**Application tips for Dr Nicholas Collins Fellowship**

This is a guide only, but provides some tips on the information that should be considered when applying for the fellowship

**The subject headings for your proposal should include:**

* Cover page
* Contents page
* Background (brief – max. ***250 words***)
* Purpose and significance of study/research/policy development to the HITH related professional (max. – ***250 words***)
  + Research question or hypothesis
  + Rationale and objectives
* Research strategy (max. ***250 words***)
  + Sample
  + Inclusions and exclusions
  + Design/methodology
  + Analysis
* Limitations
* Ethical consideration and a copy of the signed ethics approval (if applicable)
* Timeline
* Budget – see next section
* References

**Budget**

Your budget should include any expenses that you may incur during your project.

Some examples include:

* Specialised computer software programs
* Research Assistant (this will require details of their hourly rate multiplied by the expected hours of work)
* Computers/printers/paper (quotes should be based on today’s market and not an inflated price)
* Flights/accommodation/visas (the expected cost should be based on actual costs without inflation)
* Any mail/stationary associated expenses.

Please ensure that the budget is correctly tallied up. See example below

**Example of budget**

|  |  |
| --- | --- |
| **Resource** | **Estimated Cost** |
| Analysis software | 2000 |
| Research assistant ($32 per hr x 100 hrs) | 3200 |
| Flights to Melbourne | 900 |
| Accomodation for 3 nights | 500 |
| Associated mailing costs (65c x 400 letters) | 260 |
| Laptop | 1000 |
| **Total** | **$7860** |

**Checklist**

* Proof of Australian/New Zealand Citizenship
* AHPRA registration/student Identification
* Curriculum Vitae
* Enrolment evidence (if applicable)
* Copy of ethics approval (if applicable)
* Outline of proposal (including budget)
* Declaration of receipt form
* Professional reference
* Academic supervisor reference (if applicable)