

August 2016

## **SATS research awards and fellowships application guideline:**

For all SATS research awards please ensure that you have read and understood the terms and conditions, the applications forms and this guideline. These have been put in place to ensure a smooth application process and transparent application process.

### Applications:

1. Only electronic submission are required – no paper copies need to be sent
2. For junior researchers please make sure that your supervisor is aware of your application and provides a supporting letter.
3. The following documents must be submitted as pdf documents:
  - a. **Completed application form**
  - b. **Scanned signature page containing wet ink signatures**
  - c. **Protocol**
  - d. **Budget overview**
  - e. **Letter of institutional/supervisor support**
  - f. **Full CV**

### Specific notes:

#### **Protocols**

A 3-4 page protocol must be submitted – if this proposed project forms part of a larger project then this must be condensed into a 3 -4 page (max) protocol – the committee will not be reviewing 20 page PhD proposals. Submission of the full protocol (if applicable) is acceptable as an addendum but will not be used as the primary review document. A clearly stated background, research question, hypothesis and methods is advised. (budget and references do not form part of the 3-4 page limit) Note for the Novartis Trainee fellowship the protocol is restrict to 2-3 pages.

#### **Budgets:**

Please provide the budget in a single page pdf format – no excel or word documents. If the proposed project is part of a larger project that has funding, it is essential to make it very clear what the requested funds are being used for- without this it is impossible to review suitability and eligibility. For each item please provide a budget justification.

#### **Submission documents:**

Please submit all documents in pdf format with the title as follows:

Fellowship\_year\_initialsurname\_document

Eg: AZ\_2015\_asmith\_budget or GSK\_2014\_PJones\_signaturepage

**Do not submit editable word or excel documents.**

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