**APPLICATION GUIDELINES**

**Closing date: Friday 2nd February 2024, 5:00 pm AEDT** after receipt of notification of award of a PhD Scholarship

Late or incomplete applications will not be accepted.

Please read these instructions carefully before putting together an application.

1. **Introduction**

Two top-up grants (up to three years) are available in 2024 for a PhD student who has been awarded a full PhD scholarship for biomedical or public health research in motor neurone disease.

1. **Objectives of the MNDRA PhD Scholarship Top-up Grant**

The MNDRA PhD Scholarship Top-up Grant is awarded as an incentive to an outstanding PhD student. The grant will provide a $5,000 per annum stipend for a PhD candidate.

1. **Application**
   1. **The applicant must be one of:** 
      1. An Australian citizen;
      2. Have permanent resident status;
      3. Be a New Zealand citizen with Australian work rights;
      4. A foreign researcher with a work visa extending for a minimum of 12-months after the grant concludes (this is to maximise the opportunity to realise grant outcomes).
   2. **Application process**

3.2.1. All applications will be assessed by the [MNDRA Research Committee](https://www.mndaustralia.org.au/research/our-research/about-mnd-research-australia) using the criteria as outlined in these guidelines. The MNDRA Research Committee is responsible for assessing applications and making their recommendation for funding approval to the Board of MND Australia.

* 1. **Applications close at 5:00pm AEDT Friday 2nd February 2024** 
     1. All sections of the application (including the cover sheet) must be saved as a single PDF document and sent to Dr Gethin Thomas, Executive Director, Research by email to [research@mndaustralia.org.au](mailto:research@mndaustralia.org.au).
     2. Font must be Arial and at least 11 pt.
  2. **Incomplete or misleading information** 
     1. It is the responsibility of the applicant to ensure that applications are complete and accurate. If an application is incomplete or inaccuracies are identified, MNDRA will exclude it from further consideration.
     2. If any application is found to have been intentionally completed (or failed to be completed) in such a way as to mislead MNDRA, or is otherwise false or misleading in any material respect, the applicant will be disqualified from the grant.

1. **Proposal**

Final proposals should include:

* 1. **Aims of project** (Maximum 1 A4 page)

List the specific aims and potential significance of the project. State clearly which hypotheses are to be tested. The aims of the research must be clear to the Research Committee and relevant to the development of an understanding of the causes, treatments, cure or care of MND.

* 1. **Background and research plan** (maximum two A4 pages)
  2. **Curriculum vitae of applicant** (maximum two A4 pages)
  3. **Reports from two academic referees** must be sent by email to Dr Gethin Thomas, Executive Director, Research to [research@mndaustralia.org.au](mailto:research@mndaustralia.org.au) before the deadline.
  4. **Completed cover sheet** which is to be attached to the grant application.
  5. Proposals are to be forwarded to Dr Gethin Thomas, Executive Director, Research to [research@mndaustralia.org.au](mailto:research@mndaustralia.org.au).

1. **Review process** 
   1. Applications will be reviewed by a minimum of three independent reviewers as part of a competitive, peer review process.
   2. The successful applicant will be notified in March 2024.
   3. The decision of the Research Committee is final and no correspondence will be entered into.
2. **Payment and reporting** 
   1. Payment will be made to the administering institution of the grant recipient. The administering institution should submit their invoice prior to the commencement of the grant.
   2. The successful applicant will be expected to provide six-monthly progress reports for inclusion in MND Research Australia’s web site and newsletters. A full report is required at the end of the funding period. This will be undertaken through the MNDRA ResearchFish portal.
3. **Privacy of individuals/confidentiality** 
   1. All personal information provided in the application and assessment details will be kept by MNDRA and only be used for the purposes of administering this application, and if successful, the Grant.
   2. The applicant’s personal information will be disclosed to reviewers as noted above.
   3. Some details of the successful application will be published on the MNDRA website, including name, location, project title and a brief description of the project.
   4. Information contained in applications will be regarded as confidential unless otherwise stated by MNDRA.

**APPLICATION COVER SHEET**

Please complete this cover sheet and submit with your application for a PhD top-up grant before 5:00 pm AEDT on Friday 2nd February 2024 to Dr Gethin Thomas at [research@mndaustralia.org.au](mailto:research@mndaustralia.org.au).

**Please read the application guidelines before completing your application**.

**APPLICATION CHECK LIST**

Please check the four boxes below with an X.

|  |  |  |
| --- | --- | --- |
| 1.) | I have read and understood the application guidelines |  |
|  |  |  |
| 2.) | I am an Australian citizen / resident |  |
|  |  |  |
| 3.) | I have been awarded a full PhD scholarship for biomedical or health research in motor neurone disease |  |
|  |  |  |
| 4.) | I have not received PhD top-up funding from other sources |  |
|  |  |  |
| 4.) | Application has been saved as a single PDF document which includes: |  |

* Cover sheet
* Aims of the project
* Background and research plan
* Applicant’s CV
* Names and contact details of the two academic referees who have been asked to send letters of referral

**COVER SHEET - APPLICATION DETAILS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Name and qualifications of applicant | | |  | | | | |
| 3 | Email address of applicant | | |  | | | | |
| 4 | Mobile phone number of applicant | | |  | | | | |
| 5 | Project title | | |  | | | | |
| 6 | PhD scholarship details:  eg University, NHMRC, Rotary etc  Date of commencement | | |  | | | | |
| 7 | Names and email addresses of PhD supervisor/s | | | (i) |  | | | |
| (ii) |  | | | |
| 8 | Sponsoring institution | | |  | | | | |
| 9 | Department (if applicable) | | |  | | | | |
| 11 | Mark the box in the grid below that most closely describes the category/stage of your project | | | | | | | |
|  | Project category | cause | onset/ diagnosis | | | progression | treatment | other (specify) |
| genetics |  |  | | |  |  |  |
| genomics |  |  | | |  |  |  |
| proteomics |  |  | | |  |  |  |
| cell biology |  |  | | |  |  |  |
| clinical measurement |  |  | | |  |  |  |
| metabolism |  |  | | |  |  |  |
| immunology |  |  | | |  |  |  |
| environment |  |  | | |  |  |  |
| epidemiology |  |  | | |  |  |  |
| health care |  |  | | |  |  |  |
| social research |  |  | | |  |  |  |
| 12 **Lay description** written in a manner the general public will easily understand (100 words).  Briefly describe the overall aims and expected outcomes and also explain how the research might provide benefit and improve our understanding of MND. Do not include a definition of MND as this is readily available. | | | | | | | | |

**APPLICATION FORM**

**1. Aims of project** (Maximum 1 A4 page)

List the specific aims and potential significance of the project. State clearly which hypotheses are to be tested. The aims of the research must be clear to the Research Committee and relevant to the development of an understanding of the causes, treatments, cure or care of MND.

**2. Background and research plan** (maximum two A4 pages)

**3. Curriculum vitae of applicant** (maximum two A4 pages)

**4. Names of two academic referees who have been asked to provide reports before the deadline**