

LEUKAEMIA FOUNDATION

PhD Scholarship 2012



Instructions to Applicants

Essential Requirements for Applicants

Please carefully follow the guidelines below when preparing your PhD Scholarship 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 **2012PhDapplicantsurname_app.doc**

Please fill out **ALL** sections of the PhD Scholarship application form.

Please indicate whether you are applying for the **PhD Scholarship** or the **PhD Scholarship (Clinical)**

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

Please ensure that for each **supervisor** the following details are correctly supplied: name, title, position, 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. **Background and research plan**, (approx two A4 pages). This should include a statement of background, key objectives and research plan. Do not include references here.

4. **References** (maximum of two A4 pages).
5. **Curriculum vitae of applicant** (maximum three A4 pages)
6. **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 '**2012 PhDapplicant surname_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. Certification by Investigators, Head of Department and Head of Institution

Please ensure the following documents are submitted in PDF format. These should be submitted with your application. Please save using the format '**2012PhDapplicantsurname_cert.pdf**'

- a. **Certified copy** of your **academic record** as at Sept 2011;
- b. **Statement of eligibility** for enrolment in a PhD program from the Institution in which the study will be done;

- c. **Statement from the candidate's proposed supervisor** regarding the relevance and scientific merit of the proposed study;
- d. **Completion of certifications** by Applicant, Head of Department and Head of Institution. This form is found at the back of the application form.

D. References

Two written references from academic referees addressing the applicant's achievements to date, relevant personal attributes and suitability for the proposed study. Please ask each referee to save their reference as '**2012PhDapplicantsurname_refereesurname**'. Please ask each referee to send their reference to:

Email: phd@leukaemia.org.au or

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

E. Submitting your application

The **closing date** for receipt of applications is **30 September 2011**.

NO LATE APPLICATIONS WILL BE ACCEPTED.

All applications must be sent electronically to:

phd@leukaemia.org.au
using "2012PhDapplicantsurname" in the email subject line.

Please submit section A. in a word document and sections B., C. and D. 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
PO Box 2126
Windsor QLD 4030

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

