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Guidelines and Funding Rules for MOVE muscle, bone & joint health PhD Scholarships

This document outlines MOVE muscle, bone & joint health guidelines and funding rules which apply to all PhD funded research. It should be read in conjunction with the Funding Agreement and the Application form.

1.0 Overview: MOVE, the new voice of Arthritis and Osteoporosis Victoria

Since 1968, we have built a respected and trusted reputation as the leading Australian musculoskeletal not-for-profit health organisation. We were founded by rheumatologist Dr Les Koadlow as the Arthritis Foundation of Victoria. In 1992, we incorporated Osteoporosis Victoria and began trading as Arthritis and Osteoporosis Victoria. By 2016, we have grown into a bold new national organisation, MOVE muscle, bone & joint health - a new look and goals that better represent the work we do to improve the lives of the one in three Australians who live with these conditions.

1.1 Description of the Funding Scheme

As part of the MOVE muscle, bone & joint health Research and Knowledge Exchange Strategy 2015-2019, the organisation is offering full time scholarships for a PhD project in musculoskeletal (MSK) health.

The objectives of the scheme are:

i) to support researchers in producing high quality evidence to help individuals with or at risk of developing a MSK condition(s) and

ii) to translate already existing or new evidence in MSK research into practice

The successful application must be aligned with our Research and Knowledge Exchange Strategy 2015-2019 discussed further below. Please note that basic science research does not align with our Research and Knowledge Exchange Strategy.

2.0 Eligibility

2.1 Applicant

To be eligible to apply for a PhD scholarship, you must:

- be an Australian citizen or have permanent residency status
- have obtained an Australian Bachelor’s Degree with Honours (or equivalent qualification) in a relevant area of study including science, medicine or health related field within:
  - the last five years, or
  - the last ten years if you are a recent medical graduate with further clinical training for fellowship to a specialist medical college¹.

In both instances this period of time includes career breaks and working in other fields or abroad. MOVE will not discriminate against eligible applicants who have had career disruptions.

Applicants who have previously been awarded a MOVE scholarship are not eligible, nor are those currently undertaking their PhD or applicants in receipt of other nationally competitive grants that include salary support.

Applicants who are directly involved in competing research and or related initiatives as well as affiliations or financial investments with other organisations that have a commercial interest in the research being undertaken are also not eligible.

Applicants must also meet the requirements of the university, including all the conditions for admission to the research higher degree program and your application must be endorsed by the enrolling school or institute.

2.2 The Administering Organisation
In order for the application to be eligible, it must be supported by a single administering organisation. The administering organisation may be the same as the research organisation or they may be different. MOVE requires the administering organisation to:

- confirm they meet the scheme’s funding rule for administering the scholarship funding
- ensure that consent to submit the application has been obtained by any other persons on the application including the supervisor(s)
- approve and endorse the proposed research project in the application
- have well established policies and procedures to manage research grants
- have policies and procedures in place to ensure ethical and moral scientific conduct
- have in place policies and procedures for supporting students throughout their studies
- have policies and procedures to manage any intellectual property generated during the research
- execute the funding agreement on behalf of the university to administer the funds

The administering organisation may be situated anywhere in Australia, provided it meets the above requirements.

2.3 The Research Organisation
In order for the application to be eligible, it must be supported by a single research organisation or a lead organisation must be nominated. The research organisation may be the same as the administering organisation or different. MOVE requires the research organisation to:

- provide a safe environment to undertake research
- provide all the necessary facilities and infrastructure to undertake the proposed research project
- provide a high quality of mentoring and supervision of the student
- have in place policies and procedures for ethical and moral scientific conduct
- have in place policies and procedures for supporting students throughout their studies
- approve and endorse the proposed research project in the application.

The research organisation may be situated anywhere in Australia, provided it meets the above requirements and adheres to the Australian Code for the Responsible Conduct of Research (2007) jointly developed by the Australian Research Council (ARC), National Health and Medical Research Council (NHMRC) and Universities Australia (UA).
2.4 Certification of Consent
For an application to be considered eligible it must contain all the appropriate certifications. Organisations have delegated representatives for this purpose.

2.5 Consumer Participation in Research Proposal
MOVE, where appropriate, encourages researchers to work with consumers as partners to assist in some or all aspects of the project as per the MOVE Consumer Engagement and Participation Research Strategy.

Whilst this is not mandatory, MOVE does require that the candidate considers this aspect during the scoping phase of the research proposal.

3.0 Application Process
The application form for the PhD scholarship can be downloaded from our website. Applications will be assessed on selection criteria outlined in section 4.2. The application form must be electronically completed in full to be considered for review. It must be emailed to research@move.org.au by 5pm on the specified closing date. Late applications will not be accepted unless the MOVE Research and Knowledge unit is contacted no less than 24 hours prior to the closing date with extenuating circumstances. The decision to accept a late submission of this nature is at the discretion of the Research and Knowledge Manager.

The application is not complete without two separate referee reports. The prospective primary supervisor must be one of the referees. The supervisor report can be downloaded from our website.

The second referee must be qualified to speak with knowledge about the applicant’s work during the qualification or work experience most relevant to the research program the applicant intends to undertake and on the applicant’s capacity for research. The referee report can be downloaded from our website.

It is the applicant’s responsibility to supply their supervisor and their academic or professional referee with the specified form and allow sufficient time for them to complete it and submit directly to MOVE prior to, or on, the specified closing date. Applicants may submit these reports with their application, provided they are in a sealed envelope with the referee’s signature across the seal.

Applicants will receive an email acknowledging receipt of their application within two business working days of lodging it. If you do not receive this notification within the given timeframe, please contact the Research and Knowledge unit immediately.

4.0 Assessment and Selection Process
All applications are initially assessed by MOVE Research and Knowledge unit staff to ensure that they are complete. The applicant will be contacted either by phone or email and invited to clarify or provide additional information within five business days in order for the application to be considered for review.

Applications will be assessed by an independent expert review panel consisting primarily of academics, however clinicians, policy makers and consumers may also be involved.
The panel will:

- rank applications according to the selection criteria in section 4.2 of this document
- provide recommendations to the MOVE Research and Knowledge Manager and CEO on applications which adhere to funding guidelines for a final decision.

### 4.1 Selection Criteria for Evaluation Panel

<table>
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<th>Criteria</th>
<th>Weighting</th>
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<tr>
<td>1 Alignment with MOVE Research and Knowledge Exchange Strategy 2015-2019</td>
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| The research must align with one of the key priority areas in the Strategy. It must be explicit as to how the research will benefit people living with, or at risk of developing, a musculoskeletal condition. Other aspects of alignment for consideration include:  
  - the length of time to translate research findings into the clinic and or community  
  - plan to translate and ease of translation  
  - how the results of the research will be communicated to relevant stakeholders, including clinicians, allied healthcare professionals, consumers, educators, advocates, policy makers etc. | |
| 2 Impact of project | 10 |
| The significance of the project for people living with, or at risk of developing, a musculoskeletal condition will be assessed based on:  
  - the number of people who will be influenced or affected by the research  
  - the diversity of the stakeholders influenced or affected by the research  
  - the degree to which people will be influenced and affected by the research  
  - the level of importance of the research relevant to the sector’s needs | |
| 3 Quality of the research | 30 |
| This aspect assesses the quality of the scientific proposal including;  
  - the feasibility of the project  
  - rationale behind the proposal  
  - validity of the project methodology  
  - whether it is achievable in the given timeframes | |
| 4 Resources | 10 |
| This aspect considers the research environment in which the research will be undertaken and assesses the following:  
  - nature of the existing infrastructure to support the work  
  - whether the work is realistic given the resources and expertise available  
  - mentoring and supervisory capacity within the environment  
  - opportunity to collaborate where appropriate | |
5.0 Outcomes of the Assessment and Selection Process

All applicants will be notified via email of the outcome of their application within 12 weeks of the closing date for the funding round.

The scholarship must be formally accepted by the successful applicant via email within two weeks of the date of the offer. It also must be approved in writing by the administering organisation.

Verbal feedback on applications will be available upon request, however no written feedback will be provided.

6.0 Level of Funding

Individual scholarships will consist of a salary component of $30,000 per annum for three years amounting to $90,000 over the course of the scholarship.

7.0 Duration

Successful candidates will be awarded funding over a maximum period of three years for full time study, this is inclusive of maternity leave and sick leave. Full time study is defined as a minimum of 38 hours per week working on the research project. The candidature begins from the enrolment date at the university.

8.0 Roles, Responsibilities and Requirements of the Organisations

8.1 Applicant Requirements
The successful applicant will be required to enter into a funding agreement with MOVE. The successful applicant will also be strongly encouraged to become a member of the Australia & New Zealand Musculoskeletal Clinical Trials Network (ANZMUSC). ANZMUSC is a collaboration of accomplished clinical researchers, health professionals and consumers who are working to improve the evidence base of musculoskeletal health through the conduct of high quality, multicentre randomised controlled trials and related research. For information about member benefits the membership pack can be found here.

8.2 Project Requirements
The Research and Knowledge Exchange Strategy 2015-2019 defines seven key priority areas for investing in translational research. The scope of each is described on the MOVE website. Only project applications aligned with these areas will be considered for funding. Basic science projects will not be funded. Project proposals must also specify clear aims and

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2 MOVE will not pay GST on top of the $30,000 per annum. Whether GST is included in this amount or not will depend on the administering organisation’s GST status.
outcomes which are realistic and achievable in the three year period, based on the funding, expertise and resources available.

8.3 Administering Organisation Requirements

8.3.1 The Funding Agreement
The administering organisation will be required to enter into a funding agreement with MOVE.

In cases where the research and administering organisations are different, both parties will be required to enter into the funding agreement.

8.3.2 Use of Funds
The funds provided for the scholarship are to be used to pay the researcher’s salary only. It does not cover direct research costs such as travel or conference registration associated with undertaking the work nor any administrative overheads or equipment. This also means that printing and binding costs associated with submitting the thesis are not included.

8.3.3 Administration of Funds
The scholarship will be administered through the nominated organisation’s grants office. Funds will be paid directly to the administering organisation every six months according to the payment schedule in the funding agreement. This is contingent on receipt of annual progress reports against the stated milestones of the PhD project. The recipient will be paid $2500 by the administering organisation on a monthly basis, amounting to $30,000 per annum and $90,000 over the course of the scholarship.

Funds will only be released once the funding agreement has been executed by all parties and the individual has enrolled into the PhD program. MOVE will require proof of enrolment.

MOVE may withhold funds if the candidate fails to meet their obligations as outlined in the funding agreement or funds are not used in accordance with the funding agreement.

The administering organisation is responsible for providing an annual acquittal statement. MOVE may also request additional statements for auditing purposes. The request will be provided in writing and allow the administering organisation no less than three weeks to respond.

8.3.4 Reporting Requirements
The administering organisation will enter into a Funding Agreement with MOVE that sets out obligations. A schedule for reporting will be outlined in the Funding Agreement and will include a requirement to provide:

- Annual progress reports
- Annual financial reports
- A final report following the conclusion of the term of the Scholarship.

8.4 The Research Organisation

8.4.1 Student Supervision
As part of the funding conditions, a primary supervisor who is affiliated with the research organisation must be nominated to support and mentor the student during the program of
work. The supervisor must be suitably and appropriately qualified and have a proven track record of successfully mentoring students.

Secondary supervisors should be listed in the application however it is the responsibility of the primary supervisor to provide adequate guidance and support to the applicant throughout the course of the Scholarship. MOVE will deal directly with the primary supervisor on all student related matters.

8.4.2. Responsibilities of the Primary Supervisor
The primary supervisor is responsible for the following:

- providing a safe work environment for the student to conduct their work
- ensuring the student is given a formal induction into the workplace including occupational health and safety, environmental protection and the institute’s policies and procedures
- providing training in research governance and regulations (including ethics)
- providing formal documentation relating to the responsible conduct of research, institutional guidelines on the conduct of research, requirements for research involving humans and animals, privacy and confidentiality, and the institution’s mechanisms for dispute resolution
- providing training and advice in conducting research including, identifying the research objectives and designing the methodology, obtaining ethics and other approvals, securing funding and reporting research outcomes in appropriate forums and the media
- critically reviewing the student’s work and providing constructive feedback
- providing technical advice and support specific to the research being undertaken
- ensuring that the research outputs produced by the student are both accurate and valid
- ensuring that the student is given the appropriate recognition and credit for his or her work
- establishing and maintaining a respectful, professional relationship with the student
- providing professional development opportunities to expand skills, present at conferences, network with peers and others in the relevant scientific discipline, including the ability to interact with industry and to work with diverse communities

The primary supervisor is not responsible for:

- undertaking the required experiments for the program of work
- interpreting the data without the student’s input
- presenting the student’s work
- writing manuscripts of the student’s work
8.2.3 Approvals and Licences
It is the responsibility of the primary supervisor to ensure that all the necessary ethics approvals\(^3\) and regulatory licences to undertake the research work are in place prior to and for the duration of the work program. These must be obtained through the research organisation and other appropriate bodies or organisations.

In the case of clinical trials these must be registered with the appropriate body (e.g. the Australian New Zealand Clinical Trials registry). Similarly, systematic reviews must be registered with the PROSPERO registry.

8.2.4 Change of Supervisor
Funds are awarded by MOVE based on the credibility and aptitude of the supervisor along with other selection criteria. It is expected that the named primary supervisor will oversee, guide and mentor the student throughout his or her entire program of work. In the unusual event that the primary supervisor can no longer continue to supervise, then another suitable supervisor must be identified and endorsed by MOVE as well as the research organisation. MOVE should be informed in writing at the earliest convenient time should this situation arise.

Depending on the reasons for changing supervisor it is incumbent upon the student and primary supervisor to identify and arrange for a replacement supervisor. In the event that there were irreconcilable differences, the student should work together with person designated by the research organisation to deal with such matters to find a replacement supervisor. This process should be done in accordance with the research organisation’s policies and procedures.

Once a replacement supervisor has been identified, MOVE must be notified in writing and provided with the relevant information to assess the candidate according to the selection criteria in the scheme guidelines. Once both parties have agreed, the new supervisor will be appointed and officially recognised as primary supervisor.

During the time taken to find and approve a replacement supervisor, the student may seek guidance and support from either a secondary supervisor or other senior academic mentor. The research organisation’s policies and procedures around such matters will provide guidance on the appropriate person to assist the student in this period.

9.0 Roles, Responsibilities and Requirements of the PhD Student

9.1 Student Responsibilities
The student is responsible for the following:

- attending any induction courses in the research organisation upon commencing their program of work
- successfully completing any training courses

\(^3\)MOVE will only fund and support musculoskeletal research involving participants (including the use of their information) that has ethics approval from an Australian Human Research Ethics Committee (HREC) and adheres to the National Statement on Ethical Conduct in Human Research (2007) developed by the ARC, NHMRC and UA.
adhering to all the research organisation’s policies and procedures

- maintaining a healthy and safe work environment

- establishing and maintaining a respectful, professional relationship with the supervisor

- actively engaging the supervisor when advice, guidance or approval is required in relation to the program of work (i.e. students should not necessarily wait for the supervisor to always be approaching him or her)

- reporting any research misconduct to the appropriate individual(s) in the research organisation.

### 9.2 Deferring the Scholarship

Generally, upon acceptance of the scholarship offer and execution of the agreement, students will work on the research project continuously for the specified three year period. However, there are certain circumstances under which the student needs to defer his or her scholarship. This may occur shortly after accepting the offer or executing the agreement or during the course of the studies.

There are a number of valid reasons why a student may wish to defer his or her scholarship which include but are not limited to:

- receiving other grant funding
- the student experiences unexpected illness or accident which prevents him or her from working
- maternity or paternity leave
- the student’s immediate family member (children, partner, and parents) experiences an unexpected illness or accident and requires full time care by the student.

Where the need arises for the student to defer their scholarship they will need to inform the **MOVE** Research and Knowledge Manager in writing of change in circumstances at the earliest convenient time and submit a formal application for deferral using the ‘Application to defer PhD scholarship form’ which can be found on our [PhD Scholarships webpage](#). The application must be accompanied with written support from the primary supervisor. It is also the student’s responsibility to coordinate the deferral process with the research and administering organisations.

The maximum deferral period **MOVE** offers is generally six months. The only exception to this is for students nearing the end of the [Research and Knowledge Exchange Strategy](#) period unless external funding has been sought.

The **MOVE** Research and Knowledge Team will assess the request and provide a decision in writing within two weeks of the request being lodged. The decision will be final and cannot be appealed.

### 9.3 Extending the Scholarship

The scholarship funding is for a period of three years, in which the student is expected to complete the body of work. In limited exceptional circumstances, requests to extend the duration of a PhD may be approved. Exceptional circumstances would normally be for events
outside the postgraduate scholar’s control, such as external disasters (e.g. fires) affecting their project, but does not include situations relating to normal research activities, or the success or progress of experiments. The maximum period for which an extension can be granted is up to six months.

Requests must be supported in writing by the postgraduate scholar’s Supervisor and with the approval of the Postgraduate Studies Office (or its equivalent) of the institution administering the postgraduate scholarship. Evidence of the Postgraduate Studies Office approval must be included with the request.

If a student has deferred his or her scholarship, he or she may be eligible for an extension, providing all the correct procedures have been followed. Extension periods will be granted that are congruent with the deferral period. If a student requires an extension, he or she must contact the MOVE Research and Knowledge Manager in writing and submit the ‘Request for extension of PhD Scholarship form’ in order for it to be considered. The MOVE Research and Knowledge Team will assess the request and provide a decision in writing within two weeks of the request being lodged. The decision will be final and cannot be appealed. Regardless of any extensions which may be granted MOVE requires a final report which includes the main findings of the research to be submitted at the end of the three year period.

9.4 Reporting on PhD Scholarships

The student must report on a biannual basis on the progress of their research project. The first report is due six months from the receipt of the funds. The MOVE reporting template should be used for this purpose. The purpose of the reports is to determine if the project is tracking satisfactorily against the agreed milestones in the application and if funds are being used as per the approved project and in accordance with the funding agreement. MOVE may request additional reports or information about the project progress as deemed necessary. The funded individual will be given a minimum of a months’ notice should additional reports be required.

An extension may be granted if extenuating circumstances prevent the student from submitting the report on time. Extenuating circumstances may include illness, unexpected serious personal issues, and unavoidable clashes with research being conducted at the time. A minimum 2 weeks’ notice in writing must be given to the Research and Knowledge Manager providing the reasons and a proposed new date for submission. The new submission date must be mutually agreed to in writing. Failure to inform MOVE of late report submission within this timeframe can result in funding being suspended. MOVE reserves the right to utilise and adapt the information in the lay section of the report to update its consumers in the public domain on the research. If the research is not at an appropriate stage for public dissemination due to restrictions for publishing and protecting intellectual property then MOVE will withhold the information until such time when both parties agree in writing that it is in everyone’s best interest to release it into the public domain.

9.5 Acknowledgments

MOVE requires that any research or other activities associated with the PhD work financially supported by the organisation is appropriately acknowledged.
9.5.1 Written Acknowledgment
If the work is published in any form including books, articles, newsletters, advertising material, websites, social media or other literary works related to funded research, MOVE support must be acknowledged in an appropriate form. Acknowledgements may use wording such as, ‘this research or project was supported by MOVE muscle, bone & joint health or XXX is the recipient of a MOVE muscle, bone & joint health PhD scholarship.’

Acknowledgements should also be accompanied with the MOVE logo on presentations and where possible, on other printed material. MOVE will provide copies of the relevant logo for this purpose in appropriate file formats. An example is provided below.

![MOVE logo]

9.5.2 Verbal Acknowledgment
If the funded work is verbally presented in media interviews, public announcements, presentations or statements on television or radio then the contribution from MOVE must be verbally acknowledged.

9.5.3 Acknowledgment Obligations
Whilst the funded individual is obliged to appropriately acknowledge MOVE’s support, he or she must ensure that the audience is not led to believe that views or messages being presented represent those of MOVE unless they have been endorsed by the organisation prior to the event or publication.

10.0 Research Policies

Relevant research policies for funding rules are presented here, however related policies can be found in the MOVE muscle, bone & joint health Research Governance Plan 2015-2019.

10.1 Confidentiality and Privacy
All of the information provided in scholarship applications and data collected from individuals during research projects is considered as private and confidential. It will be handled and stored in accordance with the Privacy and Data Protection Act 2014 (Vic). Personal information will not be disclosed to any other parties without the expressed permission of the individual to which it relates or where the Act allows.

In submitting a funding application to MOVE, the applicant gives permission for the information contained in the document to be used for evaluation and administration purposes, which means it may be disclosed to, but is not limited to, relevant personnel as necessary. In addition, applicants also consent to the information being used in public domain once a scholarship has been funded. Under the funding agreement, both parties can make an application to disclose confidential information. This includes permission to publish or present confidential research findings and publicise awarded scholarships. This must occur in writing.
10.2 Conflicts of Interest

MOVE requires individuals to declare any conflicts of interests such as direct involvement in competing research and/or related initiatives as well as affiliations or financial investments with other organisations that have a commercial interest in the research being undertaken.

Conflicts of interest must be declared in writing to the MOVE Research and Knowledge Manager. The conflict of interest should be declared at the earliest possible stage in the working relationship.

In the event that a conflict of interest is declared, the MOVE Research and Knowledge Manager will firstly determine if the nature of the conflict precludes the individual from applying for a scholarship. If this is the case then the person will be contacted in writing to inform the individual that he or she is not eligible. This decision is final and cannot be appealed by the person who declared the conflict of interest. The decision must be documented in writing and stored in a known location.

10.3 Code of Conduct for PhD students funded by MOVE

It is the candidate’s responsibility to be aware of and adhere to current laws, regulations, policies and guidelines from MOVE, regulatory authorities, other funding bodies and the research organisation in which the work is undertaken.

More specifically, the candidate must adhere to the Australian Code for the Responsible Conduct of Research (2007) jointly developed by the Australian Research Council (ARC), National Health and Medical Research Council (NHMRC) and Universities Australia (UA).

Candidates must also provide MOVE with plain language summaries of the research being undertaken as well as the research findings at the completion of the work for the purpose of knowledge exchange within the wider community. These summaries must be in a format that is suitable for publication on the MOVE website. For examples, refer the plain language summaries on our website. If the language is not sufficiently consumer friendly, MOVE will work together with the student to produce a version which both parties agree upon. MOVE also reserves the right to add additional information which may be helpful for consumers such as, ‘for more information contact the Help Line’.

10.4 MOVE Policies and Procedures for Misconduct

Candidates who are concerned that misconduct has occurred which contravenes either the research organisation’s policies, procedures and guidelines or the current laws and regulations for conducting research as outlined in the Australian Code for the Responsible Conduct of Research (2007) are required to report it to the appropriate designated person in the research organisation and to the MOVE Research and Knowledge Manager. This can be done either verbally or in writing.

Those who are subject to any investigations into alleged misconduct must fully cooperate with the research organisation and MOVE. MOVE must be kept informed throughout the investigation and provided with the findings.

MOVE reserves the right to withdraw funding for candidates who intentionally and repeatedly breach the research organisation’s policies and procedures. It will withdraw funding for researchers who intentionally breach current laws and regulations governing the health and safety of the workplace, environment and community.
10.5 Intellectual Property and Commercialisation

In principle, MOVE is committed to making research findings available to the public in a timely manner. It strongly supports the rapid publication and presentation of research findings within the restrictions of protecting the intellectual property.

MOVE does not support unnecessarily restricting access to data, knowledge or inventions unless there is a longer term, greater benefit for the wider public (for example, the ability to reach or affect more people, increased affordability or accessibility of a product within the population). Likewise, it does not support patenting inventions with little or no intention to commercialise (i.e. lodging patents to block the commercialisation of another product or process or for academic purposes only).

In cases where intellectual property (IP) is generated and protected, MOVE encourages rapid commercialisation so it becomes available to the public. In the event of the IP being commercialised and generating profits, MOVE only seeks to recoup the amount of funding invested to generate and validate the IP.

All MOVE funding agreements include specific clauses on intellectual property.
## Appendix 1: Relevant Definitions and Acronyms

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<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Administering</td>
<td>Organisation which is responsible for managing the project administration and scholarship funds</td>
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<tr>
<td>Applicant</td>
<td>The researcher who lodges the completed application form to request funding for a proposed project from Arthritis and Osteoporosis Victoria. This individual is responsible for gaining all named organisations and persons’ consent and certification prior to submitting the form</td>
</tr>
<tr>
<td>Candidate</td>
<td>Refers to the student undertaking the program of research.</td>
</tr>
<tr>
<td>Career Breaks</td>
<td>Career breaks or disruptions refers to a period of time either studying or working in an unrelated industry and or not working whilst rearing children or caring for a sick or injured relation or partner.</td>
</tr>
<tr>
<td>Collaborators</td>
<td>Other researchers in different organisations or institutes who are working with the applicant on a research project with a common goal</td>
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<tr>
<td>Consumer</td>
<td>An individual who either has a particular medical condition him or herself or cares for and supports someone who does</td>
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<tr>
<td>Grants Officer</td>
<td>The nominated individual who is responsible for receiving and distributing scholarship funds from Arthritis and Osteoporosis Victoria</td>
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<td>GST</td>
<td>Goods and Services Tax</td>
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<td>IP</td>
<td>Intellectual Property</td>
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<td>Doctor of Philosophy</td>
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<tr>
<td>Primary Supervisor</td>
<td>The senior researcher who is academically affiliated with a university and suitably qualified in the research field. This individual is responsible for mentoring and supervising the applicant to undertake the proposed research project. This person takes a leading role and is the primary contact</td>
</tr>
<tr>
<td>Research Organisation</td>
<td>The facility at which the majority of the proposed research project is undertaken</td>
</tr>
<tr>
<td>Scholarship</td>
<td>A payment made to support a student’s education that is awarded on the basis of academic or other performance</td>
</tr>
<tr>
<td>Secondary Supervisor</td>
<td>The senior researcher who is academically affiliated with a university and suitably qualified in the research field. This individual also supports the applicant to undertake the work and is a secondary contact</td>
</tr>
</tbody>
</table>
Appendix 2: Administration Requirements of MOVE PhD Scholarship Scheme

1.0 The applicant will be responsible for leading and managing the research throughout the course of the scholarship. This includes ethics approval, correspondence between researchers and the supervisor, paperwork associated with the PhD candidature and coordinating the scholarship reporting requirements with the administering organisation and MOVE.

2.0 The administering organisation will be responsible for the administration of the project and the scholarship funds as outlined in the funding agreement. The organisation must also notify MOVE of its GST status.

3.0 Successful applicants will be required to report on the progress of the research project every six months from the receipt of the funds using the MOVE reporting template. In accordance with the funding agreement, if the reports are not submitted, completed to a satisfactory standard or funds are not being used appropriately, MOVE can suspend funding until such time at these requirements are met.

4.0 The applicant will also be responsible for acknowledging funding support from MOVE on each occasion that the research is publicly announced, discussed or presented regardless of the format or communication channel. This includes but is not limited to scientific conferences, forums, radio or TV interviews, journals, newspaper or magazine articles and social media. MOVE will provide logos and other promotional material upon request for this purpose. The successful applicant should also identify themselves on all communications as a "MOVE muscle, bone & joint health PhD Scholar".

5.0 Any intellectual property which is generated during the course of the research will be assigned and managed according to the administering organisation’s policies and procedures. MOVE does request that it is commercialised such that those living with or at risk of developing a musculoskeletal condition have fair and reasonable access to it.