

## **Green Lane Research and Educational Fund**

# **A Guide to Applicants for Research and Other Support**



*Clinical Excellence Through  
Research and Education*

*Charities Commission registration  
CC21111*

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## 4. PHD SCHOLARSHIP

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PhD Scholarships are intended to attract well-qualified New Zealand graduates into research pertinent to one of the departments supported by the Fund. Applicants would be an ADHB employee in one of the services represented by Trustees on the Fund (Cardiothoracic Surgery, Cardiothoracic Anaesthesia, Cardiology, Paediatric Cardiology & Surgery and Respiratory Medicine). Exceptionally the applicant may be a University of Auckland employee where the proposed research is part of a conjoint programme with one of the services represented by the Fund.

One scholarship may be awarded each year every 2 years out of 3. The Fund administrator will advise each year if the scholarship will be advertised. The scholarships are normally awarded for a total period of three years and must be taken up within 12 months of the award. Awarding of a scholarship does not imply research funding for the nominated projects comprising the PhD, although applicants are eligible to separately apply to the Fund for such projects which would be evaluated on merit independently from the PhD Scholarship.

Applicants for PhD Scholarships must provide a letter of support from their primary supervisor, as well as evidence of the steps taken to obtain a conditional place in an appropriate PhD programme.

### 4.1 Conditions

#### 4.1.1 Closing Dates

Applications for PhD Scholarships will be considered once per year, **the closing date being 31 August (Scholarship start date early 2019)** for review at the October meeting of the Trustees. Applications received after the closing date will not be considered until the next round.

#### 4.1.2 Remuneration

The stipend for a PhD Scholarship will be \$30,000 per annum (tax free) tenable for up to 3 years plus reimbursement of university fees up to \$5,000 plus GST each year for a maximum of 3 years.

#### 4.1.3 Applications

Applications should be in typescript on A4 paper and follow the format set out in part 4.1.11. The **original (hard copy with signatures)** should be sent to The Chairman, Green Lane Research and Educational Fund Board, PO Box 110042, Auckland City Hospital, Grafton, Auckland or delivered to the Fund's administrator at her office c/o Cardiology Department, Level 3, Auckland City Hospital **and 1 electronic copy to email: [SOConnell2@adhb.govt.nz](mailto:SOConnell2@adhb.govt.nz)**. The proposed research for the duration of the scholarship should be presented in a clear and concise manner with sufficient detail to enable the Trustees to be fully appraised. Copies of any independent scientific evaluation of the proposed research (e.g. from NHF, HRC, AMRF) should be included.

#### 4.1.4 Assessment Procedures

Applications will be considered by the Review Committee in October. The Review Committee includes a senior medical staff in addition to the Trustees. The application will be assessed according to the scientific merit of the proposed research and the demonstrated ability of the investigator to carry this through to completion.

#### 4.1.5 Scholarship Activation and Completion Dates

The activation date is taken as the date of receipt by the fund administrator of the first request for payment of expenses. An award will not be activated unless ethics approval and a signed administration agreement have been obtained. The duration of the scholarship is stated on the original letter of notification about the award from the Fund. The completion date will be taken as the duration after the activation date. A scholarship which has not been activated one year after being awarded will be closed, unless otherwise approved by the Fund.

#### **4.1.6 Administrative Agreement – General Information**

The application should be accompanied by signed approval from the Head of the relevant Department and the Manager, Research and Development Office.

##### **Applicant**

The Applicant is the staff member of ADHB who accepts scientific responsibility for the conduct of the research project supported by the Fund. The Applicant is responsible to the Administrative Head of ADHB and, through that officer to the Fund, for the direction of the research.

##### **Signatories**

The Head of the appropriate Department must sign the administrative agreement. If the Applicant is a Head of Department he should also sign this section. The Head of Department must confirm an adequate funding stream is in place for the project / research being planned as the core of the PhD. Where the research is to be carried out in ADHB, the Manager of the Research & Development Office would be the appropriate signatory.

#### **4.1.7 Reports on Scholarships**

The Applicant must submit an annual report to the Fund at the end of each year, irrespective of the date of commencement, which should include evidence of ongoing ethics committee approval of the project. A report incorporated within a new application is not acceptable.

#### **4.1.8 Publications**

Publication of research undertaken during the scholarship should have the accompanying acknowledgement:

***“This research was supported by an award from The Green Lane Research and Educational Fund Board.”***

#### **4.1.9 Presentation of Research at the Green Lane Scientific Sessions**

Recipients of PhD Scholarships will be asked at the conclusion of their research to present their findings at the next suitable Green Lane Scientific Session (usually held in September of each year).

#### **4.1.10 Conditions**

PhD Scholarships are subject to the conditions set out herein, but may also be subject to special conditions imposed by the Fund and may be withdrawn if the conditions are not complied with.

#### **4.1.11 Format for Applications**

All applications should be prepared using the information provided on the following pages.

## GREEN LANE RESEARCH AND EDUCATIONAL FUND BOARD

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### PHD SCHOLARSHIP APPLICATION FORM

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**START EACH SECTION ON A NEW PAGE - Closing date: 31 August (Scholarship start date early 2019)**

**Section 1:** Application Summary

**Name of applicant:** \_\_\_\_\_

**Present position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

\_\_\_\_\_

**Tel:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Department where research will be carried out:**

\_\_\_\_\_

**Title of Thesis:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of Supervisor(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Position(s) held:** \_\_\_\_\_

**Department & Institution:** \_\_\_\_\_

\_\_\_\_\_

**Proposed commencement date and duration:**

**Commencement date:** \_\_\_\_\_ **Duration:** \_\_\_\_\_

**Section 2: Scholarship Support**

This section is intended to provide an overall summary of the support for the research underpinning the thesis, together with the relevant supervisor(s). Scholarships and awards from all sources should be listed. Title, commencement date, duration, total dollar value and agency should be noted for each scholarship or award.

**Section 3: Proposed Thesis**

The following format should be used in the preparation of the application. The application must be self-supporting. All information required by external assessors must be included. Font size must be no smaller than 10 cpi or 12 point.

**Part 1. Summary**

The summary should be written in **plain English**, avoiding abbreviations where possible, and should cover the hypothesis to be defended, supporting information and significance of the research. **No more than 250 words in length.**

**Part 2. Report of previous scholarships and awards (if relevant)**

If the research proposed in this application arises directly from research undertaken on previous scholarships or awards, provide a statement of the original aims and objectives and the degree to which these were met. If the research did not progress as anticipated, please provide explanations. **Use no more than two pages.**

**Part 3. Aims**

**Part 4. Background**

In addition to relevant work by Applicants and other workers, include further information essential for the assessment of the application.

**Part 5. Research design**

Include goals and specific objectives, hypotheses, methodological detail, sample size calculations (where relevant) and statistical analyses.

**Part 6. Timeline**

Include a timeline indicating how the research will be staged over the duration of the scholarship, if appropriate.

**Part 7. Significance**

Include relevance to ongoing research efforts or significance to the overall research field.

**Part 8. References**

Key references cited in the text should be supplied. An asterisk should be placed beside Applicant's publications.

**Part 9. Awarding of the Thesis**

Summarise the arrangement and approximate date for defence of the thesis.

**Section 4: Facilities available**

Describe facilities available under suitable headings such as: computer facilities; laboratory space; equipment; animal facilities; clerical; secretarial and administrative support.

**Section 5: Biographical Sketches**

This should include: name, address, date of birth, present positions, % FTE on this project, qualifications, honours and prizes, research experience, number of publications, recent important peer reviewed publications of the applicant. **Maximum two pages.**

**Section 6: Supporting reference**

Please include a letter of support from your principal supervisor, as well as evidence of the steps taken to obtain a conditional place in an appropriate PhD programme.

**Section 7: Ethics Approval**

Enclose a copy of the relevant ethics approval.

**Section 8: Administrative Agreement**

**Only one signed copy is required.** Photocopy form overleaf for inclusion in scholarship application.

**Section 9: Nominated Assessors/Referees**

Please provide either existing referees' reports on the proposed research constituting the thesis or alternatively two referees whose opinions may be sought. Include the full postal address, telephone, fax and email address of each. If there are individuals or groups who would not be acceptable to the Applicant, these should also be named. The Fund will be guided, but not bound, by this advice from Applicants and additional or different assessors/referees may be sought. Note that this section will not be included in material sent to external assessors/referees.

**DO NOT COPY – PLEASE SUPPLY ONLY ONE COPY WITH THE ORIGINAL**

## GREEN LANE RESEARCH AND EDUCATIONAL FUND BOARD

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### PHD SCHOLARSHIP ADMINISTRATIVE AGREEMENT

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The Applicant understands and agrees that any scholarship received as a result of this application is subject to the conditions of the Fund, as set out in the Fund's booklet, *A Guide to Applicants for Research Supports*, and that the scholarship funds will not be expended for any other purpose than that described in the application. The Applicant agrees to supply a report annually, on request, to the Fund. The Applicant has read the section *Ethical Aspects of Research* in the Fund's booklet and agrees to abide by the principles outlined therein.

The Applicant also understands that support from ADHB for the project, such as accommodation, basic facilities for research and services, will be consistent with its internal policies and that risks will be managed in accordance with standard ADHB and ACC procedures.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Applicant)

The Head of Department approves the application and confirms adequate funding exists to complete the proposed project / research independent of the PhD stipend. S/he agrees to accept this research within the Department, if an award is made.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Head of Department)

ADHB approves the application and agrees to support the project(s) described in this application on the basis that where a clinical trial is involved prior ethics committee approval is obtained and that in all cases the ethics committee must also certify that the trial is not conducted principally for the benefit of the manufacturer or distributor of the medicine or item being trialled (if any), thereby to ensuring ACC coverage.

ADHB understands that any scholarship received as a result of this application will be subject to the conditions set out in the Fund's booklet, *A Guide to Applicants for Research and Other Supports*.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
(Manager Research Development Office, ADHB)

**Date:** \_\_\_\_\_