

THE VICTOR CHANG FOUNDATION

SELECTION CRITERIA FOR VICTOR CHANG FOUNDATION SURGICAL FELLOWSHIP

INDEX

- 1 GENERAL
- 2 GRANT AMOUNT
- 3 WHO MAY APPLY
- 4 WHEN TO APPLY AND TIMING
- 5 HOW TO APPLY
- 6 CRITERIA
- 7 THE GRANT SELECTION PROCESS
- 8 NOTIFICATION OF OUTCOMES
- 9 SUCCESSFUL APPLICATIONS
 - THE GRANT AGREEMENT
 - HOW THE GRANT WILL BE PAID
 - GRANT AGREEMENT VARIATIONS
 - AMOUNT OF GRANTS
 - DELIVERY OF GRANT ACTIVITIES
 - YOUR RESPONSIBILITIES
 - GRANT PAYMENTS AND GST
 - PUBLICITY AND ACKNOWLEDGEMENT
 - CONFLICT OF INTEREST
 - PRIVACY: CONFIDENTIALITY AND PROTECTION OF PERSONAL INFORMATION

1 GENERAL

This document outlines the selection criteria and general guidelines to assist individuals in their application for a Victor Chang Foundation Surgical Fellowship (Fellowship). If you are unsure if you are eligible to apply for a Victor Chang Foundation Surgical Fellowship, please contact the Foundation via email (info@victorchangfoundation.com.au) before beginning your application.

Fellowships are focused on funding individuals for the purposes of education and training. This means, individuals working in the field of cardiothoracic surgery can apply for a grant in order to be educated, trained or to upgrade their skills in the areas of cardiothoracic surgery, and cardiology.

2 GRANT AMOUNT

It is anticipated that most grants will be between AUD\$50,000 and AUD\$100,000 per year, depending on the scope of the grant activity and its complexity.

Co-contributions from the applicant and other parties may strengthen your application.

3 WHO MAY APPLY

Citizens of China and Asia: Either a cardiac surgeon or cardiologist may apply for a grant to travel to Australia for training and to take back specific skills that are not currently used in their country of residence.

4 WHEN TO APPLY AND TIMING

Although applicants may apply throughout the year, applications will only be assessed twice a year – generally in January and June.

Assessment of applications begin in January and June and successful applicants will be contacted within one month IF THEY ARE SUCCESSFUL.

Activity	Time
Assessment of applications begins	January and June
Assessment of applications	1 month
Approval of fellow	March and August
Negotiations and award of fellowship	April and September
Notification to unsuccessful applicants	As above
Activity commences	As per individual agreement
End date	Specified in application

We will acknowledge that we have received your application through an automated email within one working day.

5 HOW TO APPLY

Applications must be made using the Victor Chang Foundation Surgical Fellowship Application Form which is available at our website -

<https://victorchangfoundation.com/>

Please read the Victor Chang Surgical Fellowship Position Description before you apply which you can download from our website -

<https://victorchangfoundation.com/>

1. All sections of the application form must be completed where relevant.
2. You must submit your application in English.
3. This application form is online and therefore must be submitted electronically. Applications will not be accepted via fax or post.
4. If you find a mistake in your application after it has been submitted or if there are changes to contact details or other information pertinent to the completion of the project, you should contact the Foundation immediately. We may ask you for more information as long as it does not change the substance of your application. The Foundation does not have to accept any additional information, nor requests from applicants to correct applications.
5. Ensure all required attachments listed on the Application Form and in point 7 below are attached with your application, in accordance with your tax status and the specifics of your application.
6. Please complete each section of the Application Form and make sure you provide the information we have requested.

7. Attachments to application: please attach the following documents with your application: a resume; proof of citizenship of your country of citizenship; two short-signed independent references to be considered for a fellowship; proof of MBBS or equivalent. Please note that, if successful, you will be required to undergo an assessment of English language proficiency at a nationally agreed level. The, if successful, obtain a Visa and NSW Medical Board Registration.

Applications that are incomplete in any way will not be considered.

6 CRITERIA

Excellence and Quality

- Applicants should have an established record of achievement in the field of cardiovascular surgery or cardiology.

Sustainability and Continuity

- Establish prospects for future independent activity as a result of Foundation funding.
- Preference may be given to fellows who are able to demonstrate that they have obtained part of their funding from other sources and can provide evidence of such support.
- In general, fellowship funding will not exceed **AUD\$100,000** per year. In exceptional circumstances the Foundation will consider providing funding beyond the stated limit.

Partnerships

- The Foundation attaches great importance to the capacity of individuals who can develop new or strengthen existing partnerships between Australian institutions and the individuals' native institution (China and other Asian nations).
- Where applicants for a fellowship are being funded in part by a third party institution, applicants must demonstrate that sufficient support is available from that institution.

Publicity

- Provision should be made in the application for publicity or promotion of the successful fellow. Full acknowledgement of the

Foundation's support is required in all promotional materials and publications associated with Foundation-funded fellowship.

In addition, the Foundation's fellowship program is informed by the following principles:

- **Learning and sharing:** The Foundation projects promote exchange of skills and learning of new surgical techniques in the field of cardiothoracic surgery.
- **Equality and Diversity:** Projects promote and encourage gender equality, cultural, linguistic and ethnic diversity, and facilitate cultural engagement between Australian, Chinese and other Asian regions.

All assessment criteria are given equal weighting and the application must be rated satisfactory or higher against each individual criterion.

When preparing the application, applicants should bear in mind that the Grants Committee may not be familiar with the applicant or the applicant's institution. As the Grant Committee's recommendation will be primarily based on the information provided in the application form, this document should be clear, accurate, comprehensive and focused.

The Victor Chang Surgical Fellowship may be one year or multi-year dependent upon the application and at the discretion of the Grants Committee.

7 THE GRANT SELECTION PROCESS

The Foundation has a Grants Committee who will assess each application against the eligibility criteria. For more information about the Grants Committee, please visit our website - <https://victorchangfoundation.com/>

Eligible applications will be considered through an open competitive grant process.

Fellowship applicants may be asked to communicate with the Grants Committee in person.

Your application will be considered on its merits, based on:

- meeting position requirements as outlined in Position Description which you can download from our website - <https://victorchangfoundation.com/>
- how it compares to other applications
- whether it is in keeping with the mission, aims and objectives of the Victor Chang Foundation.

The Grants Committee will recommend applications to the Board of Directors of the Victor Chang Foundation who will then approve the fellowship if the applicant is successful.

Please do not contact the Foundation to enquire about your application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria.

Please keep a copy of your application and any supporting papers.

8 NOTIFICATION OF OUTCOMES

You will be advised of the outcomes of your application in writing, following a decision by the Grants Committee. If you are successful, you will also be advised about any specific conditions attached to the fellowship.

If you are unsuccessful, you may submit a new application the following year. You may wish to include new or more information to address any weaknesses that may have prevented your previous application from being successful.

You will be contacted if we require further information.

9 SUCCESSFUL APPLICATIONS

The fellowship memorandum of understanding (MOU)

If you are successful, you must enter into a legally binding agreement (MOU) with the Foundation. Standard terms and conditions for the grant

agreement will apply and cannot be changed. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will be required to:

- meet with the Board of Directors to introduce yourself.
- provide an interim acquittal report/s at a time to be agreed upon, to inform the Board of Directors of your progress.
- for multi-year grants, reports will be required once a year on anniversary of commencement of grant using the online template, and
- provide any other progress reports requested by the Victor Chang Foundation that may be used on their website including a final report .

If **there are unreasonable delays in finalising** an agreement the grant offer may be withdrawn and the fellowship may be awarded to a different applicant.

Where a fellow fails to meet the obligations of the agreement, the Foundation may withhold or suspend the funding to the grantee; and/or require the fellow to repay all or part of the grant. No compensation is payable by the Foundation for termination in these circumstances. You should not make financial commitments until a grant agreement has been executed by the Foundation.

How the fellowship will be paid

The grant agreement will state the maximum grant amount to be paid. We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

Depending on the amount and time period (term) of the grant, the Foundation will make an initial payment and will negotiate subsequent payment/s in installments. We also require you to provide proof of expenses incurred.

Grant agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including:

- changing milestones consistent with the original intent of the fellowship
- extending the timeframe for completing the fellowship for a reasonable period of time
- requesting a change to the allocations across budget items.

The program does not allow for:

- an increase to the agreed amount of fellowship funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact the Foundation for further information. We will not consider changes after the fellowship agreement end date.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the fellowship outcome
- consistency with fellowship's aims
- changes to the timing of payments
- availability of fellowship funds.

Announcement of Victor Chang Foundation Surgical Fellowship

If successful, your grant will be listed on the Victor Chang Foundation website within 21 days of the date of the grant agreement being signed.

Delivery of grant activities

Your responsibilities

You will be responsible for:

- meeting the terms and conditions of the fellowship agreement and managing and promoting the fellowship efficiently and effectively;
- passing an English language proficiency at a nationally agreed level.
- obtaining NSW Medical Board Registration
- complying with record keeping, reporting and acquittal requirements as set out in the fellowship criteria;
- assisting, where possible, with administrative arrangements associated with your fellowship including visa and travel arrangements, visa charges, airport taxes, ground transport, travel and health insurance for fellow's medical and hospital insurance

cover both overseas and in Australia for visitors not covered by Medicare (including evacuation and death cover), and necessary insurance for equipment and accommodation costs and arrangements;

- other insurances, including workers' compensation, as required by law, and professional indemnity, public health and liability insurance, as required by the fellowship; and
- complying with all applicable domestic and international laws.

Grant payments and GST

Payments will be made as set out in the MOU. Where appropriate, payments will be GST inclusive.

If you receive a fellowship, you should consider speaking to a tax adviser about the effect of receiving a fellowship before you enter into a fellowship. You can also visit the Australian Taxation Office website at www.ato.gov.au for more information.

Publicity and acknowledgement

The Foundation logo is to be used on all materials related to your fellowship. Whenever the logo is used the publication must also acknowledge the Foundation as follows:

‘This fellowship was made possible with funding from the Victor Chang Foundation.’

Conflicts of interest

There may be a conflict of interest, or perceived conflict of interest, if the Foundation, any member of the Grants Committee and/or you:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process
- has a relationship with an organisation which is likely to interfere with or restrict the applicants from carrying out the fellowship fairly and independently

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a fellowship application,

you must inform the Foundation in writing immediately. Grants Committee members and Board Directors must also declare any conflicts of interest.

The Chair of the Grants Committee will be made aware of any conflicts of interest.

Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.