

LEUKAEMIA FOUNDATION

Post Doctoral Fellowship 2012

Instructions to Applicants



Essential Requirements for Applicants

Please carefully follow the guidelines below when preparing your Fellowship application. Please prepare your document using 10 point type or larger on A4 paper, preferably using MSWord.

A. Application form

Please download the application form from our website and save using the format **2012PDFellowapplicantssurname_app.doc**

Please fill out **ALL** sections of the Postdoctoral Fellowship application form.

Please ensure that the **applicant** details are correctly supplied: name, title, address and contacts, signed consent form.

The following items should be prepared as described then inserted in the application form as appropriate:

1. **Lay description** (maximum 100 words, in language that a Year 10 student could understand, please avoid the use of highly technical terms)
2. **Statement of relevance to the aims of the Leukaemia Foundation** (approx. ½ page), outlining the relevance of the proposal to research into leukaemia, lymphoma, myeloma or related blood disorders and to potential outcomes for patients and families living with these blood cancers and related disorders. Relevance will be highly regarded by the reviewers.
3. **One page synopsis** of the project, clearly stating the aims and key objectives, specific hypotheses and potential significance to people with leukaemia, lymphoma, myeloma or related blood disorders.
4. **Background and research plan** (approx two A4 pages). This should include a statement of background, key objectives and research plan.
5. **Budget** - provide details of all costs including stipend, consumables and overheads for the recipient to undertake the fellowship at the host

institution:

- (a) Detailed budget for first year
 - (b) Amounts requested for subsequent years, if relevant
 - (c) Justification of budget and length of time requested
6. **Curriculum Vitae of applicant** - (maximum three A4 pages) Include a complete list of your publications highlighting in bold type the most relevant, and the name and contact details of 3 referees
7. **Brief Curriculum Vitae of primary supervisor** (maximum three A4 pages)

B. Clearances from institutional committees

It is a prerequisite for funding consideration that applicants fully disclose the need for clearances from institutional committees. Please ensure this is indicated on the application form as appropriate.

Please submit in PDF format the following clearances as appropriate to your application. These should be submitted with your application. Please save using the format **2012PDFellowapplicantsurname_ethics.pdf**

- (a) Human Ethics - One copy of the final institutional Ethics Committee clearance form concerning research involving humans is required. This must be attached to the original application form.
- (b) Animal Ethics - One copy of the final institutional Ethics Committee clearance form concerning research involving animals is required. This must be attached to the original application form.
- (c) Bio-safety (recombinant DNA and/or carcinogenic/toxic chemicals and/or radiation). Where appropriate, a statement describing the biohazard implications of the project must be included in the grant application. Where the proposed research entails the use of recombinant DNA, or radiation, or radioactive isotopes, or carcinogenic materials, or any other potentially hazardous materials, one copy each of the appropriate clearances from the relevant Institutional Committee must be provided with the application.

If original clearances cannot be provided with the application, they must be provided before funding of successful applications can commence.

NO PROVISIONAL CLEARANCES WILL BE ACCEPTED.

C. Supporting documentation.

Please ensure **the certification form** at the back of the application form is signed by the applicant, Head of Department and Head of Institution.

This document should be submitted in PDF form should be submitted with your application. Please save using the format **2012PDFellowapplicantsurname_cert.pdf**

D. Submitting your application

The **closing date** for receipt of applications is **29 July 2011**.

NO LATE APPLICATIONS WILL BE ACCEPTED.

All applications must be sent electronically to:

postdoc@leukaemia.org.au
using 2012PDFellowapplicantsurname in the email subject line.

Please submit section A. in a word document and sections B. and C. in PDF format

REMEMBER TO SEND ALL COMPONENTS

AND

Please post one (1) hard copy original with signatures and all documents requested to -

General Manager - Vision
Leukaemia Foundation
National Research Program 2012
PO Box 2126
Windsor QLD 4030

For further information please email:
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jridge@leukaemia.org.au