

# Visiting Fellow Awards

## Guidelines and Conditions

### 1. Purpose

The purpose of the Awards is:

- (1) to facilitate the visits of distinguished scholars from outside of Western Australia, to WA academic research institutions for the purpose of advancing medical research; and
- (2) to facilitate the cross-fertilisation of skills and ideas, new clinical procedures and information, teaching and research programs, as well as important reciprocal exchange programs.

### 2. Categories of Award

- (1) *Raine Visiting Professor Awards* - Nominee must hold a professorial appointment.
- (2) *Charter Hall Visiting Postdoctoral Scholar Awards* - Nominee must be in the early stages of their postdoctoral research career.

### 3. Definitions

- (1) The 'Awards' refers to the Visiting Fellow Awards.
- (2) The 'Research Committee' is the Raine Medical Research Foundation Research Committee, and may include specialist representatives.
- (3) The 'host institution' is a Western Australian University or affiliated medical research institution in Western Australia.
- (4) 'Medical researcher' refers to a qualified professional who contributes to medical research that investigates the nature, origin, and cause of human diseases, and their prevention and treatment.

### 4. Duration of Visit

If nominating for the Raine Visiting Professor Awards, short-term or long-term visits will be considered.

If nominating for the Charter Hall Visiting Postdoctoral Scholar Awards, only short-term visits will be considered.

#### (1) Short-term visit

- (a) Funded by the Raine Foundation and the host institution. A funding contribution from the host institution(s) is required.
- (b) Has an unspecified minimum length of stay, with a maximum length of stay of up to four weeks.

#### (2) Long-term visit

- (a) Funded by the Raine Foundation and the host institution. A funding contribution from the host institution(s) is required.
- (b) Length of stay must be greater than four weeks, and no more than three months.

## 5. Eligibility

- (1) The applicant (host co-ordinator) shall be a medical researcher who is employed by a Western Australian University or affiliated medical research institution in Western Australia.
- (2) For the Raine Visiting Professor Awards, the nominee shall be a medical researcher of international standing, holding a professorial appointment outside of Western Australia. For the Charter Hall Visiting Postdoctoral Scholar Awards, the nominee shall be a postdoctoral medical researcher of high academic standing, who is within seven years of completing their PhD, and is located outside of Western Australia. Nominees from rural centres in Western Australia may be considered.
- (3) The applicant or host School/institution(s) shall provide a cash contribution towards the Award.
- (4) Applications that do not comply with formatting requirements may be deemed ineligible. Applications that are submitted without all signatures on the Certification Form will not be considered.

## 6. Assessment Criteria

- (1) The assessment criteria for an Awards shall be based upon:
  - (a) the quality of the visiting fellow in terms of scientific achievements, track record, and university ranking (40%);
  - (b) the contribution that the visiting fellow shall make to the host institution and the research community in Western Australia (50%); and
  - (c) the cash contribution provided by the applicant or host institution(s) towards the Award (10%).
- (2) The Research Committee shall assess and determine the Awards on a competitive basis and reserves the right not to make an award.

## 7. Funding

- (1) If nominating for the Raine Visiting Professor Awards, funding allows for a return airfares with an upper limit of \$10,000. If nominating for the Charter Hall Visiting Postdoctoral Scholar Awards, funding allows for a return airfares with an upper limit of \$5,000. Nominating institutions may wish to provide supplementary funding in excess of upper limits.
- (2) In line with Australian Taxation Office procedures, the airfare allocation may not be converted to include a spouse or dependent children, and a copy of the airline ticket is required to meet auditing procedures.
- (3) A daily allowance is normally payable at a rate of \$220 for *short-term* visits and \$150 for *long-term* visits, with neither a salary nor honorarium payable. The daily allowance shall be used for accommodation, meals, and transfers. Further information can be found in the '*Visiting Fellow Program – Important Information*' document on the [Raine Foundation website](#).
- (4) The applicant or host School/institution(s) shall provide a cash contribution towards the Award. More than one researcher or School/institution may contribute to total costs.

- (5) The visiting fellow may be permitted to combine the visit with an international conference in Western Australia, provided that the Raine Foundation receives full acknowledgment in programs, publicity and all promotional material.

## **8. Management of Awards**

- (1) The 'Raine Visiting Professor' title is given to the nominee of a successful Raine Visiting Professor Award. The 'Charter Hall Visiting Postdoctoral Scholar' title is given to the nominee of the successful Charter Hall Visiting Postdoctoral Scholar Award. This title should be acknowledged throughout the visit.
- (2) Awards may not normally be deferred to a later year.
- (3) Upon allocation of the Awards, the Raine Management Office shall:
  - (a) notify the host co-ordinator and Head of School or Director of Centre/Institution the outcome of their nomination;
  - (b) send a formal invitation to the visiting fellow to confirm the financial arrangements and terms of award;
  - (c) co-ordinate the financial arrangements in liaison with the host institution;
  - (d) administer a program of publicity and promotion in conjunction with the host institution;
  - (e) provide a flyer and opening slide for the visiting fellow's Raine Lecture.
- (4) Upon allocation of the Awards, the host co-ordinator shall:
  - (a) provide a brief biography of the visiting fellow;
  - (b) prepare a program of activities for the visiting fellow and invite interested groups to seminars or lectures;
  - (c) schedule a lecture as part of the Raine Lecture Series;
  - (d) provide the Raine Management Office with a media press statement, and assist in promoting the visit;
  - (e) arrange for the visiting fellow to meet the Chair of the Research Committee, and appropriate executives of the host institution (e.g. Vice-Chancellor, Dean or Head of Department);
  - (f) assist the visiting fellow in organising travel arrangements (flights, accommodation etc), and reimburse funds to the visiting fellow where necessary. Please see the '*Visiting Fellow Program - Important Information*' document on the [Raine Foundation website](#) for relevant taxation information;
  - (g) provide the Raine Management Office with any governance approvals related to research the visiting fellow will be participating in during the visit;
  - (h) submit an acquittal summary of financial expenditure to the Raine Management Office at the conclusion of the visit. A report template can be found on the [Raine Foundation website](#);
  - (i) submit a report to the Raine Management Office at the conclusion of the visit that outlines:
    - (i) the activities undertaken by the visiting fellow and the outcome for the host institution and academic research community in Western Australia;
    - (ii) proposed future initiatives, joint ventures and networking plans;
    - (iii) details of scientific publications acknowledging the Raine Medical Research Foundation and Charter Hall (if applicable); and
    - (iv) details of media, publicity and promotions acknowledging the Raine Medical Research Foundation and Charter Hall (if applicable). Use of partner logos and media statements are to be approved by the Raine Medical Research Foundation prior to distribution.

- (5) Award recipients must obtain prior approval from the Research Committee for any proposed deviation from the approved budget, or to the completion date of the Award.
- (a) Funding that is used for purposes other than that for which it was awarded shall be recouped by the Research Management Office, unless prior approval for a budget variation has been obtained from the Research Committee.
  - (b) Funding that is unspent by the end of the first quarter following the 12-month Award period, will be recouped by the Raine Management Office, unless prior approval to carry forward the funds has been obtained from the Research Committee.

**9. Intellectual Property**

Award recipients are required to comply with the Intellectual Property requirements as described in the [Raine Priming Grant Conditions](#), at Clause 9.

**10. Acknowledgement**

All publications and media arising from research undertaken during the term of the Award shall acknowledge the support provided by the Raine Medical Research Foundation, Charter Hall (if applicable), and the host institution.