



STAR PhD Scholarship and STAR Post-Doctoral Fellowship Application Guidelines

Funding Rounds: March 2008 & February 2009

1. The STAR Project

STAR (Strategy To Advance Research) is a \$2.7million project funded by the Tertiary Education Commission to build research capability in nursing and associated health disciplines. The Project reflects a collaborative effort amongst five universities: The University of Auckland, Auckland University of Technology, Massey University, the University of Otago and Victoria University of Wellington. Associate Professor Mary Finlayson, School of Nursing, The University of Auckland, is leading the project.

Key to the mission of the project is developing research capability by focussing on new and emerging researchers and building interdisciplinary and inter-university collaborations. STAR will fund two rounds of PhD scholarships, post doctoral fellowships and research grants, and a visiting scholars' programme. The selected theme for the STAR Project is: *Reducing the burden of chronic conditions*.

STAR Objectives

By 2012, the STAR Project aims to:

- Increase collaboration and leadership in nursing and allied health research.
- Improve participation and quality of research that relates to the selected theme of *reducing the burden of chronic conditions*.
- Develop new and emerging researchers.
- Develop Maori, Pacific and Asian researchers.
- Strengthen New Zealand's links with international research and scholars.

2. STAR PhD Scholarships / Post-Doctoral Fellowships

Applicants may be from nursing or allied health fields conducting research towards *reducing the burden of chronic conditions*.

There are two categories of STAR awards:

- PhD scholarships
- Post-Doctoral Research Fellowships

Awards will be available for full-time PhD students or post-doctoral researchers from the five collaborating universities. Maori, Pacific and Asian researchers are encouraged to apply.

Awardees will be expected to actively participate in the national STAR mentoring programme. This programme will provide the awardees with leadership training and mentorship to develop future research leaders.

3. Research Area

The proposed research must relate to *reducing the burden of chronic conditions*. It is expected that the applicant will join a funded, interdisciplinary research team.

4. Amount and Type of Awards

Awards will be available in two competitive funding rounds, the first in March 2008 and the second in February 2009.

A total of \$800,000 is available over the two funding rounds and we hope to award 6-7 PhD Scholarships and 1-2 Post-Doctoral Fellowships.

The value of the PhD Scholarship is \$25,000 (tax free) stipend per year plus tuition fees for up to three years full-time study. The scholarship is to cover living costs paid as a monthly stipend, it is not intended to cover research costs. Applicants are encouraged to apply for research costs from internal and external funding agencies. Recipients of a STAR PhD Scholarship may undertake paid employment up to a maximum of 0.2 FTE (Full Time Equivalent) in a calendar year.

The value of the Post-Doctoral Fellowship is \$65,000 per year for 12-18 months. This amount does not cover research and administrative costs. We expect that research costs will be covered by internal or external funding sources. It is expected that the supervisor and Head of Department/School will work with the applicant to identify the exact nature of the post-doctoral programme.

Recipients will receive the Award as a monthly amount payable via their University's Research Office. Payments will be conditional on receipt of acceptable 6 monthly progress reports. The final payment will be withheld until receipt of an acceptable final report.

The Award must be taken up within 12 months of the date of the Award.

5. Eligibility for Awards

To be eligible for the PhD Scholarship applicants must meet the following criteria:

- Applicants must have a Bachelor's (Honours) or Master's degree with First Class or Second Class (division 1) Honours in a related discipline.
- Applicants must have demonstrated a proven ability to carry out independent research, and possess a high level of critical research skill and theoretical understanding.
- Scholarship applicants must meet standard university approval and enrolment requirements for doctoral programmes.
- Be enrolled or planning to enrol in a PhD programme at one of the following institutions: The University of Auckland, Auckland University of Technology, Massey University, the University of Otago and Victoria University of Wellington.
- Is a New Zealand Citizen or Permanent Resident.
- Intends to pursue a research career.

To be eligible for the Post-Doctoral Fellowship applicants must meet the following criteria:

- A PhD completed in a Nursing or Allied Health discipline.
- A confirmed post-doctoral position at one of the following institutions: The University of Auckland, Auckland University of Technology, Massey University, the University of Otago and Victoria University of Wellington.
- Is a New Zealand Citizen or Permanent Resident.
- Intends to pursue a research career.

6. Closing Date and Time

The closing date for the first round of STAR PhD Scholarship and STAR Post-Doctoral Fellowship applications is: **5:00pm on Monday, 3rd of March 2008.**

Incomplete proposals will *not* be processed.

7. Mailing Address

The proposal should be sent to the STAR Project office as shown below.

Mailing Address:

STAR Project,
School of Nursing, The University of Auckland
P O Box 92019, Auckland Mail Centre, Auckland

Physical/ Courier Address:

4th Floor, E-com House
3 Ferncroft St, Grafton Gully
Auckland

The applicant will be sent confirmation of receipt of his/her proposal within 5 working days from the closing date. *Please do not contact the STAR Project Coordinator to check whether your proposal has arrived.*

8. Enquiries

All enquiries related to STAR contracts and awards should be directed in the first instance, to the STAR Project Coordinator *Janie Proctor* who can be reached at:

Telephone: (09) 373 7599 Ext 84487

Fax: (09) 367 7158

E-mail: j.proctor@auckland.ac.nz

9. Application Review Process

Applications will be assessed by an Independent Assessment Panel (IAP) who will be responsible for scientific review, scoring and making funding recommendations. Final funding decisions will be made by the STAR Consortium Group, comprised of seven members from the collaborating universities. Decisions will be based on the recommendations by the IAP and the relevance of the proposal to the STAR Project's objectives.

10. Criteria for Assessment of Award Applications

Applications will be assessed based on the following criteria:

- The academic record and/or research experience and research potential of the applicant
- The scientific and practical merit of the proposal
- The quality of the supervisory and/or interdisciplinary research team
- Relevance of the research proposal and training, to the mission and objectives of the STAR Project.

Emphasis will be placed on the candidate and their potential to develop a research career, as well as on the capability of the research setting to support advanced research training and provide experience working in an interdisciplinary research team for the awardee. However, applicants should note that the STAR Awards are competitive and all criteria will be considered. The relevance and contribution of the research project to *reducing the burden of chronic conditions* should be addressed carefully.

It is expected that costs of the research undertaken by recipients will be covered by internal or external funding sources. Applicants should confirm that such resources are in place or are being sought to ensure the successful completion of their project.

While a STAR PhD Scholarship or Post-Doctoral Fellowship may relate to a STAR Research Grant application, they will be considered independently.

11. Notification of Applicants

Applicants should receive notice of the outcome of their application within two months of the closing date. The STAR Project Consortium Group reserves the right not to make an award in any particular category in either round and to determine the total number of awards to be allocated in each round. Awards must be taken up within 12 months of the date of the award.

12. Conditions of Acceptance

- The recipient will be available for any publicity associated with the Award.
- The recipient will present their research findings in peer-reviewed publications, conference and seminars.
- The recipient will actively participate in the national STAR mentoring programme.
- The recipient will submit six monthly progress reports and a final report upon completion of the project to the STAR Consortium Group.

13. Format

Proposals must be written in a clear, concise manner with sufficient detail to enable the reviewers to fully appraise the scope and implications of the proposal.

Proposals must be typed or word processed in English. They should be typed in single space, using a font equivalent to (and not smaller than) Times New Roman 12 point type.

The text must be printed single-sided on white A4 paper.

Proposals must be **fully self-supporting**. Any additional documentation (including letters of support) that arrives after the closing date will not be accepted.

Proposals must be **correctly collated**. No collation of inserts or of extra copies can take place after receipt of the application. All copies should be single sided and stapled. *Please do not staple the original application.*

Proposals must be in **hard copy** format.

Page limits must be strictly adhered to. Where an applicant exceeds page limits, we reserve the right *not* to process the proposal. Page limits for different types of proposals vary; it is the applicant's responsibility to make

themselves familiar with page limits by reading the proposal guides for each type of form.

14. Copies of Proposals Required

Applicants should submit the paper-clipped original and **five** stapled copies and *in addition* an electronic copy on disc must be submitted.

Copies of Section 9 – Administrative Agreement are **not required**, only the original signed page should be attached to the original copy of the application.

No part or parts of a proposal will be returned to the applicant.

15. Appended Documents

For applications for PhD Scholarships, a witnessed copy (not the original) of your academic transcript should be inserted between section 2 and section 3 of the application.

If available, letters of invitation or confirmation of a place in a PhD or Post-Doctoral programme should be included between section 1 and section 2 of the application.

Guidelines to Completion of STAR PhD Scholarship/Post-Doctoral Application Form

Section 1 - General Summary

Applicant's Mailing Address:

This is the address to which you want correspondence from the STAR Project to be sent.

Host Institution

This is the institution that will administer your award.

Department/School

This is the Department and/or School where the majority of research or data analysis will be undertaken.

New Zealand Citizen or Permanent Resident

Please indicate whether you are a New Zealand Citizen or Permanent Resident. Applicants must have New Zealand residency at the time of application to be considered for the award.

Research Title

Please include a research title of up to 80 characters that succinctly describes the research to be undertaken. This will be a working title for STAR purposes and need not be the final title used, for example, on a thesis dissertation.

Brief Abstract of Research to be Undertaken

An abstract of *up to 150 words* should be written to provide an overview of your intended research project.

Award Applied For

Please indicate which award you are applying for.

Commencement Date

Awards must be taken up within 12 months of the date of the award.

Supervisors

Name your proposed supervisors/collaborators or tikanga supervisors if relevant. Please provide a paragraph giving your reasons for selection of the particular supervisor/collaborator and department.

Referees

You are required to name two referees who will provide a confidential referee report. The Referee report can be found at the back of the application form. Please give this form (either in electronic format or printed) to your nominated referees to complete. It is the applicant's responsibility to ensure that STAR receives the completed referee reports before the closing date.

Section 2 - Biographical Details

2-A Qualification, Awards and Experience

List any appropriate qualifications, scholarships, or relevant experience using the format provided. Please use up to one extra page if there is insufficient room in this section.

2-B Publications

Applicants should list peer-reviewed publications (do *not* include abstracts, proceedings or letters published or presented). Applicants for a Post-Doctoral Fellowship are expected to have a publication history.

2-C Academic Transcript

If you are applying for a PhD scholarship a verified copy of your formal academic transcript must be inserted into the application form after section 2.

Section 3 - Proposed Research

Study Population

Please tick all boxes that describe the participants in the proposed study.

Project Budget

Please identify the *total* anticipated budget of the research project that is being undertaken for the award and also describe the funding available or being sought to support the research costs of the proposed project.

Please note:

The STAR project expects that costs of the research undertaken by award recipients will be provided by other external and internal funding. Applicants should confirm that such resources are in place or being sought to ensure the successful completion of their project.

Proposed Research

Use the space below 'Study Populations' (and the allowed continuation pages) to describe the research.

The research description should include:

1. A description of the applicant's field of research interest.
2. A summary of the proposed project, structured under the following headings: Background, Aims, Objectives, Methodology, Significance, and Relevant Previous Work.
3. A timeline should be inserted into the application after Section 3.

Please use the following page limits:

- Applicants for a PhD Scholarship - up to 3 continuation pages
- Applicants for a Post-Doctoral Award – up to 5 continuation pages

References are not included within the page limit.

You may delete all of these instructions in the application form to allow room for your research description.

NOTE: Awards are competitive and sufficient detail is required to assure the assessors that your proposed project is worthy of support.

Section 4 - Career Plans

Briefly describe your career goals and how the proposed support from the STAR Project will fit into your career plan. Do not exceed ½ a page.

Section 5 – Biographical Details of Proposed Supervisors

First supervisor's biographical details

5-A Qualifications, Awards and Experience

Complete this section as indicated on the application form. Do not attach a Curriculum Vitae.

5-B Number of Publications

Please state the total number of publications in the last 5 years excluding abstracts, proceedings or letters published or presented.

Important / Relevant Publications

Supervisor should list no more than ten (10) peer-reviewed publications. These should include the supervisor's most important publications and where possible, publications relevant to the research in the proposal.

5-C Number of Research Grants Awarded

Please state the total number of research grants awarded.

Important / Relevant Research Grants Awarded

Supervisor should list no more than ten (10) awards

Second Supervisor's Biographical Details

5-A Qualifications, Awards and Experience

Complete this section as indicated on the application form. Do not attach a Curriculum Vitae. Publication and grant history is not required.

Section 6 – First Supervisor’s Statement on the Proposed Research

This section is not to exceed one page.

Section 7 – Other Support for Applicant

Other Awards Held and Applied for Involving Personal Support

Please provide details of any awards held or applied for which provide or will provide the applicant with personal support for living costs. The STAR Project must be notified if the applicant accepts any award which provides personal support during the tenure of the STAR award.

Other Awards for Support of Your Research (Excluding Personal Support)

Please provide details of any awards or funds held or applied for, which will provide support for research costs. This will exclude personal support for the applicant.

Section 8 – Referee report sections

Two blank report forms are found at the back of the STAR form. Attach your referee reports after this page. Otherwise have your referees send these directly on to the STAR Project.

Referee report forms (#1 and #2) should be detached from the original application and forwarded by you to each of your two nominated referees (as listed in Section 1). These referees will comment on your strengths and weaknesses, specifically commenting on your originality, initiative, research ability, technical proficiency, and perseverance in pursuing goals. The referee may be a past or present supervisor, Head of Department, or any other person who is familiar with your recent work, and preferably one who is engaged in research him/herself.

Be sure to send a copy of your completed application form to each of the referees as well. Ensure that they are aware of the closing date for the return of their report to the STAR Project. Although the STAR Project permits applicants to arrange for their referees to forward the completed referee reports directly to the STAR Project, the applicant remains responsible for ensuring that the referees’ reports are received at the STAR Project office by the application deadline.

The deadline for the referee reports to be received by the STAR Project is the same as the deadline for applications.

Section 9 - Administrative Agreement

(Do not copy this section. Send with original application only.)

The Administrative Agreement page must be completed before processing of the application can begin. The Administrative Agreement should be signed by officers of the institution that will administer the award. Only one fully signed copy of this page is required. After signing the original, the application should be forwarded, via your supervisor to the Head of Department/School with

sufficient time for it to be completed and delivered with the application to the STAR Project by the closing date.

Check List

	Tick √
Be sure you have used the correct font size and have not exceeded page limits, since doing so may result in your proposal not being considered in this funding round	
Check that all relevant signatures have been obtained (e.g. Supervisors, Administrative Agreement, etc).	
If applying for a PhD Scholarship, check that you have attached a verified copy of your academic transcript.	
Check that you have attached your timeline.	
Check to be sure you have included Section 9 in your original application ONLY, and NOT in the copies of the application.	
Be sure to include the original application and 5 copies, plus an electronic copy on disc.	
Be sure that the ORIGINAL copy is PAPER-CLIPPED together, and that all of your PHOTOCOPIES are individually STAPLED.	