

# CSL Centenary Fellowships

## *Guidelines for Applicants, Referees & Institutional Sponsors*

(Updated 31 May 2019)

# ***Guidelines for Applicants, Referees & Institutional Sponsors***

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## 1. How to Apply

Step 1	Review the <a href="#">Eligibility Criteria</a> to confirm that you are eligible to apply
Step 2	Complete your <a href="#">Registration Details</a> online
Step 3	You will receive an email confirmation that your registration has been received
Step 4	Prepare your application as outlined on page 4 Make sure you have included: <ul style="list-style-type: none"> <li>· Details of your proposed research project</li> <li>· Proposed project budget</li> <li>· Your curriculum vitae (including a list of your publications)</li> <li>· Two referees reports as outlined on page 8</li> <li>· Nomination of 2 independent referees outline on page 8</li> <li>· Sponsors recommendation as outlined on page 9</li> </ul>
Step 5	PDF your full application and compile into a single .zip file
Step 6	Submit your application by email to <a href="mailto:Centenary.Fellowships@csl.com.au">Centenary.Fellowships@csl.com.au</a> by 31 <sup>st</sup> July 2019
Step 7	You will receive an email confirmation that your application has been received
Step 8	Successful applicants will be notified by 30 September 2019

If you do not receive the notifications for steps 2 or 7 within 24 hours of submission please contact Lina Papalia at [Centenary.Fellowships@csl.com.au](mailto:Centenary.Fellowships@csl.com.au) or 0477 314 219

## 2. Preparing Your Application & Supporting Documentation

Applicants should prepare their application including the supporting documents as per the content and formatting advice included below.

### 2.1 Formatting & Saving Documents

Where possible documents should be formatted using;

- Arial font
- Font size 11
- Single line spacing
- Page margins 2.54 cm each side
- Header to include name of document: CSL Centenary 2018\_Applicant Name\_Name of Institution\_Type of Document.pdf
- Footer to include page numbering: Page x of y
- Portrait layout

Please name separate files using the following format:

CSL Centenary 2020\_Applicant Name\_Name of Institution\_Type of Document.pdf  
(example: CSL Centenary 2020\_JohnSmith\_QIMR\_Budget.pdf)

Once compiled, all documents should be saved into a single .zip file named:

CSL Centenary 2020\_Applicant Name\_Name of Institution.zip

### 2.2 Details of Proposed Research Project

Please limit this to six pages and incorporate the following headings:

- **Aims of the Project**  
Describe the specific objectives and potential significance of the proposed research. Hypotheses to be tested should be clearly stated.
- **Background**  
Describe the research/discovery/personal professional background which has contributed to the proposed research project.

- **Research Plan**  
The CSL Centenary Fellowships are relatively long-term, five year fellowships. Please describe your research plan attempting to articulate a research pathway for the near-term (1 year) and longer term (five years).
- **Expected Outcomes and Significance**  
Please explain the expected outcome and significance of your research project at the conclusion of the 5 year fellowship. Discussion which includes the likely personal/professional impact as well as the impact of the fellowship/research at your chosen research institute would be well-regarded.
- **Ethics Approval**  
In line with standard protocol at your chosen medical research institute, prior to commencing any work involving human or animal experimentation, relevant ethics approval must be granted by the Institutional Ethics Committee. Given the variation in research stages, ethics approval is not required prior to submitting this application but if it has already been granted please provide details. A letter of approval from the issuing Ethics Committee will suffice.

## 2.3 Project Budget

Please provide details of the proposed budget for your research project detailing how you envisage the \$1.25 million fellowship being expended across the five years of annual \$250,000 allocations. This may be submitted in excel format and should include:

- **Salaries**  
Provide details of the salary allocations (the fellowship is intended to include at least a fulltime salary for the primary fellow and potentially a research assistant). Please include superannuation allowance etc.
- **Consumables & Equipment**  
It is expected that a portion of the fellowships monies will be expended on laboratory consumables and equipment to support the nominated research project.
- **Justification of Budget**  
Provide a high-level justification for the proposed resource allocation.

## 2.4 Professional & Academic Background

Please provide your full curriculum vitae including specific details as listed below. If not already covered by the categories listed please feel free to include details of any other relevant information which would support your application.

Note that several categories ask for an indication of your existing and anticipated time commitments, this is because CSL is keen to understand what percentage of your working week would be spent on research activities related to the fellowship if your application is successful.

- **Academic Background**  
Please provide details of your academic background including degrees, prizes, distinctions and/or other special qualifications awarded and where and when they were awarded. If you are shortlisted for a fellowship we will require certified academic transcripts.
- **Current Employment**  
Provide details of your current professional appointment/s, indicating the size of your research group, availability of research infrastructure and any future changes to the situation that may impact your application for this fellowship.
- **Current and Recent Research Funding**  
List any grants held over the last 4 years, stating the name of the awarding body, name(s) of the grant holder(s), title of the project, amounts awarded, your role in the project, start and end dates of support. For all active grants, indicate the number of hours per week spent on each project and how the currently active grants would relate to this application.
- **Current Professional Appointments**  
In addition to your primary position please list all other professional academic responsibilities, indicating the number of hours per week spent undertaking these. (CSL is keen to understand if you are successful in being awarded a CSL Centenary Fellowship what percentage of your working week would be spent on research activities related to the fellowship).
- **Previous Appointments**  
Please list details of your previous appointments in chronological order. Absences from full-time academic research (e.g. involvement with industry, parental leave, academic teaching appointments, clinical appointments) should also be detailed.
- **Current and Previous Research Collaborations**  
Please detail your past and current research collaborations indicating the type of involvement and highlighting any publications resulting from the collaborations.
- **Peer Review Involvement**  
Please provide details of your involvement with peer review, including grant application review for funding bodies, manuscripts, editorial board responsibilities and similar.

- **Most Significant Research Contribution**

Indicate your most significant research contribution to your field and how it has influenced the field.

- **References/Publications (not included in 6 page limit)**

Please provide a list of your publications and references numbered in chronological progression and sorted into research publication subcategories.

- Journal article\*
- Review\*
- Book / Chapter
- Conference papers or abstracts
- Any other publication
- Patents (include status and country)

\* Impact factor for each journal article or review must be included

Please nominate up to 4 of the most significant papers you have published. The reason for including these should be outlined. You are not required to submit these with your application but they should be available on request.

## **3. Referees**

### **3.1 Personal Referees**

Applications for the CSL Centenary Fellowships must be accompanied by written references from two referees.

Applicants should invite their chosen referees to provide them with a professional reference (maximum of two pages), on letterhead if possible, including:

- Referees name, title and contact details
- How long has the referee known the applicant and in what capacity?
- In the referee's opinion does the applicant possess scholastic and technical ability to pursue the research program that has been proposed?
- In the referee's opinion what is the applicant's potential and future in Australian medical research?
- How would the referee assess the potential, quality and feasibility of the proposed research project?

During the fellowship selection process referees may be contacted by members of the Fellowships Selection Committee should further information be required.

Referees' reports are treated as strictly confidential and will be available only to members of the Fellowships Selection Committee and the secretariat.

The referee's report must be saved as PDF format and provided as part of the candidate's application documentation.

### **3.2 Independent Referees**

In addition to the two referees nominated above, candidates are requested to provide names for a further 2 independent referees. These persons should be known experts in your field of research and should not be colleagues or collaborators. The Selection Committee may or may not contact them to independently assess your application as part of the selection process.



## 4. *Institutional Sponsor*

The CSL Centenary Fellowships are awarded to Australian mid-career researchers looking to pursue research opportunities at an Australian medical research institute.

It is a requirement that all applicants have an agreement with an Australian medical research institute (MRI) which allows that should they be awarded the fellowship the institute would be prepared to employ them and that they would be appropriately supported to undertake their nominated research project at that institution.

Note that the fellowships monies are paid to the employing institute.

Applicants should invite their chosen institutional sponsor to provide them with a Letter of Intent (maximum of two pages), on the institution's letterhead, including:

- Description of department/institution in which the fellow will work (if successful)
- A formal recommendation for the candidate as an applicant for the CSL Centenary Fellowship. This recommendation must conclude the following signed and dated attestation:

*I confirm that, should [Applicant Name] be awarded a CSL Centenary Fellowship, [Institution Name] would be prepared to offer him/ her the position of [Position Title] and appropriate support for him/ her to carry out the Research Project as detailed in the attached application documentation.*

During the fellowship selection process, sponsors may be contacted by members of the Fellowships Selection Committee should further information be required.

Sponsors reports are treated as strictly confidential and will be available only to members of the Fellowships Selection Committee and the secretariat.

The sponsors report must be saved as PDF format and provided as part of the candidate's application documentation.