deeds of confidentiality or memorandums of understanding as measures of assurance. This will depend on project details and circumstances, for example, if the research project involves working with VicHealth partners to deliver the project, VicHealth would require the above described deeds to be executed.

Further information

If you have queries after reading this document or wish to speak with VicHealth staff regarding the VicHealth Research Fellowship program, please email researchgrants@vichealth.vic.gov.au

Appendix 1: Preview of online Application Form

Preview only. Applications must be completed/submitted through the VicHealth Stakeholder Portal

Eligibility check (Yes/No responses)
<p>The researcher applying for funding:</p> <ol style="list-style-type: none">1. Has a PhD in a relevant discipline to the Fellowship research priority area you are applying for?2. Has been awarded a PhD no more than three years (minus valid career disruptions) prior to the Fellowship application closing date?3. Has identified an eligible administering institution that agrees to provide academic advice and support, administer the Funding Agreement and provide full employment services associated with the Fellowship position? <p>The administering institution applying for funding:</p> <ol style="list-style-type: none">1. Has an Australian Business Number (ABN) and a bank account for Electronic Funds Transfer of grant funds?2. Is listed on the NHMRC Approved Administering Institutions list?3. Is located in Victoria and intends to deliver activities in Victoria, with a primary focus on health and wellbeing outcomes for Victorians?4. Has satisfactorily fulfilled previous and/or current VicHealth grant requirements, if applicable?5. Has insurance cover, including professional indemnity or public liability insurance for the purpose of this project and agrees to provide insurance certificates if requested by VicHealth?6. Is not subject to any current or impending legal action which could impact its financial viability? <p>The research project outlined in this application:</p> <ol style="list-style-type: none">1. Addresses one of the VicHealth Fellowship research priority areas outlined in the funding guidelines?2. Is aligned with VicHealth's health promotion focus of preventing chronic disease at a community or population level?3. Does not address disease treatment or management?4. Does not just describe a health problem, but works towards directly influencing health promotion or primary prevention policy and/or practice to ultimately improve the health and wellbeing outcomes of the Victorian community? <p>Tobacco industry relationships:</p> <ol style="list-style-type: none">1. Do you, your Primary Academic Advisor or the administering institution* applying for funding have any current, planned or past five (5) year relationships with a tobacco company, the Australian Tobacco Research Foundation, or other tobacco industry funded bodies?
Administering Institution details
<ol style="list-style-type: none">1. Administering institution's ABN2. Is the administering institution registered for GST? (Yes/No)3. Business name4. Postal address5. Does the Administering Institution agree to comply with the proposed Funding Agreement for this grant? If 'No' is selected, you will be required to upload a tabulated statement clearly detailing any requested departures from clauses in the proposed Agreement. These will be assessed by VicHealth on a case by case basis.6. Details of the administering institution's Authorised representative (person who will sign the funding agreement if this application is successful, typically the head of the organization)
Executive Summary (using sub-headings; 400-word limit)
<p>Provide a plain language Executive Summary of your application, including:</p> <ol style="list-style-type: none">1. Your track record. <i>You must include, at a minimum, information on your PhD, and research experience in, or relevant to, the research priority area including conduct of research to inform policy/practice development.</i>2. Research environment and support to be provided by the administering institution. <i>You must include, at a minimum, information on the alignment of the research environment to the research priority area, and your Primary Academic Advisor's track record considering alignment to research priority area; experience working with industry and influencing practice, policy or programs in the field; and mentoring of postdoctoral scholars.</i>

3. Research plan. *You must include, at a minimum, the research objective(s) and rationale including health equity considerations, target population, study design, and the anticipated policy and/or practice impact.*

Applicant's details, track record, workstyle, skills and attributes statement and referees

1. Applicant's details including PhD title, brief summary of PhD, PhD awarding institution, date of PhD Award, Other academic qualifications, and details of any valid career disruptions after PhD award date that you would like considered.
2. Summary of track record (using sub-headings, 800-word limit), against the following criteria:
 - Relevance of PhD to research priority area
 - Research experience in the research priority area and/or health promotion/public health and/or areas of inquiry relevant to research priority area
 - Conduct of research and/or evaluation activities (either previous or current) that informed the development of policy and/or practice
 - Conduct of primary research projects that required similar quantitative and/or qualitative research design and analytic skills to those proposed in research project plan
 - Top 5 (considering impact and relevance) books, reports, papers, newsletters, policy submissions and other 'grey' literature communicating research findings and analysis to a non-academic audience
 - Top 5 (considering impact and relevance) peer reviewed publications, book chapters, conference presentations
3. Summary of work style, skills and personal attributes (using sub-headings, 500-word limit), against the following criteria:
 - Capacity to communicate, network and work co-operatively with academic, community and government partners relevant to research priority area, and evidence of experience working with these stakeholders
 - Broad understanding of the policy, program and practice context related to the research priority area and the potential role of applied research and evaluation in building capacity for health promotion in these contexts
 - Ability to undertake research activity in a manner which flexibly balances the requirements of academia with those of a program/policy context
 - Ability to work autonomously and to deliver agreed research outputs as part of a cross-discipline team
 - Capacity to play a leadership role in complex projects involving multiple partners and requirements
 - Superior communication skills – both written and in public speaking
 - High level conceptual and analytical skills
 - Well-developed understanding of public health approaches and frameworks and an ability to work in an integrated way across these and the approaches/frameworks of other disciplines relevant to understanding research priority area
 - Demonstrated understanding of social and economic determinants of health and in particular their influence on the social gradient in health
4. Details of three professional referees

Primary Academic Advisor details and supporting information

1. Primary Academic advisor details
2. Describe the nature and extent of the support the Primary Academic Adviser has agreed to provide. Include an indicative time allocation (400-word limit)
3. Summary of your Primary Academic Adviser's track record (using sub-headings, 500-word limit), against the following criteria:
 - Experience of working with industry and influencing practice, policy or programs in the field
 - Provision of input into policy and program areas through partnerships, participation on Boards, Committees and other relevant forums
 - Mentoring of post-doctoral scholars and research staff
 - Securing research funding as well as providing support and oversight of research projects
 - Top 5 (considering impact and relevance) peer reviewed publications, books, conference presentations
 - Participation in professional associations

Research environment details including Head of Department (or equivalent) details and supporting information

Overview of the department, research group or centre. This should address features such as research focus and interests, staff/discipline composition and relationship to post graduate teaching programs. Describe in detail, with reference to the guidelines and research priority area, what support this environment will offer to you. If public health research is not its main focus, indicate what links exist with other relevant research departments that would be accessible to you (400-word limit)

Research proposal

1. Research project title
2. Plain language statement (using sub-headings, 800-word limit) about the research project rationale, objectives, methods and anticipated outcomes. Include:
 - Details and evidence of the policy or practice need that your research will address and the rationale for your research design.
 - Specific objectives of your research
 - Proposed study design, setting, participants, variables of interest, data sources/measurement, study size, statistical methods
 - Planned partnerships with practitioners and/or policy makers
 - Potential of the research project to directly impact on evidence informed health promotion policy and practice in Victoria for optimal public benefit.

Harmful Industry Relationships Declaration

1. Do you or your organisation have any current, planned, or past 12 months relationships with the food, sugary drink, alcohol or gambling industries?
If Yes:
2. Please detail the brand/company/organisation, the length of the relationship and when it occurred/is occurring/is planned. List all harmful industry relationships if you have more than one.
3. What was/is/will be the nature of the relationship, with the food, sugary drink, alcohol or gambling industry? Please tick all that apply.
 - Board membership or other governance membership
 - The harmful brand/company is activated/promoted. Please detail how the harmful brand is activated/promoted through your organisation’s activities (e.g. naming rights, branding on materials, signage, text or verbal acknowledgement, distribution of product vouchers, etc)
 - Access to membership lists and data
 - Market or other research/evaluation
 - Campaign/project development or delivery
 - Consultancy services
 - Receipt of donations or in-kind benefits.
 - Other. Please provide detail:
4. Please detail how the harmful industry relationship will be risk-managed to ensure that VicHealth’s statutory role to improve the health and wellbeing of Victorians isn’t undermined. This could include, for example, separating project teams or not activating harmful industry brands alongside VicHealth’s brand. You are still required to respond to this question even if the harmful industry relationship is not current (i.e. past or future).

Mandatory additional supporting documents required. You will be asked to upload these documents.

Certification by CEO or University Responsible Officer (e.g. Vice Chancellor or Head of Department)	VicHealth requires a signed certification letter by CEO or University Responsible Officer (e.g. Vice Chancellor or Head of Department) that the Administering Institution certifies that the information provided in the application satisfies requirements of organisation.
Certification by Head of department (or equivalent)	VicHealth requires a signed certification letter by the Head of Department (or equivalent) at the administering institution, certifying that the department/institution will make available the advice and support described in the application.
Certification by Primary Research Advisor	VicHealth requires a signed certification letter by the Primary Academic Supervisor, certifying they will make available the advice and support described in the application.

Requested departures from proposed VicHealth funding agreement clauses (if applicable)	You will be required to upload a tabulated statement clearly detailing any requested departures from clauses in the proposed Agreement if you indicate that the Administering University <i>does not</i> agree to comply with the proposed Funding Agreement for this grant.
Visual representation of research plan	You will be asked to supply an outline of the research design and methodology in a visual format e.g. flowchart.