

**General Information**

The NorthWestern Mental Health (NWMH) Research Committee will be awarding up to two seed grants valued at \$5,000 and up to five seed grants valued at \$2,000 for projects commencing in 2020. Applications need to be scoped and budgeted as relevant for the funding request. If both funding tiers are selected, applicants are required to submit separate budgets. If successful, applicants will receive only one of the grant amounts. (i.e. \$5,000 or \$2,000)

**Important Information**

Applications open: 2 September 2019  
 Applications close: 25 October 2019, 17:00 hrs  
 Notification of outcome: Late November 2019

For clarification or information on this funding scheme contact the NWMH Executive Assistant (EA) by email at [jenny.mcateer@mh.org.au](mailto:jenny.mcateer@mh.org.au) or telephone +61 3 9342 7865.

**Eligibility Criteria**

All NWMH Seed Grants are open only to staff employed within NWMH. The research must be undertaken at Melbourne Health and Melbourne Health must be acknowledged in any presentation or publication of the work.

Only one project for each area service or research centre will be funded in any one year.

Preference will be given to applicants in the early stages of their research career.

**Starting a New Application**

To start your application, follow the link below to the RMH Research Funding Program web page at: <https://www.thermh.org.au/research/researchers/grants/RFP/NWMH>.

Each application will be assigned a unique Application Identification Number (Application ID). Please use this ID number to identify your application in any correspondence when referring to your application.

There are 5 Pages to be completed in the application:

- » Page 1: Project Title and Investigator Details
- » Page 2: Project Details
- » Page 3: Clearances
- » Page 4: Timeline and Budget
- » Page 5: Certification

**PAGE 1: Project Title and Investigator Details**

**TITLE OF PROJECT**

The scientific title will be used to identify the application at all times during the assessment process and should accurately describe the nature of the project.

**CHIEF INVESTIGATOR (APPLICANT)**

Provide your name and contact details. A Melbourne Health Employee ID number is required to be eligible to apply.

Provide details of all your current appointments, including your appointment at Melbourne Health. If you are applying as an Early Career Researcher, briefly justify how you qualify to be considered as such.

**MENTOR / SUPERVISOR**

Provide the name and contact details of your mentor. Your mentor must be able to provide support throughout your project. Provide details of their relevant expertise.

**PAGE 2: Project Details**

**GENERAL PROJECT INFORMATION**

**Project Synopsis**

The Synopsis should be in written in plain language and should accurately and briefly summarise the research proposal as provided in the Detailed Background and Research Plan. Describe the overall aims of the research and expected outcomes in a manner the general public will understand.

**Grant Proposal**

The Grant Proposal must be uploaded in PDF format and must not exceed 2 Mb in size. There are two sections to this PDF file:

1. Research Proposal (max. 1 page)
2. References (max. 1 page)

All scientific information relating to your proposal must be contained in this section. Your **Grant Proposal** should include the following:

Components	Properties
<b>Research Proposal (1 page max.)</b>	
Aims	Describe the specific aims of the project, including a clear statement of the hypothesis to be tested
Background	Describe the significance of the project, the objectives of the research and the background to the project including scientific aspects and any other relevant material.
Research Plan – Methods and techniques to be used	Outline the research plan in detail, including as appropriate: <ul style="list-style-type: none"> <li>» Description of the design</li> <li>» Techniques to be used</li> <li>» Methods of analysis</li> <li>» Expected outcomes of the research project</li> <li>» Plan for dissemination of research findings</li> </ul>
Outcomes and Significance	Describe the importance of the problem to be researched, the planned outcome of the research plan, and the potential significance of the research.
<b>References (1 page max.)</b>	
References	Provide a list of references cited in the Research Proposal in standard journal format.

**Formatting requirements for the Grant Proposal**

Item for Formatting	Requirements
Header	The header is allowed outside the margin and must include the Application ID and Title.
Margins	All margins must be at least 2 cm.
Font	Must be Arial and at least 10 point.
Lines	Line spacing must be set to single.
Character Spacing	Character spacing must be set to normal, with a scale of 100%.
Diagrams and Images	Colour diagrams and images may be included – keep in mind that files may be printed in black and white for distribution to reviewers and there may be some loss of definition and colour in images.

## NWMH Research Strategy

Explain the relevance of this project to the NWMH Research Strategy.

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### Page 3: Ethics Clearances

Indicate which ethics clearances are required for your project and whether you currently hold those clearances. If so, please scan the approval certificates into one PDF file and upload to your application.

If ethics clearances are required but have not yet been obtained, you must confirm that you will gain approval. If awarded, grant funding will not be released until all required approvals have been obtained and provided to the EA NWMH.

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### Page 4: Timeline and Budget

#### COMMENCEMENT DATE

Enter the proposed start date of the project. Note that the final date by which the project must commence is 30 June 2020. The end date of your project will be 12 months from the start date.

#### DIRECT RESEARCH COSTS

Provide details of the Direct Research Costs (DRC) in the table. DRC are costs integral to achieving the approved research objectives of a project. Costs must directly address the research objectives, relate to the plan, and must be associated with the justified budget. If assistance is required then clarification should be sought from the EA. The following are just a few examples.

Items to include, but are not limited to:

- » Ethics / Governance Approval Fees
- » Small Equipment that is unique to the project and essential for the project to proceed
- » Personnel costs
- » Consumables
- » Printed materials
- » Survey or Field expenses
- » Purchase costs for animals
- » Travel costs associated with field research
- » Publication costs

Some items, including the following, are not included:

- » Indirect cost of research
- » Costs of conference attendance, or travel to present papers
- » Overseas travel

When outlining salary for staff employed at Melbourne Health in your budget, include the title of the position, classification, EFT, and salary plus 26% on costs.

#### Justification of Budget

When justifying salary in your budget explain the necessity of all the items.

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### Page 5: Certification

To complete this section, original signatures need to be obtained using the relevant Certification Form. The following signatures are required:

- » Certification by Chief Investigator (Applicant)
- » Certification by Department Head/Manager

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### Submission Details

Once you have completed the application form, it is recommended you save a copy of your application for your records. When you are confident that all the information is correct and you have uploaded all necessary attachments, submit your form. Please note that you will not be able to make any changes to your application once submitted.

**Applications must be received by 17:00 AEST, Friday 25 October 2019.** Once your application has been submitted, you will receive an email confirming receipt of your application.

### Frequently Asked Questions

I don't know how to use the online application system. Where can I get help?

If you need help, an online guide is available at:

<http://help.smartygrants.com.au/display/SG2011/Help+guide+for+applicants>.

Can I submit a late application?

No. The online application is automated and late applications will not be accepted.

I am currently employed as a psychologist at Melbourne Health however I do not hold this position within NWMH. Am I eligible to apply for the NWMH Seed Grant?

No, these grants are open to Melbourne Health employees working within NWMH.

When will I be notified of the outcome of my application?

We aim to inform you by late November 2019.