



Arthritis and Osteoporosis Victoria PhD Scholarship Funding Rules

Contents

1.0 Eligibility	1
1.1 Applicant	1
1.1.1 Career breaks or disruptions	1
1.2 The Administering Organisation	1
1.3 The Research Organisation	1
1.4 Certification of Consent	2
1.5 Consumer Participation in Research Proposal	2
2.0 Roles and Responsibilities of the Organisations	3
2.1 The Administering Organisation	3
2.1.1 Funding Agreement	3
2.1.2 Use of Funds	3
2.1.3 Administration of Funds	3
2.2 The Research Organisation	3
2.2.1 Student Supervision	3
2.2.2 Responsibilities of the Primary Supervisor	4
2.2.3 Approvals and Licences	5
2.2.4 Change of Supervisor	5
3.0 Roles and Responsibilities of the PhD Student	6
3.1 Deferring the Scholarship	6
3.2 Extending the Scholarship	7
3.3 Reporting on PhD Scholarships	7
3.4 Acknowledgements	8
3.4.1 Written Acknowledgement	8
3.4.2 Verbal Acknowledgment	8
3.4.3 Acknowledgement Obligations	8
4.0 Research Policies	9
4.1 Confidentiality and Privacy	9
4.2 Conflicts of Interest	9
4.3 Code of Conduct for PhD students funded by AOV	9
4.4. AOV's Policies and Procedures for Misconduct	10
4.5 Intellectual Property and Commercialisation	10
Appendix 1: Definitions and Acronyms	11

PhD Scholarship Funding Rules

Arthritis and Osteoporosis Victoria Funding Rules for PhD Scholarships

This document outlines Arthritis and Osteoporosis Victoria's (AOV) funding rules which apply to all PhD funded research. It should be read in conjunction with the Funding Agreement and the [Guidelines](#) for Arthritis and Osteoporosis Victoria PhD Scholarships.

1.0 Eligibility

1.1 Applicant

To be eligible to apply for a PhD scholarship, you must have obtained an Australian Bachelor's Degree with Honours (or equivalent qualification) in a relevant area of study including science, medicine or health related field within the last five years. This period of time includes career breaks and working in other fields or abroad (refer to [section 1.1.1](#)).

Applicants must be an Australian citizen or have permanent residency status. Successful applicants will be required to provide proof of citizenship or residency status within the funding agreement.

Applicants who have previously been awarded an AOV scholarship are not eligible, nor are those currently in receipt of other nationally competitive grants that include salary support.

Applicants who are directly involved in competing research and or related initiatives as well as affiliations or financial investments with other organisations that have a commercial interest in the research being undertaken are also not eligible.

1.1.1 Career breaks or disruptions

Career breaks or disruptions refers to a period of time either studying or working in an unrelated industry and or not working whilst rearing children or caring for a sick or injured relation or partner. The eligibility criteria states that applicants must have obtained the relevant qualification within the last five years. This allows for such career disruptions. AOV will not discriminate against eligible applicants who have had career disruptions.

1.2 The Administering Organisation

In order for the application to be eligible, it must be supported by a single administering organisation. The administering organisation may be the same as the research organisation or they may be different. AOV requires the administering organisation to:

- confirm they meet the scheme's funding rule for administering the scholarship funding
- ensure that consent to submit the application has been obtained by any other persons on the application including the supervisor(s)
- approve and endorse the proposed research project in the application
- have well established policies and procedures to manage research grants
- have policies and procedures in place to ensure ethical and moral scientific conduct
- have in place policies and procedures for supporting students throughout their studies
- have policies and procedures to manage any intellectual property generated during the research
- execute the funding agreement on behalf of the university to administer the funds

The administering organisation may be situated anywhere in Australia, provided it meets the above requirements.

1.3 The Research Organisation

In order for the application to be eligible, it must be supported by a single research organisation. It may be submitted under the auspice of a hospital, research institute, relevant industry clinic or university. If the research will be performed at different research

PhD Scholarship Funding Rules

organisations, a lead organisation must be nominated. The research organisation may be the same as the administering organisation or different. AOV requires the research organisation to:

- provide a safe environment to undertake research
- provide all the necessary facilities and infrastructure to undertake the proposed research project
- provide a high quality of mentoring and supervision of the student
- have in place policies and procedures for ethical and moral scientific conduct
- have in place policies and procedures for supporting students throughout their studies
- approve and endorse the proposed research project in the application.

The research organisation may be situated anywhere in Australia, provided it meets the above requirements and adheres to the [Australian Code for the Responsible Conduct of Research \(2007\)](#) jointly developed by the Australian Research Council (ARC), National Health and Medical Research Council (NHMRC) and Universities Australia (UA).

1.4 Certification of Consent

For an application to be considered eligible it must contain all the appropriate certifications. Organisations have delegated representatives for this purpose. The application should only be certified by authorised delegates once all fields have been completed. Whilst electronic signatures are accepted, original ones are preferred.

By certifying the application the individual acting on behalf of his or herself or the organisation not only endorses it but also declares that the information it contains is both true and accurate.

It is the applicant's responsibility to allow sufficient time to coordinate and obtain all the necessary certifications prior to the submission deadline.

1.5 Consumer Participation in Research Proposal

AOV, where appropriate, encourages researchers to work with consumers as partners to assist in some or all aspects of the project, including study design, collecting and analysing data, and dissemination of findings. AOV has a Consumer Engagement and Participation Research Strategy which outlines how consumers can become involved in research as partners not just subjects. The organisation is also establishing a consumer registry for this purpose.

Whilst it is not mandatory to include consumers as research partners, AOV does require that the candidate considers this aspect during the scoping phase of the research proposal. Project proposals in which consumer research partnerships are not appropriate or do not offer any benefits will not be penalised in any way during the review and selection process.

2.0 Roles and Responsibilities of the Organisations

2.1 The Administering Organisation

2.1.1 Funding Agreement

The administering organisation will be required to enter into a funding agreement with Arthritis and Osteoporosis Victoria.

In cases where the research and administering organisations are different, both parties will be required to enter into the funding agreement.

2.1.2 Use of Funds

The funds provided for the scholarship are to be used to pay the researcher's salary only. It does not cover direct research costs such as travel or conference registration associated with undertaking the work nor any administrative overheads or equipment. This also means that printing and binding costs associated with submitting the thesis are not included.

2.1.3 Administration of Funds

The funds awarded to the successful candidate will be administered through the administering organisation which may or may not be the same as the research organisation. Funds will only be released once the funding agreement has been executed by all parties and the individual has enrolled into the PhD program. AOV will require proof of enrolment.

Funds will be paid directly to the administering organisation every six months according to the payment schedule in the funding agreement. The administering organisation is responsible for paying the candidate thereafter.

AOV may withhold funds if the candidate fails to meet their obligations as outlined in the funding agreement or funds are not used in accordance with the funding agreement.

The administering organisation is responsible for providing an annual acquittal statement. AOV may also request additional statements for auditing purposes. The request will be provided in writing and allow the administering organisation no less than three weeks to respond.

2.2 The Research Organisation

2.2.1 Student Supervision

AOV does not supervise students as primary supervisors. As part of the funding conditions, a primary supervisor who is affiliated with the research organisation must be nominated to support and mentor the student during the program of work. The supervisor must be suitably and appropriately qualified and have a proven track record of successfully mentoring students.

AOV distinguishes between the primary supervisor and other supervisors formally or informally appointed by the research organisation. AOV will deal directly with the primary supervisor on all student related matters.

2.2.2 Responsibilities of the Primary Supervisor

The primary supervisor is responsible for the following:

- providing a safe work environment for the student to conduct their work
- ensuring the student is given a formal induction into the workplace including occupational health and safety, environmental protection and the institute's policies and procedures
- providing training in research governance and regulations (including ethics)
- providing formal documentation relating to the responsible conduct of research, institutional guidelines on the conduct of research, requirements for research involving humans and animals, privacy and confidentiality, and the institution's mechanisms for dispute resolution
- providing training and advice in conducting research including, identifying the research objectives and designing the methodology, obtaining ethics and other approvals, securing funding and reporting research outcomes in appropriate forums and the media
- critically reviewing the student's work and providing constructive feedback
- providing technical advice and support specific to the research being undertaken
- ensuring that the research outputs produced by the student are both accurate and valid
- ensuring that the student is given the appropriate recognition and credit for his or her work
- establishing and maintaining a respectful, professional relationship with the student
- providing professional development opportunities to expand skills, present at conferences, network with peers and others in the relevant scientific discipline, including the ability to interact with industry and to work with diverse communities

The primary supervisor is not responsible for:

- undertaking the required experiments for the program of work
- interpreting the data without the student's input
- presenting the student's work
- writing manuscripts of the student's work

PhD Scholarship Funding Rules

2.2.3 Approvals and Licences

It is the responsibility of the primary supervisor to ensure that all the necessary ethics approvals¹ and regulatory licences to undertake the research work are in place prior to and for the duration of the work program. These must be obtained through the research organisation and other appropriate bodies or organisations.

In the case of clinical trials these must be registered with the appropriate body (e.g. the [Australian New Zealand Clinical Trials registry](#)). Similarly, systematic reviews must be registered with the [PROSPERO registry](#).

2.2.4 Change of Supervisor

Funds are awarded by AOV based on the credibility and aptitude of the supervisor along with other [selection criteria](#). It is expected that the named primary supervisor will oversee, guide and mentor the student throughout his or her entire program of work. The supervisor's responsibilities are clearly outlined in [section 2.2.2](#) of this document.

In the unusual event that the primary supervisor can no longer continue to supervise, then another suitable supervisor must be identified and endorsed by AOV as well as the research organisation. AOV should be informed in writing at the earliest convenient time should this situation arise.

Depending on the reasons for changing supervisor it is incumbent upon the student and primary supervisor to identify and arrange for a replacement supervisor. In the event that there were irreconcilable differences, the student should work together with person designated by the research organisation to deal with such matters to find a replacement supervisor. This process should be done in accordance with the research organisation's policies and procedures.

Once a replacement supervisor has been identified, AOV must be notified in writing and provided with the relevant information to assess the candidate according to the selection criteria in the [scheme guidelines](#). Once both parties have agreed, the new supervisor will be appointed and officially recognised as primary supervisor.

During the time taken to find and approve a replacement supervisor, the student may seek guidance and support from either a secondary supervisor or other senior academic mentor. The research organisation's policies and procedures around such matters will provide guidance on the appropriate person to assist the student in this period.

¹ AOV will only fund and support musculoskeletal research involving participants (including the use of their information) that has ethics approval from an Australian Human Research Ethics Committee (HREC) and adheres to the [National Statement on Ethical Conduct in Human Research \(2007\)](#) developed by the ARC, NHMRC and UA.

3.0 Roles and Responsibilities of the PhD Student

The student is responsible for the following:

- attending any induction courses in the research organisation upon commencing their program of work
- successfully completing any training courses
- adhering to all the research organisation's policies and procedures
- maintaining a healthy and safe work environment
- establishing and maintaining a respectful, professional relationship with the supervisor
- actively engaging the supervisor when advice, guidance or approval is required in relation to the program of work (i.e. students should not necessarily wait for the supervisor to always be approaching him or her)
- reporting any research misconduct to the appropriate individual(s) in the research organisation.

3.1 Deferring the Scholarship

Generally, upon acceptance of the scholarship offer and execution of the agreement, students will work on the research project continuously for the specified three year period. However, there are certain circumstances under which the student needs to defer his or her scholarship. This may occur shortly after accepting the offer or executing the agreement or during the course of the studies.

There are a number of valid reasons why a student may wish to defer his or her scholarship which include but are not limited to:

- receiving other grant funding
- the student experiences unexpected illness or accident which prevents him or her from working
- the student's immediate family member (children, partner, and parents) experiences an unexpected illness or accident and requires full time care by the student.

Students should inform the AOV Research and Knowledge Manager in writing of change in circumstances at the earliest convenient time. In addition, they must formally apply to defer their scholarship using the 'Application to defer PhD scholarship form'. The application must be accompanied with written support from the primary supervisor. It is also the student's responsibility to coordinate the deferral process with the research and administering organisations.

Depending on the year and intake, the maximum deferral period AOV offers is generally six months. The only exception to this is for students nearing the end of the [Research and Knowledge Exchange Strategy](#) period unless external funding has been sort.

PhD Scholarship Funding Rules

The AOV Research and Knowledge Manager will assess the request with other research officers and provide feedback in writing within two weeks of the request being lodged. The decision will be final and cannot be appealed.

3.2 Extending the Scholarship

The scholarship funding is for a period of three years, in which the student is expected to complete the body of work. This does not include the submission of the thesis, however any additional time spent writing and compiling the thesis beyond the three year period will not be paid. Likewise, any additional work beyond the three year period will not be paid.

If a student has deferred his or her scholarship, he or she may also be eligible for an extension, providing all the correct procedures have been followed. Extension periods will be granted that are congruent with the deferral period. The only exception would be if additional funding from other sources was provided to continue the work in collaboration with AOV. In this instance, the period cannot exceed that specified in the funding agreement. Should the work require longer, a separate agreement would be executed between the relevant parties.

If a student requires an extension, he or she must contact the AOV Research and Knowledge Manager in writing to formalise the request. The request must also have the written support of the primary supervisor and be lodged using the 'Request for extension of PhD Scholarship form' in order for it to be considered. The AOV Research and Knowledge Manager will assess the request with other research officers and provide feedback in writing within two weeks of the request being lodged. The decision will be final and cannot be appealed.

Regardless of any extensions which may be granted AOV requires a final report which includes the main findings of the research to be submitted at the end of the three year period.

3.3 Reporting on PhD Scholarships

The funding agreement requires funded individuals to provide biannual reports on the progress of the research project. The first report shall be received six months from the receipt of the funds. The agreement includes a reporting schedule to reflect six monthly reporting thereafter. AOV provides a [reporting template](#) for this purpose. Any reports that are not submitted in this format will not be processed.

The purpose of the reports is to determine if the project is tracking satisfactorily against the agreed milestones in the application and if funds are being used as per the approved project. In accordance with the funding agreement, if the reports are not submitted and completed to a satisfactory standard or funds are not being used appropriately, AOV can suspend funding until such time as these requirements are met.

AOV will send the funded individual a reminder email one month prior to the report being due with a link to the reporting template. AOV will send the funded individual an email to acknowledge receipt of the report and another once it has been assessed as satisfactory. Any concerns regarding the progress of the project will be communicated in writing to the funded individual by the AOV Research and Knowledge Manager. AOV may request additional reports or information about the project progress as deemed necessary. The funded individual will be given a minimum of a months' notice should additional reports be required.

PhD Scholarship Funding Rules

In the event that the individual is unable to submit the report on time due to extenuating circumstances, then they must give a minimum of 2 weeks' notice in writing to the AOV Research and Knowledge Manager providing the reasons and a proposed date on which he or she intends to submit the report. The new submission date must be mutually agreed in writing between the funded individual and the AOV Research and Knowledge Manager. Extenuating circumstances may include illness, unexpected serious personal issues, and unavoidable clashes with research being conducted at the time. Failure to inform AOV of late report submission within the timeframe can result in funding being suspended.

AOV reserves the right to utilise and adapt the information in the lay section of the report to update its consumers in the public domain on the research. If the research is not at an appropriate stage for public dissemination due to restrictions for publishing and protecting intellectual property then AOV will withhold the information until such time when both parties agree in writing that it is in everyone's best interest to release it into the public domain.

3.4 Acknowledgements

AOV requires that any research or other activities associated with the PhD work financially supported by the organisation is appropriately acknowledged.

3.4.1 Written Acknowledgement

If the work is published in any form including books, articles, newsletters, advertising material, websites, social media or other literary works related to funded research, AOV support must be acknowledged in an appropriate form. Acknowledgements may use wording such as, 'this research or project was supported by Arthritis and Osteoporosis Victoria or XXX is the recipient of an Arthritis and Osteoporosis Victoria PhD scholarship.'

Acknowledgements should also be accompanied with the AOV logo on presentations and where possible, on other printed material. AOV will provide copies of the relevant logo for this purpose in appropriate file formats. An example is provided below.



3.4.2 Verbal Acknowledgment

If the funded work is verbally presented in media interviews, public announcements, presentations or statements on television or radio then the contribution from AOV must be verbally acknowledged.

3.4.3 Acknowledgement Obligations

Whilst the funded individual is obliged to appropriately acknowledge AOV's support, he or she must ensure that the audience is not led to believe that views or messages being presented represent those of AOV unless they have been endorsed by the organisation prior to the event or publication.

4.0 Research Policies

Relevant research policies for funding rules are presented here, however related policies can be found in the Arthritis and Osteoporosis Victoria Research Governance Plan 2015-2019.

4.1 Confidentiality and Privacy

All of the information provided in scholarship applications and data collected from individuals during research projects is considered as private and confidential. It will be handled and stored in accordance with the [Privacy and Data Protection Act 2014 \(Vic\)](#). Personal information will not be disclosed to any other parties without the expressed permission of the individual to which it relates or where the Act allows.

Under the funding agreement, both parties can make an application to disclose confidential information. This includes permission to publish or present confidential research findings and publicise awarded scholarships. This must occur in writing.

4.2 Conflicts of Interest

AOV requires individuals to declare any conflicts of interests such as direct involvement in competing research and/or related initiatives as well as affiliations or financial investments with other organisations that have a commercial interest in the research being undertaken.

Conflicts of interest must be declared in writing to the AOV Research and Knowledge Manager. The conflict of interest should be declared at the earliest possible stage in the working relationship.

In the event that a conflict of interest is declared, the AOV Research and Knowledge Manager will firstly determine if the nature of the conflict precludes the individual from applying for a scholarship. If this is the case then the person will be contacted in writing to inform the individual that he or she is not eligible. This decision is final and cannot be appealed by the person who declared the conflict of interest. The decision must be documented in writing and stored in a known location.

4.3 Code of Conduct for PhD students funded by AOV

It is the candidate's responsibility to be aware of and adhere to current laws, regulations, policies and guidelines from AOV, regulatory authorities, other funding bodies and the research organisation in which the work is undertaken.

More specifically, the candidate must adhere to the [Australian Code for the Responsible Conduct of Research \(2007\)](#) jointly developed by the Australian Research Council (ARC), National Health and Medical Research Council (NHMRC) and Universities Australia (UA).

Candidates must also provide AOV with plain language summaries of the research being undertaken as well as the research findings at the completion of the work for the purpose of knowledge exchange within the wider community. These summaries must be in a format that is suitable for publication on the AOV website. For examples, refer the [plain language summaries](#) on our website. If the language is not sufficiently consumer friendly, AOV will work together with the student to produce a version which both parties agree upon. AOV also reserves the right to add additional information which may be helpful for consumers such as, 'for more information contact the MSK Help Line'.

4.4. AOV's Policies and Procedures for Misconduct

Candidates who are concerned that misconduct has occurred which contravenes either the research organisation's policies, procedures and guidelines or the current laws and regulations for conducting research as outlined in the [Australian Code for the Responsible Conduct of Research \(2007\)](#) are required to report it to the appropriate designated person in the research organisation and to the AOV Research and Knowledge Manager. This can be done either verbally or in writing.

Those who are subject to any investigations into alleged misconduct must fully cooperate with the research organisation and AOV. AOV must be kept informed throughout the investigation and provided with the findings.

AOV reserves the right to withdraw funding for candidates who intentionally and repeatedly breach the research organisation's policies and procedures. It will withdraw funding for researchers who intentionally breach current laws and regulations governing the health and safety of the workplace, environment and community.

4.5 Intellectual Property and Commercialisation

In principle, AOV is committed to making research findings available to the public in a timely manner. It strongly supports the rapid publication and presentation of research findings within the restrictions of protecting the intellectual property.

AOV does not support unnecessarily restricting access to data, knowledge or inventions unless there is a longer term, greater benefit for the wider public (for example, the ability to reach or affect more people, increased affordability or accessibility of a product within the population). Likewise, it does not support patenting inventions with little or no intention to commercialise (i.e. lodging patents to block the commercialisation of another product or process or for academic purposes only).

In cases where intellectual property (IP) is generated and protected, AOV encourages rapid commercialisation so it becomes available to the public. In the event of the IP being commercialised and generating profits, AOV only seeks to recoup the amount of funding invested to generate and validate the IP.

All AOV funding agreements include specific clauses on intellectual property.

Appendix 1: Definitions and Acronyms

Administering Organisation	The organisation which is responsible for managing the project administration and scholarship funds
AOV	Arthritis and Osteoporosis Victoria
Applicant	The researcher who lodges the completed application form to request funding for a proposed project from Arthritis and Osteoporosis Victoria. This individual is responsible for gaining all named organisations and persons' consent and certification prior to submitting the form
ARC	Australian Research Council
Candidate	Refers to the student undertaking the program of research
Commercialisation	The introduction of a new product or process into the marketplace for the purposes of financial gain
HREC	Human Research Ethics Committee
Intellectual Property	Intangible property such as novel concepts, processes, or product designs which attract certain rights when applied or used in the industrial and or scientific fields
NHMRC	National Health and Medical Research Council – Australian research funding body
PhD	Doctor of Philosophy
Primary Supervisor	The senior researcher who is academically affiliated with a university and suitably qualified in the research field. This individual is responsible for mentoring and supervising the applicant to undertake the proposed research project. This person takes a leading role and is the primary contact
Research Organisation	The facility at which the majority of the proposed research project is undertaken.
Scholarship	A payment made to support a student's education that is awarded on the basis of academic or other performance
Secondary Supervisor	The senior researcher who is academically affiliated with a university and suitably qualified in the research field. This individual also supports the applicant to undertake the work but is a secondary contact
UA	Universities Australia

END OF DOCUMENT