

# **Australasian Spinal Cord Injury Network Ltd**

## **PhD Scholarship for Spinal Cord Injury Research Funding Guidelines**

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## **Section One**

### **Application and Assessment process**

#### **1.1 Types of applications and forms**

Applicants must use the relevant application form available on the ASCIN website.

#### **1.2 Overview of the application process**

All applications will be assessed by the Independent Assessment Committee (IAC) against the selection criteria as outlined in these guidelines.

Applicants must meet all of the eligibility criteria (see Section 4). Applicants who fail to meet any one of the eligibility criteria will be deemed to be ineligible.

The IAC is responsible for assessing the applications and making the Scholarship awards under the delegated authority of the ASCIN Board.

Under special circumstances the applicant and/or supervisor may be interviewed by the Committee:

- (i) Where the Committee requires clarity or seeks to explore points in the application and it is not expedient to do so in writing
- (ii) Where the Committee needs to choose between two or more equally ranked applications.

**Note:** The IAC requires its members to declare conflicts of interest and to withdraw from considering applications where such conflict exists.

#### **1.3 All applicants**

The lodging of an application for a Scholarship does not confer any entitlement upon the applicant. The awarding of a Scholarship is totally within the discretion of the IAC. If none of the applications meet the standard of excellence required, the IAC reserves the right not to award a Scholarship.

#### **1.4 Where to submit forms**

Applicants must:

- (i) Submit one (1) hard copy of the completed application by mail or courier to:

Australasian Spinal Cord Injury Network Ltd  
Level 6, 39 London Circuit  
Canberra ACT 2601.

- (ii) Provide an e-mail copy of their application to [scholarships@spinalnetwork.org.au](mailto:scholarships@spinalnetwork.org.au)

#### **1.5 Offer of a Scholarship**

Following approval, the successful applicant will be advised in a letter of offer. The signed letter of offer must be returned to ASCIN.

Unsuccessful applicants will also be advised on the outcome of their applications.

## **1.6 Commencement of an award**

It is expected that the Scholarship will commence as soon as practically possible. The actual date of commencement will be subject to the approval of the IAC.

## **1.7 Acknowledgment of support from ASCIN**

All publications arising from research undertaken as part of the PhD funded through a PhD Scholarship must acknowledge the support from ASCIN.

Successful applicants must indicate their status as recipients of ASCIN Scholarship support in scientific publications, programs of scientific meetings and in any other public announcement or forum.

## **1.8 Contact point for further information**

Enquiries may be addressed to:

The Scholarships Administrator  
Australasian Spinal Cord Injury Network Ltd  
Level 6, 39 London Circuit  
Canberra ACT 2601

E-mail: [scholarships@spinalnetwork.org.au](mailto:scholarships@spinalnetwork.org.au)

Ph: (02) 6263 5927

## **Section Two**

### **Administration of the ASCIN PhD Scholarship**

#### **2.1 Reporting requirements**

The reporting requirements are subject to the Graduate School requirements of the Institution in which the successful applicant is enrolled.

The Scholarship recipient is required to submit a progress report no later than six weeks prior to the end of the first funding year and subsequent years during which funding has been provided. The report must outline progress made in the research, including:

- Project aims and outcomes, including presentations at conferences and publications, and any media coverage
- Changes to the original project aims and/or timeline, with justifications
- Project progress over the past 12 months in the form of a one-page simple layman's summary
- Other funding secured, patents (submitted and/or approved) and other relevant commercialisation activities
- Statement of student's progress from the supervisor.

Where a recipient fails to submit a satisfactory report as required, the IAC may determine that funds have not been used in accordance with conditions applicable to the Scholarship, and that all or part of the Scholarship must be repaid. In this case, the remainder of the administering recipient's Scholarship payments may be withheld and/or action taken to recover funds.

## **2.2 Privacy of individuals/ Confidentiality**

All personal information provided in the application, project summary and assessment details will be kept by ASCIN and only be used for the purposes of administering this application, and if successful, the scholarship. Applicant's personal information will be disclosed to reviewers as noted above. Some details of successful applications will be published on the ASCIN website, including name, location, project title and a brief description of the project.

Information contained in applications will be regarded as confidential unless otherwise stated by ASCIN.

## **2.3 Incomplete or misleading information**

It is the responsibility of the applicant to ensure that applications are complete and accurate. If an application is incomplete or inaccuracies are identified, the Committee will exclude it from further consideration.

If any application is found to have been intentionally completed (or failed to be completed) in such a way as to mislead the IAC, or is otherwise false or misleading in any material respect, the applicant will be disqualified from the award.

## **2.4 Membership of ASCIN**

Applicants should be working or studying in an organisation that is a member of the Australasian Spinal Cord Injury Network Ltd. A list of member organisations can be found on the ASCIN website at <http://www.spinalnetwork.org.au/who-we-are/our-alliance>.

Applicants from non-member organisations are still strongly encouraged to apply, however the Administering Institution of the successful applicant(s) will be expected to join the Australasian Spinal Cord Injury Network Ltd.

## **Section Three Application for a Scholarship**

### **3.1 Selection criteria**

The Scholarship requires that the holder has been accepted by a supervisor in a full-time or part-time PhD research degree, at an Australian or New Zealand University. Applicants should have an Honours 1 or 2A degree or equivalent. Strong English communication skills are essential. Applicants must be citizens or permanent residents of Australia or New Zealand.

### **3.2 Application format**

The ASCIN PhD Scholarship Application Form must be used.

Applications should be completed in Arial font (no smaller than 11 point).

Required documents:

- Completed application form
- Study proposal, 1-2 pages
- Curriculum vitae
- Publication list
- A letter from your supervisor
- The name/contact details of one referee, other than the supervisor.