Raine Visiting Professor Awards

In 1971, the Research Committee of the Raine Medical Research Foundation, having agreed to allocate a sum of money to assist distinguished scholars to visit academic research Institutions in Western Australia, established the Raine Visiting Professor Awards.

Guidelines and Conditions

1. **Purpose**
   The Raine Visiting Professor Awards are intended to facilitate the visits of distinguished scholars to academic research institutions for the purpose of advancing medical research in Western Australia.

2. **Definitions**
   (1) The 'Raine Foundation' is the Raine Medical Research Foundation.

   (2) The 'Awards' refers to the Raine Visiting Professor Awards.

   (3) The 'Research Committee' is the Raine Medical Research Foundation Research Committee, and may include specialist representatives.

   (4) The 'host institution' is an academic research institution or affiliated medical research institution in Western Australia.

   (5) The 'Raine Visiting Professor' title is given to the scholar visiting the host Institution under these Awards.

   (6) 'Medical researcher' refers to a qualified professional who contributes to research in a health or medically related field.

3. **Types of Awards**
   Two types of Awards have been established based on the length of stay of the Visiting Professor:

   (1) <u>Short-term</u>
       (a) are funded by the Raine Foundation and the host institution. A funding contribution from the host institution(s) is required; and
       (b) have an unspecified minimum period of tenure, with a maximum period of tenure up to four weeks.

   (2) <u>Long-term</u>
       (a) are funded by the Raine Foundation and the host institution. A funding contribution from the host institution(s) is required); and
       (b) have a minimum period of tenure of four weeks, and a maximum period of tenure of three months.

4. **Eligibility**
   (1) The applicant (host co-ordinator) shall be a medical researcher who is employed by a Western Australian University or affiliated medical research institution in Western Australia.

   (2) The nominee (Visiting Professor) shall be a medical researcher of international standing, holding a Professorial appointment outside of Western Australia. *Nominees from rural centres in Western Australia may be considered.

   (3) *The applicant or host School/institution(s) shall provide a cash contribution towards the Award.

5. **Assessment Criteria**
   (1) The assessment criteria for an Award shall be based upon:
      (a) the quality of the Visiting Professor in terms of international ranking *(40%);
      (b) the contribution that the Visiting Professor shall make to the host institution and the research community in Western Australia *(50%); and
      (c) *the cash contribution provided by the applicant or host institution(s) towards the Award (10%).

   (2) The Research Committee shall assess and determine the Awards on a competitive basis and reserves the right not to make an award.

6. **Funding**
   (1) Funding allows for a return Business Class airfare (at the most economical rate – equivalent to 'Around the World'), with an upper limit of $10,000. An Economy Class airfare may be offered if preferred. A daily allowance (*per diem*) is normally payable at a rate of $220 for *Short-term* and $150 for *Long-term* Awards, with neither a salary nor honorarium payable.

   (2) The *per diem* can be used for accommodation, meals, and incidental travel costs (eg, airport transfers/taxi). Further information can be found in the *'Visiting Professor/Scholar Program – Important Information'* document on the Raine Foundation website.

   (3) The applicant or host School/institution(s) shall provide a cash contribution towards the Award. More than one researcher or School/institution may contribute to total costs.

   (4) Any variation in budget shall be subject to approval by the Research Committee.

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

   (6) The Raine Management Office shall co-ordinate the financial arrangements in consultation with the host institution and the Visiting Professor.

7. **Guidelines**
   (1) <u>Nomination Form</u>
   Applicants are asked to register and submit their online nomination via the link on the Raine Foundation website: http://rainefoundation.org.au/funding/visiting-professor-awards/. The Nomination Form cannot be amended after the closing date/time and late applications will not be accepted. Nominations that do not comply with formatting requirements may be deemed ineligible.

* Pending ratification by the Research Committee.

(2) Other Supporting School/Institution Details
Please include details of other School/Institution(s) contributing to Award funding. Do not include host institution details in this section. Select 'Add More' in the online form if there is more than one contributing School/institution.

(3) Field of Research
Please provide a description of the nominee's specialist research area and scientific expertise, including other relevant details (eg. international ranking).

(4) Research Contributions and Outcomes
   (a) *Proposed research activities* - Please provide an overview of proposed research activities, e.g., lecture presentations, seminars, teaching and research programs, provision of new clinical procedures and/or scientific methods, participation in conference or research forums, etc.

   (b) *Expected benefits and outcomes* - Please describe how the visit will facilitate the development of research strengths within the host institution, the training and transfer of skills and expertise, and dissemination of new knowledge to staff and students. Please provide a summary of planned joint ventures, grant partnerships, global networking opportunities and future research initiatives.

(5) Track Record
The nominees' *curriculum vitae* should be uploaded in PDF format, consisting of no more than four pages. Minimum acceptable font size is 10 point, with 1.5 line spacing, and margins of at least 2 cm. The document shall not exceed 5 MB and shall be labelled as shown in the relevant section of the Nomination Form.

(6) Biosketch and photograph of nominee
Please provide a brief biosketch of the nominee. The photograph, to be uploaded in JPEG format, shall be no less than 300 dpi and labelled as shown in the relevant section of the Nomination Form. These may be used for promotional purposes.

(7) Budget Information
Please refer to Clause 6 for funding details. It is important that budgets are calculated accurately, as requests for additional funding will not be approved. The applicant or host school/institution(s) shall provide a cash contribution towards the Award. If more than one researcher or School/Institution is contributing funding, please provide a brief summary of this support, including the amount each party is contributing. Please also outline any in-kind contributions. An airfare quote shall be uploaded in PDF format (not exceeding 5 MB) and labelled as shown in the relevant section of the Nomination Form.

(8) Research Governance Approvals
Please list any Research Governance requirements relevant to this Award. Approvals (eg. ethics, biosafety, Defence Trade Controls, site authorisation) shall be listed including details of the relevant committee(s), sites and dates of approval (if already approved). Details of approvals to be sought, pending successful award, should also be listed. Funding will not be distributed until copies of approvals are provided to the Raine Management Office.

Approvals shall be uploaded in PDF format (if available) or sent separately to the [Raine Management Office](#) before commencement of the Award. Uploaded documents shall not exceed 5 MB and shall be labelled as shown in the relevant section of the Nomination Form.

(9) <u>Certification Form</u>
The Certification Form should be downloaded from the [Raine Foundation website](#). Signatures of the applicant (host co-ordinator), nominee, and Head of School or Director of Centre/Institute are mandatory and must be submitted in the online nomination by the closing date and time. Electronic signatures are acceptable in the fillable PDF form. Nominations that are submitted without all signatures on the Certification Form will not be considered. The form should be uploaded in PDF format and labelled as outlined in the relevant section of the Nomination Form.

8. **Management of Awards**
Upon allocation of Awards:
(1) The Raine Management Office shall:

   (a) notify the host co-ordinator and Head of School or Director of Centre/Institution the outcome of their nomination;
   (b) send a formal invitation to the Visiting Professor to confirm the financial arrangements, the terms of award and immigration requirements;
   (c) co-ordinate the financial arrangements in liaison with the host institution;
   (d) administer a program of publicity and promotion in conjunction with the host institution;
   (e) provide a flyer and opening slide for the Visiting Professor's Raine Lecture.

(2) The host co-ordinator shall:
   (a) provide a brief biography of the Visiting Professor;
   (b) prepare a program of activities for the Visiting Professor and invite interested groups to seminars or lectures;
   (c) schedule a lecture as part of the Raine Lecture Series;
   (d) provide the Raine Management Office with a media press statement, and assist in promoting the visit;
   (e) arrange for the Visiting Professor to meet the Chair of the Research Committee, and appropriate executives of the host institution (e.g., Vice-Chancellor, Dean or Head of Department);
   (f) assist the Visiting Professor in organising travel arrangements (flights, accommodation etc), and reimburse funds to the Visiting Professor where necessary. Please see the '*Visiting Professor/Scholar Program - Important Information*' document on the [Raine Foundation website](#) for relevant taxation information;
   (g) submit an acquittal summary of financial expenditure to the Raine Foundation at the conclusion of the visit;
   (h) submit a report to the Raine Foundation at the conclusion of the visit that outlines:
      (i) the activities undertaken by the Visiting Professor and the outcome for the host institution and academic research community in Western Australia;
      (ii) proposed future initiatives, joint ventures and networking plans;
      (iii) details of scientific publications acknowledging the Raine Medical Research Foundation; and
      (iv) details of media, publicity and promotions acknowledging the Raine Medical Research Foundation. Use of partner logos and media statements are to be approved by the Raine Medical Research Foundation prior to distribution.

(3) Award recipients must obtain prior approval from the Research Committee for any proposed deviation from the approved budget, or to the completion date of the Award.
   (a) Funding that is used for purposes other than that for which it was awarded, shall be recoverable by the Research Committee.

(b) Funding that is unspent by the end of the first quarter following the 12 month Award period, will be recouped by the Raine Management Office, unless prior approval to carry forward the funds has been obtained from the Research Committee.

9. Intellectual Property

Award recipients are required to comply with the Intellectual Property requirements as described in the Raine Priming Grant Conditions, at Clause 9: (http://rainefoundation.org.au/funding/raine-priming-grants/).

10. Acknowledgement

All publications and media arising from research undertaken during the term of the Award shall acknowledge the support provided by the Raine Medical Research Foundation and the host institution.