



icare™ | Dust Diseases Care

Dust Diseases Board
Researcher Development Stream
Awards Program
Guidelines and Submission Protocols
FY25

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Dust Diseases Board Researcher Development Stream Awards Program Guidelines FY25

1. Introduction

The Dust Diseases Board (DDB) has been providing research funding since 1983. The 2025-2029 DDB Grant Strategy aims to make a positive difference to those impacted by hazardous dust exposure and dust diseases.

Through funding research, we aim to reduce the risk of people developing dust diseases, advance innovative treatments, and optimise health and care outcomes for people with a dust disease and their families. By supporting projects that focus on prevention, innovative research, and translating findings into policy and practice, we strive to make a significant impact on the lives of those affected by dust diseases.

icare Dust Diseases Care (DDC), also known as the Dust Diseases Authority (DDA), provides financial and health care support to over 5,200 people affected by work-related dust diseases annually. More than 83% of the dust diseases managed by DDC are asbestos related. DDC only administers research funds directly related to the dust diseases dealt with by DDC:

- Asbestos induced carcinoma
- Asbestos related pleural diseases
- Diffuse dust-related pulmonary fibrosis
- Hypersensitivity Pneumonitis, including
 - Bagassosis
 - Farmers' lung
- Mesothelioma
- Pneumoconiosis (any form), including
 - Aluminosis
 - Asbestosis
 - Berylliosis
 - Byssinosis
 - Coal dust pneumoconiosis
 - Hard metal pneumoconiosis
 - Silicosis
 - Talcosis
- Silico-tuberculosis
- Silica-induced carcinoma of the lung
- Systemic sclerosis

And other diseases caused by the same dusts that cause the above diseases.

2. Dust Diseases Board Researcher Development Stream Awards Program

Overview

The Dust Diseases Board Researcher Development Stream Awards Program aligns with the DDB's Vision, Mission, and Strategic Priorities outlined in the 2025-2029 strategy. It supports the DDB's commitment to fostering emerging talent, building research and clinical capacity, and positively impacting those affected by hazardous dust exposure and dust diseases. The program includes **PhD Scholarships**, **Post-Doctoral Fellowships**, and **Clinical Fellowships**.

DDB Early Career Researcher Awards

PhD Scholarships support early career **research scientists**, **occupational hygienists** or those working in **occupational health** in conducting innovative and foundational research in dust diseases. They aim to enhance capacities in key fields related to dust diseases, such as, **but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology**. The program aims to advance scientific understanding, improve clinical management, and enhance patient outcomes while building specialised skills and expertise in the field. It encourages research that spans theoretical frameworks to practical applications, fostering significant advancements in the understanding, prevention and treatment of dust diseases.

Post-Doctoral Fellowships support **early to mid-career researchers**, including **research scientists**, **occupational hygienists** or those working in **occupational health**, in comprehensive dust disease research. The fellowships promote cross-disciplinary collaboration to strengthen research and clinical capacities, focusing on prevention, diagnosis, and advancement of treatments. They aim to enhance capacities in key fields related to dust diseases, such as, **but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology**.

Dust Diseases Clinical (DDC) Researcher Awards

Clinical Fellowships are designed for **clinicians at any career stage** engaged in innovative research across various aspects of dust diseases. The program fosters collaboration across industry, research organisations, and disciplines to enhance clinical capacities in fields such as, **but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology and radiology**. The fellowships aim to improve healthcare practices and patient outcomes by translating research findings into effective treatments and interventions.

Program Goals

The program seeks to build capacity in the **research** and **clinical workforce** by supporting the development of researchers and clinicians. It supports early-stage innovations, translates research into practice and policy, and addresses the full lifecycle of dust diseases, aiming to improve health outcomes and quality of life. Additionally, the DDB encourages collaborative partnerships to increase research efficiency by sharing knowledge, capacity, and resources.

Dust Diseases Board 2025-2029 Strategy

Vision: The DDB's vision is to make a positive difference to those impacted by hazardous dust exposure and dust diseases.

Mission:

Funding of research: Fund research and other activities into the causes, mechanisms, diagnosis, treatment, and prevention of dust diseases to reduce the risk of people developing a dust disease and to optimise health and care outcomes for people with a dust disease.

Funding of support organisations: Fund organisations that support people with a dust disease and their families, to inform and educate people about dust diseases and the dust diseases scheme; support people through the compensation process; optimise the wellbeing of people with a dust disease.

Engaging effectively with ecosystem partners: Engage with relevant partners in the dust diseases environment to increase the impact and effectiveness of DDB funding to both research and support organisations.

Strategic Priorities:

Engage with the research community and enact clear principles for funding allocation: Revitalise the approach to research funding by engaging with the research community and refreshing principles for funding allocation. Increase agility and responsiveness to emerging needs by continuing to support prevention research while shifting funding emphasis towards treatment, care, and translation.

Be more selective and adaptable in how the DDB funds support organisations: Funding for support organisations will be more selective and adaptable. It will prioritise organisations with connections to broader support networks to enhance the services available to dust disease victims and their families. Additionally, regular reviews of the funding scope will be conducted to meet evolving worker, victim, and family needs.

Actively seek and engage potential partners whose missions align with the DDB: Collaborative partnerships will be forged with careful consideration of our scope in comparison to similar organisations to avoid duplication and maximise impact.

Dust Diseases Board Grant Strategy Guiding Principles

The DDB has established a set of guiding principles that form the cornerstone of their grant strategy. These principles are essential criteria against which all grant/award applications are evaluated. Applicants must ensure their proposals align with one or more of these principles:

- Benefits NSW workers with dust diseases and their families and contributes to a better quality of life for workers with dust diseases.
- Contributes to the effective administration of the dust diseases scheme in NSW.
- Supports early stage innovations and ideas that can be turned into impact.
- Fosters collaboration to develop and broaden expertise and leverage investment to increase impact.
- Develop a better understanding of dust diseases in NSW, including epidemiology to prevent the development of dust diseases among people at risk.
- Provides funding for novel and innovative benchtop research, new treatments and pilot programs to improve health outcomes and quality of life.
- Advances and accelerates the translation of research into policy and practice, delivering meaningful outcomes to workers.
- Builds capacity and capability; developing dust diseases researchers of tomorrow.

DDB Early Career Researcher Awards

PhD Scholarships

Funding Allocation

Category	Details
Total Project Funding Available	\$40,000 per year
Project Funding Duration	Up to 3 years

Purpose

PhD Scholarships aim to cultivate emerging talent in dust disease research by supporting **early career research scientists, occupational hygienists** or those working in **occupational health**. They aim to enhance capacities in key fields related to dust diseases, such as, **but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology**. These scholarships are designed to enable the exploration of innovative approaches and the development of groundbreaking solutions that challenge and expand the current understanding of dust diseases. By fostering research that spans theoretical frameworks to practical applications, the program seeks to make significant advancements in both the science and clinical practices surrounding dust diseases, ultimately improving patient outcomes and quality of life.

Scope

The scholarships are designed to support:

- **Research Scientists:** Conducting exploratory and foundational research that spans risk identification, prevention, diagnostic developments, treatment innovations, and quality of life improvements. Focused on basic, translational, and applied research in any aspect of dust diseases, from molecular studies to patient care strategies.
- **Occupational Hygienists** or those working in **Occupational Health:** Conducting research focused on developing and testing intervention models on a scale appropriate for early career researchers. This includes pilot studies or preliminary interventions that can provide valuable insights and form the basis for future large-scale applications, thereby making a direct but manageable impact on clinical practices.
 - **Prevention-Focused Research:** Research aimed at identifying and mitigating workplace or environmental factors contributing to dust diseases. This includes

developing effective preventive strategies and best practices to reduce exposure risks and prevent the onset of dust diseases in vulnerable populations.

Objectives

- **Building Specialised Capability and Capacity:** Develop the specialised skills of PhD Candidates in researching and managing dust diseases. This objective is aligned with the scope of supporting research scientists, occupational hygienists or those working in occupational health, enhancing their ability to conduct impactful research and apply it in clinical settings.
- **Enhancing Researcher Knowledge and Expertise:** Promote in-depth understanding of the dust disease lifecycle and research methodologies that are pertinent to both scientific and therapeutic contexts. Each aspect of the scope contributes directly to this objective by providing opportunities for detailed study and innovation within these specified areas.
- **Promotion of Advanced Research Methodologies:** Foster the use of innovative research and translation methodologies to advance the field of dust diseases. This aligns with supporting foundational and applied research across a variety of settings and disciplines.
- **Advancing Practical Research Methodologies:** Support the development of research that can be practically applied to improve the diagnosis, treatment, and care of dust disease patients. The practical focus for occupational hygienists or those working in occupational health in the scope particularly enhances this objective, aiming to translate research into effective treatments and interventions.

Requirements

- **Targeted Research Proposal:** High-calibre Candidates must submit research proposals that directly address specific stages of the dust disease lifecycle, showing potential for substantial contributions. The research should focus on critical areas like risk identification, prevention, diagnosis, treatment, or quality of life improvements.
- **Developing Expertise in Specific Fields:** Candidates, though early in their careers, should demonstrate a robust foundational understanding in their respective fields, be it scientific research, occupational hygiene or in the areas of occupational health. They are expected to be among the best of their peers, with proposals that clearly articulate how their research will advance dust disease management.
- **Innovative and Interdisciplinary Perspective:** Proposals should introduce innovative research methods and demonstrate the Candidate's ability to integrate knowledge from various academic disciplines relevant to dust diseases. This requirement emphasises the Candidate's creativity and their capability to utilise interdisciplinary insights to enrich the depth and applicability of their research, even if formal collaboration isn't feasible. By encouraging Candidates to integrate knowledge

from various academic disciplines, the scholarships aim to foster a holistic understanding of dust diseases.

- **Pathways for Future Translation:** Candidates should identify potential future applications of their research, outlining how their findings might eventually translate into practice or policy. This requirement encourages Candidates to think strategically about the broader impact of their work.
- **Consideration of Sustainability and Impact:** Proposals should outline how the research contributes to the foundational knowledge necessary for tackling dust diseases. This includes identifying potential areas where small-scale findings could lead to significant long-term research questions and innovations. These scholarships aim to equip early career Candidates with the skills and preliminary results that serve as stepping stones for larger, impactful projects.

Alignment with the DDB Strategic Priorities 2025-2029

- **Broadening Research Community Engagement:** By targeting early career researchers, occupational hygienists or those working in occupational health, the scholarships enhance the DDB's engagement with an emerging group of researchers, vital for long-term strategic goals. The Board supports the gradual advancement of these Candidates, recognising that the cumulative impact of their early stage research is essential for long-term success in dust disease management.
- **Adaptive Research Funding Approach:** Reflects the strategic aim to adapt funding practices to support emerging needs and innovative research in dust disease management. The Board appreciates the progressive development of research capabilities in early career scholars, fostering an environment that nurtures their growth and incremental contributions.
- **Adapting to Evolving Needs:** By covering all lifecycle stages, the scholarships ensure responsiveness to the dynamic needs of dust disease research, particularly in developing new treatments and improving quality of life.

Alignment with the DDB Grant Strategy Guiding Principles

- **Early-stage Innovation and Idea Development:** The scholarships foster the exploration of innovative ideas at early stages, crucial for bringing fresh perspectives and solutions to the field.
- **Capacity Building in Specialised Areas:** Focusing on the unique roles of research scientists, occupational hygienists or those working in occupational health, the scholarships help build essential capacities in both basic and applied research.

- **Enhancing Quality of Life:** Aligns with the principle of benefiting NSW workers with dust diseases and their families by funding research aimed at improving daily living and health outcomes.
- **Advancing Research Translation:** Supports the principle of accelerating the translation of research into practice and policy, ensuring that findings from funded research contribute to meaningful outcomes in the management and treatment of dust diseases.
- **Promotion of Understanding and Prevention:** Encourages research that develops a deeper understanding of dust diseases, including their epidemiology, which is vital for preventing the onset of these diseases among at-risk populations.

Post-Doctoral Fellowships

Funding Allocation

Category	Details
Total Project Funding Available	\$80,000 per year
Project Funding Duration	Up to 3 years

Purpose

The Post-Doctoral Fellowships aim to support the development of the next generation of **early to mid-career researchers, occupational hygienists** or those working in **occupational health** in the field of dust diseases. These fellowships are designed to foster collaboration among industry, research organisations, and disciplines, support innovative research, and strengthen clinical and research capacities. They aim to enhance capacities in key fields related to dust diseases, such as, **but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology**. Ultimately, the program seeks to enhance medical and healthcare capabilities in the treatment, prevention, and management of dust diseases, thereby improving patient outcomes and quality of life for those affected.

Scope

The fellowships support:

- **Research Scientists:** Conducting comprehensive research that covers the entire spectrum of dust diseases, from basic science to applied clinical practices. This includes identifying risks, developing preventive strategies, improving diagnostic techniques, and creating innovative treatments.
- **Occupational Hygienists** or those working in **Occupational Health:** Focused on developing and evaluating intervention models that enhance patient care and management. This includes conducting pilot studies and preliminary interventions that can be scaled up for broader application, thus directly influencing clinical practices.
 - **Prevention-Focused Research:** Research aimed at identifying and mitigating workplace or environmental factors contributing to dust diseases. This includes developing effective preventive strategies and best practices to reduce exposure risks and prevent the onset of dust diseases in vulnerable populations.

Objectives

- **Support and Development:** Provide financial support and opportunities for professional growth to early and mid-career researchers, occupational hygienists or those working in occupational health in the dust diseases field, ensuring a steady influx of new talent and ideas
- **Collaboration Enhancement:** Promote cross-disciplinary and cross-organisational collaboration to leverage diverse expertise and broaden the impact of dust diseases research.
- **Capacity Strengthening:** Enhance research and clinical capacities in key fields related to dust diseases, such as, **but not limited to**, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology
- **Healthcare Capability Enhancement:** Improve medical and healthcare practices through targeted research and development, focusing on translating research findings into practical applications.

Requirements

- **High-Quality Proposals:** Research proposals should address critical stages of the dust disease lifecycle, including risk identification, prevention, diagnosis, treatment, and quality of life improvements.
- **Interdisciplinary Approach:** Proposals should demonstrate innovative methodologies and the ability to integrate knowledge from various disciplines to address dust diseases.
- **Future Translation:** Candidates should outline potential future applications of their research, indicating how their findings might translate into practice or policy.
- **Sustainability and Impact:** Proposals should contribute to foundational knowledge and identify areas where initial findings can lead to significant long-term research and innovations. This includes outlining a clear path for sustainable impact and future research development, emphasising the fellowship's commitment to improving healthcare outcomes and public health.

Alignment with the DDB Strategic Priorities 2025-2029

- **Research Community Engagement:** By targeting early to mid-career researchers, occupational hygienists or those working in occupational health, the fellowships enhance the DDB's engagement with an emerging group of researchers, crucial for long-term strategic goals. This engagement is essential for cultivating a new generation of experts dedicated to advancing dust disease research.

- **Adaptive Funding Approach:** Reflects the strategic aim to adapt funding practices to support emerging needs and innovative research in dust disease management. This adaptability ensures that the funding mechanisms remain relevant and responsive to the evolving research landscape.
- **Evolving Needs:** By addressing all lifecycle stages of dust diseases, the fellowships ensure responsiveness to dynamic research needs. This comprehensive approach supports the development of new treatments, preventive measures, and improvements in quality of life, aligning with the DDB's mission to optimise health outcomes for those affected by dust diseases.

Alignment with the DDB Grant Strategy Guiding Principles

- **Early-Stage Innovation:** The fellowships support the exploration of innovative ideas at early stages, bringing fresh perspectives and solutions to the field. This principle encourages pioneering research that can lead to significant breakthroughs in dust disease understanding and management.
- **Capacity Building:** By focusing on research scientists, occupational hygienists or those working in occupational health, the fellowships build essential capacities in both basic and applied research. This development is critical for creating a robust foundation of expertise that can drive future advancements in the field.
- **Quality of Life Enhancement:** The research funded through these fellowships aims to benefit NSW workers with dust diseases and their families by improving health outcomes and daily living conditions. This focus aligns with the DDB's commitment to enhancing the well-being of those impacted by dust diseases.
- **Research Translation:** Supports the principle of accelerating the translation of research into practice and policy. Ensuring that research findings lead to practical applications and policy changes is vital for achieving meaningful outcomes in dust disease management.
- **Understanding and Prevention:** Encourages research that deepens the understanding of dust diseases, including their epidemiology. This understanding is crucial for developing effective prevention strategies and reducing the incidence of dust diseases among at-risk populations.

Dust Diseases Clinical (DDC) Researcher Awards

Clinical Fellowships

Funding Allocation

Category	Details
Total Project Funding Available	\$80,000 per year
Project Funding Duration	Up to 3 years

Purpose

The Clinical Fellowships aim to fund outstanding clinicians* **at any career stage** within the field of dust diseases research. These fellowships are designed to foster collaboration across industry, research organisations, and disciplines. They seek to strengthen research and clinical capacity in dust diseases fields, such as, **but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology and radiology**. Ultimately, the program aims to enhance research, medical, and healthcare capability in relevant dust diseases fields, improving patient outcomes and quality of life for those affected.

***Definition of clinician:** In the context of DDB-funding, a clinician is a healthcare professional, such as a medical doctor, nurse, or allied health worker, who actively engages in patient care and is looking to develop as a researcher or enhance their research skills. They apply their clinical expertise to conduct research that directly informs and enhances the prevention, diagnosis, and treatment of dust diseases. This role is essential in translating research findings into clinical practice to improve patient outcomes.

Scope

The fellowships support:

- **Clinicians at Any Career Stage:** Engaging in innovative research that spans various aspects of dust diseases, from prevention and diagnosis to treatment and patient care. This includes developing new diagnostic tools, therapeutic methods, and preventive measures.
- **Prevention-Focused Research:** Research aimed at identifying and mitigating workplace or environmental factors contributing to dust diseases. This includes developing effective preventive strategies and best practices to reduce exposure risks and prevent the onset of dust diseases in vulnerable populations.
- **Cross-disciplinary Collaboration:** Promoting partnerships between industry and research organisations to address complex challenges in dust diseases.

- **Capacity Building:** Strengthening the clinical workforce by providing opportunities for professional development and growth.
- **Community Engagement:** Encouraging interaction with patient communities to ensure research addresses real-world needs and improves patient outcomes.
- **Technology Development:** Supporting the development and application of new technologies in diagnosing and treating dust diseases.
- **Policy Influence:** Facilitating research that informs policy and practice, contributing to the development of evidence-based guidelines and regulations.

Objectives

- **Fund Outstanding Clinicians:** Provide financial support to clinicians engaged in pioneering research in dust diseases.
- **Build Collaboration:** Encourage interdisciplinary and cross-organisational collaboration to enhance the scope and impact of dust diseases research.
- **Strengthen Capacity:** Develop and enhance clinical and research capabilities in fields related to dust diseases.
- **Enhance Capability:** Improve healthcare practices and patient outcomes through advanced research and clinical applications.

Requirements

- **High-Quality Proposals:** Research proposals must address significant stages of the dust disease lifecycle, including risk identification, prevention, diagnosis, treatment, and quality of life improvements.
- **Interdisciplinary Approach:** Proposals should demonstrate innovative methodologies and integrate knowledge from various disciplines to tackle dust diseases effectively.
- **Future Translation:** Candidates must outline potential future applications of their research, highlighting how findings might be translated into practice or policy.
- **Sustainability and Impact:** Proposals should contribute to foundational knowledge and outline a clear path for sustainable impact and future research development.

Alignment with the DDB Strategic Priorities 2025-2029

- **Engagement with the Research Community:** By targeting clinicians at any career stage, the fellowships enhance the DDB's engagement with an emerging group of researchers, aligning with long-term strategic goals.
- **Adaptive Funding Approach:** The fellowships reflect the strategic aim to adapt funding practices to support emerging needs and innovative research in dust disease management.

- **Comprehensive Research Support:** By addressing all lifecycle stages of dust diseases, the fellowships ensure responsiveness to dynamic research needs, supporting the development of new treatments, preventive measures, and quality of life improvements.

Alignment with the DDB Grant Strategy Guiding Principles

- **Early-Stage Innovation:** The fellowships support the exploration of innovative ideas at early stages, bringing fresh perspectives and solutions to the field.
- **Capacity Building:** Focusing on clinicians, the fellowships build essential capacities in both basic and applied research, critical for future advancements.
- **Quality of Life Enhancement:** The research funded aims to benefit NSW workers with dust diseases and their families, aligning with the DDB's commitment to enhancing well-being.
- **Research Translation:** Supports the principle of accelerating the translation of research into practice and policy, ensuring meaningful outcomes in dust disease management.
- **Understanding and Prevention:** Encourages research that deepens the understanding of dust diseases, crucial for developing effective prevention strategies.

3. General Provisions

Funding

Project grant funding will commence between 1 July 2025 and 31 December 2025 and will be offered for a maximum of three consecutive years. The grant will be offered as a “one-line” grant without specification of distribution between salaries, consumables and equipment. There will be no additional sums paid by DDC outside of the one-line grant. The grant must be spent wholly for the purposes for which it was requested and so certified by the Candidate and the eligible Administering Organisation/Institution. If the research is terminated early or completed at a lower than initially envisaged cost, DDC must be advised and any unspent funds returned.

Payments in respect of any grant will be within the terms and conditions specified in the funding offer and set out in the Funding Agreement. **Funds will not be provided to cover any overhead costs levied by the eligible Administering Organisation/Institution.**

The stage payments are structured as follows: 20% of the funded amount will be paid upon execution of the Funding Agreement, 10% will be reserved for the final stage of the project, and the remaining funds will be equally distributed across the intermediate stages, with **no instalment exceeding 30%** of the total grant.

All amounts referred to in the Funding Agreement are exclusive of GST, unless stated otherwise. Administering Organisations/Institutions are responsible for all financial and taxation implications associated with receiving funds.

Privacy and Confidentiality

Documents containing personal information will be handled and protected in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*. Applicants are required to consent to the information supplied as part of their application being disclosed for assessment and purposes connected with the making and administration of the grant. Such disclosure includes, but is not limited to, members of the DDB, independent assessors requested by the Board to provide advice, and relevant employees of Insurance and Care NSW (icare) involved in the grant process.

The announcement of the successful applicants will involve the dissemination of information to the public about the general nature of the Grant funded including the lay description provided in the application, the funding awarded, the applicants involved in the Grant, and the eligible Administering Organisation/Institution, and any actual organisations at which the Grant is being carried out.

Intellectual Property

Applicants must adhere to an Intellectual Property Policy approved by the governing body of the Administering Organisation and/or Research Institution that is similar with the document [‘National Principles of Intellectual Property Management for Publicly Funded Research’](#) released in September 2001 and to the intellectual property requirements set out in the Funding Agreement.

Conflict of Interest

All parties involved in or associated with the application/project must disclose all material personal and financial interests and conflicts of interest to the eligible Administering Organisation/Institution before submitting the application. The eligible Administering Organisation/Institution is then responsible for notifying DDC about these conflicts in a timely manner. If a conflict of interest arises after the grant is funded, the eligible Administering Organisation/Institution must report it to DDC as soon as practicable after being identified. The eligible Administering Organisation/Institution must agree to manage all conflicts of interest in line with the *icare Conflict of Interest Policy*, and any relevant successor documents.

Dissemination Plan for Post-Doctoral Fellowships and Clinical Fellowships

The DDB requires applicants to provide a dissemination plan during the application stage. The plan will need to outline how the research findings will be communicated to relevant stakeholders, including the scientific community, policymakers, healthcare providers, and the public, to ensure the effective transfer of knowledge and maximise the impact of the research.

Impact Planning

The DDB's approach to impact assessment encompasses the entire Disease Lifecycle—from risk identification and prevention to treatment and quality of life—and the Research and Translation Lifecycle, covering all research methodologies. Impact assessment starts at the application stage, where applicants outline the issues or problems they will investigate. For those awarded funding, impact assessment continues throughout the project, from experimental work through to project completion and the dissemination of research findings. This plan, which **will not be part of the assessment criteria**, will be developed collaboratively with the DDC Research and Education Team in a co-design session with successful applicants. The DDB evaluates impact against four primary categories:



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Knowledge, Health, Economic, and Social impact. Secondary impacts, considered “by-products” of these primary categories, include benefits in knowledge generation and innovation, capacity and capability building and fostering collaboration.

Enquiries

Enquiries can be directed by the **Research Office of your eligible Administering Organisation/Institution** to DDC by email at ddcgrants@icare.nsw.gov.au

If your organisation does not have a Research Office, you may contact us directly at ddcgrants@icare.nsw.gov.au

Guidelines for Administering Organisation, Research Institution and Compliance

Eligible Administering Organisation/Institution*

Applicants must nominate a single Eligible Administering Organisation/Institution ('eligible Administering Organisation/Institution') that will sign the Funding Agreement and assume responsibility for managing the grant funds. The eligible Administering Organisation/Institution includes, but is not limited to, a research or scientific institute, university or relevant accredited industry clinic. Applications are to be lodged through the eligible Administering Organisation/Institution.

The eligible Administering Organisation/Institution must have in place policies and procedures for the administration of public funds; for the management of intellectual property; and proper conduct of research in relation to ethics. The eligible Administering Organisation/Institution must have a good scientific practice and will provide appropriate infrastructure to allow the research supported by the grant to be undertaken. For the purposes of GST arrangements, the eligible Administering Organisation/Institution is defined as the supplier.

*Definition of an Eligible Administering Organisation/Institution for DDB Grants:

An eligible Administering Organisation/Institution must be an Australian-based entity with the demonstrated capacity to effectively manage and administer public funds. The organisation must possess the necessary infrastructure and resources to support high-quality research, including robust financial governance systems, grant management expertise, and the ability to oversee compliance with grant agreements. Furthermore, the organisation must have a proven track record in conducting and supporting research activities, ensuring that projects are executed efficiently and in alignment with DDB funding objectives.

Requirements for PhD Scholarships

To be eligible, the application must be supported by an eligible Administering Organisation/Institution. The Organisation/Institution must:

- Support the Candidate and application.
- Approve and endorse the detailed project proposal outlined in the application.
- Submit a Statement of Support, signed by the Deputy/Pro Vice-Chancellor (Research) or their delegate/equivalent.
- Be capable of, and committed to, supporting the scholarship Candidate throughout the term of the scholarship.
- Comply with work, health, and safety practices, providing a safe environment for research.
- Provide quality supervision and mentoring of the Candidate.
- Execute the funding agreement to administer and manage the funds.
- Ensure the availability of necessary resources and facilities required for the research.

- Adhere to all relevant ethical, legal and regulatory requirements related to the research.
- Promote an inclusive and equitable environment for the Candidate.

Administrative Requirements for PhD Scholarships

The Candidate is responsible for their contribution to the research project proposal and performance throughout the course of the scholarship. This includes securing the relevant support and approvals and any paperwork associated with the PhD candidature.

Requirements for Post-Doctoral and Clinical Fellowships

To be eligible, the application must be supported by an eligible Administering Organisation/Institution. The Organisation/Institution must:

- Support the Candidate and application
- Approve and endorse the detailed project proposal outlined in the application.
- Submit a Statement of Support, signed by the Deputy/Pro Vice-Chancellor (Research) or their delegate/equivalent.
- Be capable of, and committed to, supporting the fellowship Candidate throughout the term of the fellowship.
- Comply with work, health, and safety practices, providing a safe environment for research.
- Provide quality supervision and mentoring of the Candidate, where applicable.
- Execute the funding agreement to administer and manage the funds.
- Ensure the availability of necessary resources and facilities required for the research.
- Adhere to all relevant ethical, legal, and regulatory requirements related to the research.
- Promote an inclusive and equitable environment for the Candidate.

Research Institution

Applicants must nominate the institution where the research will be undertaken. The Research Institution includes, but is not limited to, a research or scientific institute, university or relevant accredited industry clinic. Where the research is proposed to be performed across multiple research institutions, a lead institution must be nominated. The eligible Administering Organisation/Institution and Research Institution **may be the same**.

Requirements for PhD Scholarships

To be eligible, the application must be supported by a Research Institution. The Institution must:

- Support the Candidate and application.
- Approve and endorse the detailed project proposal outlined in the application.
- Submit a Statement of Support, signed by the Deputy/Pro Vice-Chancellor (Research) or their delegate/equivalent.
- Be capable of, and committed to, supporting the scholarship Candidate throughout the term of the scholarship.
- Comply with work, health, and safety practices, providing a safe environment for research.
- Provide quality supervision and mentoring of the Candidate.
- Execute the funding agreement to administer and manage the funds.
- Ensure the availability of necessary resources and facilities required for the research.
- Adhere to all relevant ethical, legal and regulatory requirements related to the research.
- Promote an inclusive and equitable environment for the Candidate.

Requirements for Post-Doctoral and Clinical Fellowships

- Support the Candidate and application
- Approve and endorse the detailed project proposal outlined in the application.
- Submit a Statement of Support, signed by the Deputy/Pro Vice-Chancellor (Research) or their delegate/equivalent.
- Be capable of, and committed to, supporting the fellowship Candidate throughout the term of the fellowship.
- Comply with work, health, and safety practices, providing a safe environment for research.
- Provide quality supervision and mentoring of the Candidate, where applicable.
-
- Execute the funding agreement to administer and manage the funds.
- Ensure the availability of necessary resources and facilities required for the research.
- Adhere to all relevant ethical, legal, and regulatory requirements related to the research.
- Promote an inclusive and equitable environment for the Candidate.

Incomplete, False or Misleading Information

The application is the only source of information available for assessment. As such it must contain all the information necessary for assessment of the project without need for further written or oral explanation or reference to additional information.

All details provided in the application must be current, particularly concerning any other successful grants, at the time of application. If you provide false or misleading information within the application to the DDB, it will be excluded from any further consideration for funding.

Declaration

By signing the applications, the accuracy and completeness of all information submitted must be certified. The eligible Administering Organisation/Institution is responsible for the appropriate use of the awarded funds and compliance with the grant guidelines and Funding Agreement. All required documentation and consents must be obtained before the lodgement of the application. Relevant parties must be informed that the applications will be shared with external assessors and may be shared with other NSW Government Departments or Agencies for advisory and assessment purposes. Personal and financial interests and conflicts must be disclosed and managed according to relevant policies. The project cannot commence until any required ethics plans are in place. Potential risks must be considered, and a risk management plan implemented if funded. The signatory must have the authority to sign on behalf of the eligible Administering Organisation/Institution. Electronic signatures on grant applications are acceptable. Funding Agreements will be signed via icare Procurement Central using DocuSign.

4. Eligibility Criteria

DDB Early Career Researcher Awards PhD Scholarships

The following eligibility criteria apply to PhD Scholarships applicants. The eligible Administering Organisation/Institution is responsible for ensuring that the Candidate meets the eligibility criteria listed below. These criteria ensure that all applications meet the necessary standards, and that the Candidate is suitably qualified and prepared to fulfill their role. It is important to review these requirements carefully to ensure compliance and eligibility for funding consideration.

Candidate Requirements

- The maximum number of Chief Investigators allowed on a PhD Scholarships application is **one** PhD Scholarships Candidate (the Candidate).
- An individual may not be nominated for **more than one** PhD Scholarship in the same funding round.

Residency Requirement

Item	Criteria
Location Requirement	The Candidate must be based in Australia for at least 80% of the funding period.
Citizenship and Residency	At the time of acceptance and for the duration of the grant, the PhD Scholarships Candidate must be an Australian citizen or a permanent resident of Australia.

Eligibility Criteria for the Candidate

Item	Criteria
Academic Qualifications	<ul style="list-style-type: none"> Must have obtained a Bachelor's degree with Honours (or an equivalent qualification) in a relevant area of study such as, but not limited to: <ul style="list-style-type: none"> thoracic oncology respiratory health public health nursing psychology or radiology And/or a Master's degree in a related field such as, but not limited to: <ul style="list-style-type: none"> thoracic oncology respiratory health public health nursing psychology or radiology
Research Degree Pursuit	<p>Must be pursuing or proposing to undertake a Doctorate of Philosophy (PhD).</p> <p>Note: Coursework degrees do not qualify as higher degrees by research.</p>
University Admission	Must have been offered a placement or have been admitted as a PhD Candidate at an Australian university.
Institutional Support	The application must be supported by the eligible Administering Organisation/Institution or the Research Institution.
Research Alignment	Must be undertaking or proposing research that aligns with the Dust Diseases Board 2025-2029 Strategy and at least one of the Dust Diseases Board Grant Strategy Guiding Principles.
Scholarship Restrictions	Candidates must not have previously received a DDB PhD Scholarship.
Project Location and Requirements	Must include a proposal for a research project based in Australia, although certain project elements may be undertaken overseas (e.g., data gathering). Both the Candidate and the Primary Supervisor must be based at an Australian institution.
Employment Restrictions	Must not hold a full-time academic position or any other full-time position while receiving the DDB PhD Scholarship. Any changes in employment status must be reported to DDB promptly.

Post-Doctoral Fellowships

The following eligibility criteria apply to Post-Doctoral Fellowships applicants. The eligible Administering Organisation/Institution is responsible for ensuring that the Candidate meets the eligibility criteria listed below. These criteria ensure that all applications meet the necessary standards, and that the Candidate is suitably qualified and prepared to fulfill their role. It is important to review these requirements carefully to ensure compliance and eligibility for funding consideration.

Candidate Requirements

- The maximum number of Chief Investigators allowed on a Post-Doctoral Fellowships application is **one** Post-Doctoral Fellowships Candidate (the Candidate).
- An individual may not be nominated for **more than one** Post-Doctoral Fellowship in the same funding round.

Residency Requirement

Item	Criteria
Location Requirement	The Candidate must be based in Australia for at least 80% of the funding period.
Citizenship and Residency	At the time of acceptance and for the duration of the grant, the Post-Doctoral Fellowship Candidate must be an Australian citizen or a permanent resident of Australia.



Dust Diseases Care

Eligibility Criteria for the Candidate

Career Stage

Post-Doctoral Fellowships aim to support **early** to **mid-career** development.

Item	Career Stage Definitions
Early Career	Defined as individuals who have recently been awarded their PhD (or equivalent qualification) within the last 10 years
Mid-Career	Defined as individuals who are 10 to 15 years post-PhD (or equivalent qualification) completion

Qualifications

Item	Criteria
	By the closing date of the grant opportunity, the Candidate must:
PhD or Equivalent	<ul style="list-style-type: none"> • Have been awarded a PhD • Hold a higher research degree • Hold a Master's degree with a proven track record in a relevant field such as, but not limited to: <ul style="list-style-type: none"> ○ thoracic oncology ○ respiratory health ○ public health ○ nursing ○ psychology or ○ radiology • Have professional qualification equivalent to a PhD or • Have professional experience and skills with a proven track record in a relevant field such as, but not limited to: <ul style="list-style-type: none"> ○ thoracic oncology ○ respiratory health ○ public health ○ nursing ○ psychology or ○ radiology
Higher Research Degree	If holding a higher research degree that is not a PhD, the qualification must be certified by the Deputy Vice-Chancellor (Research) or equivalent as meeting the level 10 criteria of the <i>Australian Qualifications Framework, Second Edition</i>
Professional Qualification	If holding a professional qualification equivalent to a PhD that serves as the relevant credential, it must be endorsed by the Deputy Vice-Chancellor (Research) or equivalent

Professional Experience and Skills	<p>Candidates may also meet eligibility by demonstrating a minimum of 5 years of full-time (or equivalent part-time) professional experience and skills that directly contribute to the fellowship's goals.</p> <p>This includes expertise that supports innovative research and clinical practices aimed at the prevention, diagnosis, treatment, and management of dust diseases.</p> <p>Additionally, experience that promotes interdisciplinary collaborations and strengthens research and clinical capacities in fields such as, but not limited to:</p> <ul style="list-style-type: none"> ○ thoracic oncology ○ respiratory health ○ public health ○ nursing, ○ psychology or ○ radiology is highly valued <p>If proposing professional experience and skills to meet eligibility, please provide the supporting documents outlined in <i>Candidate Eligibility and Research Information</i> in Appendix 2 Post-Doctoral Fellowships Application Submission Protocol in these <i>Guidelines</i></p>
Multiple PhDs	<p>If a Candidate has been awarded multiple PhDs, the earliest awarded PhD must align with the career stage for which they are applying:</p> <ul style="list-style-type: none"> • For Early Career candidates, the earliest PhD must have been awarded within the last 10 years post-PhD. • For Mid-Career candidates, the earliest PhD must have been awarded within 10 to 15 years post-PhD. <p>Only the earliest PhD that meets the specified timeframe for the relevant career stage will be considered for eligibility.</p>
PhD Date and Interruptions	<p>Provide an award of PhD date and details of any allowable career interruptions, as outlined in <i>Career Interruptions Table 1</i> in these <i>Guidelines</i>, that align with the timeframe.</p>

Additional Requirements for Occupational Hygienists or those working in Occupational Health

Item	Criteria
Work Experience	<p>Candidates must demonstrate a minimum of 2 years of full-time (or equivalent part-time) relevant work experience in a field such as, but not limited to:</p> <ul style="list-style-type: none"> ○ thoracic oncology ○ respiratory health ○ public health ○ nursing ○ psychology or ○ radiology

Employment Status Requirements

Item	Criteria
Minimum Employment	Must be employed at least 0.2 FTE at the eligible Administering Organisation/Institution or Research Institution
Contract Duration	Must have an employment contract in place for the entire duration of the proposed project.
HDR Activities	DDB Post-Doctoral Fellows are prohibited from engaging in Higher Degree Research (HDR) activities during the period of the project

Restrictions

Item	Criteria
Previous Fellowship Recipients	Individuals who have previously been awarded a DDB Post-Doctoral Fellowship are not eligible to apply for another
Previous Submissions	Individuals who have previously submitted two applications but found to be unsuccessful are not eligible to apply for a DDB Post-Doctoral Fellowship. This includes any applications withdrawn post-deadline or deemed ineligible by the DDB.

General Eligibility and Responsibilities

Item	Criteria
Alignment with DDB Strategy	Candidates must be undertaking or proposing research that aligns with the Dust Diseases Board 2025-2029 Strategy and one or more of the Dust Diseases Board Grant Strategy Guiding Principles
Institutional Support	Candidates must have the support of the eligible Administering Organisation/Institution
Project Location and Requirements	Must include a proposal for a research project based in Australia, although certain project elements may be undertaken overseas (e.g., data gathering). Both the Candidate and the Nominated Primary Supervisor must be based at an Australian institution.
	The Candidate must:
Originality and Integrity	Accept responsibility for the originality and intellectual integrity of the application, ensuring proper citation of sources and recognition of significant contributions from others, including third-party inputs
Previous Obligations	Have fulfilled all obligations related to previously funded projects by the DDB, including the submission of satisfactory Final and Financial Acquittal Reports by the submission date of the current application.
Project Commencement Conditions	A project may not commence until the Candidate has met the eligibility conditions outlined above

Career Interruptions

- Allowable career interruptions are specified in **Table 1** and must meet the following conditions:
 - Each interruption must be significant, non-overlapping, and verified.
 - Interruptions must have occurred post-PhD conferral or its equivalent.
 - The Deputy Vice-Chancellor (Research) or an equivalent authority must certify each interruption.

Table 1: Allowable Career Interruptions and Associated Timeframes

Cause of Career Interruption	Permissible Duration for Claims
Disruption Due to International Relocation	Claimable for a period up to three months for each instance of relocation.
<ul style="list-style-type: none"> • Caring Responsibilities • Disability • Disaster Recovery • Limited Access to Resources • Medical Conditions • Non-Research Employment • Parental Leave • Unemployment 	Time claimable corresponds to the duration of the interruption .
Primary Care of a Dependent Child	Up to two years per dependent child, inclusive of parental leave. Additional time may be claimed if justified by the circumstances.

Dust Diseases Clinical (DDC) Researcher Awards Clinical Fellowships

The following eligibility criteria apply to Clinical Fellowships applicants. The eligible Administering Organisation/Institution is responsible for ensuring that the Candidate meets the eligibility criteria listed below. These criteria ensure that all applications meet the necessary standards, and that the Candidate is suitably qualified and prepared to fulfill their role. It is important to review these requirements carefully to ensure compliance and eligibility for funding consideration.

Candidate Requirements

- The maximum number of Chief Investigators allowed on a Post-Doctoral Fellowships application is **one** Clinical Fellowships Candidate (the Candidate).
- An individual may not be nominated for **more than one** Clinical Fellowship in the same funding round.

Definition of clinician: In the context of DDB-funding, a clinician is a healthcare professional, such as a medical doctor, nurse, or allied health worker, who actively engages in patient care and is looking to develop as a researcher or enhance their research skills. They apply their clinical expertise to conduct research that directly informs and enhances the prevention, diagnosis, and treatment of dust diseases. This role is essential in translating research findings into clinical practice to improve patient outcomes.

Residency Requirement

Item	Criteria
Location Requirement	The Candidate must be based in Australia for at least 80% of the funding period.
Citizenship and Residency	At the time of acceptance and for the duration of the grant, the Clinical Fellowship Candidate must be an Australian citizen or a permanent resident of Australia.



Dust Diseases Care

Eligibility Criteria for the Candidate

Career Stage

DDB Clinical Fellowships aim to support clinicians **at any career stage** of their career by providing opportunities tailored to **different levels of expertise and experience** focusing on those engaged in innovative research within the dust diseases domain.

Item	Career Stage Definitions
Early Career	For individuals who have recently been awarded their PhD or equivalent qualification and are within the last 10 years post-completion . This stage supports newcomers to the field who are beginning to establish their research paths.
Mid-Career	For individuals who are 10 to 15 years post-PhD or equivalent qualification completion . This category supports researchers who have established a foundation in their field and are expanding their research impact.
Senior Career	For individuals who have more than 15 years of experience post-PhD or equivalent qualification . This stage is designed for seasoned professionals who have demonstrated a sustained contribution to their field and are looking to lead extensive research projects or mentor younger researchers.

Qualifications

Item	Criteria
	By the closing date of the grant opportunity, the Candidate must:
PhD or Equivalent	<ul style="list-style-type: none"> • Have been awarded a PhD • Hold a higher research degree • Hold a Master's degree with a proven track record in a relevant field such as, but not limited to: <ul style="list-style-type: none"> ○ thoracic oncology ○ respiratory health ○ public health ○ nursing ○ psychology or ○ radiology • Have professional qualification equivalent to a PhD or • Have professional experience and skills with a proven track record in a relevant field such as, but not limited to: <ul style="list-style-type: none"> ○ thoracic oncology ○ respiratory health ○ public health ○ nursing ○ psychology or ○ radiology.
Higher Research Degree	If holding a higher research degree that is not a PhD, the qualification must be certified by the Deputy Vice-Chancellor (Research) or equivalent as meeting the level 10 criteria of the <i>Australian Qualifications Framework, Second Edition</i>
Professional Qualification	If holding a professional qualification equivalent to a PhD that serves as the relevant credential, it must be endorsed by the Deputy Vice-Chancellor (Research) or equivalent

Professional Experience and Skills	<p>Candidates may also meet eligibility by demonstrating a minimum of 5 years of full-time (or equivalent part-time) professional experience and skills that directly contribute to the fellowship's goals.</p> <p>This includes expertise that supports innovative research and clinical practices aimed at the prevention, diagnosis, treatment, and management of dust diseases.</p> <p>Additionally, experience that promotes interdisciplinary collaborations and strengthens research and clinical capacities in fields such as, but not limited to:</p> <ul style="list-style-type: none"> ○ thoracic oncology ○ respiratory health ○ public health ○ nursing ○ psychology or ○ radiology is highly valued <p>If proposing professional experience and skills to meet eligibility, please provide the supporting documents outlined in <i>Candidate Eligibility and Research Information</i> in Appendix 3 Clinical Fellowships Application Submission Protocol in these <i>Guidelines</i>.</p>
Multiple PhDs	<p>If a Candidate has been awarded multiple PhDs, the earliest awarded PhD must align with the career stage for which they are applying:</p> <ul style="list-style-type: none"> • For Early Career candidates, the earliest PhD must have been awarded within the last 10 years post-PhD. • For Mid-Career candidates, the earliest PhD must have been awarded within 10 to 15 years post-PhD. • For Senior Career candidates, the earliest PhD must have been awarded more than 15 years post-PhD. <p>Only the earliest PhD that meets the specified timeframe for the relevant career stage will be considered for eligibility.</p>
PhD Date and Interruptions	<p>Provide an award of PhD date and details of any allowable career interruptions, as outlined in <i>Career Interruptions Table 1</i> in these <i>Guidelines</i>, that align with the timeframe</p>

Relevant Work Experience Requirements

Item	Criteria
Minimum Experience	<p>Candidates must have a minimum of 2 years of full-time (or equivalent part-time) work experience in fields directly related to dust diseases. Relevant fields include, but not limited to:</p> <ul style="list-style-type: none"> ○ thoracic oncology ○ respiratory health ○ public health ○ nursing ○ psychology or ○ radiology <p>This requirement ensures that applicants have a practical and in-depth understanding of the specific areas that the fellowship aims to impact.</p>

Employment Status Requirements

Item	Criteria
Minimum Employment	Must be employed at least 0.2 FTE at the eligible Administering Organisation/Institution or Research Institution.
Contract Duration	Must have an employment contract in place for the entire duration of the proposed project.
HDR Activities	DDB Research Fellows are prohibited from engaging in Higher Degree Research (HDR) activities during the period of the project

Restrictions

Item	Criteria
Previous Fellowship Recipients	Individuals who have previously been awarded a DDB Clinical Fellowship are not eligible to apply for another.
Previous Submissions	Individuals who have previously submitted two applications but found to be unsuccessful are not eligible to apply for a DDB Clinical Fellowship. This includes any applications withdrawn post-deadline or deemed ineligible by the DDB.

General Eligibility and Responsibilities

Item	Criteria
Alignment with DDB Strategy	Candidates must be undertaking or proposing research that aligns with the Dust Diseases Board 2025-2029 Strategy and one or more of the Dust Diseases Board Grant Strategy Guiding Principles.
Institutional Support	Candidates must have the support of the eligible Administering Organisation/Institution.
Project Location and Requirements	Must include a proposal for a research project based in Australia, although certain project elements may be undertaken overseas (e.g., data gathering). Both the Candidate and the Nominated Primary Supervisor/Project Mentor must be based at an Australian institution.
	The Candidate must:
Originality and Integrity	Accept responsibility for the originality and intellectual integrity of the application, ensuring proper citation of sources and recognition of significant contributions from others, including third-party inputs.
Previous Obligations	Have fulfilled all obligations related to previously funded projects by the DDB, including the submission of satisfactory Final and Financial Acquittal Reports by the submission date of the current application.
Project Commencement Conditions	A project may not commence until the Candidate has met the eligibility conditions outlined above.

Career Interruptions

- Allowable career interruptions are specified in **Table 1** and must meet the following conditions:
 - Each interruption must be significant, non-overlapping, and verified.
 - Interruptions must have occurred post-PhD conferral or its equivalent.
 - The Deputy Vice-Chancellor (Research) or an equivalent authority must certify each interruption.

Table 1: Allowable Career Interruptions and Associated Timeframes

Cause of Career Interruption	Permissible Duration for Claims
Disruption Due to International Relocation	Claimable for a period up to three months for each instance of relocation.
<ul style="list-style-type: none"> • Caring Responsibilities • Disability • Disaster Recovery • Limited Access to Resources • Medical Conditions • Non-Research Employment • Parental Leave • Unemployment 	Time claimable corresponds to the duration of the interruption .
Primary Care of a Dependent Child	Up to two years per dependent child, inclusive of parental leave. Additional time may be claimed if justified by the circumstances.

5 Application Process and Assessment

The DDB aims to advance research and support researchers at all stages of their careers through a transparent funding process. This section outlines the procedure for submitting and assessing applications, ensuring fairness and clarity. The goal is to enable the most innovative research in dust diseases to thrive, driving scientific progress and improving patient outcomes.

All applications will be competitively reviewed based on how well they **meet the assessment criteria**, their **ranking among other submissions**, and their **overall value for money**. "Value for money" emphasises selecting Candidates with strong potential to advance dust disease research, deliver high-impact outcomes aligned with DDB's goals, and grow into influential leaders in the field.

Submission of Applications	Applicants will submit their applications for review.
Eligibility Assessment of Applications	These applications will undergo a preliminary eligibility check by DDC.
Detailed Assessment	Eligible applications will be forwarded to the DDC Assessment Committee for detailed evaluation, as described in Sections: 6.1.2 Assessment of PhD Scholarships Application, 6.1.4 Assessment of Post-Doctoral Fellowships Application, 6.2.2 Assessment of Clinical Fellowships Application of these Guidelines .
Recommendation and Decision	The DDC Assessment Committee will provide their recommendations to DDB, which will make the final funding decisions in mid-March 2025* .

Post-Selection Process:

Announcement of Outcome	The final decisions and successful applicants will be announced in mid-March 2025* .
Execution of Funding Agreements	Funding Agreements must be signed by June 30, 2025* .
Commencement of Funding	The funding period will start between 1 July 2025 and 31 December 2025* .

***Key Dates**

Application Open	4 October 2024
Application Close	7 November 2024
Anticipated Announcement	13 March - 24 March 2025
Funding Agreement Executed	30 June 2025

6.1 DDB Early Career Researcher Awards

6.1.1 Submission of PhD Scholarships Application

The following instructions are provided to guide applicants through the process of submitting the PhD Scholarships Application Form FY25 for the DDB Researcher Development Stream Awards Program. These guidelines ensure that all submissions are complete, accurate, and compliant with the required format and protocols. Applicants must adhere to these instructions to facilitate a smooth and efficient assessment process. Please carefully review each section to ensure your application meets all requirements and is submitted correctly by the specified deadline.

Instructions:

Item	Instructions
Use the Correct Form	Applicants must use the DDB Researcher Development Stream Awards Program: PhD Scholarships Application Form FY25 available from the DDC website .
Adhere to Word Limits	Word limits are strictly enforced. Any information provided beyond the word limit will not be considered.
Respond to All Questions	Applicants must respond to all questions in the application form.
Include Comprehensive Details	Ensure all significant information is included in your submission. Applications that omit significant information will not be considered.
Required Attachments	Applicants must ensure the following documents are included with their application: <ul style="list-style-type: none"> • Certified Academic Transcripts • Candidate's Curriculum Vitae (CV) • Evidence of PhD Enrolment Status • Statement of Support from the eligible Administering Organisation/Institution • First Referee's Statement (Nominated Primary Supervisor) • Second Referee's Statement (Expert on Candidate's Relevant Work and Research Capacity) • Nominated Primary Supervisor's CV • Detailed Project Proposal
Use Required Template	Applicants must use the following template in their submission: Project Staging Template
Refer to Appendices	<ul style="list-style-type: none"> • Follow the PhD Scholarships submission protocol outlined in Appendix 1 of these <i>Guidelines</i> when completing your PhD Scholarship application form. • Adhere to the document formatting and PDF submission requirements as outlined in Appendix 4.

Item	Instructions
Submission Format	<p>The application must be saved as a PDF using the format outlined in Appendix 4.</p> <p>Use the following subject line for email submission: DDB PhD Scholarship_Surname_First Name_2025.</p>
Submission Guidelines	<ul style="list-style-type: none"> • PDF Format: Ensure the final PhD Scholarship application is formatted as a single PDF file, including all attachments. • Review and Confirmation: Before submission, review all information for accuracy. The eligible Administering Organisation/Institution must confirm that all entries have been reviewed and are accurate by checking the appropriate box in the G2. Submission Details section in the application form. • Submission Method: The eligible Administering Organisation/Institution must submit the completed PhD Scholarship application form via email to ddcgrants@icare.nsw.gov.au
Deadline	<p>Applications must be submitted by 4.00 pm AEST on Thursday 7 November 2024. Late submissions will not be considered unless due to exceptional circumstances, which must be communicated to the DDC in advance.</p>

6.1.2 Assessment of PhD Scholarships Application

PhD Scholarships Application Assessment Criteria

The PhD Scholarships Application Assessment Criteria are designed to evaluate the Candidate's academic excellence, research potential, and the quality and feasibility of the proposed research project, while also considering the expected impact and significance of the research, the capacity building and development opportunities for the Candidate, and the support provided by the supervising institution.

All applications will be competitively reviewed based on how well they **meet the assessment criteria**, their **ranking among other submissions**, and their **overall value for money**. "Value for money" emphasises selecting Candidates who demonstrate strong potential to advance dust disease research, deliver impactful outcomes aligned with DDB's goals, and develop as emerging leaders in the field, ensuring that the resources invested will produce notable contributions to research and leadership development.

Outstanding Academic Excellence and Research Potential (50%)

This criterion evaluates the Candidate's academic achievements, research potential, and involvement in academic and community activities, highlighting their readiness and potential to excel in dust disease research.

Exceptional Academic Achievement Relevant to PhD Scholarship:

- academic record and performance
- awards, medals, and honours received
- research potential, as demonstrated by honours projects or other research experience
- presentations, including posters and seminars
- postgraduate education, research training, and/or relevant professional experience
- involvement in broader community or academic activities.

Project Proposal (20%)

This criterion assesses the overall strength and potential impact of the research project, focusing on the clarity and significance of its objectives, the innovation within its approach, the robustness of its methodology and the alignment with the DDB strategic goals.

Research Objectives

- The clarity and significance of the proposed research goals.
- How effectively the project aims to address a key knowledge gap or an unresolved issue in dust diseases.

- The significance of the research objectives to the broader field of dust diseases and associated health concerns.
- The relevance, clarity, and significance of the main research questions or hypotheses in relation to the proposed objectives.

Context

- The clarity and detail of the research's relevance and background.
- Demonstration of a thorough understanding of the current state of knowledge within the field.

Innovation and Originality

- The clarity in explaining how the research is innovative or original.
- Detailed description of any new theories, methods, or technologies that will be introduced.

Research Methodology

- The thoroughness and justification of the study design, including the selected methods.
- The rigour and robustness of the proposed techniques for data collection and analysis.
- The rationale behind the choice of these methods and techniques.
- The contribution and effectiveness of any interdisciplinary approaches integrated into the research methodology.

Alignment with Strategic Goals

- How well the project aligns with the DDB Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
- The extent to which the research supports the long-term vision and goals of the DDB.
- The effectiveness of plans and strategies for engaging with the research community and stakeholders throughout the project.

Expected Impact and Significance (10%)

This criterion considers the potential of the research to advance knowledge, improve health outcomes, and contribute to broader societal and economic impacts, while fostering collaboration and future research opportunities.

- The potential for the research to contribute meaningfully to the advancement of knowledge in dust diseases, with an emphasis on how it could lead to improved medical or healthcare practices and ultimately better patient outcomes and quality of life.

- Anticipated contributions to key impact areas, including knowledge, health, economic and social outcomes, capacity and capability and collaboration:
 - How the research will expand the current understanding of dust diseases.
 - Potential improvements in health outcomes or healthcare practices related to dust diseases.
 - Any foreseeable benefits to society or the economy, such as reduced healthcare costs or improved worker safety.
 - The ways in which the research will help build skills and knowledge within the field, possibly by developing new techniques or training opportunities for other researchers or healthcare professionals.
 - The research's potential to foster collaboration across different sectors, including industry, research organisations, and various academic disciplines.
- The potential for the research to serve as a foundation for future studies that could lead to scalable solutions or broader applications in the prevention, treatment, and management of dust diseases.
- How the findings could inform future research projects, potentially leading to innovations in key fields such as, **but not limited to**, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology.

Capacity Building and Candidate Development (10%)

This criterion evaluates how the research project will enhance the Candidate's skills and expertise, preparing them for future leadership roles in dust disease research and supporting their long-term career development.

- The extent to which the research project will enhance the Candidate's expertise and research skills in the field of dust diseases, providing opportunities for growth and development as an emerging researcher.
- The potential of the project to develop the Candidate's ability to contribute to key areas such as, **but not limited to**, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology, preparing them for future roles in these fields.
- How the research project will support the Candidate in developing skills across disciplines, enabling them to incorporate diverse knowledge areas and methodologies into their research.
- How the research project will contribute to the Candidate's career development, equipping them with the skills, knowledge, and networks needed to pursue future research opportunities and establish themselves in the field of dust disease research.

Institutional Support and Supervisor (10%)

This criterion examines the level of support and resources provided by the eligible Administering Organisation/Institution, as well as the quality of supervision, to ensure the successful completion of the Candidate's PhD project.

- The extent to which the eligible Administering Organisation/Institution will provide the necessary facilities, such as laboratories and specialised equipment, to support the Candidate's proposed research.
- How well the eligible Administering Organisation/Institution will support the Candidate with essential resources, including materials, technology, and, where relevant, administrative assistance, to ensure the successful completion of the Candidate's PhD project.
- The quality and commitment of the supervision that will be provided by the Nominated Primary Supervisor, including plans for regular guidance and support tailored to the Candidate's development during their PhD.
- The alignment of the Nominated Primary Supervisor's expertise with the Candidate's proposed project, ensuring a strong match that will facilitate effective supervision and project success.
- The track record and capability of the Nominated Primary Supervisor, highlighting their experience in successfully guiding PhD students and their ability to contribute to the Candidate's research journey.
- The availability of collaborative opportunities offered by the eligible Administering Organisation/Institution, which can enhance the Candidate's research experience and provide additional avenues for academic and professional growth.

6.1.3 Submission of Post-Doctoral Fellowships Application

The following instructions are provided to guide applicants through the process of submitting the Post-Doctoral Fellowships Application Form FY25 for the DDB Researcher Development Stream Awards Program. These guidelines ensure that all submissions are complete, accurate, and compliant with the required format and protocols. Applicants must adhere to these instructions to facilitate a smooth and efficient assessment process. Please carefully review each section to ensure your application meets all requirements and is submitted correctly by the specified deadline.

Instructions:

Item	Instructions
Use the Correct Form	Applicants must use the DDB Researcher Development Stream Awards Program: Post-Doctoral Fellowships Application Form FY25 available from the DDC website .
Adhere to Word Limits	Word limits are strictly enforced. Any information provided beyond the word limit will not be considered.
Respond to All Questions	Applicants must respond to all questions in the application form.
Include Comprehensive Details	Ensure all significant information is included in your submission. Applications that omit significant information will not be considered.
Required Attachments	<p>Applicants must ensure the following documents are included with their application:</p> <ul style="list-style-type: none"> • Supporting Documents for Professional Experience and Skills (if applicable) • Summary of Career Interruptions (if applicable) • Candidate's Curriculum Vitae (CV) • Statement of Support from the eligible Administering Organisation/Institution • Account of Candidate's Impact on the Field and Contributions • Professional Referee's Statement • Project Referee's Statement • Nominated Primary Supervisor's CV • Nominated Primary Supervisor's Statement • Detailed Project Description • Details of External Research Funding (if applicable) • Details of Ongoing DDB-Funded Projects (if applicable)
Use Required Templates	<p>Applicants must use the following templates in their submission:</p> <ul style="list-style-type: none"> • Risk Management Plan Template • Research Dissemination Plan Template • Project Staging Template

Refer to Appendices	<ul style="list-style-type: none"> • Follow the Post-Doctoral Fellowships submission protocol outlined in Appendix 2 of these <i>Guidelines</i> when completing your Post-Doctoral Fellowships application form. • Adhere to the document formatting and PDF submission requirements as outlined in Appendix 4.
Submission Format	<p>The application must be saved as a PDF using the format outlined in Appendix 4.</p> <p>Use the following subject line for email submission:</p> <p>DDB Post-Doctoral Fellowship_Surname_First Name_2025.</p>
Submission Guidelines	<ul style="list-style-type: none"> • PDF Format: Ensure the final Post-Doctoral Fellowship application is formatted as a single PDF file, including all attachments. • Review and Confirmation: Before submission, review all information for accuracy. The eligible Administering Organisation/Institution must confirm that all entries have been reviewed and are accurate by checking the appropriate box in the H2. Submission Details section in the application form. • Submission Method: The eligible Administering Organisation/Institution or the Research Institution must submit the completed Post-Doctoral Fellowship application form via email to ddcgrants@icare.nsw.gov.au
Deadline	<p>Applications must be submitted by 4.00 pm AEST on Thursday 7 November 2024. Late submissions will not be considered unless due to exceptional circumstances, which must be communicated to the DDC in advance.</p>

6.1.4 Assessment of Post-Doctoral Fellowships Application

Post-Doctoral Fellowships Application Assessment Criteria

The Post-Doctoral Fellowships Assessment Criteria comprehensively evaluate the Candidate's capability, the quality of their research proposal, the expected impact of their work, capacity building and Candidate development, and the institutional support and resources provided to ensure the fellowship's success and long-term contributions to the field of dust diseases.

All applications will be competitively reviewed based on how well they **meet the assessment criteria**, their **ranking among other submissions**, and their **overall value for money**. "Value for money" emphasises selecting Candidates with strong potential to advance dust disease research, deliver high-impact outcomes aligned with DDB's goals, and grow into influential leaders in the field.

Candidate's Capability (35%)

This criterion assesses the researcher's proven track record, expertise, and ability to collaborate across disciplines and organisations, ensuring they have the necessary skills and experience to advance the field of dust diseases through impactful research.

- Evidence of Research Opportunities and Achievements, including a record of high-quality research outputs appropriate to the field of dust diseases.
- The Candidate's expertise, demonstrated through relevant publications and previous research work that showcase their depth of knowledge and experience in the field.
- The ability for cross-disciplinary and cross-organisational collaboration to leverage diverse expertise and broaden the impact of dust diseases research.
- **Supervisory Track Record for Mid-Career Candidates:** Including the number of PhD, Master's, and Honours students successfully supervised to degree completion.

Proposal Quality (35%)

This criterion evaluates the overall strength and potential impact of the research project, focusing on the clarity and significance of its objectives, the innovation within its approach, the robustness of its methodology and the alignment with the DDB strategic goals.

Research Objectives

- Clarity and significance of the research goals.
- How well the project addresses a significant knowledge gap or unresolved problem in dust diseases.
- Significance of the objectives to the broader field of dust diseases and related health issues.
- Relevance, clarity, and significance of the key research questions in relation to the research objectives.

Innovation

- The innovative aspects of the research approach, including any new theories, methods, or technologies.
- The use of emerging technologies or methodologies that differ from traditional research.
- How the project could lead to pioneering advancements and potentially transformative outcomes.

Methodology

- The comprehensiveness and rationale of the study design, including the chosen methods.
- The rigor and robustness of the proposed data collection and analysis techniques.
- The quality and contribution of any interdisciplinary approaches to the research methodology.

Alignment with Strategic Goals

- How well the project aligns with the DDB Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
- The extent to which the research supports the long-term vision and goals of the DDB.
- The effectiveness of plans and strategies for engaging with the research community and stakeholders throughout the project.

Expected Impact and Translation (15%)

This criterion assesses the research's potential to advance knowledge and treatment of dust diseases, contributing to improved health, economic, and social outcomes, capacity building, and collaboration, with a focus on the translation of research findings into practice, scalability, and development in key medical fields.

- Potential impact of the research on advancing knowledge and treatment of dust diseases, contributing to enhanced medical and healthcare capabilities for better patient outcomes and quality of life.
- Anticipated benefits in terms of contributions to knowledge, health, economic and social outcomes, capacity and capability building, and fostering collaboration among industry, research organisations, and disciplines.
- Translation and implementation of research findings into practice, ensuring that research outcomes are effectively applied in clinical or public health settings to directly benefit patients and stakeholders.
- The potential for scalability or further development of research outcomes beyond the initial project phase, with a focus on enhancing capacities in key fields such as, **but not limited to**, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology to improve the prevention, treatment, and management of dust diseases.

Capacity Building and Candidate Development (10%)

This criterion assesses how well the fellowship enhances the Candidate's leadership in dust diseases, strengthens expertise in key medical fields, and supports cross-disciplinary skill development for long-term career impact.

- The extent to which the fellowship will contribute to the Candidate's development as a future leader in the field of dust diseases, including opportunities for advancing their expertise and research skills.
- The potential of the project to strengthen the Candidate's capacity to contribute to key fields such as, **but not limited to**, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology, enhancing their ability to lead future research initiatives.
- How well the fellowship will support the Candidate in developing cross-disciplinary skills, enabling them to integrate diverse knowledge areas and methodologies in their research.
- The fellowship's role in shaping the Candidate's career, including the sustainability of the skills, knowledge, and collaborations developed during the project, positioning them as a future leader in dust disease research.

Institutional Support and Resources (5%)

This criterion assesses how effectively the eligible Administering Organisation/Institution will provide the necessary facilities, resources, and supervision and mentoring to support the Candidate's research, career development, and successful completion of the fellowship, ensuring a strong foundation for their future contributions to the dust diseases field.

- The extent to which the eligible Administering Organisation/Institution will provide the necessary facilities, including laboratories and specialised equipment, to support the proposed research.
- How well the eligible Administering Organisation/Institution will support the Candidate with resources such as materials, technology, and administrative assistance to ensure the success of the fellowship.
- The quality and commitment of supervision and mentoring that will be provided, including plans for career development and regular guidance tailored to the Candidate's growth during the fellowship.

6.2 Dust Diseases Clinical (DDC) Researcher Awards

6.2.1 Submission of Clinical Fellowships Application

The following instructions are provided to guide applicants through the process of submitting the Clinical Fellowships Application Form FY25 for the DDB Researcher Development Stream Awards Program. These guidelines ensure that all submissions are complete, accurate, and compliant with the required format and protocols. Applicants must adhere to these instructions to facilitate a smooth and efficient assessment process. Please carefully review each section to ensure your application meets all requirements and is submitted correctly by the specified deadline.

Instructions:

Item	Instructions
Use the Correct Form	Applicants must use the DDB Researcher Development Stream Awards Program: Clinical Fellowships Application Form FY25 available from the DDC website .
Adhere to Word Limits	Word limits are strictly enforced. Any information provided beyond the word limit will not be considered.
Respond to All Questions	Applicants must respond to all questions in the application form.
Include Comprehensive Details	Ensure all significant information is included in your submission. Applications that omit significant information will not be considered.
Required Attachments	Applicants must ensure the following documents are included with their application: <ul style="list-style-type: none"> • Supporting Documents for Professional Experience and Skills (if applicable) • Summary of Career Interruptions (if applicable) • Candidate's Curriculum Vitae (CV) • Statement of Support from the eligible Administering Organisation/Institution • Professional Referee's Statement • Project Referee's Statement • Nominated Primary Supervisor/Project Mentor's CV • Nominated Primary Supervisor/Project Mentor's Statement • Detailed Project Description • Details of External Research Funding (if applicable) • Details of Ongoing DDB-Funded Projects (if applicable)
Use Required Templates	Applicants must use the following templates in their submission: <ul style="list-style-type: none"> • Risk Management Plan Template • Research Dissemination Plan Template • Project Staging Template.
Refer to Appendices	<ul style="list-style-type: none"> • Follow the Clinical Fellowships submission protocol outlined in Appendix 3 of these <i>Guidelines</i> when completing your Clinical Fellowship application form. • Adhere to the document formatting and PDF submission requirements as outlined in Appendix 4.

Item	Instructions
Submission Format	<p>The application must be saved as a PDF using the format outlined in Appendix 4.</p> <p>Use the following subject line for email submission:</p> <p>DDB Research Clinical Fellowship_Surname_First Name_2025.</p>
Submission Guidelines	<ul style="list-style-type: none"> • PDF Format: Ensure the final Clinical Fellowship application is formatted as a single PDF file, including all attachments. • Review and Confirmation: Before submission, review all information for accuracy. The eligible Administering Organisation/Institution must confirm that all entries have been reviewed and are accurate by checking the appropriate box in the H2. Submission Details section in the application form. • Submission Method: The eligible Administering Organisation/Institution must submit the completed Clinical Fellowship application form via email to ddcgrants@icare.nsw.gov.au
Deadline	<p>Applications must be submitted by 4.00 pm AEST on Thursday 7 November 2024. Late submissions will not be considered unless due to exceptional circumstances, which must be communicated to the DDC in advance.</p>

6.2.2 Assessment of Clinical Fellowships Application

Clinical Fellowships Application Assessment Criteria

The Clinical Fellowships Assessment Criteria comprehensively evaluate the Candidate's capability, the quality of their research proposal, the expected impact of their work, capacity building and Candidate development, and the institutional support and resources provided to ensure the fellowship's success and long-term contributions to the field of dust diseases.

All applications will be competitively reviewed based on how well they **meet the assessment criteria**, their **ranking among other submissions**, and their **overall value for money**. "Value for money" emphasises selecting Candidates with strong potential to advance dust disease research, deliver high-impact outcomes aligned with DDB's goals, and grow into influential leaders in the field.

Definition of clinician: In the context of DDB-funding, a clinician is a healthcare professional, such as a medical doctor, nurse, or allied health worker, who actively engages in patient care and is looking to develop as a researcher or enhance their research skills. They apply their clinical expertise to conduct research that directly informs and enhances the prevention, diagnosis, and treatment of dust diseases. This role is essential in translating research findings into clinical practice to improve patient outcomes.

Candidate's Capability (40%)

This criterion assesses the clinician's track record, expertise, and ability to collaborate, ensuring they have the skills and experience needed to advance dust diseases research and clinical practice through impactful work.

1. Evidence of Clinical and Research Achievements, including a record of high-quality outputs in both research and clinical practice, tailored to the Candidate's career stage.

- **Early-Career:** Focus on emerging achievements, including initial clinical contributions, research projects, and early publications.
- **Mid-Career:** Emphasis on independent clinical practice, leadership in research, and a strong portfolio of outputs.
- **Senior:** Leadership in clinical programs and large-scale research, with a significant impact on the field.

2. The Candidate's expertise, demonstrated through relevant publications, clinical innovations, and research work, tailored to the Candidate's career stage.

- **Early-Career:** Developing expertise through foundational clinical and research contributions,

- **Mid-Career:** Established expertise with significant clinical and research advancements.
- **Senior:** Extensive expertise with influential contributions to the field.

3. The ability to collaborate across disciplines and organisations to enhance impact.

- **Early-Career:** Potential for collaboration in clinical and research projects.
- **Mid-Career:** Proven leadership in collaborative efforts.
- **Senior:** Leadership in managing complex, impactful collaborations.

4. **Teaching and Clinical Training for Mid and Senior Career Candidates:** Contributions to the education and training of healthcare professionals, highlighting the impact on future leaders in dust diseases.

Proposal Quality (35%)

This criterion evaluates the overall strength and potential impact of the research project, focusing on the clarity and significance of its objectives, the innovation within its approach, the robustness of its methodology and the alignment with the DDB strategic goals.

Research Objectives

- Clarity and significance of the research goals.
- How well the project addresses a significant knowledge gap or unresolved problem in dust diseases.
- Significance of the objectives to the broader field of dust diseases and related health issues.
- Relevance, clarity, and significance of the key research questions in relation to the research objectives.

Innovation

- The innovative aspects of the research approach, including any new theories, methods, or technologies.
- The use of emerging technologies or methodologies that differ from traditional research.
- How the project could lead to pioneering advancements and potentially transformative outcomes.

Methodology

- The comprehensiveness and rationale of the study design, including the chosen methods.
- The rigor and robustness of the proposed data collection and analysis techniques.

- The quality and contribution of any interdisciplinary approaches to the research methodology.

Alignment with Strategic Goals

- How well the project aligns with the DDB Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
- The extent to which the research supports the long-term vision and goals of the DDB.

The effectiveness of plans and strategies for engaging with the research community and stakeholders throughout the project.

Expected Impact and Translation (10%)

This criterion assesses the research's potential to advance knowledge and treatment of dust diseases, contributing to improved health, economic, and social outcomes, capacity building, and collaboration, with a focus on the translation of research findings into practice, scalability, and development in key medical fields.

- Potential impact of the research on advancing clinical knowledge and treatment of dust diseases, contributing to improved patient care, healthcare capabilities, and quality of life.
- Anticipated benefits in terms of contributions to clinical knowledge, healthcare outcomes, capacity building, and fostering collaboration among healthcare providers, research organisations, and disciplines.
- Translation and implementation of research findings into practice, ensuring that research outcomes are effectively applied in clinical or public health settings to directly benefit patients and stakeholders.
- The potential for scalability or further development of research outcomes beyond the initial project phase, with a focus on strengthening capacities in key areas such as, but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology and radiology to enhance the prevention, treatment, and management of dust diseases.

Capacity Building and Candidate Development (10%)

This criterion assesses how effectively the fellowship will support leadership development, enhance expertise, foster cross-disciplinary skills, and contribute to long-term career growth across all career stages in the field of dust diseases.

- The fellowship's potential to develop leadership in dust diseases by building foundational skills in **early-career candidates**, expanding leadership roles for **mid-career candidates**, and strengthening established leadership for **senior candidates**.

- The fellowship's role in enhancing expertise in key fields such as, **but not limited to**, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology by developing core expertise in **early-career candidates**, expanding expertise in **mid-career candidates**, and leveraging extensive expertise for broader impact in **senior candidates**.
- The fellowship's support for developing cross-disciplinary skills by introducing methods for **early-career candidates**, strengthening collaboration for **mid-career candidates**, and leading interdisciplinary projects for **senior candidates**.
- The fellowship's contribution to long-term career development by establishing a strong foundation for **early-career candidates**, building a robust trajectory for **mid-career candidates**, and ensuring continued leadership and mentoring for **senior candidates**.

Institutional Support and Resources (5%)

This criterion assesses how effectively the eligible Administering Organisation/Institution will provide the necessary facilities, resources, and supervision and mentoring to support the Candidate's research, career development, and successful completion of the fellowship, ensuring a strong foundation for their future contributions to the dust diseases field.

- The extent to which the eligible Administering Organisation/Institution will provide the necessary facilities, including laboratories and specialised equipment, to support the proposed research.
- How well the eligible Administering Organisation/Institution will support the Candidate with resources such as materials, technology, and administrative assistance to ensure the success of the fellowship.
- The quality and commitment of supervision and mentoring that will be provided, including plans for career development and regular guidance tailored to the Candidate's growth during the fellowship.

6 Grant Administration

Acceptance of Grant

Offers of DDB Researcher Development Stream Awards Program grants must be **formally accepted** in writing via email **within two weeks** of the date of the offer.

1. **Candidate Acceptance:** The PhD Scholarship/Fellowship Candidate must provide their acceptance in writing to the eligible Administering Organisation/Institution.
2. **Eligible Administering Organisation/Institution Acceptance:** The eligible Administering Organisation/Institution must then facilitate the acceptance process by collecting the Candidate's acceptance and emailing both the Candidate's acceptance and their own acceptance to ddcgrants@icare.nsw.gov.au

The email should have the subject line: Acceptance_Grant_CandidateName_2025. Both acceptances must be received within the specified timeframe to ensure the grant is formally accepted.

Grant Funding Agreement

If the application for grant funding is successful, the eligible Administering Organisation/Institution will be required to enter into DDC's standard Funding Agreement. Preparation of the Funding Agreement will commence in March 2025.

The Funding Agreement details the specific conditions for each grant type and each individual grantee including reporting requirements and financial management.

All parties involved in a grant should familiarise themselves with the standard Funding Agreement conditions, but only the eligible Administering Organisation/Institution and DDC will be parties to the document.

By signing the Funding Agreement, the eligible Administering Organisation/Institution is agreeing to the conditions contained in that Agreement. A grant will not commence, nor grant funds be expended, prior to:

- The Funding Agreement between DDC and the eligible Administering Organisation/Institution having been signed by both parties; and
- Appropriate clearances having been obtained relevant to the project e.g. ethics approval and provided to DDC.

Evidence of Research Ethics Committee approval, Institutional Biosafety Committee approval or other regulatory body approvals, as appropriate to the project being conducted, must be forwarded to DDC upon their receipt. The offer of funding may be withdrawn if the

necessary approvals/licenses are not received **6 months** after the date of the research Funding Agreement. Applicants should be aware that the *Schedule 2 Project, Reporting and Payment Schedule* is part of the Funding Agreement and the Performance Measures are used to evaluate satisfactory progress.

Requests to vary a Funding Agreement or Schedules must be forwarded in writing. Amendment of any clauses of the Funding Agreement will be at DDC's absolute discretion. A sample of the standard Funding Agreement is available upon request.

Progress Reporting

DDC requires Project Progress and Financial Acquittal Reports to be submitted according to the *Schedule 2 Project, Reporting and Payment Schedule* which is part of every Funding Agreement. Any departure from the approved project and/or the budget must be disclosed in the Project Variation Request Form. DDC reserves the right to suspend or terminate a grant if progress reports are not supplied by the due date or if progress is considered unsatisfactory by the DDB and/or DDC in accordance with Procedures for Dealing with Delayed Reports and Non-compliance specified in the Active Project Reporting User Manual. If a project fails to obtain the target number of research subjects the Board may reduce the grant. If a project fails to obtain sufficient research subjects to produce statistically significant results, the Board may terminate the funding for the project. DDC will provide notice in writing of any concerns to the eligible Administering Organisation/Institution.

At the completion of the project, the eligible Administering Organisation/Institution will be required to submit the Final Financial Acquittal Report certified by the eligible Administering Organisation/Institution Finance Manager to confirm its accuracy and completeness.

DDC withholds the final 10% of grant monies which are not paid until all of the researcher's obligations under the Funding Agreement are fulfilled.

Grant Performance Monitoring and Audit

DDC monitors grant performance through regular progress reports and periodic audits. The DDB is updated quarterly on grant performance. Reasonable notice will be given if a random audit is required. The eligible Administering Organisation/Institution must maintain all documents and financial records.

DDC may, at any time during the Term and for **12 months afterwards**, conduct an audit or ask the Recipient to arrange for an independent auditor, approved by DDC, to do so. This audit can cover any aspect of the Project or the performance of the Funding Agreement, including verifying information provided to DDC. The Recipient must give the auditor access as described in **clause 10 (Access and Audits)** of the Funding Agreement. The auditor can

make copies of any relevant records or documents. DDC may also appoint an independent person to help with the audit. DDC will cover the audit costs unless the audit finds non-compliance with the Funding Agreement or misleading information from the Recipient, in which case the Recipient will bear the cost.

Quality Assurance Reference

You must refer to the Quality Assurance section in the Project Planning and Scheduling Manual for detailed information on internal and external audits. The Manual includes the Quality Assurance Plan and tips on preparing for audits.

Quality Assurance Plan Template

You are required to use the Quality Assurance Plan Template to prepare for potential audits. While implementing a Quality Assurance Plan is **not mandatory during the grant application**, it is essential once the grant is awarded to ensure research integrity and excellence. The template provides a framework for maintaining high research standards, covering quality metrics, audits, communication and data management.

Impact Evaluation

The impact will be assessed throughout the grant's life cycle and documented in Project Progress and Final Reports. Additionally, the grantee must complete an impact assessment approximately **one year after** project completion. These evaluations will inform the DDB about the impact areas addressed by each project for reporting purposes.

To ensure that the funded research provides long-term benefits, the DDB requires the grantee to report on the project's impact beyond its lifetime. Specifically, the grantee must submit an impact report to the DDC approximately **12 months after** the project's completion. This report should detail how the research outcomes have continued to influence the field, contribute to further research, and benefit the community or industry. The impact report is crucial for demonstrating the enduring value of the project and for informing future funding decisions.

Recognition of Funding

All publications, media releases or discussion of results originating from a grant must acknowledge funding support with the following wording:

"This project was supported by a Dust Diseases Board competitive grant. The views expressed herein are those of the authors and are not necessarily those of icare or the Dust Diseases Board."

7.1 DDB Early Career Researcher Awards

Appendix 1 PhD Scholarships Application Submission Protocol

Introduction

The DDB PhD Scholarships Application Submission Protocol provides detailed instructions for completing and submitting your application. This protocol is designed to help you efficiently prepare and submit your application.

Before You Begin

Grant Guidelines: Ensure you have read and understood the *DDB Researcher Development Stream Awards Program Guidelines FY25* contained within this document. These *Guidelines* provide crucial information on the purpose, scope, objectives, requirements eligibility, and expectations for the PhD Scholarships.

Assistance:

For help or additional clarification while filling out the application form, please direct all inquiries to the **Research Office of your eligible Administering Organisation/Institution**, which will then contact us at ddcgrants@icare.nsw.gov.au.

If your organisation does not have a Research Office, you may contact us directly at ddcgrants@icare.nsw.gov.au

Completing the Application Form

General Requirements: Complete all required sections of the form accurately. Make sure all provided information is current and correct.

Declarations: All required declarations must be confirmed by checking the appropriate boxes within the form. This serves as verification that the information submitted is accurate and in compliance with the *DDB Researcher Development Stream Awards Program Guidelines FY25*. Additionally, a signature from the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the eligible Administering Organisation/Institution is required.

Key Sections of the PhD Scholarships Application Form

Part A - Administrative Overview

Academic and Relevant Professional Qualifications

A2. Candidate Summary

Supporting Documents

Please follow the instructions below to ensure all required documents are correctly submitted with your application. Each document should be attached as **a separate PDF file**.

Document	Instructions
Certified Academic Transcripts	Attach certified copies of your academic transcripts.
	Ensure that the certification is clearly visible and that the documents are legible.
	The transcripts must include all completed courses and degrees relevant to your application.
	If your transcripts are not in English, please provide a certified translation.
Curriculum Vitae (CV)	Attach a copy of your recent CV (maximum four A4 pages). The document should be saved in PDF format and clearly named with your name and the section title: "Smith_CV.pdf".
	The CV should be up-to-date and include details of your academic background, research experience, and any relevant work experience.
	Highlight any awards, scholarships, and academic achievements you have received, ensuring they are clearly presented in your CV.
	Include information on any publications, conference presentations, and research projects you have been involved in, as applicable.
	Ensure the CV is well-organised, concise, and clearly outlines your qualifications, experience, and achievements.

A7. Support from the Administering Organisation/Institution

Please ensure that you obtain a statement of support from your Administering Organisation/Institution, following the instructions below. This document must be attached as a **separate PDF file** and adhere to the specified format and content guidelines.

Aspect	Details
Statement Requirements	The statement must be provided by the Administering Organisation/Institution and signed by the Deputy/Pro Vice-Chancellor (Research) or their delegate/equivalent. The document should be a maximum of two A4 pages .
Support for the Candidate	The statement should detail how the Administering Organisation/Institution will support you during the scholarship. This includes a commitment to providing the necessary support, supervision, and resources throughout the scholarship term to ensure the successful completion of your research project.
Nominated Primary Supervisor	Clearly state that you will have a Nominated Primary Supervisor who will oversee your research and provide guidance throughout your PhD.
Resources and Infrastructure	Outline the resources, facilities, and infrastructure that the Administering Organisation/Institution will provide to support your research project. This might include access to laboratories, specialised equipment, or research databases.
Academic and Professional Development	Highlight specific plans or initiatives that the institution will undertake to support your academic and professional development. This could include workshops, seminars, training programs, or additional mentorship opportunities.
Research Integration	Describe how the Administering Organisation/Institution will facilitate your integration into relevant research networks or collaborations within the institution or with local partners, which could enhance the scope and impact of your research.
Monitoring and Feedback	Commit that the Administering Organisation/Institution will regularly monitor your progress and provide feedback through formal evaluations, progress reviews, or meetings with your primary supervisor and any other relevant mentors.
Tailored Support	Outline any tailored support for specific needs related to your research, such as access to specialised equipment, data sets, or laboratory space.

Document Submission:

- Ensure that the statement is concise, professional, and **does not exceed two A4 pages**.
- The document should be saved in PDF format and **clearly named** with your name and the section title: "Smith_Institutional_Support_Statement.pdf".

A8. Application Overview

When writing the "Application Overview" section of your DDB PhD Scholarship application, it is crucial to provide a concise and clear summary of your project. This summary should highlight the problem your research seeks to address and its significance within the field of dust diseases. Follow these guidelines to ensure your overview is effective and well-structured.

Aspect	Details
Word Limit	Keep your overview to a maximum of 150 words . It should be a brief yet comprehensive summary of your research project.
Clarity and Simplicity	Use straightforward and easy-to-understand language. The overview should be accessible to readers who may not be experts in your specific research area.
Objective Language	Avoid using first-person expressions such as "I will" or "My project." Instead, use objective language like "The project intends to..." or "This research aims to..."
Formatting Guidelines	Adhere to the following formatting rules:
	<ul style="list-style-type: none"> Do not use quotation marks or abbreviations.
	<ul style="list-style-type: none"> Avoid using all capital letters or bullet points.

Project's Aims*

When completing the "Project's Aims" section of your DDB PhD Scholarship application, it is important to clearly articulate the broad goals and overarching purpose of your research project. The aims should set the overall direction for your work, providing a foundation upon which your detailed objectives will be built.

Please note that project **aims** (requested below) and **objectives** (requested in **D3. Detailed Project Proposal**) are related but **serve different purposes** in the context of project planning and execution.

Aspect	Details
Definition	Project aims are broad, overarching statements that describe the general goals and purpose of your research. They set the stage for what you intend to achieve in the field of dust diseases research.
Nature	Aims are typically abstract and less specific than objectives. They provide a high-level view of your research intentions and are not directly measurable.
Scope	The aims should outline the overall direction and intent of your project. They should be aligned with the DDB's mission to make a positive difference for those impacted by hazardous dust exposure and dust diseases.

Example:

Aim: "To develop innovative prevention strategies for dust-related diseases in the workplace."

Key Differences

When completing **this section** and **D3. Detailed Project Proposal**, ensure you **adhere to the distinctions between aims and objectives**:

Criteria	Aims	Objectives
Specificity	Broad and general.	Specific and detailed.
Measurability	Often not directly measurable.	Always measurable and quantifiable.
Time Frame	Long-term and overarching.	Short to medium-term and time-bound.
Focus	Provide overall direction.	Focus on concrete tasks and milestones.

Format for Application Overview:

Section	Content
Project's Aims*	Briefly state the primary aims of your project. Clearly outline what the project intends to achieve through the research. Avoid using first-person language.
Importance	Explain the significance of the project. Discuss why this research is important and how it addresses a current gap or need in the field. Use straightforward language.
Anticipated Outcomes	Describe the expected results of the project. State what the research aims to accomplish, avoiding the use of abbreviations or bullet points.
Benefits	Highlight the potential benefits of the project. Explain who will benefit from the research and how, considering both immediate and long-term impacts. Keep the language objective.

Part B - Academic and Research Development Overview

B1. Research Project and Supervisor Impact

Please follow the instructions below to complete the "Research Project and Supervisor Impact" section of your DDB PhD Scholarship application. This section is important for demonstrating how the proposed research and supervision will contribute to your academic and professional development.

Aspect	Details
Purpose	Clearly articulate how the research project and the guidance of your Nominated Primary Supervisor will enhance your knowledge and skill set, specifically within the context of dust diseases research.
Focus Areas:	Consider addressing the following aspects in your response:
- Knowledge Enhancement	Explain how the research project will deepen your understanding of dust diseases and related fields. Highlight specific areas of knowledge you expect to gain through this research.
- Skill Development	Discuss the particular skills you anticipate developing, such as research methodologies, data analysis, technical skills, or expertise in dust diseases.
- Supervisor's Role	Describe how your primary supervisor's expertise in dust diseases research, mentorship, and guidance will support your growth. Mention any specific areas where their experience will be particularly beneficial.
- Integration of Knowledge and Skills	Explain how the combination of the research project and your supervisor's mentorship will prepare you for future opportunities in the field of dust diseases research.
Word Limit	Your response should be concise , with a maximum of 250 words . Ensure that each word contributes meaningfully to the overall impact of your statement.
Clarity and Precision	Use clear and precise language. Avoid vague statements and ensure that your response is well-structured and logically flows from one point to the next.

B2. Scholarship Contribution to Academic and Career Aspirations

Please follow the instructions below to complete the "Scholarship Contribution to Academic and Career Aspirations" section of your DDB PhD Scholarship application. This section is essential for demonstrating how the scholarship will support your long-term academic and professional development, particularly in dust disease research.

Aspect	Details
Purpose	Clearly articulate how the PhD Scholarship will contribute to your long-term academic and career aspirations, with a focus on dust diseases research and related fields.
Focus Areas:	Consider addressing the following aspects in your response:
- Academic Goals	Describe how the scholarship will help you achieve your academic objectives, such as completing your PhD, contributing to innovative research, or gaining expertise in specific areas related to dust diseases.
- Career Aspirations:	Explain how the scholarship will assist in achieving your professional goals, whether in research, academia, or healthcare, particularly in roles related to dust diseases or occupational health.
- Alignment with DDB Strategic Priorities 2025-2029	Highlight how your academic and career goals align with DDB's Strategic Priorities 2025-2029, such as broadening research community engagement, adapting to evolving needs, and fostering innovation in dust disease management.
- Contribution to DDB Grant Strategy Guiding Principles	Discuss how your aspirations align with DDB's Grant Strategy Guiding Principles, including early-stage innovation, capacity building in specialised areas, enhancing quality of life, advancing research translation, and promoting the prevention of dust diseases.
Word Limit	Your response should be concise , with a maximum of 250 words . Ensure that each word contributes meaningfully to the overall impact of your statement.
Clarity and Precision	Use clear and precise language. Avoid vague statements and ensure that your response is well-structured and logically flows from one point to the next.

B3. Research Focus and Academic Pathway Alignment

Please follow the instructions below to complete the "Research Focus and Academic Pathway Alignment" section of your DDB PhD Scholarship application. This section is important for demonstrating how your current research focus aligns with your ongoing academic pursuits and future scholarly objectives.

Aspect	Details
Purpose	Clearly articulate how your research focus is connected to your current academic pathway and how it will support your future scholarly goals, particularly within the field of dust diseases.
Focus Areas:	Consider addressing the following aspects in your response:
- Current Academic Pursuits	Explain how your current academic work, including any relevant coursework, research projects, or publications, is connected to your proposed research focus.
- Research Focus	Describe the specific area of dust diseases or related fields that you plan to investigate through your PhD research. Highlight how this focus builds on your previous academic experiences and interests.
- Future Scholarly Goals	Discuss how your research focus aligns with your long-term academic and professional aspirations. Consider how this research will position you for future opportunities in academia, research, or industry related to dust diseases.
- Contribution to the Field	Reflect on how your research focus will contribute to the broader field of dust diseases research. Consider its potential impact on understanding, preventing, or treating dust diseases.
Word Limit	Your response should be concise , with a maximum of 250 words . Ensure that each word contributes meaningfully to the overall impact of your statement.
Clarity and Precision	Use clear and precise language. Avoid vague statements and ensure that your response is well-structured and logically flows from one point to the next.

B4. Post-PhD Academic and Professional Objectives

Please follow the instructions below to complete the "Post-PhD Academic and Professional Objectives" section of your DDB PhD Scholarship application. This section is important for demonstrating how your PhD will serve as a foundation for your long-term academic and professional aspirations, particularly in the context of dust diseases research.

Aspect	Details
Purpose	Clearly outline your academic and professional goals following the completion of your PhD, specifically within the framework of dust diseases research or related fields.
Focus Areas:	Consider addressing the following aspects in your response:
- Academic Aspirations	Describe your post-PhD academic goals, such as pursuing a postdoctoral position, securing a faculty role, or continuing research in dust diseases. Highlight how you plan to expand upon the knowledge and skills gained during your PhD.
- Professional Objectives	Explain your career goals beyond academia, such as working in industry, government, or healthcare, particularly in roles focused on dust diseases or occupational health. Consider how you will leverage your research to influence policy, clinical practice, or industry standards.
- Contribution to Dust Diseases Field	Discuss how you intend to contribute to the field of dust diseases research after your PhD. Consider how your work can impact the understanding, prevention, or treatment of dust diseases, aligning with the DDB's vision to make a positive difference for those impacted by hazardous dust exposure and dust diseases.
- Long-Term Vision	Reflect on your long-term vision for your career and academic path. Consider how this aligns with the DDB's mission to fund research into the causes, mechanisms, diagnosis, treatment, and prevention of dust diseases to reduce the risk of people developing a dust disease and to optimise health and care outcomes for people with a dust disease.
Word Limit	Your response should be concise , with a maximum of 250 words . Ensure that each word contributes meaningfully to the overall impact of your statement.
Clarity and Precision	Use clear and precise language. Avoid vague statements and ensure that your response is well-structured and logically flows from one point to the next.

Part C - Candidate's Referees and Nominated Primary Supervisor

C1. Candidate's Referees

Nominated Primary Supervisor (First Referee) from the Enrolling Institution

Please follow the instructions below to complete this section of your DDB PhD Scholarship application. This section is critical for providing a comprehensive view of your academic and research capabilities through the perspective of your Nominated Primary Supervisor.

Aspect	Details
Nominated Primary Supervisor	Ensure that your Nominated Primary Supervisor is someone who will oversee your research project and is familiar with your academic and research abilities within the context of the enrolling institution.
First Referee's Statement	In a separate PDF document , you must include a statement from your Nominated Primary Supervisor. This statement should support your application and provide insight into your suitability for the PhD Scholarship. The document should be a maximum of one A4 page .

Guidelines for the First Referee's Statement:

Aspect	Details
Purpose of the Statement	The statement should strongly endorse your candidacy for the PhD Scholarship. It should highlight your research potential, academic achievements, and suitability for the scholarship, especially within the context of dust diseases research.
Key Areas to Address:	The statement should include:
- Academic and Research Capabilities	A detailed assessment of your academic performance and research skills, particularly in relation to the proposed research project.
- Fit with the Scholarship's Purpose	How your research aligns with the objectives of the PhD Scholarship, including the focus on dust diseases and your potential to contribute to this field.
- Supervisor's Role:	A description of how the Nominated Primary Supervisor plans to support and guide your research throughout the PhD, ensuring alignment with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles
- Endorsement of Potential	An endorsement of your potential to make a significant contribution to dust diseases research, backed by examples of your previous work or academic achievements.
Document Requirements	Ensure the statement is concise, professional, and does not exceed one A4 page . The document should be saved in PDF format and clearly named with your name and the section title: "Smith_First_Referee_Statement.pdf".

Expert on Candidate's Relevant Work and Research Capacity (Second Referee)

Please follow the instructions below to complete this section of your DDB PhD Scholarship application. This section is essential for providing additional validation of your research capacity and professional achievements from an expert who is familiar with your work.

Aspect	Details
Second Referee	Select a Second Referee who is an expert familiar with your previous research, professional achievements, and specific skills related to your field of study. This individual should have a thorough understanding of your work, particularly as it relates to dust diseases or occupational health.
Second Referee's Statement	In a separate PDF document , you must include a statement from your Second Referee. This statement should support your application and provide an expert assessment of your research capacity and relevance to the PhD Scholarship. The document should be a maximum of one A4 page .

Guidelines for the Second Referee's Statement:

Aspect	Details
Purpose of the Statement	The statement should provide a strong endorsement of your research capabilities, professional achievements, and specific skills, emphasising how these qualities make you an excellent candidate for the PhD Scholarship.
Key Areas to Address:	The statement should include:
- Research Experience	A detailed evaluation of your previous research work, particularly in areas relevant to dust diseases or occupational health. This should include specific examples that demonstrate your research skills and contributions to the field.
- Professional Achievements	Highlight significant professional achievements that are relevant to your application. This could include awards, publications, or projects that illustrate your capacity for impactful research.
- Specific Skills	An assessment of specific skills you possess that are pertinent to the proposed research project, such as technical skills, analytical abilities, or expertise in a particular research methodology.
- Alignment with Scholarship Goals	How your work and skills align with the objectives of the PhD Scholarship, particularly in advancing research into dust diseases.
Document Requirements	Ensure the statement is concise, professional, and does not exceed one A4 page . The document should be saved in PDF format and clearly named with your name and the section title: "Smith_Second_Referee_Statement.pdf".

C2. Nominated Primary Supervisor (First Referee) Capability Statement

Please follow the instructions below to ensure that your Nominated Primary Supervisor completes the "Nominated Primary Supervisor Capability Statement" section of your DDB PhD Scholarship application. This statement, written by your supervisor, is crucial for demonstrating their qualifications, experience, and supervisory capabilities, ensuring they are well-equipped to guide you throughout your research project.

Aspect	Details
Purpose of the Statement	The Capability Statement should be written by your Nominated Primary Supervisor and provide a comprehensive overview of their qualifications, experience, and ability to support you throughout the PhD. It should highlight their expertise in your research area, specifically in dust diseases or related fields.
Key Areas to Address:	
- Qualifications and Experience	The supervisor should detail their academic qualifications, research experience, and any professional achievements relevant to your research area. This may include degrees, certifications, and notable contributions to the field of dust diseases research or related disciplines.
- Supervisory Capabilities	The supervisor should provide an overview of their experience in supervising PhD students or similar research candidates. They should emphasise their success in guiding researchers to completion, including specific examples where their mentorship has led to significant research outcomes or advancements in the field.
- Expertise in Research Area	The supervisor should discuss their expertise in your specific research area, particularly in relation to dust diseases. They should highlight any relevant projects, publications, or research that demonstrate their deep understanding of the subject matter and their capability to guide your research effectively.
- Support for the Candidate	The supervisor should outline the strategies and resources they will use to support you throughout the PhD. This should include their approach to providing guidance, feedback, and resources, as well as how they will help you overcome potential challenges and achieve the project's goals.
Word Limit	The supervisor should ensure that the Capability Statement is concise and does not exceed 400 words . The language should be clear and precise, with every word contributing meaningfully to the overall impact of the statement.

Part D – Project Description

D3. Detailed Project Proposal

Your Project Proposal is a critical component of the DDB PhD Scholarship application, accounting for 20% of the overall assessment. This section will be evaluated on the overall strength and potential impact of your research project, with particular attention to the clarity and significance of its objectives, the innovation within its approach, the robustness of its methodology, and its alignment with the DDB strategic goals. Follow these instructions to ensure your proposal meets the expectations of the assessment criteria.

Please note that project aims (requested in **A8. Application Overview**) and objectives* (requested below) **are related but serve different purposes** in the context of project planning and execution. Refer to the definitions and key differences between them in the **A8. Application Overview** section mentioned above.

Aspect	Instructions
Research Objectives*	Clearly define your research objectives, ensuring they are well-articulated and significant to the field of dust diseases.
	- Explain how your project addresses a key knowledge gap or an unresolved issue in dust diseases.
	- Ensure the objectives are relevant, clear, and have significant implications for the broader field of dust diseases and associated health concerns.
	- Articulate the main research questions or hypotheses in relation to the proposed objectives, highlighting their importance.
Context	Provide a detailed background that demonstrates the relevance of your research.
	- Show a thorough understanding of the current state of knowledge within the field, including existing literature and ongoing studies.
	- Clarify how your research fits into the broader context of dust diseases research, providing a foundation for its importance and relevance.

Aspect	Instructions
Innovation and Originality	Highlight the innovative and original aspects of your research project.
	- Clearly explain what makes your research novel, whether it's through new theories, methods, or technologies that you plan to introduce.
	- Detail how these innovative elements will contribute to advancing the field of dust diseases.
Research Methodology	Provide a comprehensive overview of your research methodology.

	- Justify your study design, including the methods chosen for data collection and analysis, ensuring they are appropriate and rigorous.
	- Explain the rationale behind your methodological choices and how they will help achieve your research objectives.
	- If applicable, discuss any interdisciplinary approaches you plan to integrate, and their contribution to the effectiveness of the research.

Aspect	Instructions
Alignment with Strategic Goals	Ensure your project aligns with the DDB Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
	- Clearly describe how your research supports the long-term vision and goals of the DDB.
	- Include plans and strategies for engaging with the research community and stakeholders throughout the project.
Expected Impact and Significance (10%)	Discuss the potential impact and significance of your research.
	- Explain how your research could advance knowledge, improve health outcomes, and contribute to broader societal and economic impacts.
	- Highlight the anticipated contributions to key impact areas, including knowledge, health, economic and social outcomes, capacity and capability building, and collaboration.
	- Discuss the potential for your research to foster collaboration across different sectors, including industry, research organisations, and academic disciplines.
	- Consider how your findings could inform future research projects and potentially lead to scalable solutions or broader applications in the prevention, treatment, and management of dust diseases.
References	- List all sources cited in your application, including relevant literature, your previous research work, and any other sources used to support your claims and methodologies. - Formatting: You may use a 10-point font for the references.
Document Requirements	Ensure the statement is thorough, professional, and does not exceed maximum five A4 pages, including references . The document should be saved in PDF format and clearly named with your name and the section title: "Smith_ Detailed_Project_Proposal.pdf".

D4. Interdisciplinary Research

In this section of your DDB PhD Scholarship application, you are required to indicate whether your research project involves interdisciplinary approaches. If your project includes interdisciplinary research, follow the instructions below to describe its nature.

Aspect	Instructions
Description of Interdisciplinary Research	Briefly describe how your research integrates knowledge, methods, or perspectives from various academic disciplines relevant to dust diseases.
	- Focus on how the interdisciplinary approach enhances the innovation and potential impact of your research.
	- Clearly articulate how the integration of different disciplines contributes to achieving your research objectives and advancing the field of dust diseases.
Word Limit	Your description should be concise and must not exceed 150 words . Use clear and straightforward language to effectively convey the significance of the interdisciplinary approach.

Part E - Ethics

E1. Ethical Issues

In this section of your DDB PhD Scholarship application, you are required to address any ethical issues related to your research project. Follow the instructions below to effectively communicate your understanding of ethical considerations and the steps you will take to address them.

Aspect	Instructions
Ethical Issues Description	If your project involves any ethical risks or considerations, clearly describe these concerns. This might include issues related to participant privacy, data security, informed consent, or potential harm to participants.
	- Be specific about the nature of the ethical challenges your research might encounter and why these issues are significant in the context of your study.
Mitigation Measures	Outline the measures you intend to implement to mitigate the identified ethical risks. Explain how these measures will help ensure that your research adheres to ethical standards and protects the rights and well-being of participants.
	- Examples might include obtaining informed consent, ensuring confidentiality, or implementing data protection protocols.
Ethics Committee	Provide the name of the Ethics Committee you will apply to for approval. This is the committee responsible for reviewing and approving the ethical aspects of your research.
Word Limit	Your response should be concise and must not exceed 250 words . Use clear and precise language to convey your understanding of ethical issues and your commitment to addressing them.

Part F – Staging

F1. Project Staging

When completing the "Project Staging" section of your DDB PhD Scholarship application, please follow these detailed instructions to ensure clarity and completeness:

Aspect	Instructions
Download and Review the Template	<ul style="list-style-type: none"> • Access and Download the Project Staging Template. • Review the detailed instructions and examples in the template to understand the format and required content.
Complete Each Stage of the Project	<ul style="list-style-type: none"> • Specify the duration of each stage, ensuring no stage exceeds nine months. • Clearly describe the activities planned for each stage. Include specific objectives and expected outcomes. • Detail the criteria or indicators that will demonstrate the successful completion of each stage. Include measurable and observable outcomes. • Specify the funding required for each stage. Ensure the funding breakdown aligns with the guidelines (execution stage at 20% and final stage at 10% of the total requested amount, and the remaining funds equally distributed across the intermediate stages with no instalment exceeding 30% of the total grant).
Attach the Completed Template	<ul style="list-style-type: none"> • Provide comprehensive and clear information for each section as outlined in the instructions. • Attach the completed Project Staging Template to your grant application form.

Part G – Compliance and Declaration

G1. Declaration by Applicant

This section of your DDB PhD Scholarship application requires you to confirm your compliance with the guidelines and declare that all the information provided is accurate and complete. Follow these instructions carefully to ensure you meet all necessary requirements.

Item	Instructions
Read Guidelines	Confirm that you have thoroughly read and complied with the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> .
True and Complete Details	Verify that all the information provided in your application is true and complete.
Eligibility Check	Ensure that you meet all eligibility requirements specified in the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> .
Project Commitment	Acknowledge that the proposed project will provide significant opportunities to develop and further your skills and capabilities. Commit to leveraging this opportunity to advance your career in fields relevant to dust diseases, such as, but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, or radiology.
Supervision Secured	Confirm that you have secured the relevant supervision from the Administering Organisation/Institution or Research Institution for the term of the scholarship.
Institutional Support	Verify that you have obtained the necessary support from the Administering Organisation/Institution.
Acknowledge Contributions	Take responsibility for the creation and intellectual content of your application, ensuring all references and contributions are properly acknowledged.
Follow Guidelines and Protocols	Confirm that you have followed the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> and Submission Protocols. Commit to adhering to the DDC Grant Funding Agreement if your application is successful.
Legal Compliance	Ensure that all legal requirements will be satisfied before starting the research.
Disclose Interests	Disclose any significant personal and financial interests or conflicts of interest to the relevant Administering Organisation/Institution and commit to updating them on any changes post-application submission.
Update Changes	Agree to inform the Administering Organisation/Institution of any changes in your circumstances that may impact your eligibility or ability to undertake the project after submitting your application.
Information Use	Acknowledge that the information provided in the form and attachments will be used for funding recommendations and post-award reporting, and may be shared with external assessors or other NSW Government Departments or Agencies as allowed by law.
Consent	Indicate your consent by selecting the provided checkbox ("I consent") and providing your full name, title, signature, and date.



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G3. Declaration by the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the Administering Organisation/Institution

In this section, the Deputy/Pro Vice-Chancellor (Research) or their delegate (or equivalent) must affirm their support for the applicant and the research project. Follow these instructions to ensure this section is completed correctly.

Item	Instructions
Affirmation of Compliance	Affirm that you have read and complied with the <i>Guidelines</i> by confirming the following statements:
	- All necessary checks confirm that the applicant meets the eligibility criteria.
	- You will notify the DDC of any updates to the applicant's status post-submission.
	- The application details and associated documents are true and complete, to the best of your knowledge.
	- All required documentation and the prescribed template have been attached as instructed.
	- The applicant is responsible for the creation and intellectual content of this application, with proper citations and acknowledgments.
Support and Endorsement	Confirm that the Administering Organisation/Institution supports and endorses the research project outlined in the application. This includes:
	- Ensuring that the Candidate will receive the necessary support and supervision throughout the scholarship term.
	- Providing the necessary resources, facilities, and infrastructure to support the research project throughout the duration of the scholarship.
Candidate Development	Affirm that, to the best of your knowledge, the proposed project will offer the Candidate valuable opportunities to enhance their skills and capabilities, supporting their academic development in fields related to dust diseases.
Legal and Compliance Statements	Confirm that:
	- Necessary consents have been obtained for third-party reviews for assessment purposes.
	- Permissions have been secured for the DDC to manage the details provided in this application.
	- Relevant parties have been informed that information from this application may be shared with other NSW Government Departments or Agencies for advisory purposes.
	- All personal and financial interests and conflicts of interest have been disclosed to the Administering Organisation/Institution. Conflicts will be managed according to the <i>icare Conflict of Interest Policy</i> , and related guidelines, if awarded.
Commitment to Execution	Confirm your commitment to:



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	- Executing the project as proposed and in accordance with the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> and the DDC Grant Funding Agreement, if awarded.
	- Ensuring that allocated funds will be used exclusively for the purposes outlined in the grant.
	- Not commencing the project until an appropriate ethics plan, if required, is in place.
Privacy and Confidentiality	Ensure that the Candidate and referees whose personal information is included in the application are aware of the Privacy and Confidentiality terms outlined in the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> .
Provide Signature and Details	Complete the declaration by providing your title, full name, position title in the organisation, signature, and the date.

Appendix 2 Post-Doctoral Fellowships Application Submission Protocol

Introduction

The DDB Full Application Submission Protocol offers detailed instructions for completing and submitting the application. This protocol is intended to assist you in efficiently preparing and submitting your application.

Before You Begin

Grant Guidelines: Ensure you have read and understood the *DDB Researcher Development Stream Awards Program Guidelines FY25* contained within this document. These *Guidelines* provide crucial information on the purpose, scope, eligibility, and expectations for each grant type.

Assistance:

For help or additional clarification while filling out the application form, please direct all inquiries to the **Research Office of your eligible Administering Organisation/Institution**, which will then contact us at ddcgrants@icare.nsw.gov.au.

If your organisation does not have a Research Office, you may contact us directly at ddcgrants@icare.nsw.gov.au

Completing the Application Form

General Requirements: Complete all required sections of the form accurately. Make sure all provided information is current and correct.

Declarations: All required declarations must be confirmed by checking the appropriate boxes within the form. This serves as verification that the information submitted is accurate and in compliance with the *DDB Researcher Development Stream Awards Program Guidelines FY25*. Additionally, a signature from the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the eligible Administering Organisation/Institution is required.

Candidate Eligibility and Research Information

Professional Experience and Skills

Purpose of This Section: The "Professional Experience and Skills" section is designed to assess whether your professional background meets the eligibility criteria for the Post-Doctoral Fellowship. If you have selected "professional experience and skills" as your qualification for eligibility, you must demonstrate a **minimum of 5 years** of full-time (or equivalent part-time) experience in relevant fields that directly contribute to the fellowship's goals.

Prepare Your Supporting Documents:

Gather the required supporting documents that demonstrate your professional experience and skills. These documents should clearly show your contributions to the field(s) indicated and your alignment with the fellowship's objectives.

Attach Supporting Documents:

Create a separate PDF document containing the following supporting documents, if they are not already covered in your CV:

Item	Description
Key Publications, Reports, or Project Summaries	Include copies of documents that showcase the outcomes and impact of your research. These should highlight your contributions to the field(s) relevant to the fellowship.
Evidence of Research Roles and Responsibilities	Provide documentation, such as appointment letters or job descriptions, that detail your previous roles and responsibilities in academic or industry positions related to dust diseases or the specified fields.
Involvement in Research Collaborations or Consortia	Include documentation that shows your participation in significant research collaborations or consortia, demonstrating your ability to work within a team or across disciplines.
Successful Grant Applications and Management	Attach grant award letters or project funding summaries that evidence your experience in successfully applying for and managing research grants.
Professional Development Courses and Training	Include certificates or transcripts from relevant professional development courses or training that have contributed to your expertise in the field(s).

Format and Submission:

Ensure that all supporting documents are compiled into a **single PDF document**. The PDF should be **named clearly** with your name and the section title:

"Smith_Professional_Experience_and_Skills.pdf". **Attach** this PDF document to your application form.

Career Interruption

Include any significant career interruption that has occurred post-PhD conferral, which has impacted your research opportunities. Interruptions may be due to reasons such as Caring Responsibilities, Medical Conditions, Parental Leave, or other allowable categories listed in **Table 1** (see **Section 4. Eligibility Criteria**, DDB Early Career Researcher Awards, Post-Doctoral Fellowships of these *Guidelines*).

Important:

- Clearly identify the cause of the interruption, selecting from the allowable categories in **Table 1**.
- Ensure the details are up-to-date and accurately reflect the duration and impact of each interruption.
- Provide the total duration of each interruption in years and months, ensuring it falls within the permissible timeframe specified in **Table 1**.

Use the Table Format:**Career Interruption**

Cause of Career Interruption	Duration of Interruption	Impact on Research Opportunities
[Cause, e.g., Parental Leave]	[Total Duration: e.g., 1 year, 6 months]	[Brief description of how the interruption affected your research opportunities]
[Cause, e.g., Medical Condition]	[Total Duration: e.g., 2 years]	[Brief description of how the interruption limited research opportunities]

Legend:

- Cause of Career Interruption:** The cause of the interruption, selected from Table 1 (e.g., Caring Responsibilities, Medical Conditions, Parental Leave, etc.).
- Duration of Interruption:** The total duration of the interruption in years and months.
- Impact on Research Opportunities:** A brief description of how the interruption impacted your ability to conduct research and its significance.

Format and Submission:

Save the summary as a **PDF document**, clearly named with your name and the section title: "Smith_Career_Interruption_Summary.pdf". Attach this document to your application form.

Key Sections of the Post-Doctoral Fellowships Application Form

Part A – Administrative Overview

A3. Candidate's Relevant Experience

Please follow the instructions below to complete the "Candidate's Relevant Experience" section of your DDB Post-Doctoral Fellowship application. This section is important for demonstrating how your past experiences and expertise make you well-suited to undertake the proposed project and achieve its key milestones.

Aspect	Details
Purpose of the Statement	The statement should clearly articulate how your past experiences and expertise align with the requirements of the proposed project. It should demonstrate your capability to successfully deliver the project's key milestones.
Key Areas to Address:	Ensure your response covers the following:
- Relevant Experience	Describe specific experiences from your academic, professional, or research background that are directly relevant to the proposed project. Focus on experiences that demonstrate your ability to work in key fields related to dust diseases, such as, but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, or radiology.
- Expertise	Highlight the skills and expertise you have developed that will contribute to the project's success. This may include research methodologies, technical skills, interdisciplinary collaboration, or experience with dust diseases.
- Contribution to Key Milestones	Explain how your experience and expertise will enable you to successfully deliver the project's key milestones. Be specific about how your past work has prepared you to overcome potential challenges and achieve the desired outcomes.
- Alignment with Fellowship Objectives	Reflect on how your experience aligns with the overall objectives of the Post-Doctoral Fellowship, such as enhancing research capacities, promoting collaboration, and improving healthcare practices in dust disease management.
Word Limit	Ensure that your statement is concise and does not exceed 400 words . Each word should contribute meaningfully to illustrating your qualifications and suitability for the project.
Clarity and Precision	Use clear, precise language, and structure your statement logically to ensure it flows well and effectively communicates your experience and expertise.

A6. Support from the Administering Organisation/Institution

Please ensure that you obtain a statement of support from your Administering Organisation/Institution, following the instructions below. This document must be attached as a **separate PDF file** and adhere to the specified format and content guidelines.

Aspect	Details
Statement Requirements	The statement must be provided by the Administering Organisation/Institution and signed by the Deputy/Pro Vice-Chancellor (Research) or their delegate/equivalent. The document should be a maximum of two A4 pages .
Support for the Candidate	The statement should detail how the Administering Organisation/Institution will support the Candidate during the fellowship. This includes a commitment to providing the necessary resources, mentorship, and support throughout the fellowship term.
Nominated Primary Supervisor	The statement should clearly state that the Administering Organisation/Institution will provide a Nominated Primary Supervisor who will oversee the Candidate's research and provide ongoing guidance throughout the fellowship. The supervisor should be experienced in the relevant field of dust diseases research.
Resources and Infrastructure	The Administering Organisation/Institution should outline the resources, facilities, and infrastructure that will be provided to support the Candidate's research. This might include access to specialised laboratories, cutting-edge equipment, or comprehensive research databases.
Academic and Professional Development	The statement should highlight specific initiatives or programs that the Administering Organisation/Institution will undertake to support the Candidate's academic and professional development during the fellowship. This could include opportunities for advanced training, participation in workshops, attendance at relevant conferences, or access to mentorship programs.
Cross-Disciplinary Collaboration	The Administering Organisation/Institution should describe how they will facilitate the Candidate's integration into relevant research networks or collaborations within the institution or with external partners. This support should enhance the interdisciplinary nature of the Candidate's research, particularly in fields related to dust diseases.
Monitoring and Feedback	The Administering Organisation/Institution should commit to regularly monitoring the Candidate's progress and providing constructive feedback. This could be through formal evaluations, progress reviews, or scheduled meetings with the primary supervisor and other relevant mentors.
Tailored Support	The statement should outline any tailored support specific to the Candidate's research needs, such as access to specialised equipment, unique datasets, or dedicated laboratory space. If the research involves innovative methodologies or cross-disciplinary approaches, the statement should detail how these will be supported.

Document Submission:

- Ensure that the statement is concise, professional, and **does not exceed two A4 pages**.

The document should be saved in PDF format and **clearly named** with your name and the section title: "Smith_Institutional_Support_Statement.pdf".

A7. Collaboration

Please follow the instructions below to complete the "Collaboration" section of your DDB Post-Doctoral Fellowship application. This section is important for demonstrating how collaborative efforts with other organisations will leverage diverse expertise and broaden the impact of your research on dust diseases.

Aspect	Details
Purpose	The DDB Researcher Development Stream Awards Program encourages cross-disciplinary and cross-organisational collaboration to leverage diverse expertise and broaden the impact of dust diseases research. Collaborations can enhance the quality, innovation, and reach of your research, contributing to the overall objectives of the DDB, its Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
- Collaborating Organisations	Clearly identify the organisations with which you will collaborate. Specify whether these organisations are research institutions, healthcare providers, industry partners, or other relevant entities. Ensure the organisations mentioned align with the goals of the DDB and the nature of your research project.
- Nature of Collaboration	Describe the nature of the collaboration, including the roles and responsibilities of each organisation. Highlight how each collaborator's expertise will contribute to achieving the research objectives. Emphasise the cross-disciplinary aspects, demonstrating how the collaboration will integrate diverse fields to enhance the impact of your research.
- Impact on Research Outcomes	Explain how the collaboration will broaden the impact of your research on dust diseases. Discuss the potential for knowledge transfer, innovation, and the practical application of research findings across different sectors. Mention any anticipated benefits to NSW workers with dust diseases or the broader community.
- Alignment with DDB Priorities	Ensure that your collaboration plans align with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles. Highlight how the collaboration will support early-stage innovations, novel research, or the translation of research into policy and practice.
Word Limit	Your response should be concise and focused, with a maximum of 250 words .

A8. Application Overview

When writing the "Application Overview" section of your DDB Post-Doctoral Fellowship application, it is important to provide a concise and clear summary of your project. This summary should highlight the problem your research seeks to address and its significance within the field of dust diseases. Follow these guidelines to ensure your overview is effective and well-structured.

Aspect	Details
Word Limit	Keep your overview to a maximum of 150 words . It should be a brief yet comprehensive summary of your research project.
Clarity and Simplicity	Use straightforward and easy-to-understand language. The overview should be accessible to readers who may not be experts in your specific research area.
Objective Language	Avoid using first-person expressions such as "I will" or "My project." Instead, use objective language like "The project intends to..." or "This research aims to..."
Formatting Guidelines	Adhere to the following formatting rules:
	<ul style="list-style-type: none"> Do not use quotation marks or abbreviations.
	<ul style="list-style-type: none"> Avoid using all capital letters or bullet points.

Project's Aims*

When completing the "Project's Aims" section of your DDB Post-Doctoral Fellowship application, it is important to clearly articulate the broad goals and overarching purpose of your research project. The aims should set the overall direction for your work, providing a foundation upon which your detailed objectives will be built.

Please note that project **aims** (requested below) and **objectives** (requested in **D3. Detailed Project Proposal**) are related but **serve different purposes** in the context of project planning and execution.

Aspect	Details
Definition	Project aims are broad, overarching statements that describe the general goals and purpose of your research. They set the stage for what you intend to achieve in the field of dust diseases research.
Nature	Aims are typically abstract and less specific than objectives. They provide a high-level view of your research intentions and are not directly measurable.
Scope	The aims should outline the overall direction and intent of your project. They should be aligned with the DDB's mission to make a positive difference for those impacted by hazardous dust exposure and dust diseases.

Example:

Aim: "To develop innovative prevention strategies for dust-related diseases in the workplace."

Key Differences

When completing **this section** and **D3. Detailed Project Proposal**, ensure you **adhere to the distinctions between aims and objectives**:

Criteria	Aims	Objectives
Specificity	Broad and general.	Specific and detailed.
Measurability	Often not directly measurable.	Always measurable and quantifiable.
Time Frame	Long-term and overarching.	Short to medium-term and time-bound.
Focus	Provide overall direction.	Focus on concrete tasks and milestones.

Format for Application Overview:

Section	Content
Project's Aims*	Briefly state the primary aims of your project. Clearly outline what the project intends to achieve through the research. Avoid using first-person language.
Importance	Explain the significance of the project. Discuss why this research is important and how it addresses a current gap or need in the field. Use straightforward language.
Anticipated Outcomes	Describe the expected results of the project. State what the research aims to accomplish, avoiding the use of abbreviations or bullet points.
Benefits	Highlight the potential benefits of the project. Explain who will benefit from the research and how, considering both immediate and long-term impacts. Keep the language objective.

Part B - Evidence of Research Opportunities and Achievements

B1. Key Career Achievements

When writing the "Key Career Achievements" section of your DDB Post-Doctoral Fellowship application, it is important to provide a concise and clear summary of your most significant career milestones. These achievements should demonstrate your expertise, impact, and suitability for the proposed research. Follow these guidelines to ensure your achievements are effectively highlighted.

Aspect	Details
Number of Achievements	List up to five significant career achievements. Choose those that best showcase your contributions and impact in the field relevant to dust diseases research.
Conciseness	Each achievement should be briefly described , with a maximum of 20 words per achievement . Focus on clarity and impact.
Contextual Statement	For each achievement, provide a brief contextual statement, where applicable, to explain its significance or relevance to your research. This statement should clarify why the achievement was important, how it contributed to your field, or how it demonstrates your readiness for the proposed project. Ensure the statement is concise and within the 20-word limit .
Relevance	Ensure that the selected achievements are directly relevant to the proposed project and demonstrate your ability to succeed in the fellowship. Prioritise achievements that align with the goals and priorities of the DDB.

B2. Impact on the Field and Contributions

When writing the "Impact on the Field and Contributions" section of your DDB Post-Doctoral Fellowship application, it is important to provide a concise and clear summary of your most significant research achievements. This information should demonstrate your expertise, the impact of your work, and your contributions to the field, particularly those most relevant to the proposed research. Follow these guidelines to ensure your achievements and contributions are effectively highlighted.

Aspect	Details
Document Requirements	Provide an account of the Candidate's research impact and contributions to the field in a separate PDF document . Ensure that the content is concise and does not exceed one A4 page .
Content Focus	Focus on the Candidate's career achievements, particularly those that are most pertinent to this application. Highlight the Candidate's contributions to the field of dust diseases research or related areas, ensuring that the information provided is directly relevant to the proposed project.
Proof of Research Impact	Clearly demonstrate the Candidate's research impact by providing specific examples. These might include publications, citations, successful implementation of research findings, or influence on policy and practice. Ensure the examples are measurable and highlight the significance of the research in advancing the field.
Contributions to the Field	Detail the Candidate's contributions to the field, such as leadership roles in research initiatives, collaboration with other experts, or development of new methodologies. Emphasise contributions that align with the goals and priorities of the DDB and that demonstrate the Candidate's capability to undertake the proposed research.
Avoid Duplication	Ensure that the information provided in this section is not duplicated elsewhere in the application . This section should complement other parts of the application by providing a focused summary of the Candidate's key achievements and impact.
Structure	Organise the content logically, ensuring clarity and coherence. Use headings or subheadings if necessary to guide the reader through the document.
Format and Submission	Save the summary as a PDF document, clearly named with your name and the section title: "Smith_Career_Impact_Summary.pdf". Attach this document to your application form.

B4. Context of Research Outputs

When completing section “Context of Research Outputs” in your DDB Post-Doctoral Fellowship application, it is important to effectively communicate the significance and impact of your research outputs. This section is divided into two parts, each **servicing a distinct purpose**. Follow these guidelines to ensure your responses are clear and impactful.

Part 1: Research Context

Aspect	Details
Purpose	Provide clear information explaining the relative significance of various research outputs within your discipline(s). This is important for contextualising your work within the broader field of dust diseases research or related areas.
Content	Describe the expectations and standards for research outputs in your field. This may include typical publication venues, the value placed on certain types of outputs (e.g., journal articles vs. conference proceedings), and how your outputs reflect these standards.
Significance	Highlight how your research outputs meet or exceed disciplinary expectations, particularly in relation to their impact and relevance to dust diseases research. Ensure that your description aligns with the Strategic Priorities 2025-2029 of the DDB and Grant Strategy Guiding Principles.
Word Limit	Keep your explanation concise, with a maximum of 200 words . Focus on the most critical points that will help assessors understand the context and importance of your work.

Part 2: Summary of Top Career Research Outputs

Aspect	Details
Purpose	Provide concise information about the impact of your ten most significant research outputs , focusing on those most pertinent to this application.
Content	For each of the top 10 research outputs listed in section B5 , summarise its impact in no more than 20 words per output . Consider the influence of each output on the field, citations, adoption in practice, or contribution to policy changes, especially in the context of dust diseases research.
Relevance	Ensure that the selected outputs are directly relevant to the proposed project and demonstrate your ability to contribute significantly to the field. Prioritise outputs that align with the DDB's mission and strategic goals.
Word Limit	The entire summary should not exceed 200 words . Each output's impact should be succinctly articulated, highlighting the most pertinent aspects of its contribution.

Part C - Candidate's Referees and Nominated Primary Supervisor

C1. Professional Referee (First Referee)

Please follow the instructions below to complete the "Professional Referee (First Referee)" section of your DDB Post-Doctoral Fellowship application. This section is critical for providing a comprehensive view of your professional conduct, skills, and experience through the perspective of your selected Professional Referee.

Aspect	Details
Professional Referee	Ensure that your selected Professional Referee is someone who can thoroughly evaluate your professional conduct, skills, and overall experience. This individual should be familiar with your work and able to provide an objective and detailed assessment. Note that the Professional Referee (First Referee) and the Project Referee (Second Referee) must be different individuals .
First Referee's Statement	In a separate PDF document , you must include a statement from your Professional Referee. This statement should support your application and provide insight into your suitability for the Post-Doctoral Fellowship. The document should be a maximum of one A4 page .

Guidelines for the First Referee's Statement:

Aspect	Details
Purpose of the Statement	The statement should strongly endorse your candidacy for the Post-Doctoral Fellowship. It should highlight your professional skills, experience, and overall suitability for the fellowship, especially within the context of dust diseases research or related fields.
Key Areas to Address:	The statement should include:
- Professional Conduct and Experience	A detailed assessment of your professional conduct, skills, and experience, particularly in relation to the proposed research project.
- Fit with the Fellowship's Purpose	How your professional experience aligns with the objectives of the Post-Doctoral Fellowship, including the focus on dust diseases research and your potential to contribute to this field.
- Referee's Role	A description of how the Professional Referee has interacted with you in a professional capacity and their assessment of your ability to succeed in the fellowship, ensuring alignment with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.

- Endorsement of Potential	An endorsement of your potential to make a significant contribution to dust diseases research or related areas, backed by examples of your previous work or professional achievements.
Document Requirements	Ensure the statement is concise, professional, and does not exceed one A4 page . The document should be saved in PDF format and clearly named with your name and the section title: "Smith_Professional_Referee_Statement.pdf".

C 2. Project Referee (Second Referee)

Please follow the instructions below to complete the "Project Referee (Second Referee)" section of your DDB Post-Doctoral Fellowship application. This section is essential for providing a detailed evaluation of your proposed research project from the perspective of a referee who can specifically address the project's objectives, methodology, and your role within it.

Aspect	Details
Project Referee	Choose a Project Referee who is well-acquainted with your proposed research project and can offer a comprehensive assessment of its objectives, methodology, and your specific contributions. This person should not be the same as your Professional Referee (First Referee).
Second Referee's Statement	In a separate PDF document , you must include a statement from your Project Referee. This statement should support your application by providing a detailed evaluation of your proposed research project, including the feasibility, significance, and potential impact of your work. The document should be a maximum of one A4 page .

Guidelines for the Second Referee's Statement:

Aspect	Details
Purpose of the Statement	The statement should provide a strong endorsement of your research project, emphasising its importance, originality, and alignment with the strategic priorities of the DDB and Grant Strategy Guiding Principles, particularly in the field of dust diseases research.
Key Areas to Address:	The statement should include:
- Project Objectives and Methodology	A thorough assessment of the project's objectives, methodology, and research design. The Project Referee should comment on the soundness and feasibility of the approach and how it addresses the key issues in dust diseases research.

- Candidate's Role in the Project	A detailed explanation of your role within the project, highlighting your leadership, expertise, and the unique contributions you will make to ensure the project's success.
- Fit with the Fellowship's Purpose	How the proposed project aligns with the objectives of the Post-Doctoral Fellowship and the broader mission of the DDB. The Project Referee should discuss the potential impact of the research on advancing understanding, prevention, or treatment of dust diseases.
- Endorsement of Project's Potential	A strong endorsement of the project's potential to make a significant contribution to the field of dust diseases research, supported by examples or evidence from the Project Referee's experience or knowledge.
Document Requirements	Ensure the statement is concise, professional, and does not exceed one A4 page . The document should be saved in PDF format and clearly named with your name and the section title: "Smith_Project_Referee_Statement.pdf".

C3. Nominated Primary Supervisor

Please follow the instructions below to complete the "Nominated Primary Supervisor" section of your DDB Post-Doctoral Fellowship application. This section is important for ensuring that your research project is supported by a supervisor with the relevant expertise and commitment to guiding your work throughout the fellowship.

Aspect	Details
Nominated Primary Supervisor	Select a Nominated Primary Supervisor who has significant expertise in your research area, particularly in dust diseases or related fields. This individual should be committed to providing ongoing guidance, support, and mentorship throughout the duration of your project.
Supervisor's Expertise	Ensure that your Nominated Primary Supervisor has a strong background in the research area relevant to your project. They should have a track record of successful supervision and be well-versed in the methodologies and challenges specific to your research.
Supervisor's Commitment	The supervisor should be committed to overseeing your research, including providing regular feedback, facilitating access to resources, and supporting your professional development. Their commitment should align with the strategic priorities of the DDB and Grant Strategy Guiding Principles, particularly in advancing dust diseases research.
Primary Supervisor's Statement	In a separate PDF document , you must include a statement from your Nominated Primary Supervisor. This statement should support your application by outlining their role in your project, their commitment to your success, and how their expertise will contribute to the project's outcomes. The document should be a maximum of one A4 page .

Guidelines for the Primary Supervisor's Statement:

Aspect	Details
Purpose of the Statement	The statement should provide a strong endorsement of your application, highlighting the Nominated Primary Supervisor's role in guiding your research and ensuring its success. It should also emphasise the alignment of your project with the strategic priorities of the DDB and Grant Strategy Guiding Principles, particularly in dust diseases research.
Key Areas to Address:	The statement should include:
- Supervisor's Role and Support	A detailed explanation of the supervisor's role in overseeing your project, including how they will provide guidance, mentorship, and support throughout the fellowship. The statement should also describe the supervisor's commitment to helping you achieve the project's goals and milestones.
- Expertise and Relevance	A description of the supervisor's expertise in your research area, particularly in dust diseases or related fields. The supervisor should explain how their experience and knowledge will be applied to support your research, ensuring its relevance and impact.
- Alignment with DDB Priorities	How the supervisor's guidance will ensure that your project aligns with the DDB's mission, strategic priorities and Grant Strategy Guiding Principles. The statement should mention how the project will contribute to advancing research in dust diseases, improving prevention, diagnosis, or treatment.
- Endorsement of Potential	An endorsement of your potential to make significant contributions to the field, supported by the supervisor's experience working with you or observing your work. The statement should highlight specific examples of your achievements and capabilities.
Document Requirements	Ensure the statement is concise, professional, and does not exceed one A4 page . The document should be saved in PDF format and clearly named with your name and the section title: "Smith_Primary_Supervisor_Statement.pdf".

C4. Nominated Primary Supervisor Capability Statement

Please follow the instructions below to ensure that your Nominated Primary Supervisor completes the "Nominated Primary Supervisor Capability Statement" section of your DDB Post-Doctoral Fellowship application. This statement, written by your supervisor, is important for demonstrating their qualifications, experience, and supervisory capabilities, ensuring they are well-equipped to guide you throughout your research project.

Aspect	Details
Purpose of the Statement	The Capability Statement should be written by your Nominated Primary Supervisor and provide a comprehensive overview of their qualifications, experience, and ability to support you throughout the fellowship. It should highlight their expertise in your research area, specifically in dust diseases or related fields.
Key Areas to Address:	The statement should include:
- Qualifications and Experience	The supervisor should detail their academic qualifications, research experience, and any professional achievements relevant to your research area. This may include degrees, certifications, and notable contributions to the field of dust diseases research or related disciplines.
- Supervisory Capabilities	The supervisor should provide an overview of their experience in supervising post-doctoral fellows or similar research candidates. They should emphasise their success in guiding researchers to completion, including specific examples where their mentorship has led to significant research outcomes or advancements in the field.
- Expertise in Research Area	The supervisor should discuss their expertise in your specific research area, particularly in relation to dust diseases. They should highlight any relevant projects, publications, or research that demonstrate their deep understanding of the subject matter and their capability to guide your research effectively.
- Support for the Candidate	The supervisor should outline the strategies and resources they will use to support you throughout the fellowship. This should include their approach to providing guidance, feedback, and resources, as well as how they will help you overcome potential challenges and achieve the project's goals.
Word Limit	The supervisor should ensure that the Capability Statement is concise and does not exceed 400 words . The language should be clear and precise, with every word contributing meaningfully to the overall impact of the statement.

Part D – Project Description

D3. Detailed Project Description

Your Detailed Project Description is a critical component of the DDB Post-Doctoral Fellowship application, accounting for 35% of the overall assessment under the Proposal Quality criterion and 15% under the Expected Impact and Translation criterion. Follow these instructions to ensure your proposal meets the expectations of these assessment criteria.

Proposal Quality (35%)

Aspect	Instructions
Research Objectives	<p>Clearly define your research goals with clarity and significance.</p> <ul style="list-style-type: none"> - Explain how your project addresses a significant knowledge gap or unresolved problem in dust diseases. - Emphasise the significance of your objectives to the broader field of dust diseases and related health issues. - Ensure the relevance, clarity, and significance of the key research questions in relation to the research objectives.
Innovation	<p>Highlight the innovative aspects of your research approach.</p> <ul style="list-style-type: none"> - Describe any new theories, methods, or technologies you plan to introduce. - Explain the use of emerging technologies or methodologies that differ from traditional research. - Discuss how your project could lead to pioneering advancements and potentially transformative outcomes.
Methodology	<p>Provide a comprehensive overview of your study design, including the chosen methods.</p> <ul style="list-style-type: none"> - Justify the comprehensiveness and rationale of your study design. - Ensure the rigor and robustness of the proposed data collection and analysis techniques. - Highlight the quality and contribution of any interdisciplinary approaches to your research methodology.
Alignment with Strategic Goals	<p>Clearly describe how your project aligns with the DDB Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.</p> <ul style="list-style-type: none"> - Explain the extent to which your research supports the long-term vision and goals of the DDB. - Detail the effectiveness of your plans and strategies for engaging with the research community and stakeholders throughout the project.

Expected Impact and Translation (15%)

Aspect	Instructions
Potential Impact	Discuss the potential impact of your research on advancing knowledge and treatment of dust diseases. - Explain how your research could contribute to enhanced medical and healthcare capabilities, leading to better patient outcomes and quality of life.
Anticipated Benefits	Highlight the anticipated benefits in terms of contributions to knowledge, health, economic and social outcomes, capacity and capability building, and fostering collaboration among industry, research organisations, and disciplines.
Translation and Implementation	Emphasise the translation and implementation of research findings into practice. - Ensure that research outcomes are effectively applied in clinical or public health settings to directly benefit patients and stakeholders.
Scalability and Development	Discuss the potential for scalability or further development of your research outcomes beyond the initial project phase. - Focus on enhancing capacities in key fields such as thoracic oncology, respiratory health, public health, nursing, psychology, and radiology.

Additional Requirements

Aspect	Instructions
References	List all sources cited in your application, including relevant literature, your previous research work, and any other sources used to support your claims and methodologies. - Formatting: You may use a 10-point font for the references.
Document Requirements	Ensure the project description is thorough, professional, and does not exceed six A4 pages , including references. The document should be saved in PDF format and clearly named with your name and the section title: "Smith_Detailed_Project_Description.pdf".

D4. External Research Funding

Include details of all research funding obtained from non-DDB sources, both within Australia and abroad. Specify all projects, applications, awards, and fellowships awarded or requested for the years 2024 to 2030 inclusive. Organise this information using the table format provided, listing entries in **descending order by date**.

Important:

- Report funding amounts in thousands and in Australian dollars.
- Please ensure that you **adhere** to the following format when providing details for non-DDB funding sources.
- Ensure the table **follows** the formatting and submission guidelines detailed in **Appendix 4**.



Dust Diseases Care

Use the Table Format:

Funding from External Sources

Project Information	Relevance to Dust Diseases (Y/N)	Funding Status (R/C/P)	2024 (\$'000)	2025 (\$'000)	2026 (\$'000)	2027 (\$'000)	2028 (\$'000)	2029 (\$'000)	2030 (\$'000)
Provide details for each project or fellowship including title, funding source, and program	Y/N	R/C/P	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Dr. Alice Brown's project	Y	R	150	250					
Dr. Alice Brown project and Prof. Michael White's collaboration	N	C	180	300					

Legend:

- **Project Information:** Include details such as project title, funding source, and program.
- **Relevance to Dust Diseases (Y/N):** State if the project is related to dust diseases.
- **Funding Status (R/C/P):** Indicate if the funding is Requested (R), Current (C), or Past (P).
- **Annual Funding Amounts (\$'000):** List the funding amounts for each year from 2024 to 2030.

D5. Ongoing DDB-Funded Projects

Definition of Ongoing DDB-Funded Projects:

Include any current project financed by DDB that has **not yet** submitted and received approval for its Final Project Report and Final Financial Acquittal and has **not been** officially closed by the DDC.

Important:

- **List** all currently held DDB projects.
- **Ensure** the details are up-to-date and accurately reflect the status of each project.
- **Compile** the list of currently held DDB projects listing entries in **descending order by date**.
- **Ensure** the information provided adheres to the formatting and submission requirements outlined in **Appendix 4** of these *Guidelines*.

Use the Table Format:

Ongoing DDB-Funded Projects

Project Title	Post-Doctoral Fellowship Candidate	Project Start Date	Expected Completion Date	Current Status
[Title of Project 1]	Dr. Alice Brown	[Start Date]	[Completion Date]	[Status]
[Title of Project 2]	Dr. Alice Brown	[Start Date]	[Completion Date]	[Status]

Legend:

- **Project Title:** The title of the ongoing DDB-funded project.
- **Specified Personnel:** The personnel involved in the project.
- **Project Start Date:** The date when the project began.
- **Expected Completion Date:** The anticipated date for project completion.
- **Current Status:** The present status of the project (e.g., ongoing, nearing completion).

D6. Professional Development and Career Progression

Please follow the instructions below to complete the "Professional Development and Career Progression" section of your DDB Post-Doctoral Fellowship application. This section is important for demonstrating how your proposed research project will contribute to your professional growth and career advancement in fields related to dust diseases.

Aspect	Instructions
Purpose of the Section	The Post-Doctoral Fellowships aim to enhance capacities in key fields related to dust diseases, such as, but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology. This section should explain how your project will provide opportunities for you to develop your skills and capabilities in these areas.
Focus on Skill Development	Describe how the activities and challenges within your project will help you develop new skills or enhance existing ones. - Emphasise the specific technical, research, and leadership skills you expect to gain. - Highlight any opportunities for learning and applying innovative methodologies, interdisciplinary approaches, or emerging technologies relevant to dust diseases.
Career Progression	Explain how the experience and skills gained from this project will assist you in progressing your career. - Discuss how this fellowship will position you for future roles in dust diseases research or related fields, including potential leadership positions or specialised roles. - Consider how your project aligns with the broader goals of advancing your expertise and contributing to key fields such as, but not limited to, thoracic oncology, respiratory health, public health, or other relevant areas.
Alignment with Fellowship Goals	Ensure your explanation aligns with the overall goals of the Post-Doctoral Fellowships. - Discuss how your career progression will contribute to the enhancement of research and clinical capacities in dust diseases, in line with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
Word Limit	Keep your response concise and focused, with a maximum of 300 words . Ensure that every sentence contributes to demonstrating the value of the fellowship in your professional development and career progression.

D7. Interdisciplinary Research

Please follow the instructions below to complete the "Interdisciplinary Research" section of your DDB Post-Doctoral Fellowship application. This section is essential for demonstrating how your proposed research project will integrate knowledge from various academic disciplines relevant to dust diseases, introducing innovative research methods that contribute to the fellowship's objectives.

Aspect	Instructions
Purpose of the Section	The Post-Doctoral Fellowships emphasise the importance of interdisciplinary research in advancing the understanding and management of dust diseases. This section should describe the nature of your interdisciplinary research, highlighting how it integrates knowledge from multiple academic disciplines to address key challenges in dust diseases.
Integration of Disciplines	Clearly articulate how your research draws upon and integrates knowledge from different academic disciplines. - Identify the specific disciplines involved (e.g., thoracic oncology, respiratory health, public health, nursing, psychology, radiology) and explain how their integration is crucial to addressing your research objectives. - Emphasise the collaborative aspects of your project, demonstrating how these disciplines will interact and contribute to innovative solutions in dust diseases research.
Innovation in Research Methods	Describe the innovative research methods you will employ, focusing on how these methods differ from traditional approaches. - Highlight any new techniques, technologies, or methodologies that will be utilised and explain how these will enhance the interdisciplinary nature of your research. - Discuss how this innovative approach could lead to breakthroughs or transformative outcomes in the prevention, diagnosis, or treatment of dust diseases.
Relevance to Dust Diseases	Ensure that your explanation ties back to the overall goal of improving outcomes for those affected by dust diseases. - Discuss how the interdisciplinary approach directly contributes to addressing key challenges in the field and aligns with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles, including capacity strengthening and healthcare capability enhancement.
Word Limit	Keep your response concise and focused, with a maximum of 250 words . Ensure that each sentence clearly contributes to describing the interdisciplinary nature and innovative aspects of your research project.

Part E – Risk and Ethics

E1. Risk Management Plan

When completing the " Risk Management Plan " section of your DDB Post-Doctoral Fellowship application, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
Download and Review the Template	<ul style="list-style-type: none"> • Access and Download the Risk Management Plan Template • Review the instructions and examples in the template to understand how to fill it out correctly.
Identify Potential Risks	<ul style="list-style-type: none"> • Identify all potential risks associated with your project. Consider operational, financial, technical, legal, and reputational risks. • Provide a clear description for each identified risk.
Assess the Risks	<ul style="list-style-type: none"> • Score Likelihood and Severity: Use the provided scale to score the likelihood (High=3, Medium=2, Low=1) and consequence (High=3, Medium=2, Low=1) of each risk. • Calculate Risk Level: Multiply the likelihood by the consequence to get the overall risk level (1-9). Indicate whether the level is acceptable or unacceptable.
Develop Mitigation Strategies	<ul style="list-style-type: none"> • Outline specific strategies to manage each identified risk. Include preventive measures and contingency plans. • Assess the adjusted risk level after implementing mitigation strategies and ensure it is within acceptable limits.
Complete and Attach the Template	<ul style="list-style-type: none"> • Provide detailed information for each section as outlined in the instructions. • Attach the completed Risk Management Plan Template to your grant application.

E2. Ethical Issues

Please follow the instructions below to complete the "Ethical Issues" section of your DDB Post-Doctoral Fellowship application. This section is important for identifying any ethical risks or considerations associated with your research project and outlining the steps you will take to address them.

Aspect	Instructions
Identification of Ethical Issues	<p>Clearly state whether your project involves any ethical risks or considerations.</p> <ul style="list-style-type: none"> - If your project does involve ethical concerns, provide a brief overview of these issues. Examples might include risks related to human subjects, data privacy, or sensitive topics in dust diseases research. - Ensure that the identified ethical issues are relevant to the scope and nature of your research project.
Mitigation Measures	<p>Outline the measures you intend to implement to mitigate the identified ethical risks.</p> <ul style="list-style-type: none"> - Describe the steps you will take to ensure compliance with ethical standards, such as obtaining informed consent, ensuring confidentiality, or minimising potential harm to participants. - Emphasise how these measures will address the specific ethical concerns associated with your project, ensuring that your research is conducted responsibly and ethically.
Ethics Committee	<p>Provide the name of the Ethics Committee to which you will apply for approval.</p> <ul style="list-style-type: none"> - Ensure that the chosen Ethics Committee is appropriate for the type of research you are conducting and has the necessary authority to review and approve your project. - Mention any relevant timelines for submitting your application to the Ethics Committee, if applicable.
Word Limit	<p>Keep your response concise and focused, with a maximum of 250 words. Ensure that your description covers all necessary aspects of ethical considerations without exceeding the word limit.</p>

Part F – Dissemination

F1. Dissemination Plan

When completing the "Dissemination Plan " section of your DDB Post-Doctoral Fellowship application, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
Download and Review the Template	<ul style="list-style-type: none"> • Access and Download the Research Dissemination Plan Template. • Review the instructions and examples in the template to understand how to fill it out correctly.
Complete Each Section of the Template	<ul style="list-style-type: none"> • Dissemination Goals • Anticipated Outcomes • Target Audiences • Dissemination Strategies • Timeline for Dissemination Activities • Evaluation Plan • Ethical and Accessibility Considerations
Attach the Completed Template	<ul style="list-style-type: none"> • Provide detailed information for each section as outlined in the instructions. • Attach the completed Research Dissemination Plan Template to your grant application form.

Part G – Staging

G1. Project Staging

When completing the "Dissemination Plan" section of your DDB Post-Doctoral Fellowship application, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
Download and Review the Template	<ul style="list-style-type: none"> • Access and Download the Project Staging Template. • Review the detailed instructions and examples in the template to understand the format and required content.
Complete Each Stage of the Project	<ul style="list-style-type: none"> • Specify the duration of each stage, ensuring no stage exceeds nine months. • Clearly describe the activities planned for each stage. Include specific objectives and expected outcomes. • Detail the criteria or indicators that will demonstrate the successful completion of each stage. Include measurable and observable outcomes. • Specify the funding required for each stage. Ensure the funding breakdown aligns with the guidelines (execution stage at 20% and final stage at 10% of the total requested amount, and the remaining funds equally distributed across the intermediate stages with no instalment exceeding 30% of the total grant).
Attach the Completed Template	<ul style="list-style-type: none"> • Provide comprehensive and clear information for each section as outlined in the instructions. • Attach the completed Project Staging Template to your grant application form.

Part H – Compliance and Declaration

H1. Declaration by Applicant

This section of your DDB Post-Doctoral Fellowship application requires you to confirm your compliance with the guidelines and declare that all the information provided is accurate and complete. Follow these instructions carefully to ensure you meet all necessary requirements.

Item	Instructions
Read Guidelines	Confirm that you have thoroughly read and complied with the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> . Ensure you understand all the requirements and expectations outlined in the <i>Guidelines</i> .
True and Complete Details	Verify that all the information provided in your application is true and complete. Double-check all sections of your application to ensure accuracy and completeness.
Eligibility Check	Ensure that you meet all eligibility requirements specified in the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> . This includes relevant work experience criteria, particularly if you are an Occupational Hygienist or working in Occupational Health.
Project Commitment	Acknowledge that the proposed project will provide significant opportunities to develop and further your skills and capabilities. Commit to leveraging this opportunity to advance your career in fields relevant to dust diseases, including, but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, or radiology.
Supervision Secured	Confirm that you have secured the relevant supervision for the term of the fellowship. Ensure that your supervisor is fully committed to supporting your research project.
Institutional Support	Verify that you have obtained the necessary support from the Administering Organisation/Institution. This includes confirmation of their backing for your application and research project.
Acknowledge Contributions	Take responsibility for the creation and intellectual content of your application, ensuring that all references and contributions are properly acknowledged. This ensures academic integrity and transparency in your application.
Follow Guidelines and Protocols	Confirm that you have followed the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> and Submission Protocols. Commit to adhering to the DDC Grant Funding Agreement if your application is successful.
Legal Compliance	Ensure that all legal requirements will be satisfied before starting the research. This includes obtaining necessary approvals and meeting any regulatory obligations.
Disclose Interests	Disclose any significant personal and financial interests or conflicts of interest to the relevant Administering Organisation/Institution. Commit to updating them on any changes post-application submission.
Update Changes	Agree to inform the Administering Organisation/Institution of any changes in your circumstances that may impact your eligibility or ability to undertake the project after submitting your application.

Information Use	Acknowledge that the information provided in the form and attachments will be used for funding recommendations and post-award reporting. This information may be shared with external assessors or other NSW Government Departments or Agencies as allowed by law.
Consent	Indicate your consent by selecting the provided checkbox ("I consent") and providing your full name, title, signature, and date. This formalises your agreement with the declarations stated above and your commitment to the project.

H3. Declaration by the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the Administering Organisation/Institution

In this section, the Deputy/Pro Vice-Chancellor (Research) or their delegate (or equivalent) must affirm their support for the applicant and the research project. Follow these instructions to ensure this section is completed correctly.

Item	Instructions
Affirmation of Compliance	<p>Affirm that you have thoroughly read and complied with the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> by confirming the following statements:</p> <ul style="list-style-type: none"> - All necessary checks confirm that the applicant meets the eligibility criteria. - The applicant's higher research degree, if applicable, meets the Level 10 criteria of the <i>Australian Qualifications Framework, Second Edition</i>. - Any professional qualifications of the applicant, verified by the Administering Organisation/Institution, are endorsed as equivalent to a PhD where applicable. - The Administering Organisation/Institution has checked and verified any interruptions to the Candidate's research, and you certify that these interruptions have been accurately and appropriately documented, where applicable. - You will notify the DDC of any updates to the applicant's status post-submission. - The application details and associated documents are true and complete to the best of your knowledge. - All required documentation and prescribed templates have been attached as instructed.
Applicant Responsibility	Confirm that the applicant is responsible for the creation and intellectual content of the application, ensuring that all references and contributions are properly acknowledged, maintaining academic integrity throughout the process.
Support and Endorsement	<p>Confirm that the Administering Organisation/Institution supports and endorses the research project outlined in the application. This includes:</p> <ul style="list-style-type: none"> - Ensuring that the Candidate will receive the necessary support and supervision throughout the fellowship term. - Providing the necessary resources, facilities, and infrastructure to support the research project throughout the duration of the fellowship.

Candidate Development	Affirm that, to the best of your knowledge, the proposed project will offer the Candidate valuable opportunities to enhance their skills and capabilities, supporting their career development in fields related to dust diseases.
Legal and Compliance Statements	Confirm the following: <ul style="list-style-type: none"> - Necessary consents have been obtained for third-party reviews for assessment purposes. - Permissions have been secured for the DDC to manage the details provided in this application. - Relevant parties have been informed that information from this application may be shared with other NSW Government Departments or Agencies for advisory purposes. - All personal and financial interests and conflicts of interest have been disclosed to the Administering Organisation/Institution. If awarded, conflicts will be managed according to the <i>icare Conflict of Interest Policy</i> and related guidelines.
Commitment to Execution	Confirm your commitment to: <ul style="list-style-type: none"> - Executing the project as proposed and in accordance with the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> and the DDC Grant Funding Agreement, if awarded. - Ensuring that allocated funds will be used exclusively for the purposes outlined in the grant. - Not commencing the project until an appropriate ethics plan, if required, is in place. - Considering potential project risks and implementing a risk management plan before project initiation, if funded.
Privacy and Confidentiality	Ensure that the applicant and referees whose personal information is included in the application are aware of the Privacy and Confidentiality terms outlined in the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> .
Provide Signature and Details	Complete the declaration by providing your title, full name, position title in the organisation, signature, and the date. This formalises your endorsement of the application and your commitment to the project's success.

7.2 Dust Diseases Clinical (DDC) Researcher Awards

Appendix 3 Clinical Fellowships Application Submission Protocol

Introduction

The DDB Full Application Submission Protocol offers detailed instructions for completing and submitting the application. This protocol is intended to assist you in efficiently preparing and submitting your application.

Before You Begin

Grant Guidelines: Ensure you have read and understood the *DDB Researcher Development Stream Awards Program Guidelines FY25* contained within this document. These *Guidelines* provide crucial information on the purpose, scope, objectives, requirements, eligibility, and expectations for each grant type.

Assistance:

For help or additional clarification while filling out the application form, please direct all inquiries to the **Research Office of your eligible Administering Organisation/Institution**, which will then contact us at ddcgrants@icare.nsw.gov.au

If your organisation does not have a Research Office, you may contact us directly at ddcgrants@icare.nsw.gov.au

Completing the Application Form

General Requirements: Complete all required sections of the form accurately. Make sure all provided information is current and correct.

Declarations: All required declarations must be confirmed by checking the appropriate boxes within the form. This serves as verification that the information submitted is accurate and in compliance with the *DDB Researcher Development Stream Awards Program Guidelines FY25*. Additionally, a signature from the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the eligible Administering Organisation/Institution is required.

Key Sections of the Clinical Fellowships Application Form

Candidate Eligibility and Research Information

Professional Experience and Skills

Purpose of This Section: The "Professional Experience and Skills" section is designed to assess whether your professional background meets the eligibility criteria for the Clinical Fellowship. If you have selected "professional experience and skills" as your qualification for eligibility, you must demonstrate a **minimum of 5 years** of full-time (or equivalent part-time) experience in relevant fields that directly contribute to the fellowship's goals.

Prepare Your Supporting Documents:

Gather the required supporting documents that demonstrate your professional experience and skills. These documents should clearly show your contributions to the field(s) indicated and your alignment with the fellowship's objectives.

Attach Supporting Documents:

Create a separate PDF document containing the following supporting documents, if they are not already covered in your CV:

Item	Description
Clinical Experience Documentation	Provide evidence of your clinical roles and responsibilities, such as letters of appointment, job descriptions, or clinical logs, highlighting your hands-on experience in patient care or clinical settings relevant to dust diseases.
Key Publications, Reports, or Project Summaries	Include copies of documents that showcase the outcomes and impact of your work, especially in clinical research. Highlight your contributions to the field(s) relevant to the fellowship.
Evidence of Research Roles and Responsibilities	Provide documentation detailing your roles and responsibilities in academic or industry positions related to dust diseases or the specified fields.
Involvement in Research Collaborations or Consortia	Include documentation of your participation in significant research collaborations or consortia, demonstrating your ability to work within a team or across disciplines.
Successful Grant Applications and Management	Attach grant award letters or project funding summaries that evidence your experience in successfully applying for and managing research grants.

Professional Development Courses and Training	Include certificates or transcripts from relevant professional development courses or training that have enhanced your expertise in the field(s).
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Additional Notes:

Relevance: Focus on including experiences and skills directly relevant to dust diseases, particularly those that align with the fellowship's objectives of improving patient outcomes and advancing clinical research.

Clarity: Ensure that your documentation clearly illustrates your contributions and the impact of your work in both clinical and research settings.

Format and Submission:

Ensure that all supporting documents are compiled into a **single PDF document**. The PDF should be **named clearly** with your name and the section title:

"Smith_Professional_Experience_and_Skills.pdf". **Attach** this PDF document to your application form.

Career Interruption

Include any significant career interruption that has occurred post-PhD conferral, which has impacted your research opportunities. Interruptions may be due to reasons such as Caring Responsibilities, Medical Conditions, Parental Leave, or other allowable categories listed in **Table 1** (see **Section 4. Eligibility Criteria**, Dust Diseases Clinical (DDC) Researcher Awards, Clinical Fellowships of these *Guidelines*.).

Important:

- Clearly identify the cause of the interruption, selecting from the allowable categories in **Table 1**.
- Ensure the details are up-to-date and accurately reflect the duration and impact of each interruption.
- Provide the total duration of each interruption in years and months, ensuring it falls within the permissible timeframe specified in **Table 1**.

Use the Table Format:

Career Interruption

Cause of Career Interruption	Duration of Interruption	Impact on Research Opportunities
[Cause, e.g., Parental Leave]	[Total Duration: e.g., 1 year, 6 months]	[Brief description of how the interruption affected your research opportunities]
[Cause, e.g., Medical Condition]	[Total Duration: e.g., 2 years]	[Brief description of how the interruption limited research opportunities]

Legend:

- Cause of Career Interruption:** The cause of the interruption, selected from Table 1 (e.g., Caring Responsibilities, Medical Conditions, Parental Leave, etc.).
- Duration of Interruption:** The total duration of the interruption in years and months.
- Impact on Research Opportunities:** A brief description of how the interruption impacted your ability to conduct research and its significance.

Format and Submission:

Save the summary as a **PDF document**, clearly named with your name and the section title: "Smith_Career_Interruption_Summary.pdf". Attach this document to your application form.

Part A – Administrative Overview

A3. Clinical Experience and Contributions

Please follow the instructions below to complete the "Clinical Experience and Contributions" section of your DDB Clinical Fellowship application. This section is essential for demonstrating your clinical roles, leadership, and contributions to patient care, with a particular focus on any developments or innovations you have introduced. Your response **should be tailored to your career stage** and highlight the impact of your clinical work.

Aspect	Instructions
Purpose of the Section	This section captures your clinical experience, focusing on roles, leadership, and contributions that have influenced patient care. Summarise your experience and any innovations you've introduced.
Early-Career Applicants	Provide an overview of your clinical training and early roles. Highlight any initial contributions to clinical practice, such as involvement in clinical trials or new patient care initiatives.
Mid-Career Applicants	Describe your current clinical practice and leadership roles. Detail your contributions to clinical guidelines or innovative practices that have improved patient outcomes.
Senior Applicants	Summarise your clinical leadership, including the development of programs or departments. Highlight your influence on clinical practice at an institutional or national level and any significant innovations.
Developments or Innovations	Include examples of developments or innovations in patient care, such as new treatment methods or clinical programs that you have led or implemented.
Tailoring to Career Stage	Ensure your summary is tailored to your career stage , focusing on relevant roles, leadership, and contributions as specified for Early-Career, Mid-Career, and Senior applicants.
Clarity and Conciseness	Keep your summary clear and concise, focusing on the most impactful aspects of your clinical experience. Avoid unnecessary jargon.
Word Limit	Ensure your response does not exceed 200 words . Focus on the key points that best demonstrate your clinical experience and contributions

A4. Research Experience

Please follow the instructions below to complete the "Research Experience" section of your DDB Clinical Fellowship application. This section is essential for demonstrating your research background, leadership roles, and contributions to dust diseases research. Your response should be tailored to your career stage and highlight the impact of your research projects.

Aspect	Instructions
Purpose of the Section	This section captures your research experience, focusing on the projects you have undertaken, your leadership roles, and contributions to advancing dust diseases research. Summarise your experience, emphasising key achievements and their impact on the field.
Early-Career Applicants	Provide a description of the research projects you undertook during your postgraduate studies, any postdoctoral experience, and your involvement in collaborative research projects. Highlight how these experiences have contributed to your research skills and knowledge in the dust diseases field.
Mid-Career Applicants	Detail your independent research projects, including your leadership roles within research teams. Emphasise how your leadership has contributed to advancing knowledge in dust diseases and how your research projects align with the Clinical Fellowship's goals.
Senior Applicants	Provide a comprehensive list of your research projects, focusing on large-scale projects, significant leadership roles, and your major contributions to the field. Highlight your experience in managing complex research initiatives and how your work has influenced the dust diseases research community.
Tailoring to Career Stage	Ensure your summary is appropriately tailored to your career stage , focusing on relevant research roles, leadership, and contributions as specified for Early-Career, Mid-Career, and Senior applicants.
Clarity and Conciseness	Keep your summary clear and concise, focusing on the most impactful aspects of your research experience. Avoid unnecessary jargon and ensure your response is easy to follow.
Word Limit	Ensure your response does not exceed 200 words . Focus on the key points that best demonstrate your research experience, leadership, and contributions to the field of dust diseases.

A7. Support from the Administering Organisation/Institution

Please ensure that you obtain a statement of support from your Administering Organisation/Institution, following the instructions below. This document must be attached as a separate PDF file and adhere to the specified format and content guidelines.

Aspect	Details
Statement Requirements	The statement must be provided by the Administering Organisation/Institution and signed by the Deputy/Pro Vice-Chancellor (Research) or their delegate/equivalent. The document should be a maximum of two A4 pages .
Support for the Candidate	The statement should detail how the Administering Organisation/Institution will support the Candidate during the fellowship. This includes a commitment to providing the necessary resources, mentorship, and support throughout the fellowship term.
Nominated Primary Supervisor/Project Mentor	The statement should clearly state that the Administering Organisation/Institution will provide either a Nominated Primary Supervisor or a Project Mentor, depending on the Candidate's career stage. For Early-Career Candidates, a Nominated Primary Supervisor will oversee the research and provide ongoing guidance. For Mid-Career Candidates, a Project Mentor will offer support and mentorship throughout the fellowship. The supervisor or mentor should be experienced in the relevant field of dust diseases research.
Resources and Infrastructure	The Administering Organisation/Institution should outline the resources, facilities, and infrastructure that will be provided to support the Candidate's research. This might include access to specialised laboratories, cutting-edge equipment, or comprehensive research databases.
Academic and Professional Development	The statement should highlight specific initiatives or programs that the Administering Organisation/Institution will undertake to support the Candidate's academic and professional development during the fellowship. This could include opportunities for advanced training, participation in workshops, attendance at relevant conferences, or access to mentorship programs.
Cross-Disciplinary Collaboration	The Administering Organisation/Institution should describe how they will facilitate the Candidate's integration into relevant research networks or collaborations within the institution or with external partners. This support should enhance the interdisciplinary nature of the Candidate's research, particularly in fields related to dust diseases.
Monitoring and Feedback	The Administering Organisation/Institution should commit to regularly monitoring the Candidate's progress and providing constructive feedback. This could be through formal evaluations, progress reviews, or scheduled meetings with the Nominated Primary Supervisor or Project Mentor and other relevant mentors.
Tailored Support	The statement should outline any tailored support specific to the Candidate's research needs, such as access to specialised equipment, unique datasets, or dedicated laboratory space. If the research involves innovative methodologies or cross-disciplinary approaches, the statement should detail how these will be supported.
Document Submission	Ensure that the statement is concise, professional, and does not exceed two A4 pages . The document should be saved in PDF format and clearly named with your name and the section title: "Smith_Institutional_Support_Statement.pdf".

A8. Collaboration

Please follow the instructions below to complete the "Collaboration" section of your DDB Clinical Fellowship application. This section is important for demonstrating how your collaborative efforts with other organisations will leverage diverse expertise and broaden the impact of your research on dust diseases.

Aspect	Details
Purpose	The DDB Researcher Development Stream Awards Program promotes cross-disciplinary and cross-organisational collaboration to leverage diverse expertise and broaden the impact of dust diseases research. Collaborations can enhance the quality, innovation, and reach of your research, aligning with the overall objectives of the Clinical Fellowship and the DDB Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
Collaborating Organisations	Clearly identify the organisations with which you will collaborate. Specify whether these organisations are research institutions, healthcare providers, industry partners, or other relevant entities. Ensure that the organisations mentioned align with the goals of the Clinical Fellowship and the nature of your proposed research project.
Nature of Collaboration	Describe the nature of the collaboration, including the roles and responsibilities of each organisation. Highlight how each collaborator's expertise will contribute to achieving your research objectives. Emphasise the cross-disciplinary aspects, demonstrating how the collaboration will integrate diverse fields to enhance the impact of your research on dust diseases.
Impact on Research Outcomes	Explain how the collaboration will broaden the impact of your research on dust diseases. Discuss the potential for knowledge transfer, innovation, and the practical application of research findings across different sectors. Mention any anticipated benefits to NSW workers with dust diseases or the broader community.
Past Collaborative Experience	If applicable, describe any past successful cross-disciplinary and cross-organisational collaborations you have been involved in. Explain how these experiences will inform and enhance the interdisciplinary and cross-organisational approach of your proposed project, adding value to your current research efforts.
Alignment with DDB Priorities	Ensure that your collaboration plans align with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles. Highlight how the collaboration will support early-stage innovations, novel research, or the translation of research into policy and practice, thereby contributing to the prevention, diagnosis, treatment, and management of dust diseases.
Word Limit	Your response should be concise and focused, with a maximum of 200 words . Ensure that each sentence clearly contributes to demonstrating the value and impact of your collaborations.

A9. Interdisciplinary Collaboration in Clinical Settings

Please follow the instructions below to complete the "Interdisciplinary Collaboration in Clinical Settings" section of your DDB Clinical Fellowship application. This section is critical for demonstrating how you have engaged in interdisciplinary collaboration within clinical environments to enhance patient care.

Aspect	Details
Purpose	This section highlights your ability to collaborate effectively with other healthcare professionals in clinical settings. Demonstrating your involvement in interdisciplinary collaboration is essential for showing how you have contributed to improving patient outcomes through teamwork and the integration of diverse expertise.
Examples of Collaboration	Provide specific examples of your involvement in interdisciplinary collaboration within clinical environments. Mention the healthcare professionals you have worked with, such as nurses, therapists, or social workers, and describe how these collaborations have contributed to enhancing patient care.
Impact on Patient Care	Explain how these collaborative efforts have positively impacted patient care. Highlight any improvements in treatment approaches, patient outcomes, or care coordination that resulted from your interdisciplinary work. Emphasise the practical benefits of these collaborations for patients, particularly in the context of dust diseases or related fields.
Role and Contribution	Describe your role in these collaborations and how your expertise complemented that of other healthcare professionals. Explain how you contributed to the success of the interdisciplinary team and the achievement of shared goals in patient care.
Relevance to Fellowship Goals	Ensure that your examples are relevant to the goals of the Clinical Fellowship. Demonstrate how your experience in interdisciplinary collaboration aligns with the fellowship's objectives of improving healthcare practices, enhancing patient outcomes, and fostering innovation in dust diseases research and treatment.
Word Limit	Your response should be concise and focused, with a maximum of 200 words . Ensure that each sentence clearly contributes to illustrating your experience and the impact of your interdisciplinary collaboration in clinical settings.

A10. Community Engagement and Patient Involvement

Please follow the instructions below to complete the "Community Engagement and Patient Involvement" section of your DDB Clinical Fellowship application. This section is vital for demonstrating how your research or clinical practice will actively involve patient communities, ensuring that your work addresses real-world needs and contributes to improving patient outcomes.

Aspect	Details
Purpose	This section highlights your commitment to engaging with patient communities as part of your research or clinical practice. Involving patients and patient advocacy groups is essential for ensuring that your work is grounded in the realities faced by those affected by dust diseases and aligns with the DDB's focus on improving patient outcomes and quality of life.
Plan for Patient Engagement	If you plan to engage with patient communities, describe your approach to interacting with patients or patient advocacy groups. Detail how you will involve these groups in your research or clinical practice, such as through consultations, focus groups, or collaborative decision-making processes. Ensure that your plan is practical and tailored to the needs of the patient community.
Addressing Real-World Needs	Explain how your engagement with patients will ensure that your research or clinical practice addresses real-world needs. Highlight how you will gather patient insights and use this information to shape your research objectives, methods, or clinical interventions, ensuring they are relevant and beneficial to those affected by dust diseases.
Anticipated Impact	Describe the impact you anticipate this engagement will have on both your work and the patient community. Discuss how involving patients will enhance the relevance and effectiveness of your research or clinical practice, potentially leading to more significant advancements in patient care and outcomes.
Relevance to Fellowship Goals	Ensure that your engagement strategy aligns with the goals of the Clinical Fellowship. Demonstrate how your approach to community engagement will contribute to the DDB's Grant Strategy Guiding Principles of optimising health outcomes for people with dust diseases, enhancing the quality of life for patients, and translating research into meaningful practice.
Word Limit	Your response should be concise and focused, with a maximum of 200 words . Ensure that each sentence clearly articulates your strategy for patient engagement and the anticipated benefits for both your work and the patient community.

A11. Application Overview

When writing the "Application Overview" section of your DDB Clinical Fellowship application, it is important to provide a concise and clear summary of your project. This summary should emphasise the project's aims, its importance in the context of dust diseases, and the anticipated outcomes and benefits. Follow these guidelines to ensure your overview is effective and well-structured.

Aspect	Details
Word Limit	Keep your overview to a maximum of 150 words . It should be a brief yet comprehensive summary of your research project.
Clarity and Simplicity	Use straightforward and easy-to-understand language. The overview should be accessible to readers who may not be experts in your specific research area.
Objective Language	Avoid using first-person expressions such as "I will" or "My project." Instead, use objective language like "The project intends to..." or "This research aims to..."
Formatting Guidelines	Adhere to the following formatting rules:
	<ul style="list-style-type: none"> Do not use quotation marks or abbreviations.
	<ul style="list-style-type: none"> Avoid using all capital letters or bullet points.

Project's Aims*

When completing the "Project's Aims" section of your DDB Clinical Fellowship application, it is important to clearly articulate the broad goals and overarching purpose of your research project. The aims should set the overall direction for your work, providing a foundation upon which your detailed objectives will be built.

Please note that project **aims** (requested below) and **objectives** (requested in **D3. Detailed Project Proposal**) are related but **serve different purposes** in the context of project planning and execution.

Aspect	Details
Definition	Project aims are broad, overarching statements that describe the general goals and purpose of your research. They set the stage for what you intend to achieve in the field of dust diseases research.
Nature	Aims are typically abstract and less specific than objectives. They provide a high-level view of your research intentions and are not directly measurable.
Scope	The aims should outline the overall direction and intent of your project. They should be aligned with the DDB's mission to make a positive difference for those impacted by hazardous dust exposure and dust diseases.

Example:

Aim: "To develop innovative prevention strategies for dust-related diseases in the workplace."

Key Differences

When completing **this section** and **D3. Detailed Project Proposal**, ensure you **adhere to the distinctions between aims and objectives**:

Criteria	Aims	Objectives
Specificity	Broad and general.	Specific and detailed.
Measurability	Often not directly measurable.	Always measurable and quantifiable.
Time Frame	Long-term and overarching.	Short to medium-term and time-bound.
Focus	Provide overall direction.	Focus on concrete tasks and milestones.

Format for Application Overview:

Section	Content
Project's Aims*	Briefly state the primary aims of your project. Clearly outline what the project intends to achieve through your clinical research or practice. Avoid using first-person language.
Importance	Explain the significance of the project. Discuss why this clinical research or practice is important and how it addresses a current gap or need in the field of dust diseases. Use straightforward language.
Anticipated Outcomes	Describe the expected results of the project. State what the research or clinical practice aims to accomplish, avoiding the use of abbreviations or bullet points.
Benefits	Highlight the potential benefits of the project. Explain who will benefit from the research or clinical practice and how, considering both immediate and long-term impacts. Keep the language objective.

Part B - Evidence of Research Opportunities and Achievements

B1. Key Career Achievements

When writing the "Key Career Achievements" section of your DDB Clinical Fellowship application, it is important to provide a concise and clear summary of your most significant career milestones. These achievements should demonstrate your clinical expertise, impact, and suitability for the proposed fellowship. Follow these guidelines to ensure your achievements are effectively highlighted.

Aspect	Details
Number of Achievements	List up to five significant career achievements. Choose those that best showcase your contributions and impact in clinical practice, particularly in the context of dust diseases research and patient care.
Conciseness	Each achievement should be briefly described , with a maximum of 20 words per achievement . Focus on clarity and impact, ensuring that each word contributes to highlighting your expertise and relevance to the Clinical Fellowship.
Contextual Statement	For each achievement, provide a brief contextual statement, where applicable, to explain its significance or relevance to your clinical practice and research. This statement should clarify why the achievement was important, how it contributed to your field, or how it demonstrates your readiness for the proposed fellowship. Ensure the statement is concise and within the 20-word limit .
Relevance	Ensure that the selected achievements are directly relevant to the proposed fellowship and demonstrate your ability to succeed. Prioritise achievements that align with the goals and priorities of the DDB, particularly those that highlight innovation, patient impact, and interdisciplinary collaboration in dust diseases.

B2. Impact on the Field and Contributions

Please follow the instructions below to complete the "Impact on the Field and Contributions" section of your DDB Clinical Fellowship application. This section is essential for demonstrating how your research has influenced clinical practice, patient outcomes, or policy, with a particular focus on areas relevant to dust diseases. Ensure this information **is not duplicated** elsewhere in the application.

Aspect	Details
Purpose of the Section	This section highlights the impact and contributions of your research on the field, particularly how your work has influenced clinical practice, patient outcomes, or health policy. It should demonstrate your ability to create meaningful change in areas related to dust diseases, aligning with the goals of the Clinical Fellowship.
Early-Career Applicants	Describe the potential impact and contributions of your current and future research on clinical practice or policy. Focus on how your work might shape the field and address existing gaps, especially in the context of dust diseases.
Mid-Career Applicants	Document the impact and contributions of your research on clinical practice, patient outcomes, or health policy. Provide evidence of how your work has already influenced these areas, particularly in relation to dust diseases, and explain how you plan to build on this impact during the fellowship.
Senior Applicants	Describe the proven and sustained impact and contributions of your research on the field, including changes to clinical guidelines, widespread adoption of your findings in practice, or significant policy influence. Highlight the long-term effects of your work on dust diseases research and practice.
Long-Term Sustainability	Outline how your project will ensure long-term sustainability and lasting impact in the field of dust diseases beyond the fellowship period. Describe strategies for maintaining and expanding the influence of your research, ensuring that the benefits continue after the fellowship concludes.
Clarity and Conciseness	Use clear and concise language to describe your impact and contributions. Ensure that your narrative is compelling and supported by relevant examples, making it easy for reviewers to understand the significance of your work.
Word Limit	Your response should be a maximum of 400 words . Make sure every word contributes to demonstrating the impact of your research and its alignment with the goals of the Clinical Fellowship.

B3 For Mid and Senior Career Candidates: Teaching and Clinical Training Contributions

Please follow the instructions below to complete the "Teaching and Clinical Training Contributions" section of your DDB Clinical Fellowship application. This section is essential for demonstrating your role in the education and clinical training of future healthcare professionals and the impact of your contributions on their development.

Aspect	Details
Purpose of the Section	This section highlights your involvement in teaching and clinical training, with a particular focus on how your efforts have contributed to the education and development of medical students, residents, or fellows. It should showcase your ability to foster the next generation of healthcare professionals, especially in areas relevant to dust diseases research and clinical practice.
Teaching Contributions	Describe your contributions to teaching. This could include formal teaching roles such as lecturing, course development, or curriculum design, particularly in areas related to dust diseases, respiratory health, public health, or other relevant fields. Highlight any innovative teaching methods or programs you have implemented to enhance the learning experience of medical students and residents.
Clinical Training Contributions	Explain how you have been involved in the clinical training of healthcare professionals. This may include supervising clinical rotations, mentoring residents or fellows, or developing clinical training programs. Highlight how your clinical expertise has helped shape the practical skills and competencies of the next generation of clinicians, particularly in managing dust diseases.
Impact on Healthcare Professional Development	Provide specific examples of how your teaching and clinical training have positively impacted the development of healthcare professionals. Discuss how your efforts have helped improve the quality of care delivered by your trainees and how you have contributed to fostering leadership and innovation in the field of dust diseases.
Relevance to Fellowship	Ensure that your contributions to teaching and clinical training align with the goals of the Clinical Fellowship. Demonstrate how your experience in educating and mentoring healthcare professionals will contribute to the long-term capacity building and sustainability of dust diseases research and clinical care.
Word Limit	Your response should be a maximum of 250 words . Ensure that each sentence clearly articulates your contributions and their impact on the education and training of healthcare professionals.

B4. Context of Research Outputs

When completing the "Context of Research Outputs" section of your DDB Clinical Fellowship application, it is essential to clearly explain the significance and impact of your research outputs, including non-traditional outputs and preprints. This section consists of two parts: "Research Context" and "Annotation of Top Career Research Outputs." Follow these guidelines to ensure your responses are clear, concise, and aligned with the Clinical Fellowship goals.

Part 1: Research Context

Aspect	Details
Purpose	Provide a clear explanation of the significance of your research outputs within your discipline(s), including both traditional outputs (e.g., journal articles) and non-traditional outputs (e.g., policy briefs, clinical guidelines). This contextualisation helps assessors understand how your work fits into the broader field of dust diseases research or related clinical disciplines.
Content	Describe the expectations and standards for research outputs in your field. This could include the value of non-traditional outputs like clinical guidelines or policy briefs, as well as traditional publications. Highlight how your outputs reflect these expectations, especially in the context of dust diseases or interdisciplinary research.
Significance	Highlight how your research outputs, including non-traditional ones, meet or exceed disciplinary expectations. Emphasise the impact of your work on dust diseases research and how it aligns with the DDB's Strategic Priorities 2025-2029 and the Grant Strategy Guiding Principles.
Word Limit	Your explanation should be concise, with a maximum of 200 words . Focus on the most critical points that demonstrate the importance of your work, including non-traditional outputs, in advancing research related to dust diseases.

Part 2: Annotation of Top Career Research Outputs

Aspect	Details
Purpose	Provide concise information about the impact of your ten most significant research outputs, including non-traditional outputs and preprints or similar resources, particularly focusing on those relevant to the Clinical Fellowship and your proposed project. This allows you to showcase your contributions to dust diseases research and practice.
Content	For each of the top 10 research outputs listed in section B5 , summarise its impact in no more than 20 words per output . Highlight the influence of each output, whether traditional or non-traditional, including its relevance to clinical practice, citations, or contribution to policy changes, especially related to dust diseases research.
Relevance	Ensure that the selected outputs are directly relevant to your proposed project and demonstrate your capacity to contribute significantly to dust diseases research. Include non-traditional outputs if they illustrate your innovation and alignment with the DDB's Strategic Priorities 2025-2029 and the Grant Strategy Guiding Principles.
Word Limit	The entire summary should not exceed 200 words . Each individual output, whether traditional or non-traditional, should be summarised in 20 words or fewer , focusing on its most significant contributions and impact in the context of dust diseases research.

Part C - Candidate's Referees and Nominated Primary Supervisor/Project Mentor

C1. Professional Referee (First Referee)

Please follow the instructions below to complete the "Professional Referee (First Referee)" section of your DDB Clinical Fellowship application. This section is critical for providing a comprehensive view of your professional conduct, skills, and experience through the perspective of your selected Professional Referee.

Aspect	Details
Professional Referee	Select a Professional Referee who can thoroughly evaluate your professional conduct, skills, and overall experience. This person should be familiar with your work and capable of providing an objective and detailed assessment. The Professional Referee (First Referee) and the Project Referee (Second Referee) must be different individuals.
First Referee's Statement	In a separate PDF document, you must include a statement from your Professional Referee supporting your application. This statement should provide insight into your overall professional suitability for the Clinical Fellowship, including an assessment of your professional skills and contributions to the field of dust diseases. The statement should not exceed one A4 page .

Guidelines for the First Referee's Statement:

Aspect	Details
Purpose of the Statement	The statement should strongly endorse your candidacy for the Clinical Fellowship, highlighting your professional skills, experience, and suitability for the fellowship, especially in the context of dust diseases or related fields.
Key Areas to Address:	The statement should include:
- Professional Conduct and Experience	A detailed assessment of your professional conduct, skills, and experience, particularly in relation to the proposed research or clinical project.
- Fit with the Fellowship's Purpose:	How your professional background aligns with the objectives of the Clinical Fellowship and your potential to contribute to the field of dust diseases research and patient care.
- Referee's Role:	A description of the referee's interaction with you in a professional capacity and their assessment of your ability to succeed in the fellowship, ensuring alignment with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
- Endorsement of Potential:	An endorsement of your potential to make a significant contribution to the field of dust diseases, supported by examples of your professional achievements and experience.
Document Requirements	Ensure the statement is concise, professional, and does not exceed one A4 page . The document should be saved in PDF format and clearly named with your name and the section title: "Smith_Professional_Referee_Statement.pdf".

C 2. Project Referee (Second Referee)

Please follow the instructions below to complete the "Project Referee (Second Referee)" section of your DDB Clinical Fellowship application. This section is crucial for providing a detailed evaluation of your proposed research or clinical project by a referee who can specifically address the project's objectives, methodology, and your contributions.

Aspect	Details
Project Referee	Choose a Project Referee who is well-acquainted with your proposed research or clinical project and can offer a comprehensive assessment of its objectives, methodology, and your specific contributions. This person should not be the same as your Professional Referee (First Referee). The referee should have experience in dust diseases research or related fields.
Second Referee's Statement	In a separate PDF document, you must include a statement from your Project Referee supporting your application. The statement should provide a detailed evaluation of your project, including its objectives, methodology, and potential impact on dust diseases research or clinical practice. The document should be a maximum of one A4 page .

Guidelines for the Project Referee's Statement:

Aspect	Details
Purpose of the Statement	The statement should provide a strong endorsement of your research or clinical project, emphasising its significance, originality, and alignment with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles. The Project Referee should focus on how the project contributes to dust diseases research, clinical outcomes, or patient care.
Key Areas to Address:	The statement should include:
- Project Objectives and Methodology	A thorough assessment of the project's objectives, research design, and methodology. The Project Referee should comment on the soundness and feasibility of the approach and how it addresses critical challenges in dust diseases.
- Candidate's Role in the Project	A detailed explanation of your role in the project, highlighting your leadership, expertise, and unique contributions to the project's success.
- Fit with the Fellowship's Purpose	How the proposed project aligns with the objectives of the Clinical Fellowship and the broader mission of the DDB. The Project Referee should discuss how the project advances understanding, prevention, or treatment of dust diseases.
- Endorsement of Project's Potential	A strong endorsement of the project's potential to contribute significantly to dust diseases research or clinical practice, backed by evidence or examples from the Project Referee's knowledge or experience.
Document Requirements	Ensure the statement is concise, professional, and does not exceed one A4 page . The document should be saved in PDF format and clearly named with your name and the section title: "Smith_Project_Referee_Statement.pdf".

C3. Nominated Primary Supervisor/Project Mentor

Please follow the instructions below to complete the "Nominated Primary Supervisor/Project Mentor" section of your DDB Clinical Fellowship application. This section is critical for ensuring that your research or clinical project is supported by a supervisor or mentor with relevant expertise and commitment to guiding your work throughout the fellowship.

Aspect	Details
Nominated Supervisor/Mentor	For Early-Career Candidates , select a Nominated Primary Supervisor; for Mid-Career Candidates , select a Project Mentor. This individual should have significant expertise in your research area, particularly in dust diseases or related fields. They must be committed to providing ongoing guidance, support, and mentorship throughout your project.
Supervisor/Mentor Expertise	Ensure that your Nominated Primary Supervisor or Project Mentor has a strong background in your research area. They should have a track record of successful supervision or mentorship and be well-versed in methodologies relevant to your research, particularly in dust diseases.
Supervisor/Mentor Commitment	The supervisor or mentor should demonstrate their commitment to overseeing your research, providing regular feedback, and supporting your professional development. Their guidance should align with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
Supervisor/Mentor's Statement	In a separate PDF document , you must include a statement from your Nominated Primary Supervisor or Project Mentor. This statement should support your application, outlining their role, commitment, and expertise in ensuring the success of your project. The document should be a maximum of one A4 page .

Guidelines for the Supervisor/Mentor's Statement:

Aspect	Details
Purpose of the Statement	The statement should strongly endorse your application, highlighting the supervisor or mentor's role in guiding your research and ensuring its success. It should emphasise how their expertise will support your project's objectives and align with the DDB's priorities, particularly in dust diseases research.
Key Areas to Address:	The statement should include:
- Supervisor/Mentor's Role and Support:	A detailed explanation of how they will oversee your project, providing mentorship and support. This should describe their commitment to helping you achieve your goals and milestones.
- Expertise and Relevance	The supervisor or mentor should describe their relevant expertise in your research area and how their experience will be applied to ensure the project's impact.
- Alignment with DDB Priorities:	How their guidance will ensure that your project aligns with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
- Endorsement of Potential:	A strong endorsement of your potential to make significant contributions to the field of dust diseases, supported by examples of your past achievements.
Document Requirements	Ensure the statement is concise, professional, and does not exceed one A4 page . The document should be saved in PDF format and clearly named with your name and the section title: "Smith_Supervisor_Statement.pdf".

C4. Nominated Primary Supervisor/Project Mentor Capability Statement

Please follow the instructions below to ensure that your Nominated Primary Supervisor or Project Mentor completes the "Capability Statement" section of your DDB Clinical Fellowship application. This statement is critical for demonstrating the qualifications, experience, and supervisory capabilities of your supervisor/mentor, ensuring they are well-equipped to guide you throughout the fellowship.

Aspect	Details
Purpose of the Statement	The Capability Statement should be written by your Nominated Primary Supervisor or Project Mentor. It should provide a comprehensive overview of their qualifications, experience, and ability to support you throughout the Clinical Fellowship. The statement should highlight their expertise in your research area, particularly in dust diseases.
Key Areas to Address	The statement should include:
Qualifications and Experience	The supervisor/mentor should detail their academic qualifications, professional achievements, and relevant experience in the field. This may include degrees, certifications, key contributions to dust diseases research, and any notable projects or collaborations related to your research area.
Supervisory Capabilities	The supervisor/mentor should provide an overview of their experience in supervising or mentoring research candidates. They should highlight their success in guiding candidates to project completion, including specific examples of research projects where their mentorship contributed to significant outcomes.
Expertise in Research Area	The supervisor/mentor should discuss their expertise in your specific research area, particularly in relation to dust diseases. They should highlight any relevant research projects, publications, or clinical work that demonstrate their deep understanding of the subject matter and their ability to guide your project.
Support for the Candidate	The supervisor/mentor should outline the strategies they will use to support you throughout the fellowship, including how they will provide guidance, feedback, and access to necessary resources. They should describe how they will help you overcome challenges and achieve the project's goals.
Word Limit	The Capability Statement should be concise and not exceed 400 words . The language should be clear, and every word should contribute meaningfully to the overall impact of the statement.

Part D – Project Description

D3. Detailed Project Description

Your Detailed Project Description is a critical component of the DDB Clinical Fellowship application, accounting for 35% of the overall assessment under the Proposal Quality criterion and 10% under the Expected Impact and Translation criterion. Follow these instructions to ensure your proposal meets the expectations of these assessment criteria.

Proposal Quality (35%)

Aspect	Instructions
Research Objectives	<p>Clearly define your research goals.</p> <ul style="list-style-type: none"> - Explain how your project addresses a significant knowledge gap or unresolved problem in dust diseases. - Emphasise the significance of your objectives to the broader field of dust diseases and related health issues. - Ensure the relevance, clarity, and significance of the key research questions in relation to the research objectives.
Innovation	<p>Highlight the innovative aspects of your research approach.</p> <ul style="list-style-type: none"> - Describe any new theories, methods, or technologies you plan to introduce. - Explain the use of emerging technologies or methodologies that differ from traditional research. - Discuss how your project could lead to pioneering advancements and potentially transformative outcomes in the treatment and management of dust diseases.
Methodology	<p>Provide a comprehensive overview of your study design, including the chosen methods.</p> <ul style="list-style-type: none"> - Justify the comprehensiveness and rationale of your study design. - Ensure the rigor and robustness of the proposed data collection and analysis techniques. - Highlight the quality and contribution of any interdisciplinary approaches to your research methodology.
Alignment with Strategic Goals	<p>Clearly describe how your project aligns with the DDB Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.</p> <ul style="list-style-type: none"> - Explain the extent to which your research supports the long-term vision and goals of the DDB. - Detail the effectiveness of your plans and strategies for engaging with the research community and stakeholders throughout the project.

Expected Impact and Translation (10%)

Aspect	Instructions
Potential Impact	Discuss the potential impact of your research on advancing knowledge and treatment of dust diseases. - Explain how your research could contribute to enhanced healthcare capabilities, leading to improved patient outcomes and quality of life.
Anticipated Benefits	Highlight the anticipated benefits in terms of contributions to knowledge, health, economic and social outcomes, capacity and capability building, and fostering collaboration among industry, research organisations, and disciplines.
Translation and Implementation	Emphasise the translation and implementation of research findings into practice. - Ensure that research outcomes are effectively applied in clinical or public health settings to directly benefit patients and stakeholders.
Scalability and Development	Discuss the potential for scalability or further development of your research outcomes beyond the initial project phase. - Focus on enhancing capacities in key fields such as, but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology, and ensuring long-term improvements in dust disease management.

Additional Requirements

Aspect	Instructions
References	List all sources cited in your application, including relevant literature, your previous research work, and any other sources used to support your claims and methodologies. - Formatting: You may use a 10-point font for the references.
Document Requirements	Ensure the project description is thorough, professional, and does not exceed six A4 pages , including references. - The document should be saved in PDF format and clearly named with your name and the section title: "Smith_Detailed_Project_Description.pdf".

D4. External Research Funding

Include details of all research funding obtained from non-DDB sources, both within Australia and abroad. Specify all projects, applications, awards, and fellowships awarded or requested for the years 2024 to 2030 inclusive. Organise this information using the table format provided, listing entries in **descending order by date**.

Important:

- Report funding amounts in thousands and in Australian dollars.
- Please ensure that you **adhere** to the following format when providing details for non-DDB funding sources.
- Ensure the table **follows** the formatting and submission guidelines detailed in **Appendix 4**.

Use the Table Format:**Funding from External Sources**

Project Information	Relevance to Dust Diseases (Y/N)	Funding Status (R/C/P)	2024 (\$'000)	2025 (\$'000)	2026 (\$'000)	2027 (\$'000)	2028 (\$'000)	2029 (\$'000)	2030 (\$'000)
Provide details for each project or fellowship including title, funding source, and program	Y/N	R/C/P	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Dr. Alice Brown's project	Y	R	150	250					
Dr. Alice Brown project and Prof. Michael White's collaboration	N	C	180	300					

Legend:

- **Project Information:** Include details such as project title, funding source, and program.
- **Relevance to Dust Diseases (Y/N):** State if the project is related to dust diseases.
- **Funding Status (R/C/P):** Indicate if the funding is Requested (R), Current (C), or Past (P).
- **Annual Funding Amounts (\$'000):** List the funding amounts for each year from 2024 to 2030.

D5. Ongoing DDB-Funded Projects

Definition of Ongoing DDB-Funded Projects:

Include any current project financed by DDB that has **not yet** submitted and received approval for its Final Project Report and Final Financial Acquittal and has **not been** officially closed by the DDC.

Important:

- **List** all currently held DDB projects.
- **Ensure** the details are up-to-date and accurately reflect the status of each project.
- **Compile** the list of currently held DDB projects listing entries in **descending order by date**.
- **Ensure** the information provided adheres to the formatting and submission requirements outlined in **Appendix 4** of these *Guidelines*.

Use the Table Format:

Ongoing DDB-Funded Projects

Project Title	Post-Doctoral Fellowship Candidate	Project Start Date	Expected Completion Date	Current Status
[Title of Project 1]	Dr. Alice Brown	[Start Date]	[Completion Date]	[Status]
[Title of Project 2]	Dr. Alice Brown	[Start Date]	[Completion Date]	[Status]

Legend:

- **Project Title:** The title of the ongoing DDB-funded project.
- **Specified Personnel:** The personnel involved in the project.
- **Project Start Date:** The date when the project began.
- **Expected Completion Date:** The anticipated date for project completion.
- **Current Status:** The present status of the project (e.g., ongoing, nearing completion).

D6. Professional Development and Career Progression

Please follow the instructions below to complete the "Professional Development and Career Progression" section of your DDB Clinical Fellowship application. This section is important for demonstrating how the fellowship will enhance your skills and career progression in fields relevant to dust diseases.

Aspect	Details
Purpose of the Section	The Clinical Fellowships aim to enhance capacities in key fields related to dust diseases, such as, but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, and radiology. This section should explain how your project will provide opportunities for you to develop your skills and capabilities in these areas, contributing to the broader objectives of dust diseases research.
Focus on Skill Development	Describe how the activities and challenges within your project will help you develop new skills or enhance existing ones. - Emphasise the specific technical, research, and leadership skills you expect to gain. - Highlight any opportunities for learning and applying innovative methodologies, interdisciplinary approaches, or emerging technologies relevant to dust diseases.
Career Progression	Explain how the experience and skills gained from this project will assist you in progressing your career. - Discuss how this fellowship will position you for future roles in dust diseases research or related fields, including potential leadership positions or specialised roles. - Consider how your project aligns with advancing expertise in thoracic oncology, respiratory health, public health, or other related areas.
Alignment with Fellowship Goals	Ensure your explanation aligns with the overall goals of the Clinical Fellowships. - Discuss how your career progression will contribute to enhancing research and clinical capacities in dust diseases, in line with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles.
Word Limit	Keep your response concise and focused, with a maximum of 300 words . Ensure that every sentence demonstrates the value of the fellowship in your professional development and career progression in fields related to dust diseases.

D7. Interdisciplinary Research

Please follow the instructions below to complete the "Interdisciplinary Research" section of your DDB Clinical Fellowship application. This section is essential for demonstrating how your proposed research integrates knowledge from various academic disciplines relevant to dust diseases and introduces innovative methods that advance the field.

Aspect	Instructions
Purpose of the Section	The Clinical Fellowships emphasise the importance of interdisciplinary research in advancing dust diseases management and improving patient care. In this section, describe how your project incorporates knowledge from multiple academic disciplines and demonstrates innovation in addressing the challenges posed by dust diseases.
Integration of Disciplines	Clearly articulate how your research draws upon and integrates knowledge from different academic disciplines. - Identify the specific disciplines involved (e.g., thoracic oncology, respiratory health, public health, nursing, psychology, radiology) and explain how their integration is crucial to addressing your research objectives. - Highlight how collaboration across these fields contributes to innovative solutions in dust diseases research.
Innovation in Research Methods	Describe the innovative research methods employed in your project. - Focus on how these methods differ from traditional approaches and how they will enhance the interdisciplinary nature of your research. - Discuss how the use of new technologies, techniques, or methodologies could lead to breakthroughs in dust diseases prevention, diagnosis, or treatment.
Relevance to Dust Diseases	Ensure that your explanation ties back to improving outcomes for those affected by dust diseases. - Discuss how your interdisciplinary approach directly addresses key challenges in the field and aligns with the DDB's Strategic Priorities 2025-2029 and Grant Strategy Guiding Principles, including capacity building and healthcare capability enhancement.
Word Limit	Keep your response concise and focused, with a maximum of 250 words . Each sentence should contribute to describing the interdisciplinary nature and innovative aspects of your project and how they align with the objectives of the Clinical Fellowship.

Part E – Risk and Ethics

E1. Risk Management Plan

When completing the " Risk Management Plan " section of your DDB Clinical Fellowship application, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
Download and Review the Template	<ul style="list-style-type: none"> • Access and Download the Risk Management Plan Template • Review the instructions and examples in the template to understand how to fill it out correctly.
Identify Potential Risks	<ul style="list-style-type: none"> • Identify all potential risks associated with your project. Consider operational, financial, technical, legal, and reputational risks. • Provide a clear description for each identified risk.
Assess the Risks	<ul style="list-style-type: none"> • Score Likelihood and Severity: Use the provided scale to score the likelihood (High=3, Medium=2, Low=1) and consequence (High=3, Medium=2, Low=1) of each risk. • Calculate Risk Level: Multiply the likelihood by the consequence to get the overall risk level (1-9). Indicate whether the level is acceptable or unacceptable.
Develop Mitigation Strategies	<ul style="list-style-type: none"> • Outline specific strategies to manage each identified risk. Include preventive measures and contingency plans. • Assess the adjusted risk level after implementing mitigation strategies and ensure it is within acceptable limits.
Complete and Attach the Template	<ul style="list-style-type: none"> • Provide detailed information for each section as outlined in the instructions. • Attach the completed Risk Management Plan Template to your grant application.

E2. Ethical Issues

Please follow the instructions below to complete the "Ethical Issues" section of your DDB Clinical Fellowship application. This section is crucial for identifying any ethical risks or considerations related to your research and outlining the measures you will implement to address them.

Aspect	Instructions
Identification of Ethical Issues	<p>Clearly state whether your project involves any ethical risks or considerations.</p> <ul style="list-style-type: none"> - If your project involves ethical concerns, provide a brief overview of these issues. Examples might include risks associated with human subjects, data privacy, patient consent, or sensitive topics in dust diseases research. - Ensure the identified ethical issues are relevant to the scope and nature of your research project.
Mitigation Measures	<p>Outline the measures you will implement to mitigate identified ethical risks.</p> <ul style="list-style-type: none"> - Describe steps such as obtaining informed consent, maintaining confidentiality, or minimising potential harm to participants. - Emphasise how these measures ensure that your research complies with ethical standards and is conducted responsibly and ethically.
Ethics Committee	<p>Provide the name of the Ethics Committee you will apply to for approval.</p> <ul style="list-style-type: none"> - Ensure that the chosen Ethics Committee is suitable for reviewing your research. Mention any relevant timelines or submission dates for applying to the committee, if applicable.
Word Limit	<p>Keep your response concise and within the 250-word limit. Make sure to cover all necessary aspects of ethical considerations while maintaining clarity and focus.</p>

Part F – Dissemination

F1. Dissemination Plan

When completing the "Dissemination Plan " section of your DDB Post-Doctoral Fellowship application, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
Download and Review the Template	<ul style="list-style-type: none"> • Access and Download the Research Dissemination Plan Template. • Review the instructions and examples in the template to understand how to fill it out correctly.
Complete Each Section of the Template	<ul style="list-style-type: none"> • Dissemination Goals • Anticipated Outcomes • Target Audiences • Dissemination Strategies • Timeline for Dissemination Activities • Evaluation Plan • Ethical and Accessibility Considerations
Attach the Completed Template	<ul style="list-style-type: none"> • Provide detailed information for each section as outlined in the instructions. • Attach the completed Research Dissemination Plan Template to your grant application form.

Part G – Staging

G1. Project Staging

When completing the "Dissemination Plan" section of your DDB Post-Doctoral Fellowship application, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
Download and Review the Template	<ul style="list-style-type: none"> • Access and Download the Project Staging Template. • Review the detailed instructions and examples in the template to understand the format and required content.
Complete Each Stage of the Project	<ul style="list-style-type: none"> • Specify the duration of each stage, ensuring no stage exceeds nine months. • Clearly describe the activities planned for each stage. Include specific objectives and expected outcomes. • Detail the criteria or indicators that will demonstrate the successful completion of each stage. Include measurable and observable outcomes. • Specify the funding required for each stage. Ensure the funding breakdown aligns with the guidelines (execution stage at 20% and final stage at 10% of the total requested amount, and the remaining funds equally distributed across the intermediate stages with no instalment exceeding 30% of the total grant).
Attach the Completed Template	<ul style="list-style-type: none"> • Provide comprehensive and clear information for each section as outlined in the instructions. • Attach the completed Project Staging Template to your grant application form.

Part H – Compliance and Declaration

H1. Declaration by Applicant

This section of your DDB Clinical Fellowship application requires you to confirm your compliance with the *DDB Researcher Development Stream Awards Program Guidelines FY25* and declare that all the information provided in your application is accurate and complete. Follow these instructions carefully to ensure you meet all necessary requirements.

Item	Instructions
Read Guidelines	Confirm that you have thoroughly read and complied with the DDB Researcher Development Stream Awards Program Guidelines FY25 . Ensure you understand all the requirements and expectations outlined in the Guidelines.
True and Complete Details	Verify that all the information provided in your application is true and complete. Double-check all sections of your application to ensure accuracy and completeness.
Eligibility Check	Ensure that you meet all eligibility requirements specified in the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> , including relevant work experience criteria. You must demonstrate a minimum of two years of full-time (or equivalent part-time) experience in a field such as, but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, or radiology.
Project Commitment	Acknowledge that the proposed project will provide significant opportunities to develop and further your skills and capabilities. Commit to leveraging this opportunity to advance your career in fields relevant to dust diseases, such as, but not limited to, thoracic oncology, respiratory health, public health, nursing, psychology, or radiology..
Supervision Secured	Confirm that you have secured relevant supervision or mentoring for the term of the fellowship, particularly for early- and mid-career applicants. Ensure that your supervisor/mentor is committed to supporting your project.
Institutional Support	Verify that you have obtained the necessary support from the Administering Organisation/Institution. This includes confirmation of their backing for your application and research project.
Acknowledge Contributions	Take responsibility for the creation and intellectual content of your application, ensuring that all references and contributions are properly acknowledged.
Follow Guidelines and Protocols	Confirm that you have followed the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> and Submission Protocols. Commit to adhering to the DDC Grant Funding Agreement if your application is successful.
Legal Compliance	Ensure that all legal requirements will be satisfied before starting the research. This includes obtaining necessary approvals and meeting regulatory obligations.

Disclose Interests	Disclose any significant personal and financial interests or conflicts of interest to the relevant Administering Organisation/Institution. Commit to updating them on any changes post-application submission.
Update Changes	Agree to inform the Administering Organisation/Institution of any changes in your circumstances that may impact your eligibility or ability to undertake the project after submitting your application.
Information Use	Acknowledge that the information provided in this form and attachments will be used for funding recommendations and post-award reporting. This information may be shared with external assessors or other NSW Government Departments or Agencies as allowed by law.
Consent	Indicate your consent by selecting the provided checkbox ("I consent") and providing your full name, title, signature, and date. This formalises your agreement with the declarations stated above and your commitment to the project.

H3. Declaration by the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the Administering Organisation/Institution

In this section, the Deputy/Pro Vice-Chancellor (Research) or their delegate (or equivalent) must affirm their support for the applicant and the research project. Follow these instructions to ensure this section is completed correctly.

Item	Instructions
Affirmation of Compliance	<p>Affirm that you have thoroughly read and complied with the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> by confirming the following statements:</p> <ul style="list-style-type: none"> - All necessary checks confirm that the applicant meets the eligibility criteria. - The applicant's higher research degree, if applicable, meets the Level 10 criteria of the <i>Australian Qualifications Framework, Second Edition</i>. - Any professional qualifications of the applicant, verified by the Administering Organisation/Institution, are endorsed as equivalent to a PhD where applicable. - The Administering Organisation/Institution has checked and verified any interruptions to the Candidate's research, and you certify that these interruptions have been accurately and appropriately documented, where applicable. - You will notify the DDC of any updates to the applicant's status post-submission. - The application details and associated documents are true and complete to the best of your knowledge. - All required documentation and prescribed templates have been attached as instructed.
Applicant Responsibility	Confirm that the applicant is responsible for the creation and intellectual content of the application, ensuring that all references and contributions are properly acknowledged, maintaining academic integrity throughout the process.

Support and Endorsement	<p>Confirm that the Administering Organisation/Institution supports and endorses the research project outlined in the application.</p> <ul style="list-style-type: none"> - Ensure that the Candidate will receive the necessary supervision/mentoring throughout the fellowship. - Confirm that the Administering Organisation/Institution will provide the resources, facilities, and infrastructure required to support the research project during the fellowship.
Candidate Development	<p>Affirm that, to the best of your knowledge, the proposed project will offer the Candidate valuable opportunities to enhance their skills and capabilities, supporting their career development in fields related to dust diseases.</p>
Legal and Compliance Statements	<p>Confirm the following:</p> <ul style="list-style-type: none"> - Necessary consents have been obtained for third-party reviews for assessment purposes. - Permissions have been secured for the DDC to manage the details provided in this application. - Relevant parties have been informed that information from this application may be shared with other NSW Government Departments or Agencies for advisory purposes. - All personal and financial interests and conflicts of interest have been disclosed to the Administering Organisation/Institution. If awarded, conflicts will be managed according to the <i>icare Conflict of Interest Policy</i> and related guidelines.
Commitment to Execution	<p>Confirm your commitment to:</p> <ul style="list-style-type: none"> - Executing the project as proposed and in accordance with the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i> and the DDC Grant Funding Agreement, if awarded. - Ensuring that allocated funds will be used exclusively for the purposes outlined in the grant. - Not commencing the project until an appropriate ethics plan, if required, is in place. - Considering potential project risks and implementing a risk management plan before project initiation, if funded.
Privacy and Confidentiality	<p>Ensure that the applicant and referees whose personal information is included in the application are aware of the Privacy and Confidentiality terms outlined in the <i>DDB Researcher Development Stream Awards Program Guidelines FY25</i>.</p>
Provide Signature and Details	<p>Complete the declaration by providing your title, full name, position title in the organisation, signature, and the date. This formalises your endorsement of the application and your commitment to the project's success.</p>

Appendix 4 Submission Protocol on General and PDF Formatting

The following guidelines are designed to ensure **uniformity** and **professionalism** in the submission of grant applications. Proper formatting and clear presentation are crucial for the efficient review and evaluation of your proposal. Adhering to these standards will help **maintain consistency** and ensure that all necessary information is **easily accessible to reviewers**. This appendix provides detailed instructions on general document formatting, content inclusion, PDF file specifications, and final submission checks to assist you in preparing your documents in accordance with DDC requirements.

General Formatting

Item	Instructions
Font Type and Size	<ul style="list-style-type: none"> Use a clear, standard font such as Arial or Times New Roman. Main text should be in 12-point font. Footnotes and figure legends should be in 10-point font.
Margins	<ul style="list-style-type: none"> Set all margins to at least 2.54 cm (1 inch).
Line Spacing	<ul style="list-style-type: none"> Use single or 1.5 line spacing.

Document Preparation

Item	Instructions
Text Layout	<ul style="list-style-type: none"> Align text to the left or justify it. Use centre alignment only for titles and headings.
Page Numbering	Include page numbers at the bottom centre of each page.
Section Headings	Use bold text for section headings to clearly distinguish them from the main text.

Content Inclusion

Item	Instructions
Figures and Tables	<ul style="list-style-type: none"> Place figures and tables near their first reference in the text. Ensure all text within figures and tables is at least 10-point font.
Hyperlinks and URLs	<ul style="list-style-type: none"> Use hyperlinks and URLs sparingly and only when essential. Do not use web addresses to bypass page limits or include extra information not in the application.

Attachments:

Attach additional required documents, such as CVs and specified templates, as separate, clearly labelled PDF files referenced in the main document.

To include an attachment to the PDF document, go to:

Tools > Edit PDF > More > Attach File

Follow instructions on the [Adobe website](#)

PDF File Specifications

Item	Instructions
File Size	Ensure the PDF file size does not exceed 10 MB.
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Item	Instructions
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