



**2015**

**PhD PROJECT GRANT SCHEME**

Guidelines

**Closing date for applications: 5pm Monday 29 September 2014**

## 1. Introduction

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Parkinson's Queensland is an Australian registered charity which raises money to fund on-going research into Parkinson's disease.

Parkinson's Queensland's research grants are funded through the generosity of individual and corporate donors and bequests.

The Parkinson's Queensland PhD Project Grant Scheme funds high quality applications from current full time PhD students who are undertaking innovative research projects related to Parkinson's disease. Funding will be available for the duration of the applicant's candidature up to a maximum of three years.

Grants will be awarded for amounts of up to \$5,000 (see 8.2 Approval Process below).

## 2. Aims

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The primary aim of the Parkinson's Queensland PhD Project Grant scheme is to support the research projects of full time PhD students who are undertaking innovative research related to Parkinson's disease. This includes both basic and applied science research.

### Our Mission

That all people living with Parkinson's in Queensland will have access to comprehensive and relevant services encouraging independence and improved quality of life. We recognise the importance of collaboration and ongoing research as part of our charter and belief practice.

## 3. Eligibility

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To be eligible applicants must meet the following criteria:

- must be enrolled full time as a PhD student at a Queensland University or Research Institute for the duration of the project
- must have access to appropriate staff and infrastructure.

Applications will not be accepted from:

- undergraduate students
- students enrolled in part-time study.

## 4. Special Conditions

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In addition to a final report, grant recipients are required to:

- provide a report on their work to Parkinson's Queensland at the end of their PhD candidature. These reports are to be in a language able to be understood by a lay person, no longer than half an A4 page. An annual progress report is required where candidature is over a number of years.
- provide a summary of not more than 100 words which will be published on the Parkinson's Queensland website.
- acknowledge Parkinson's Queensland as the donor of the grant wherever possible, such as in media interviews, and on papers and publications relating to the research.
- at the invitation of Parkinson's Queensland, participate in, and present progress report/findings at a Parkinson's Queensland event.
- Successful applicants must notify Parkinson's Queensland if there are any alterations to their candidature including seeking approval for any extensions to their final submission date.
- Grant applicants and recipients are encouraged to become members of Parkinson's Queensland.

## 5. Funding

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Grants will be up to a maximum of \$5,000; however, the total amount for distribution depends on the income of Parkinson's Queensland.

The final amount awarded will be at the discretion of the Parkinson's Queensland Management Committee based on the review committee's recommendations.

### 5.1 Eligible Budget Items

- personnel (research assistance)
- travel (for purposes of conducting the research)
- equipment
- consumables
- other direct research costs

### 5.2 Ineligible Budget Items

- basic infrastructure (computing equipment (including laptops), office space, postage, email, internet, phone etc)
- publication costs
- production costs of teaching materials
- fees of Australian or overseas students
- conference attendance
- travel unless part of project participant recruitment or visits by researchers to participants location.

## 6. Duration

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Applicants will only be eligible for one grant during their candidature. However, the funds awarded will be able to be expended throughout the project.

Funding will be available from January 2015.

Successful applicants must submit a Final Report upon completion of the project and will be expected to outline how the research outcomes or future related research will be extended into future research.

Where funds are unspent, the funds will be returned to Parkinson's Queensland at the close of the applicant's candidature.

## 7. Number of Applications

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Applicants may only hold one grant during their candidature.

## 8. Selection and Approval Process

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### 8.1 Selection criteria

Applications will be assessed against the following criteria:

- Aims, objectives and expected outcomes (20%)
- Significance and innovation of the proposed research (30%)
- Approach and methodology (20%)
- Quality and research track record of the Researcher relative to opportunity (30%)

### 8.2 Approval Process

Applications will be assessed against the identified selection criteria by an international review board nominated by Parkinson's Queensland Management Committee.

The Chair of the Parkinson's Queensland Management Committee, after consultation with management committee members, and based on the review committee's recommendations, will recommend applications for funding. The final decision to fund an application will be at the discretion of the Chair of the Parkinson's Queensland Management Committee.

Successful applicants should be notified by Friday, 19 December 2014. Grants will commence in January of the following year provided ethical clearance, where required, has been provided.

## 9. Appeals Process

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Applicants have 14 days from the date of the letter of notification to lodge an appeal. Appeals from unsuccessful applicants will only be considered against administrative process issues and not, for example, against the review board's ranking or comments.

Appeals will be considered by the Parkinson's Queensland Management Committee in consultation with the Chair of the international review board.

## 10. Application Process

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Applicants must submit their proposal as a mature research plan ready for implementation. In submitting the application for consideration, it is assumed that the project has the imprimatur of the Head of School/Centre Director and that basic infrastructure and requisite equipment is available. The application must contain all of the information necessary for the assessment of the project without the need for further written or oral explanation, or reference to external sources of information.

### 10.1 Application Format

An eligible application will include an application form and corresponding sections of free-text.

All pages of free-text should be in black 12-point font on white A4 paper with 2cm margins on each side. Variants such as mathematical typesetting languages may also be used.

## 10.1 Application Format continued

- A**      **Application Form & Certification**
- The formal Application Form for the Scheme must be used. The submitted application must be fully-certified.
- B**      **Project Description**
- (Free-Text)
- In no more than two (2) pages (excluding references), provide a detailed project description against the following headings:
- Aims**  
Describe the specific aims of the project including a clear statement of the hypothesis to be tested.
- Background**  
Describe the
- background of the project.
  - objectives of the research.
- Research Plan**  
Outline the research plan in detail including as appropriate:
- approach and methodology
  - techniques to be used
  - statistical analysis
- Outcomes and Significance**  
Briefly describe the
- importance of the problem to be researched.
  - expected outcomes of the research
  - significance and innovation of the project
- C**      **Personnel**
- (Application Form and Free-Text)
- Research track record of each investigator, one (1) page per applicant, covering:
- most significant contribution to the research area
  - evidence of impact and contribution to the field
  - a list of refereed publications in the past five years (2009 onwards).

## 11. Submission of Application

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A PDF of your application should be sent to Parkinson's Queensland via email to [ceo@parkinsonsgld.org.au](mailto:ceo@parkinsonsgld.org.au), using the following naming convention:

Lastname Firstname – Simplified Project Title (For example: Blogs Joe – Parkinson's Tremor)

You will receive a return acknowledgement email within two weeks.

The closing date for applications is 5pm Monday 29 September 2014. Late applications will not be accepted.

## 12. Confidentiality

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Information contained in applications is regarded as confidential unless otherwise indicated and will be received and treated as confidential by Parkinson's Queensland. It is the responsibility of all Parkinson's Queensland staff and the selection committee members not to disclose to any person confidential information to which they become privy as a result of the exercise of their responsibilities to Parkinson's Queensland.

Information comprising the names of successful grant applicants and their administering institutions, together with the title of the research project and a lay summary, are published in the Parkinson's Queensland newsletter and are available through the Parkinson's Queensland website. The lay summary may also be released to the media.

## 13. Privacy

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Documents containing personal information are handled and protected in accordance with the provisions of the Commonwealth Privacy Act 1988, which sets standards for the collection, storage, use and disclosure of, and access to, personal information. Personal information is disclosed only with permission of the individual to whom it relates or where the Act allows.

## 14. Incomplete, false or misleading applications

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Once submitted to Parkinson's Queensland, the application will be considered final and no changes can be accepted. The application is the main source of information available for assessment. As such it must contain all the information necessary for assessment of the project without the need for further written or oral explanation, or reference to additional documentation. All details in the application, particularly concerning any successful grants, must be current at the time of application.

If an application contains information that is false or misleading, it will be excluded from any further consideration for funding.

## 15. Removal of Applications

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Parkinson's Queensland reserves the right to remove from further consideration in the selection process any applications that are ineligible or which are clearly not of a competitive standard. Exclusion of ineligible applications may take place at any time during the selection process.

## 16. Ethical Clearances

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Applicants are required to ensure that the proposed research project complies with their University or Institute's Code of Conduct for Research and that ethical clearance will be sought if required. All research must comply with NHMRC ethics guidelines.



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