



# 2025 Health Promotion Research Fellowship

## Guidelines



March 2025

Creating a healthier WA together

# What is a Health Promotion Research Fellowship?

Research Fellowship grants are designed to increase the number of experienced and trained researchers working in health promotion research in WA. Candidates can apply for an Early Career or Senior Research Fellowship for up to three years to undertake their research project. We are seeking requests for innovative, sophisticated and rigorous projects of significant importance that can demonstrate the ability to influence health promotion policy and/or practice in WA.

A key feature of these grants is a strong focus on establishing end-user partnerships and collaborative approaches to:

- Provide an opportunity for the fellow to contribute to the work of their partner agencies and Healthway.
- Establish skills, networks and relationships that will enhance their career.
- Provide professional development opportunities.

Demonstrated collaboration with partner agencies also increases the likelihood of the research outcomes translating into health promotion policy and practice.

## Before applying:



**1.** Please contact us before developing your request on 133 777 or email [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au).



**2.** Read our [Strategic Plan 2024-2029: Creating a healthier Western Australia together](#). Your request must address one of our priority health areas.



**3.** Review the Terms and Conditions on page 5 and 6 of these guidelines.



**4.** Review our [Health Promotion Research Fellowship FAQs](#) to familiarise yourself with the assessment process, assessment criteria and funding conditions.

# Request and assessment process

There is a two-stage assessment process for fellowship requests.

**Stage 1: Assessment of requests.**

**Stage 2: Panel interviews for shortlisted candidates only.**

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## Stage 1: Assess requests

We will assess all requests in consultation with relevant experts and external agencies (at our discretion). All requests will be assessed against the following criteria:

- Relevance and significance of the proposed research to health promotion and our priorities.
- Research methodology and scientific validity of the proposed research.
- Strength of the partnerships and the knowledge translation plan.
- Candidate's ability to conduct the proposed research.
- Contribution of the program to the candidate's career in health promotion.

Consideration will be given to what is a realistic project for an Early Career Fellow versus a Senior Career Fellow and allowances will be made during the scoring and assessment process. Requests that address the criteria to a high level will be invited to a panel interview. The candidate and the responsible officer from the relevant administering institution will receive formal correspondence outlining the interview details.

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## Stage 2: Panel interviews for shortlisted candidates only

Shortlisted candidates will be invited for an interview to discuss their proposal, including how it will contribute to best practice in health promotion, its potential to influence health promotion policy and/or practice in WA, and their future career. The panel will comprise of Healthway staff and a representative from the Research Assessment Committee.



## Following assessment, we will seek Board and Ministerial approval

The Board makes all funding decisions and reserves the right to contact any person or organisation to seek more information on which to base its decisions. The decisions made by the Board will be referred to the Minister for Health; Mental Health for approval.

## Timeline

Key steps	Key dates
Requests due	5pm (AWST), Friday 30 May 2025
Shortlisted candidates notified of interview	June 2025
Interviews conducted	July 2025
Announcement of successful candidates	*October 2025

*\*Please note that this date is an estimate, pending Board decisions and Minister for Health; Mental Health approval.*

## Eligibility

To be eligible for Research Fellowship funding, there are a number of eligibility criteria that apply:

- ✓ Senior Research Fellows must have held a PhD for at least three years and be able to demonstrate significant professional experience. The Early Career Fellowship is for candidates who have held a PhD for less than three years full-time equivalent and have minimal professional experience in their field.
- ✓ Candidates and their nominated supervisor/s, department and institution are not eligible to apply if they receive any support either directly or indirectly from funding bodies associated with the following harmful industries: tobacco, e-cigarette or other novel tobacco product companies or their related foundations, commercial gambling, unhealthy food and drink, and alcohol industries.
- ✓ Candidates must have Australian citizenship or permanent resident status. Successful candidates must reside in WA for the duration of the fellowship and conduct most of their research within WA.
- ✓ Successful candidates must have a PhD from a recognised university. Candidates who are enrolled for a doctorate at the time of requesting a fellowship will be expected to complete the degree successfully before commencing the fellowship. Candidates must have submitted their thesis for examination at the time of requesting a fellowship.
- ✓ The fellowship is designed to be undertaken in a full-time capacity, however, part-time arrangements can be considered if the candidate can demonstrate that instances such as a medical condition, family commitments and other personal circumstances would benefit from a part-time arrangement. Part-time arrangements are not designed to support other paid work. Candidates must let us know if they would like to be considered for a part-time fellowship at the time of making their request, and the project must be completed within the three-year timeline.

# Terms and Conditions

To be considered for funding, a request **MUST**:

- Be aligned to at least one of our priority health areas listed on pages 10 and 11 of our **Strategic Plan** and be relevant to contemporary health promotion.
- Clearly describe the intention and capacity of the proposed research to improve community health outcomes in WA.
- Provide a knowledge translation plan which describes how the research will be translated to inform policy and/or practice. This must extend beyond the dissemination of results.

Projects that centrally focus on Aboriginal health **MUST** demonstrate that:

- The research design and methods are culturally secure and consistent with the National Health and Medical Research Council's **Ethical Conduct in Research with Aboriginal and Torres Strait Islander Peoples and Communities: Guidelines for Researchers and Stakeholders**.
- The collection, use and storage of data is compliant with the **National Aboriginal and Torres Strait Islander Health Data Principles**.
- Consultation has occurred with Aboriginal community groups and leaders during the development of the proposal, and that a genuine co-design community-led approach will be undertaken.
- At least one Aboriginal or Torres Strait Islander is included as a supervisor (if possible).

**To facilitate the collaborative working process and provide two-way learning opportunities for the partner agency and fellow, candidates are also required to:**

- Engage with end-user partners to develop the proposal and undertake the project. It is recommended that candidates work with partner agencies to identify knowledge gaps, and shape the research questions and study design, where appropriate.
- Spend an agreed amount of time within a partner agency during the fellowship to facilitate the consultation and collaboration process. The residency must be confirmed and agreed to by both parties upon submission of the request.
- Be available to provide expert advice to the partner agency on areas directly related to their research. Similarly, fellows may also be required to provide expert advice and support to Healthway on areas specifically related to the fellowship, as appropriate.

As an example, this may involve:

- Contributing to project or policy design via membership on a project advisory group or presenting research results to staff.
- Key stakeholders supporting decision making with the partner agency or Healthway.
- Meet with Healthway and the partner agency to explore opportunities to translate and disseminate the findings, as appropriate. This is likely to include a presentation of the overall findings at Healthway or another agency hosted seminar.

**Research that will NOT be considered for funding includes:**

- Clinical or laboratory studies, or trials of treatments or therapies for existing conditions or diseases.
- Studies that primarily focus on evaluating existing government services or policies. These types of projects may, however, be considered where partnerships are clearly identified with the relevant agencies, there are strong links to health promotion, and the proposed translation pathway for the results is described. We suggest you speak to us before submitting your request.

## Financial details

Funding will be available for a maximum of three (3) years, renewable at the end of each year, subject to a suitable progress report being received.

Stipend – Early Career Researcher	Stipend – Senior Research Fellow
\$100,000 annually, plus on costs	\$120,000 annually, plus on costs

These figures will be taxable. The stipend will go directly to the institution at which the fellow enrolls and paid to the fellow through that institution's payroll.

In accepting to administer the fellowship, the institution will provide the facilities and services, together with the normal overhead expenses, necessary for the fellow to undertake the research program, and will also assume responsibility for the allocation of the additional allowances.

### Goods and Services Tax

The salary levels and allowances identified in these guidelines are exclusive of Goods and Services Tax (GST). Healthway agrees to pay to the organisation the GST liability if the organisation is registered for GST purposes with an Australian Business Number (ABN).

### Allowances

A sum of \$10,000 will be provided to the institution to cover the following items at any point over the three year fellowship period (as agreed upon between the fellow and supervisor).

- Travel for conferences/courses:
  - Funds of up to \$5,000 may be used to attend (in person or virtually) a conference, course or meeting that is relevant to the fellow's area of research and has been approved in writing by the project supervisor.
- Maintenance, technical assistance or equipment costs:
  - Funds of up to \$5,000 may be used for equipment and consumable materials can be used where such items are necessary. Maintenance costs may include travel costs associated with conducting surveys or fieldwork, consumables, computer programming and preparation or data storage. The fellow will be required to justify to the supervisor the necessity for such funds. No further credit for these items will be provided. Healthway generally does not provide funding for the purchase of computer equipment.

## Project costs

An additional allowance of \$40,000 over three years is available for project costs directly associated with the fellowship. These project costs must be itemised and summarised in the budget section of the request. Project costs may include costs associated with data collection and knowledge translation activities.

Allowances will be paid to the institution in year one of the fellowship and must be allocated in accordance with the original research proposal and budget. Any proposed changes to the project costs must be approved by Healthway in advance by submitting an amendment in the portal. Any unspent funds at completion of the fellowship must be returned to Healthway.

## Employment details

### Employment outside the research project

A fellow may undertake with the permission of the project supervisor, teaching or other duties of up to an average of four hours for each working week.

### Superannuation and on-costs

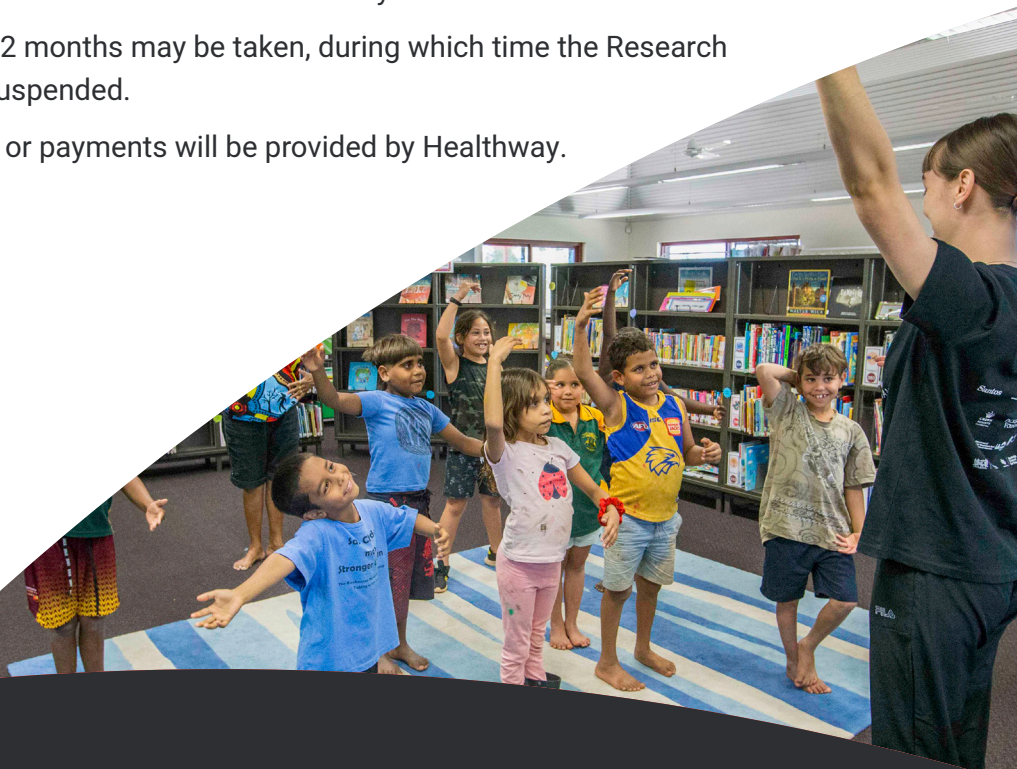
Healthway will cover a superannuation allowance of up to 17% or will match the scheme provided at the institution where the fellow is based. Additionally, Healthway will pay for on-costs, which include up to 7% for payroll tax and 0.5% for workers compensation or will match the applicable scheme at the fellow's institution.

### Leave entitlements

The fellow will be entitled to a total of 20 days paid leave per annum, to be taken during the tenure of the Research Fellowship. This leave will not be considered cumulative. Fellows will be entitled to personal leave in accordance with the conditions set out by the individual institution.

Unpaid parental leave of up to 12 months may be taken, during which time the Research Fellowship will be temporarily suspended.

No other type of leave, loadings or payments will be provided by Healthway.





# Ready to apply?

Please download the Research Fellowship request form on our [website](#) to complete your request.



1. Please contact us to discuss your proposal before submitting a request on 133 777 or email [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au).
  - Requests must be submitted online via the [Lotterywest Healthway Grants Portal](#) by the responsible officer of the administering institution, generally the research grants office by 30 May 2025.
  - Research candidates do not have access to the portal.
  - Please contact your institution's research grants office as they may have an earlier closing date.
  - Please adhere to the stated word limitations on the request, exceeding the word limits may render a request ineligible.



## 2. Attachments

The following attachments must also be forwarded to your research office to be uploaded in the portal at the time of submission:

- Curriculum Vitae  
Attach a brief current resume (no more than five pages).
- Academic transcript  
Attach a copy of the most recent academic transcript.
- Reference list  
A reference list needs to be provided to support the literature review, research design and methodology sections of the request.
- Certification by partner agencies  
Signatures from the personnel at your partner agency(s) must be provided to confirm their support for the fellowship program.
- Evidence of permanent resident status if you are not an Australian Citizen.
- Ethics committee approval if already obtained.



## 3. Referee Reports

In addition, two nominated referees are required to each complete a report using the template provided on our [website](#). These reports are confidential and therefore your referee will need to forward the reports directly to us at [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au).



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