



Government of **Western Australia**
Department of **Health**

WA Cancer Fellowships 2025 guidelines for applicants

Closing date: 1.00pm AWST, Monday 27 May 2024

Contents

1	Description	2
2	Eligibility	3
3	Supervisor	5
4	Application instructions	5
5	Funding	6
6	Selection and assessment	7
7	Key dates	9
8	Approvals and agreements	9
9	Reporting	11
10	Acknowledgement	12
11	Publications and media	12
12	Complaints	12
13	Confidentiality	12
14	Evaluation	13
15	Frequently asked questions	13
	Appendix 1 – Variation request form	15
	Appendix 2 – Extension request form	20

1 Description

The WA Department of Health established the WA Cancer Fellowships program to assist medical practitioners to expand their experience and skills, specifically to a) develop their research capability and facilitate high quality research; **or** b) to acquire specialised clinical skills that cannot be funded through the usual clinical pathways, that will ultimately lead to improved health outcomes for Western Australian cancer patients.

Funding is provided through 2 streams, to conduct research (research stream) **or** to acquire new specialised skills (training stream) over a 12-month period.

- 1.1 Fellowships are not intended to be a replacement for existing clinical staff. Hospital duties that are not required to undertake the research or training plan will not be covered by the Fellowship funding. Instead, funding for these duties should be covered by the administering institution.
- 1.2 The training stream may include on the job training provided within a hospital department under the direction of a specialist to learn new techniques, skills and/or approaches to screening, diagnosis and clinical cancer care. New techniques, skills and other outcomes of training must be demonstrated with evidence provided via a logbook or audit in the Final Report.
- 1.3 The research stream may include basic clinical, health service and population health research. It may include one discrete project, multiple short projects or a component of a larger long-term research project provided that the component of the proposed research has its own discrete outcomes and can be completed within the 12-month period.
 - 1.3.1 Projects that are solely quality assurance, clinical audit (including chart review), needs analysis, or literature review are not eligible.
- 1.4 Research must:
 - Address relevant contemporary challenges faced by the WA health system. For example:
 - public health issues of significance to cancer in WA
 - patient-focused healthcare delivery for cancer patients
 - health system organisation, financing and access issues that impact cancer care
 - emerging health risks for people with cancer
 - cancer care for those living in rural and remote areas and/or for Aboriginal people.
 - Where possible, be linked to priorities of the [WA Cancer Plan 2020-2025](#), the national [Australian Cancer Plan](#), recommendations of the [Sustainable Health Review](#), strategic goals of the [WA Health and Medical Research Strategy 2023-2033](#) and other WA reform initiatives.
 - Demonstrate the potential pathway(s) to translation and implementation of research findings into improved health policy and practice.
 - Include relevant multi-disciplinary and cross-institution collaborations.
 - Include engagement with consumers during both the development of the research proposal and for the ongoing project. The [Consumer and Community Health Research Network](#) can be contacted for further assistance.

- A useful resource is [Consumer and Community Participation in Health and Medical Research: A practical guide for health and medical research organisations](#) by Anne McKenzie and Bec Hanley.
- 1.5 The Fellowship must be taken in WA and be of direct relevance to the WA health system.
- 1.6 The [WA Cancer Fellowships](#) program is administered by the [Cancer Network, Health Networks Unit, Department of Health](#).
- 1.7 Queries regarding the application process should be directed to the Department of Health's Cancer Network by email to cancernetwork@health.wa.gov.au.

2 Eligibility

- 2.1 Applicants must be a medical practitioner who:
- a) is an Australian citizen or permanent resident in Australia for the duration of the Fellowship, noting that pending residency applications must be finalised at the time of awarding of the Fellowship
 - b) is employed in Western Australia at a public hospital or a WA Health entity, such as PathWest, at the commencement of the Fellowship. Employees of health entities which are contracted to provide health services to the State, for example, Joondalup Health Campus and St John of God Midland Public Hospital, are not eligible.
 - c) practices in a cancer-related specialty, including but not limited to, surgery, medical oncology, haematology, palliative care, paediatric oncology, respiratory medicine, gastroenterology, diagnostic radiology, radiation oncology, and pathology.
 - d) intends to undertake a research or training project in Western Australia
 - e) has not previously received and commenced a WA Cancer Fellowship (formerly WACPCN Cancer Fellowship)
 - f) is in their final registrar year or have completed their specialist exams within the past 12 months and are willing to undertake a registrar Fellowship
 - g) is able to undertake the Fellowship at 0.5 full-time equivalent (FTE) or higher for 12 months
 - h) is able to be released from clinical duties for the period of the Fellowship.
- 2.2 The position is for a research or training project, and not for routine clinical work. Clinical work such as after-hours rosters and 'on call' work should be minimal (no more than 8 hours per week) and will not be funded by the Fellowship.
- 2.3 The Fellowship will align with the registrar year and **commence on 3 February 2025 and conclude on 1 February 2026**.
- 2.4 PhD students may apply to undertake a component of their PhD studies through a Research Fellowship, however, the research idea must be the applicant's own, the research methodology must meet the rigour set out in these Guidelines, and the applicant must be able to demonstrate research outcomes within the 12-month period of the Fellowship.

- 2.5 Recipients of a full-time Fellowship cannot be placed in additional positions (i.e. all appointments cannot exceed 1.0 FTE). All other sources of salary must be declared (e.g. PhD student salary).
- 2.6 If a recipient wishes to reduce the FTE for the Fellowship, the following conditions apply:
- the Fellowship cannot be reduced to less than 0.5 FTE
 - Fellowship payment will continue to be based upon the base salary rate classification at the time of Fellowship commencement and will reflect the hours of the Fellowship
 - a reduction in FTE must be put in writing to the Department of Health's Cancer Network and a request for variation form must be completed. Please ensure the form is completed correctly and is submitted at least 1 month before the proposed start date of the change to FTE
 - all changes to FTE must be approved by the Department of Health and must not be executed until approval has been given
 - please note that changes to FTE, including reductions, are considered on a case-by-case basis and that changes to FTE can only be requested twice over the course of the Fellowship.
- 2.7 If a recipient wishes to extend the Fellowship, the following conditions apply:
- the payment of salary must not cross financial years
 - Fellowship payment will continue to be based on the base salary rate classification at the time of Fellowship commencement
 - a request to extend the Fellowship must be put in writing to the Department of Health's Cancer Network and a request for extension Form must be completed. Please ensure the form is completed correctly and is submitted at least 1 month before reporting due dates or activity end dates
 - all extensions must be approved by the Department of Health and must not be executed until approval has been given
 - please note that extensions are considered on a case-by-case basis and that an extension can only be requested twice over the course of the Fellowship.
- 2.8 If a recipient wishes to significantly change the study design of the Fellowship once awarded, the following conditions apply:
- a request to change the study design of the Fellowship must be put in writing to the Department of Health's Cancer Network and a request for variation Form must be completed. Please ensure the form is completed correctly and is submitted at least 1 month before the proposed start date of the variation
 - all variations must be approved by the Department of Health and must not be executed until approval has been given
 - please note that changes to the study design are considered on a case-by-case basis and that significant changes can only be requested twice over the course of the Fellowship.

- 2.9 All other changes to the Fellowship once awarded must be approved by the Department of Health's Cancer Network. Please contact the Cancer Network at cancernetwork@health.wa.gov.au for further advice.
- 2.10 Fellows will be responsible for coordinating the proposed training or research and ensuring its timely execution, including obtaining acceptance into training courses, research and ethics approvals, data collection, analysis and reporting within the 12-month period of the Fellowship.
- 2.11 Applicants are required to outline how the expertise gained through the Fellowship will be used within Western Australia to help improve health outcomes for cancer patients.
- 2.12 It is expected that Fellows continue working in Western Australia for at least one year following the completion of the Fellowship.

3 Supervisor

- 3.1 Applicants must nominate a supervisor who will be responsible for the training or research performance of the Fellow.
- 3.2 Applicants may nominate more than one supervisor if appropriate. All supervisors must review and sign the application form, progress report and final report. If applicants are nominating more than one Supervisor, they may wish to nominate a principal supervisor.
- 3.3 training stream: the supervisor must be a suitably qualified consultant who is skilled in the area of interest and has capacity to train and supervise the Fellow during the term of the Fellowship. The Supervisor must also rigorously review and provide expert advice on the training proposal in the application form.
- 3.4 research stream: the supervisor must be a senior/established researcher who rigorously reviews the research proposal in the application form and provides expert advice on the design and statistical analyses, as well as guidance and ongoing support during the term of the Fellowship.

4 Application instructions

- 4.1 All required signoffs and approvals must be provided at the time of submission. This includes the signing of relevant sections by the applicant, the supervisor(s), Head(s) of Department(s) (or equivalent) that are contributing resources and/or access to patients and data relevant to the work, the business manager, and the administering institution's research administration officer (or equivalent) if applicable.
- 4.2 Electronic signatures are acceptable. The onus is on the applicant to ensure permissions to use electronic signatures have been obtained.
- 4.3 Applications must be in accordance with the conditions described in these Guidelines. Applications that are not consistent with these Guidelines will not be considered.
- 4.4 The WA Cancer Fellowships 2025 application form must be used and is available at the [WA Cancer Fellowships](#) website. Please note that there are separate application forms

for each stream. Please ensure that the correct Application Form is used as the incorrect form will not be accepted.

- 4.5 Applications must be submitted by **1.00pm AWST, Monday 27 May 2024** through MedJobsWA (**Reference No. 12106**). Late or incomplete applications, including missing signatures, will not be accepted.

5 Funding

- 5.1 The Fellowship is usually granted as a 1.0 FTE post. However, part-time Fellowships at no less than 0.5 FTE will be considered. Fellowships with an FTE below 0.5 cannot be granted.
- 5.2 Funding is provided for 12-months of salary only, to the nominated administering institution. The administering institution should be where the Fellow is primarily employed. Administering institutions can include either a WA public hospital or a WA Health entity, such as PathWest.
- 5.3 The Fellowship payment will be equivalent to:
- Base salary rate as per the [WA Health System – Medical Practitioners – AMA Industrial Agreement 2022](#); Classification and Increment point (Registrar Year 1 to Senior Registrar Year 2 dependent on experience) at the time of Fellowship commencement.
 - Professional Development allowance as per the [WA Health System – Medical Practitioners – AMA Industrial Agreement 2022](#); Classification and Increment point (Registrar Year 1 to Senior Registrar Year 2 dependent on experience) at the time of Fellowship commencement.
 - Salary on-costs calculated from the combined salary base rate and professional development allowance, as per the WA Health Financial Management Manual [Section 521: On-Cost Charges](#).
 - Leave and superannuation costs, as per the WA Health Financial Management Manual [Section 521: On-Cost Charges](#).
- 5.4 In accordance with the *WA Health Financial Management Manual – Section 522*, the WA Department of Health is exempt from paying standard overhead charges where it provides funding under the WA Cancer Fellowships program.
- 5.5 Funding is not provided for laboratory consumables or purchase of equipment, or other project and overhead costs. Additional expenses (i.e., costs associated with ethics approval and data linkage and extraction fees) will not be covered by the Department of Health.
- 5.6 A research project may receive additional funds from other sources to meet its budget requirements.
- 5.7 Funding is only made available for the scope of work described in the application. The Department of Health is not obliged to underwrite any recurrent or capital costs beyond the term of the Fellowship.
- 5.8 Funding will be released in 3 instalments:
- the first instalment (50% of funding) will be released after awarding the Fellowship
 - the second instalment (30% of funding) will be released following receipt of the progress report that outlines the progress achieved to date for the Fellowship

- the third instalment (20% of funding) will be released following receipt of the Final Report that outlines the progress achieved at the conclusion the Fellowship.
- 5.9 Funds shall revert to, or be recoverable, by the Department of Health in instances where:
- the Fellow is unable to carry out the Fellowship at a minimum of 0.5 FTE
 - the Fellowship is terminated by the Department of Health’s Cancer Network as a result of insufficient progress being made at the time of the progress report
 - funds are not fully spent at the conclusion of the 12-month period, unless an extension has been agreed to
 - funds are used for purposes other than those for which they were awarded
 - a variation to reduce FTE is executed.
- 5.10 Funds shall be reimbursed to the administering institution in instances where:
- salaries paid exceeds funding provided due to miscalculation of predicted salary costs
 - salaries paid exceeds funding provided due to a change in the base salary rate as per the [WA Health System – Medical Practitioners – AMA Industrial Agreement 2022](#).
- 5.11 The awarding of Fellowship funding is contingent on the Department of Health, which could be varied in the event of unforeseen circumstances.
- 5.12 Fellowship funds can be used for annual leave and long service leave entitlements that accrue during the Fellowship term. However, severance and termination payments and extended leave payments (leave entitlements accrued in non-Fellowship roles) are not supported and must not be paid for with Fellowship funding.
- 5.13 Fellowship expenditure is subject to the [Financial Management Act 2006 \(WA\)](#), and may be subject to audit by the Office of the Auditor General or their representative and/or the Department of Health.

6 Selection and assessment

- 6.1 Fellowships will be awarded on merit in open competition, based on a process of assessment and selection. Assessment shall be conducted by a panel comprising of:
- experienced WA cancer researchers, academics and clinicians representing the Hospital Service Provider that specialise in cancer-related fields, including but not limited to, oncology, haematology and medical oncology
 - senior Department of Health staff
 - health consumer representative(s).
- 6.2 The composition of the panel may change from year to year according to availability of reviewers.
- 6.3 Conflicts of interest that arise will be treated in accordance with the [WA Health Managing Conflict of Interest Policy and Guidelines](#).
- 6.4 All queries regarding the scoring and awarding of Fellowships must be directed to the Department of Health’s Cancer Network at cancernetwork@health.wa.gov.au. The Department of Health considers it inappropriate for applicants to contact panel members in relation to the scoring and awarding of the Fellowships.
- 6.5 The Department of Health’s Cancer Network reserves the right to request further information from applicants at any stage of the review process.

6.6 Applications will be assessed based on their ability to address the eligibility and assessment criteria as set out below:

Assessment criteria – research stream	Points
<p>1) Significance and potential benefit of the proposed application to cancer control in WA including:</p> <ul style="list-style-type: none"> - <i>potential for research findings to be implemented and lead to health gains for consumers and/or health system benefits.</i> 	15
<p>2) Engagement and collaboration including:</p> <ul style="list-style-type: none"> - <i>collaboration with consumer, policy, operational and other groups as appropriate</i> - <i>involvement of consumers in appropriate parts of the research plan.</i> 	10
<p>3) Quality of research plan, including:</p> <ul style="list-style-type: none"> - <i>objective measurement of outcomes</i> - <i>achievable timeline</i> - <i>consideration of existing evidence base.</i> 	20
<p>4) Capacity based on:</p> <ul style="list-style-type: none"> - <i>expertise and availability of the Fellow to undertake the research, including track record</i> - <i>role, expertise and availability of the Supervisor(s) and time allocated to supervise the Fellow</i> - <i>potential for new capacity and improved cancer care to arise from the research.</i> 	15

Assessment criteria – training stream	Points
<p>1) Significance and potential benefit of the proposed application to cancer control in WA including:</p> <ul style="list-style-type: none"> - <i>degree to which the training addresses an unmet cancer workforce need in WA</i> - <i>potential for training to contribute to meeting the needs of consumers and cancer services in WA beyond the life of the fellowship.</i> 	15
<p>2) Quality of training plan including:</p> <ul style="list-style-type: none"> - <i>suitability of the proposed training program to achieve the desired expertise</i> - <i>appropriateness of the proposed training methodology.</i> 	20
<p>3) Capacity based on:</p> <ul style="list-style-type: none"> - <i>expertise and availability of the Fellow to undertake the training, including track record</i> - <i>role, expertise and availability of the Supervisor(s) and time allocated to supervise the Fellow</i> - <i>potential for new capacity and improved cancer care to arise from the training.</i> 	15

7 Key dates

7.1 The following dates are provided as a guide only and may be subject to change.

Key activity	Estimated end date
1. Applications close	1:00pm AWST, Monday 27 May 2024
2. Review concludes	August 2024
3. Notification	September 2024

8 Approvals and agreements

8.1 The onus is on the health service provider, hospital or WA Health entity to appoint successful candidates to positions at their site for the 12-month period of the Fellowship.

8.2 The administering institution, and any participating entity, is responsible for obtaining any research ethics and governance approvals that might be required for undertaking project activities.

8.3 The time required to obtain acceptance into registered training courses, research and ethics approvals and to sign agreements must be built into the Fellowship's milestones and mapped against the project's timeline. Where possible, it is recommended that ethics approvals are sought before the project begins.

Registered training courses

8.4 Where it is proposed that the Applicant will undertake a registered training course provided through an educational organisation, acceptance into the course must be obtained before the commencement of the Fellowship year.

Research approvals

8.5 Approvals must be obtained before the commencement of the research project. Approvals that may be applicable include:

- 1) Research governance approval from the administering institution and each site participating in the research. For WA health system sites, this will be through a Site Specific Assessment (SSA).
- 2) Human Research Ethics Committee (HREC) approval for each site involved in the research (this may be reciprocal approval for secondary sites). For WA health system sites, this must be from a WA health service provider HREC.

Depending on the type of project, additional HREC approvals may be required from:

- Department of Health WA HREC (for Department of Health Data Collections and Data Linkage)
- Coronial Ethics Committee (WA)
- WA Aboriginal Health Ethics Committee.

3) Other approvals may be relevant, such as:

- data custodians
- the Office of the Gene Technology Regulator

- the Institutional Bio-safety Committee
- NHMRC Embryo Research Licensing Committee
- NHMRC Human Genetics Advisory Committee
- Radiation Safety Officer (i.e., Dosimetry Report)
- Radiological Council
- Reproductive Technology Council
- Therapeutic Goods Administration.

8.6 Research Governance and HREC approvals for WA health system sites are obtained through the [Research Governance Service](#).

8.7 It should be noted that the timelines for approvals can be lengthy and therefore must be incorporated in the project's timeline or gained before the project starts.

Administering institution

8.8 The administering institution is responsible to provide Human Resource function with respect to, awards, agreements, employment policies and processes.

8.9 The administering institution must report Fellowship funding variance to the Department of Health's Cancer Network and take action to ensure expenditure remains within the budgetary allocation as per Health Service Support.

8.10 The administering institution is to obtain and provide to the Department of Health's Cancer Network records of actual amounts paid at the financial acquittal, such as a report from Oracle Discoverer Plus or other database software.

Data linkage

8.11 A request to access linked data from the WA Data Linkage System requires the research team to demonstrate adequate expertise to analyse the requested data. Access must be in accordance with the [Health Services Act 2016](#) and the [Health Services \(Information\) Regulation 2017](#). Please note that all projects using linked data require approval from the Department of Health WA HREC.

8.12 Where linked data is required, [Data Linkage Western Australia](#) should be contacted to obtain both a) a preliminary quote, and b) an estimate of time required to obtain the data. All requests should state that the data request is associated with a WA Cancer Fellowship, which requires the research to be completed within a 12-month period. The time-estimate must be built into the project's milestones and mapped against the timeline.

Intellectual property

8.13 Intellectual property that arises out of the project will generally vest in the Fellow's administering institution. It is the administering institution's responsibility to ensure that appropriate agreements are in place.

8.14 Intellectual property that is produced in conjunction with a host research group or other agency shall be consistent with the [Western Australian Government Intellectual Property Policy 2015](#) or that policy's successor.

9 Reporting

- 9.1 The Fellow will be responsible for coordinating the training requirements or proposed research and ensuring its timely execution, including obtaining ethics and governance approvals, data collection, analysis and reporting within the 12-month period of the Fellowship.
- 9.2 Supervisor(s) will be required to verify and co-sign the progress and final reports.
- 9.3 The Department of Health's Cancer Network will provide Fellows with the relevant reporting templates as required.
- 9.4 All reporting is required by the corresponding due date unless an extension has been agreed to by the Department of Health. Please see below for the reporting due dates.

Progress report

- 9.5 A report outlining progress made against the milestones listed in the application is required mid-project and prior to the second instalment of funds being released. The Department reserves the right to terminate and/or withdraw funding for a project where insufficient progress has been made.

Final report

- 9.6 A final report detailing the outcomes achieved through the Fellowship is to be submitted to the Department of Health's Cancer Network at the project's conclusion and prior to the third instalment of funds being released.

Financial acquittal

- 9.7 A financial acquittal statement outlining the expenditure of the Fellowship funds must be submitted at the project's conclusion after the third instalments of funds have been released. The financial acquittal statement must include records of actual amounts paid, such as a report from Oracle Discoverer Plus or other database software, and be certified by an authorised finance officer based at the administering institution.
- 9.8 Should the financial acquittal statement show the expenditure of funds were above or below the amounts paid to the administering institution, the difference will be reimbursed by or returned to the Department of Health.

Report	Due date
1. Progress report	Friday, 1 August 2025
2. Final report	Friday, 27 March 2026
3. Financial acquittal statement	Friday, 27 March 2026

10 Acknowledgement

- 10.1 Full acknowledgement of the Department of Health's funding for the Fellowship must be made as opportunities arise in publications, conference presentations, public discussion, press statements etc.
- 10.2 The suggested acknowledgment is: *"This research/activity/project was/is funded by the WA Department of Health through the WA Cancer Fellowships program"*.

11 Publications and media

- 11.1 Fellows are requested to forward copies of publications and other communication activities resulting from the funded work to the Department of Health's Cancer Network.
- 11.2 In order to maximise knowledge exchange, researchers are asked to consider the NHMRC's *Publication and dissemination of research: A guide supporting the Australian Code for the Responsible Conduct of Research*, which can be downloaded from the [Australian Code for the Responsible Conduct of Research](#) page.
- 11.3 The Department of Health will publicly announce the recipients of the Fellowship round and requests that all other parties withhold announcement/media coverage until after this time. The Department of Health's Cancer Network will advise once this has occurred.
- 11.4 Recipients are expected to present their training or research outcomes at one of the WA Clinical Oncology Group (WACOG) education series events in early 2026. Fellows will be contacted closer to the time with details. It is recommended that the incoming Fellowship recipients attend the WACOG event for networking opportunities.

12 Complaints

- 12.1 Applicants who feel that their interests have been adversely affected by a decision made by the Department of Health may lodge a complaint. Complaints can only be considered when they refer to the administrative process and not to the actual outcome of a particular decision. Complaints must be submitted in writing to:

Director, Health Networks Unit
Clinical Excellence Division, Department of Health
PO Box 8172
Perth Business Centre WA 6849

13 Confidentiality

- 13.1 Lay summaries and Fellow statements provided on project applications or reports may be used for publicity purposes as stated on the relevant templates.
- 13.2 All other information provided in applications and reports will be maintained confidentially by the Department of Health and the selection panel. If requests are received by the Department to make public any aspect of funding, the authorisation of the Fellow will be sought.

- 13.3 Applicants should be aware that the Department is subject to the Western Australian Freedom of Information Act 1992. This provides a general right of access to records held by State Government agencies. In addition, information pertaining to the receipt of State Government financial assistance is tabled in the Parliament of Western Australia.

14 Evaluation

- 14.1 On occasion, the Department of Health will undertake an evaluation of the WA Cancer Fellowships program (formerly WACPCN Cancer Fellowships) for which all past recipients may be asked to participate.
- 14.2 The objectives of evaluations will focus on the contribution to capacity building, knowledge transfer, publications, conduct of further research, obtainment of further research funding, roll-out of skills or research findings to other areas and resulting cost-savings and/or efficiencies for the WA health system.

15 Frequently asked questions

- 15.1 **Question:** I would like to reduce my FTE and extend my Fellowship contract from [DATE] and [DATE] as I have been offered another role.

Answer: Reductions to FTE require Department of Health approval. To request a reduction to no less than 0.5 FTE, please submit a Request for Variation Form to the Department of Health's Cancer Network. Please note that FTE below 0.5 cannot be granted.

Fellowship extensions require Department of Health approval. To request an extension, please submit a Fellowship Extension Form to the Department of Health's Cancer Network. If an extension is granted by the Department of Health, Fellowship payment will continue to be based on the salary rate classification at the time of Fellowship commencement.

Please note that changes to FTE and extensions are considered on a case-by-case basis and must be approved by the Department of Health before they are actioned. Changes to FTE can only be requested twice throughout the duration of the Fellowship, and extensions to the Fellowship can only be requested twice.

- 15.2 **Question:** I would like to pause my Fellowship to 0 FTE from [DATE] to [DATE].

Answer: The Fellowships include entitlements as per the AMA Agreement, including professional development allowances, superannuation and leave. Please speak to your Supervisor(s) and your administering institution to discuss your entitlements.

Reductions to FTE require Department of Health approval. To request a reduction to no less than 0.5 FTE, please submit a Request for Variation Form to the Department of Health's Cancer Network and await approval. Please note that all appointments cannot exceed 1.0 FTE and an FTE below 0.5 for the Fellowship cannot be granted.

Please note that changes to FTE and extensions are considered on a case-by-case basis and must be approved by the Department of Health before they are actioned. Changes to FTE can only be requested twice throughout the duration of the fellowship, and extensions to the Fellowship can only be requested twice.

15.3 **Question:** I would like to defer my Fellowship from [DATE] to [DATE] due to unforeseen circumstances.

Answer: Fellowship deferrals require Department of Health approval and will only be granted in exceptional circumstances. To request a deferral, please submit a Request for Variation Form to the Department of Health's Cancer Network and await approval.

Please note that deferrals are considered on a case-by-case basis and the Department of Health's decision is final. Please ensure that the form is submitted at least one month before the proposed deferral date.

15.4 **Question:** I would like to delay the start date of my Fellowship from [DATE] to [DATE] due to unforeseen circumstances.

Answer: A delayed start to the Fellowship requires Department of Health approval and will only be granted in exceptional circumstances. To request a delayed start date, please submit a Request for Variation Form to the Department of Health's Cancer Network and await approval.

Please note that delayed starts are considered on a case-by-case basis and the Department of Health's decision is final. Please ensure that the form is submitted at least one month before the start of the Fellowship.

15.5 **Question:** I would like an increase in salary payment as my classification has changed.

Answer: As per clause 5.3, salary is paid in accordance of the base salary rate of the [WA Health System – Medical Practitioners – AMA Industrial Agreement 2022](#) **at the time of Fellowship commencement.** Therefore, salary payment will continue to be paid at the same classification rate throughout the duration of the Fellowship.

If there is a change in agreement rates, salary payments will be adjusted accordingly.

Appendix 1 – Variation request form

Cancer Fellowship grant agreement variation request

- Submit the variation request to the Cancer Network, WA Department of Health via cancernetwork@health.wa.gov.au at least one month before the proposed start date.
- It is anticipated that the Cancer Network will provide a decision via email within 15 working days from receipt of the request.
- Changes to FTE are considered on a case-by-case basis and can only be requested 3 times over the course of the Fellowship.
- All Fellowship supervisors need to sign the form.
- Please ensure all sections are completed. Incomplete forms will not be accepted.
- For changes to the administering institution, contact the Cancer Network via email.

Cancer Fellowship grant agreement details **[this section should be completed by HNU liaison officer – delete red text]**

Grant number [per PDMS]	
Project title	
Recipient	
Administering institution	
Grant execution date [date GFA was signed]	
Grant start date at award [as per GFA]	
Grant end date at award [as per GFA]	
AMA level	

Cancer Fellow details

Name	[Insert Title, First Name, SURNAME]
Email	
Phone	
Administering institution	
Email	

Variation request details

Is this your first variation request?

Yes

No

If this is not your first variation request, please explain your first request.

I request a variation to the:

Choose an item.

Start date Proposed new start date: ___/___/20__

End date Proposed new end date: ___/___/20__

FTE (0.5 FTE or more)

Activity scope

Report due date

Other

Include information on all of the following:

- (a) the requested FTE variation for the Fellowship and length of time for the FTE variation
- (b) why the variation is necessary
- (c) how the objectives or deliverables or grant would be affected
- (d) any impact on the use of funding
- (e) what are the risks and how will these be managed.

Total Grant Expenditure to Date (ex GST)	\$[Insert value] as of [Insert date]
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Revised milestone table (delete if not applicable)

List any outstanding milestones up to and including Final Report. Comment on progress made for each and note any variation from the approved timeline. In the case of changes or delays, please explain why they have occurred and how the relevant issues are being addressed.

(Add rows for additional milestones as necessary.)

Milestones	Last approved timeline (dd/mm/yy)	Variation (Y/N)	Revised timeline (dd/mm/yy)
1.			
Progress made:			
Reason for variation and action taken to address:			

2.			
Progress made:			
Reason for variation and action taken to address:			

3.			
Progress made:			
Reason for variation and action taken to address:			

Cancer Fellow statement

I certify that:

- (a) I am requesting a variation as set out in this form. All details are complete and correct to the best of my knowledge.
- (b) I understand that the variation request is subject to approval by the Cancer Network, Health Networks Unit, WA Department of Health.

Title, First Name, SURNAME	
Position	
Signature	
Date	
Telephone number	

Supervisor statement

I certify that:

- (a) the variation request set out in this form will not impact the delivery of the project

(b) I understand that the variation request is subject to approval by the Cancer Network, Health Networks Unit, WA Department of Health.

Title, first name, SURNAME	
Position	
Signature	
Date	
Telephone number	

Administering institution endorsement

I certify that:

- (a) I am an authorised representative of the administering institution
- (b) the administering institution supports this variation request
- (c) I understand that the variation request is subject to approval by the Cancer Network, Health Networks Unit, WA Department of Health.

Title, first name, SURNAME	
Position	
Signature	
Date	
Telephone number	
Email address	

Appendix 2 – Extension request form

Cancer Fellowship grant agreement variation request for extension

- Submit the extension request to the Cancer Network, WA Department of Health via cancernetwork@health.wa.gov.au at least one month prior to report due dates or activity end dates.
- It is anticipated that the Cancer Network will provide a decision via email within 15 working days from receipt of this request.
- Extensions are considered on a case-by-case basis and can only be requested twice over the course of the Fellowship.
- All Fellowship supervisors must sign the form.
- Please ensure all sections are completed. Incomplete forms will not be accepted.
- For changes to the administering institution, contact the Cancer Network via email.

Cancer Fellowship grant agreement details **[this section should be completed by HNU liaison officer – delete red text]**

Grant number [per PDMS]	
Project title	
Recipient	
Administering institution	
Grant execution date [date GFA was signed]	
Grant start date at award [as per GFA]	
Grant end date at award [as per GFA]	
AMA level	

Cancer Fellow details

Name	[Insert Title, first name, SURNAME]
Email contact	
Phone contact	
Administering institution Email contact	

Extension request details

Is this your first extension request?

Yes

No

If this is not your first extension request, please explain your first request.

Current end date: ___/___/20__

Proposed new end date: ___/___/20__

Include information on all of the following:

- (f) a description of the extension request
- (g) why the extension is necessary
- (h) how the objectives or deliverables or grant would be affected
- (i) any impact on the use of funding
- (j) what are the risks and how will these be managed.

Revised milestone table (delete if not applicable)

List any outstanding milestones up to and including Final Report. Comment on progress made for each and note any variation from the approved timeline. In the case of changes or delays, please explain why they have occurred and how the relevant issues are being addressed.

(Add rows for additional milestones as necessary.)

Milestones	Last approved timeline (dd/mm/yy)	Variation (Y/N)	Revised timeline (dd/mm/yy)
1. Progress report			
Progress made:			
Reason for variation and action taken to address:			

2. Final Report			
Progress made:			
Reason for variation and action taken to address:			

3.			
Progress made:			
Reason for variation and action taken to address:			

Cancer Fellow statement

I certify that:

- (a) I am requesting an extension as set out in this form. All details are complete and correct to the best of my knowledge.
- (b) I understand that the extension request is subject to approval by the Cancer Network, Health Networks Unit, WA Department of Health.

Title, first name, SURNAME	
Position	
Signature	
Date	
Telephone number	

Supervisor statement

I certify that:

- (a) the extension request set out in this form will not impact the delivery of the project
- (b) I understand that the extension request is subject to approval by the Cancer Network, Health Networks Unit, WA Department of Health.

Title, first name, SURNAME	
Position	
Signature	
Date	
Telephone number	

Administering institution endorsement

I certify that:

- (a) I am an authorised representative of the administering institution
- (b) the administering institution supports this extension request
- (c) I understand that the extension request is subject to approval by the Cancer Network, Health Networks Unit, WA Department of Health.

Title, first name, SURNAME	
Position	
Signature	
Date	
Telephone number	
Email address	

This document can be made available in alternative formats on request for a person with disability.

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