A logo with a red heart

Description automatically generatedA white background with black and white clouds

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**2024 Postdoctoral Fellowship**   
Application Questions

Applications for Postdoctoral Fellowships are to be completed and submitted in the Heart Foundation’s Grants Management Portal by the submission deadline. This document is provided to help you prepare your application.

**Tab: Application Information**

**Applicant**   
Applicant Information will be populated automatically from your Profile. If you would like to change any of these details, please update them on your Profile before submitting your application.

**Organisation *Details*** *(Your organisation details will be prepopulated automatically from your Profile)*

**Primary Applicant Details** *(Demographic information is recorded for reporting purposes only and will not be used in the evaluation of your application. This section will be prepopulated automatically from your Profile responses)*

* + Name
  + Phone number
  + Email
  + State
  + Gender
  + First nations status
  + Main language spoken at home
  + Main language spoken at home (other)
  + Disability
  + Ethnicity

**Project Summary**

**Application ID –** *This will be auto-generated and can be referenced when making any future enquiries relating to your application*

**Application Type -** *Prefilled - what program is this application for?*

**Administering Institution -** This information is populated based on the organisation selected at registration. If you require changes to this field, please contact Heart Foundation at [grantsportal@heartfoundation.org.au](mailto:grantsportal@heartfoundation.org.au).

**Primary Applicant –** *Prepopulated from your Profile.*

**Project title -** Scientific title (250 characters)

Text Box**Lay title** (250 characters)

**Research Category** (Select from drop down menu)   
Biomedical  
Clinical  
Public Health  
Health Services

**Funding Commencement Date** (Select from drop down menu)

1 January   
1 April   
1 June

**Project Synopsis** (2200 characters)

**Research categories** - Select relevant research categories associated with your proposal. The keywords in the following question are populated based on the selected categories.

Biology Prevention

Condition Information Technology

Demographics Risk Factors

Diagnosis and Assessment

Equity

Public Health

Treatment

**Research keywords** - Select up to 8 keywords that most closely reflect your proposal from the drop-down menu. Tags are only used as an internal search feature to identify research projects.

**Ethics requirements** - Should you be successful in obtaining Heart Foundation funding, you will be asked to provide details of your ethics approvals if indicated as part of your application.

Human  
Animal

**Biosafety requirements** - Should you be successful in obtaining Heart Foundation funding, you will be asked to provide details of your biosafety approvals if indicated as part of your application.

Yes - Please check this box if biosafety clearance is required for this project.

**Eligibility**

**No Tobacco Declaration** Confirm that the work and investigators involved in this research, including yourself, have not had a real or perceived, direct or indirect link to any entity that develops or markets tobacco products or tobacco-related products, whether combustible or non-combustible (including e-cigarettes).  
 I confirm

**Citizenship Status** - This section will be prepopulated from your Profile. This information can be updated in your profile (select from drop down menu).

Australian Citizen

New Zealand Citizen

Australian Permanent Resident

Non-Resident

**CIA Confirmation -** Confirm that the CIA for this application will be based in Australia for at least 80% of the proposed funding period (select from drop down menu).   
 Yes   
 No

**Prior Cardiovascular Research** - Has the Chief Investigator spent at least two years actively contributing to cardiovascular health-related prevention, treatment or management research? (select from drop down menu).

Yes   
 No

**Enrolment FTE** - You must be full time or part time at a minimum of 0.6 FTE to be eligible for this fellowship (select from drop down menu).

0.6   
0.7  
0.8  
0.9  
1.0

**PhD Thesis Pass Date** (DD/MM/YYYY date format) Provide the date of the letter advising that your PhD was passed. This is not the date of the conferral ceremony.  
Refer to the eligibility criteria outlined in the Research Funding Guidelines.

**Supervisor(s)** - Please provide the details of your PhD Supervisor(s). By submitting their information, you confirm that you have permission to provide their details**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Full Name** | **Institution** | **Department** | **Position** |
|  |  |  |  |  |

**Tab: Track Record**

**Career Disruptions & Relative to Opportunity**   
Career Disruptions and Relative to Opportunity should be recorded in your Profile under the "Career" tab. Once updated, this information will be automatically copied into your application.

Career Disruptions are prolonged interruptions of more than 28 calendar days to the ability to work due to pregnancy, major illness/injury or carer responsibilities, including parental leave.

All applications will be considered relative to opportunity. Provide brief details of other circumstances you believe have impacted your research output.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disruption Type** | **Impact** | **Disruption Start Date** | **Disruption End Date** | **Full Time Equivalent (FTE) of Disruption (Months)** |
|  |  |  |  |  |
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**Relative to Opportunity**Relative to Opportunity should be recorded in your Profile under the "Career" tab. Once updated, this information will be automatically copied into your application.

All applications will be considered relative to opportunity. Provide brief details of other circumstances you believe have impacted your research output.

|  |  |  |  |
| --- | --- | --- | --- |
| **Circumstances** | **Impact** | **Start Date** | **End Date** |
|  |  |  |  |
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**Scientific Community Involvement**

**Training Contribution** - Provide details of teaching activities and/or students supervised (1100 characters).

**Scientific Community Contribution** - Provide details of your engagement with Peer Review, Advisory Committees and Scientific Societies (1100 characters).

**ORCID**   
Ensure that you have updated your ORCID record to assist with completion of this part of the application.

If you require further assistance, contact the Heart Foundation Research Team via email at [grantsportal@heartfoundation.org.au](mailto:grantsportal@heartfoundation.org.au).

|  |  |
| --- | --- |
| **Heart Foundation Application - Track Record** | **ORCID Record Category** |
| Applicant Work History | Employment |
| Qualifications | Education & Qualifications |
| Publications | Works |
| Presentations | Works |
| Awards & Distinctions | Professional Activities |

**Applicant Work History** - Select up to **five (5)** previous appointments in order of the most recent. Work history is selected from your ORCID Record.

**Qualifications** - Select your **three (3)** most relevant qualifications. Qualifications are selected from your ORCID Record.

**Publications** - Select up to **ten (10)** of your most impactful publications from the past **ten** years (taking into consideration career disruptions). Publications are selected from your ORCID Record.

**Justification – Publications**   
Discuss the impact your nominated publications have had on cardiovascular research and/or health (8000 characters).

**Presentations** - Select up to **ten** **(10)** of your most impactful presentations (national or international) in the past **ten** years (taking into consideration career disruptions). Presentations are selected from your ORCID Record.

**Justification – Presentations** - Discuss the impact your nominated presentations have had on cardiovascular research and/or health (8000 Characters).

**Awards & Distinctions -** Select your top **five** **(5)** Awards and Distinctions in the past **ten** years (taking into consideration career disruptions). Award & Distinction records are selected from your ORCID Record.

**Justification - Awards & Distinctions** - Discuss the significance of your nominated Awards & Distinctions (4000 Characters).

**Grant Record** - Select successful grants on which you are a named Investigator in the last ten years (taking into consideration career disruptions). You may add a maximum of 20 entries. Grant records are selected from your ORCID Record.

**Tab: Project Details**

**Executive Summary**The Executive Summary is reviewed in stage 1 of the assessment process. These questions will also be reviewed by the consumer committee, therefore plain language must be used to ensure understanding by a lay audience.

**Career Summary** - Summarise your track record, briefly indicating your current position, publication record, presentations, awards, grants, contribution to the scientific community and any other relevant information. Please use plain language to ensure understanding by a lay audience (1100 characters).

**Project Overview** - Provide an abridged version of your Research Plan. This should be a succinct description providing an overview of your project methodology, the impact your project is likely to achieve, and your planned translation and dissemination activities (2200 characters).

**Research Environment** - Briefly summarise the research environment including quality and experience of supervision, international standing of Lab facilities, Infrastructure, and funding that is available to support your proposed research (1100 characters).

**Post-Fellowship Plans** - How will this fellowship contribute to your future career plans? (600 characters).

**Research Plans and Figures**

Please use the Word template provided (from the Grant Management Portal) to describe your Research Plan. Your document must adhere to the following formatting guidelines:

* CIA’s name and application ID in header
* Font: 12pt Arial
* Line spacing: single
* Page margins: 2cm top, bottom, left, right
* Page size: A4
* Page numbers in footer
* PDF file name format: **Application ID\_CIA’s last name\_Research Plan.pdf**
* A maximum of 3 images or figures may be included throughout the document. Ensure that figure legend text is easily legible.

Your Research Plan should include the following sections:

* *Aim/s:* Describe the specific aim/s of the project.
* *Background:* Provide a background summary of why you are undertaking this project, specifically noting what is important about this research and/or what research gap this is addressing.  
  Note any previous work from the host department in this field and work by other investigators that led up to the proposed research.
* *Method:* Provide a detailed research strategy and study design, with a clear description of the methods to be employed. Where the project involves an intervention, describe the rationale for the intervention and how it will be evaluated. Where applicable, include sample size and statistical power, sampling methods, main variables to be measured/examined, methods of data collection, analysis, and evaluation.

The following are additional to the Research Plan Description page limit.

* *Project Milestones:* Specify timelines and major time allocations for your proposed project in the table provided in the template. If successful in obtaining funding, these milestones should be referred to when reporting on the progress of your project.
* *References:* Maximum 15 references

**Research Plan** -Use the Research Plan template (available for download on the website & Grants Management Portal).

The completed Research Plan must be converted to a PDF file (no larger than 2MB) and uploaded to the Grants Management Portal.

Ensure that your file adheres to the formatting and naming convention outlined above.  
PDF format only, maximum 2mb

**Expected Outcomes** - Specify the expected outcomes/impacts of your research project, and how they will benefit cardiovascular health. Detail next steps including if this study is expected to lead to larger, more rigorous studies (1100 characters).

**Engagement**   
The Heart Foundation is dedicated to improving health inequalities. To learn more about our priorities, please review our [current strategy.](https://www.heartfoundation.org.au/bundles/about-us/our-strategy)

This section will be assessed by Consumer Reviewers. Use plain language to ensure understanding by a lay audience.

**Consumer Engagement** - Provide details of your plans for consumer and community engagement within the proposed research.

What policies and processes are in place, or you plan to put in place regarding consumer and community participation? (1600 characters)

**Promoting Health Equity - Socioeconomically Disadvantaged** - Describe how your project addresses the health inequalities of the socioeconomically disadvantaged (1100 characters).

**Promoting Health Equity - Regional, Rural, and Remote** -Describe how your project addresses the health inequalities of residents of regional, rural, and remote areas (1100 characters).

**Promoting Health Equity - Culturally and Linguistically Diverse** - Describe how your project addresses the health inequalities of residents of culturally and linguistically diverse communities (1100 characters).

**Promoting Health Equity - First Nations People** -Describe how your project addresses the health inequalities of First Nations people and communities (1100 characters).

**Promoting Health Equity – Gender** - Describe how your project addresses gender health inequalities (1100 characters).

**Translation and Dissemination** - Describe how you plan to translate and disseminate your expected outcomes/impacts to your end users, especially if the end users are patients or people with lived experience. Include how it may lead to widespread improvements in cardiovascular and related health practices, policy, and/or knowledge (1600 characters).

**Other Funding**

**Previous funding** - Does this project build on previously funded research?

Yes

No

**Previous funding details** - Note the funding program and the years you were funded, detail the success of that funding and indicate how this project will advance from that funding (1100 characters).

**Fellowship Funding** - Have you applied, or do you plan to apply for any other Fellowship or an NHMRC Investigator Grant commencing in 2025?

Yes

No

**Fellowship Funding Details** - Outline details of funding body/type/amount applied for (1100 characters).