Melbourne Health Research Funding Program
Advice and Instructions to Applicants : Grants in Aid 2020

General Information

Melbourne Health will be awarding 6 grants in aid (GIA) for projects with funding commencing in 2020. The grants have been made available to staff through donations to the Royal Melbourne Hospital and the Victor Hurley Medical Research Fund.

Each GIA is valued at up to $25,000.

» 2 x RMH Eric Charles Smith GIA's
» 2 x RMH Victor Hurley Medical Research GIA's
» 1 x Nursing Research GIA
» 1 x Allied Health Research GIA

Important Information

Applications open:	15 October 2019
Applications close:	28 November 2019, midnight AEST
Notification of outcome:	March 2020

All documentation required to complete the application, including the MHRFP *Funding Rules for Research Support,* can be downloaded from the Grants in Aid web page on the Office for Research website.

For clarification or information on this funding scheme contact the Research Administration Officer (RAO) at: RMHRAO@mh.org.au or telephone +61 3 9342 7950.

Eligibility

Applicants must ensure they meet the eligibility criteria as per Section 4. Eligibility of the *MHRFP Funding Rules: Research support for funding commencing 2020*.

Furthermore each funding scheme may have further criteria. Please refer below to find out which schemes you are eligible to apply.

RMH Nursing / Allied Health Research Grants in Aid

To be eligible to apply for either of these grants, the lead applicant must be employed in either a nursing or allied health role at Melbourne Health

RMH Victor Hurley Medical Research Grant

Grants awarded are intended to support medical clinician researchers, working at campuses of the RMH and who are in the early stages of their research careers.

Starting a New Application

To start your application, visit the Grants in Aid page on the RMH website, read the essential documentation, and then click on the "Apply Now" button.

Each application will be assigned a unique application identification number. Use this ID number to identify your application in any correspondence when referring to your application.

There are 6 Pages to be completed in the application:

Page 1:	Project Title and Investigator Details
Page 2:	Project Details
Page 3:	Internal Support and Timeline
Page 4:	Budget
Page 5:	Clearances
Page 6:	Certification

PAGE 1: Project Title & Investigator Details

Scientific Title

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.

Simplified Title

The simplified application title is usually used in media releases. It should be easily understood by the general public while still conveying the general nature of the project.

Brief Synopsis (250 words)

The synopsis should accurately and briefly summarise the research as provided in the Research Proposal.

Scheme Selection

Select the schemes to which you are eligible.

If you are applying to more than one of the GIAs, you need only complete one application form to be considered for all funding schemes selected, so long as you meet the eligibility criteria for each.

Current holder of MHRFP funding

Indicate whether you hold an MHRFP research grant or fellowship where you are the CIA. If yes, it is imperative that you ensure your current grant is on track to end by the time the award is accepted, should you be successful.

Applicants cannot hold concurrent MHRFP grants.

CHIEF INVESTIGATOR DETAILS (CIA)

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

Early Career Researcher

If you are applying for consideration to the Victor Hurley Medical Research GIA, explain how you would meet this criterion.

CHIEF INVESTIGATOR TRACK RECORD

Provide details of all your current appointments, including your appointment at Melbourne Health.

In this section you are also asked to provide details of your qualifications, grants (2014 onwards), awards and any other achievements.

Publications

Attach a list of your publications which have been published in refereed journals over the last five years (2014 onwards), using the following headings:

» Journal Articles
» Chapters
» Books

Only include articles which have been published or accepted for publication.

The date of acceptance should be provided for papers not yet published. Do not include papers submitted for publication but not yet accepted; or abstracts.

Relative to Opportunity / Career Disruption

If applicable, use this opportunity to provide details on any relative to opportunity considerations and/or career disruption.

» Provide a brief explanation of the circumstance;

» Provide details on the impact this has had on your research; research achievements; and associated productivity relative to stage of career

» Indicate the period of the circumstance – approximate dates and duration.

PAGE 2: Project Details

RESEARCH TEAM

Provide name, current appointment, and affiliated institution of each member of the research team.

GENERAL PROJECT INFORMATION

Grant Proposal

All applicants are required to use the recently updated Grant Proposal Template. Download the latest template directly from the Office for Research website at: https://www.thermh.org.au/research/researchers/grants/research-funding-program/grants-aid.

The Grant Proposal must be uploaded to the online application form in **PDF format** and must not exceed 2 Mb in size.

Components	Page Limit
Research Proposal	4 pages
References	2 pages
Team quality & capability relevant to proposal	1 page

Research Proposal (4 pages max.)

All scientific information relating to your proposal must be contained in this section.

Your Research Proposal should provide enough information so that the research approach can be assessed by the reviewers by including the essential components that may include the following, depending on the type of research:

Components	Properties
Aims	Describe the specific aims of the project, including a clear statement of the hypotheses 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: » Detailed description of the experiment design » Techniques to be used » Methods of statistical analysis » Expected outcomes of the research project
Timeline	Provide a timeframe for each component of the study – you may include a Gantt chart.
Outcome and significance	Describe the importance of the problem, the planned outcome of the research plan, and the potential significance of the research.

Diagrams and Images

Diagrams and images may be included in the Research Proposal, however, keep in mind that the electronic file may be printed and photocopied in black and white for distribution to reviewers and there may be some loss of definition and colour.

Grant Proposal Formatting Requirements

Item	Requirements
Header	The header is allowed outside the margin rules. It must include the Project Title, Application ID and the Applicant's name.
Margins	All margins must be at least 2 cm.
Font	Must be Arial or similar and at least 11 point.
Line Spacing	Line spacing must be set to single.
Character Spacing	Character spacing must be set to normal, with a scale of 100%.

References (2 pages max.)

» Provide a list of all references cited in the application using a standard journal format; and
» Include only references to cited work.

Team Quality and Capability (1 page max.)

Provide a summary of quality and capability of the team relevant to this proposal by providing details of the following:

» Chief investigators expertise and roles relevant to the proposed project;
» Their influence in this specific field of research; and
» How the team will work together to achieve the project aims

Benefits to Melbourne Health

Describe how this research will benefit patient outcomes at Melbourne Health.

Consumer and Community Participation

Describe how you will ensure that consumers will be involved in the research, and how you will communicate the results of the research to participants and the community.

Applicants should refer to the NHMRC *Statement on Consumer and Community Participation in Health and Medical Research* available via the following web link: https://www.nhmrc.gov.au/guidelines-publications/r22.

Other Funding Opportunities

Indicate whether you give permission for the Office for Research to pass on this application to the RMH Foundation if a funding opportunity arises.

Broad Research Area

Select the area of research most relevant to this project.

Broad Health Area

Select the area of health most relevant to this project.

Page 3: Internal Support and Timeline

INFRASTRUCTURE

Host Department

Select from the list the department or Melbourne Health entity where the research will physically be carried out. If the department is not listed, please contact the RAO.

Feasibility

Melbourne Health requires evidence that there is infrastructure support to carry out the research project within the host department at no further cost to Melbourne Health.

Advise in detail of the departmental and organisational support and facilities available that will enable you to conduct and complete your project.

TIMELINE AND MILESTONES

Commencement Date

Enter the proposed start date of the project. Note that the final date by which the project must commence is 1 July 2020. The end date of your project will be 12 months from the start date.

Project Milestones

Provide information on the project milestones per each quarter over the funding year. In this section you are asked to outline what activities will have been achieved each quarter.

Page 4: Budget

The grant in aid schemes provide a budget of up to $25,000.

Provide details of the Direct Research Costs (DRC) in the table. Funding is provided for 12 months. Any funds requested for expenses incurred beyond this period will not be granted.

Direct Research Costs – inclusions/exclusions

DRC are costs integral to achieving the approved research objectives of a grant. Costs must directly address the research objectives, relate to the plan, and must be associated with the justified budget.

Items to include, but are not limited to:

» Small Equipment that is essential for the project to proceed
» Personnel costs*
» Consumables
» Printed materials
» Microfilms
» Survey or Field expenses
» Purchase costs for animals
» Travel costs associated with field research
» Publication costs

*When outlining salary in your budget, you must include the classification, EFT, duration and salary plus 28% oncosts and take into consideration CPI.

Items below **cannot** be included in the budget:

» Overheads and administrative charges
» Indirect cost of research
» Costs of conference attendance, or travel to present papers
» A piece of equipment valued at over $5,000

Total Cost and Amount Requested

Enter the total cost of the project and the amount requested. You may request a maximum of $25,000.

Justification of Budget

Justify your budget by explaining the necessity of the items. If the budget is more than the award amount of the scheme you need to explain how you will complete the project with the limited funding available.

Page 5: Clearances

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

Page 6: Certification

Complete the Applicant Certification section. Confirm your certification by ticking each box.

Instructions for obtaining Heads of Department certification

NOTE: Do not submit your application until after you have obtained all required certifications.

Before proceeding with this step, all other sections of the application must be complete.

1. Complete all sections of the application, including the Applicant certification
2. Download a PDF of the Application and the Research Proposal.
3. Download the Certification Form and complete the Application Details.
4. Provide the following to the appropriate person/s to sign:
    • Full Application
    • Research Proposal
    • Certification Form
5. Once the certification has been signed by the required parties, scan and attach to your application.

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 midnight AEST, Thursday 28 November 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. You can also contact Angela Magira for assistance on 03 9342 7950.

Can I submit a late application?

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

I am not currently employed by Melbourne Health but I have an honorary appointment, am I eligible to apply for any of the Research Funding Program grants?

No, these grants are open to Melbourne Health employees only.

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

We aim to inform you by March 2020.

I think my project will not start until August 2020, can I still submit an application for this funding round?

No. All successful applicants must be able start their projects by 1 July 2020 at the latest. If you are aware that your project can only commence after this date, you are not eligible to apply for an application this funding round.

My project requires ethics approval. Am I still able to submit an application without an approval?

Yes, however funding will only be released after all necessary ethics approvals have been gained and provided to the RAO. Please note that you must submit your ethics application to the HREC in time for review by the **July 2020** meeting.