Research Equipment Grant Guidelines

RMH Research Funding Program

Date guidelines released: August 2021

The Royal Melbourne Hospital

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RMH Research Equipment Grants

Introduction

This document serves to outline the overarching funding rules of the Research Equipment Grant scheme offered within the **Royal Melbourne Hospital Health Research Funding Program** (RFP) administered by the Office for Research (OFR) for the 2021 funding round.

Applicants are encouraged to read these guidelines carefully before completing an application.

Background

The RMH is one of Australia's leading health care providers and a key player in hospital-based research. Our commitment to research has been demonstrated by providing RMH staff with access to research funding support through an internal contestable research funding scheme.

The RFP is financially supported by general and targeted donation, trusts and bequests.

Purpose

The RMH Research Equipment Grant Scheme an initiative that supports equipment purchases to facilitate high quality and innovative research at Melbourne Health.

The total funding available for the 2021 Round is $110,000

Funding Rules and Guidelines

1. Enquiries and correspondence

All grants are administered by the Office for Research (OFR). Any enquiries regarding the administration of grants, or about the content of guidelines should be addressed to:

Name: Angela Magira
Manager, Office for Research
Email: RMHRAO@mh.org.au
Phone: +61 3 9342 7950

2. Application process

All applications must be submitted electronically using SmartyGrants, an online grant management system. Applicants who are not yet registered must do so before they commence their application.

Applications must be certified and submitted by the closing date of the funding scheme. Late submissions will not be considered.

The application should contain all information necessary for assessment without the need for further written or oral explanation, or reference to additional documentation. All details included must be current at the time of application.

Help on how to complete the online application form can be found on the SmartyGrants website at: https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/

3. Opening date

Applications open 3:00 PM Wednesday, 11 August 2021.

4. Closing date and time

Applications close Midnight AEST, Monday 13 September 2021.

5. Outcome of applications

The OFR aims to advise applicants of the outcome by November 2021.

6. Eligibility

Applications to the Equipment Grant scheme are subject to meeting all the following eligibility requirements.

» Grants can only be submitted by the head of the RMH department where the Equipment will be located.

» This includes departments that sit in the divisions of NorthWestern Mental Health and VIDRL.

» The maximum number of applications a department may submit per round is one (1).

» Where the OFR receives more than the one application allowed, all applications submitted by that department will be ruled ineligible and excluded from consideration.

» The requested equipment should not be currently readily available or accessible to the Investigators however upgrading of existing equipment is allowable with satisfactory justification.

» The equipment must primarily be for the facilitation of research activities.

» The equipment must be housed on RMH premises.

» The item must be an asset (not a consumable) and be valued at equal to or greater than $5,000.

» Software purchases can be considered under this scheme however the cost must only be a one-off purchase – this scheme will not support subscriptions.

Applications that do not meet the eligibility requirements may be removed from the assessment process.

Previous recipients of RFP grants and awards

Previous recipients of RFP grants and fellowships who have not submitted progress reports and/or final reports *or* have not submitted adequately detailed reports may be deemed ineligible. If you are unsure, contact the OFR to check your eligibility.

7. Consumer and community participation

Researchers are advised to consider the benefits of actively engaging consumers in their research. Applicants should refer to the NHMRC and Consumer Health Forum of Australia Ltd *Statement on Consumer and Community Involvement in Health and Medical Research* which can be found on the NHMRC website at: https://www.nhmrc.gov.au/about-us/consumer-and-community-engagement.

8. Acceptance of Award

Successful applicants must accept an offer of award within one month upon receipt of the offer. Receipt meaning date offer was emailed to the applicant.

To accept an offer of award, grant recipients need to sign the *RMH Grant Recipient Agreement*.

9. Conditions of award

All grants are offered in accordance with the conditions specified in the *RMH Grant Recipient Agreement*.

In signing an *RMH Grant Recipient Agreement*, the applicant is agreeing to abide by all the conditions including, but not limited to, the policies of RMH:

» Research (MH18); and
» Financial Management Policy (MH08)

Organisational approvals must be obtained prior to funding commencing

For successful applicants, funding will be only be released upon receipt of an approved Asset Acquisition and Approval Form (available only on the RMH Intranet) that has been processed in accordance with the EF2 Approval Workflow. Asset purchases must be fully approved by relevant Service Departments before funding will be released.

The grant offer will be withdrawn if the appropriate signatories do not sign off on the purchase of the item and the Asset Acquisition and Approval Form is rejected.

10. Use of Funds

Equipment Grant funding provided by the OFR must be expended on the costs of purchasing the assets.

An accurate budget must be provided in the application detailing the anticipated expenses to cover the cost of the equipment.

11. Duration of Award

The grant must be expended by 30 June 2022.

12. Reporting

A Report must be submitted to the OFR three months upon receipt of funds. All information provided to the OFR in these reports may be used for internal and external communications including the organisation's Annual Report.

Where an applicant fails to submit satisfactory reports as required, the OFR may decide to not consider future applications from that department.

Applicants who fail to submit satisfactory reports may not be eligible to apply for any future funding rounds of the RFP.

13. Review Process

The OFR oversees the RFP and employs a grant review process with external representation. Applications are required to meet eligibility requirements as set out in these guidelines and are assessed against the assessment criteria.

Applications will be reviewed and scored by Peer Reviewers. High scoring applications will then be ranked by the Grant Review Panel. The Grant Review Panel will comprise of:

» An external clinician-researcher who will Chair the panel
» A consumer representative
» Up to four RMH clinician-researchers from various disciplines

Funding will be awarded to the highest ranking applications in each scheme.

The sequence of events in the peer review process is as follows:

1. Applications received

2. Reviewed for compliance

3. Applications sent out and assessed by Peer Reviewers

4. Returned assessments sent with respective applications to the Grant Review Panel for adjudication.

5. Funding recommendations of the Grant Review Panel will be ratified by the Research Grant Funding Committee.

6. Advice to applicants

14. Conflict of Interest

The OFR requires Peer Review participants to disclose interests, perceived or actual. Peer Reviewers determined to have a high level of conflict of interest will not participate in the review of that application.

The OFR seeks to ensure that objectivity, impartiality and integrity are maintained throughout the assessment process.

15. The Assessment Criteria

Research is a pillar of the RMH strategy and the Research Funding Program is keen to support projects that are committed to enhancing patient care; are innovative and significant and demonstrate RMH's values of *People First, Lead with Kindness, and Excellence togethe*r.

Applications will be assessed by Peer Reviewers who will assess applications to the extent to which they address the assessment criteria below and the Scoring Matrix, Appendix A.

» Need and relevance (30%)

» Significance and innovation to health (30%)

» Use and management (20%)

» Due diligence (20%)

How to apply

Advice and instructions to applicants

General information

The application should contain all information necessary for assessment without further written or oral explanation or reference to additional documents.

Applications must comply with all content and eligibility requirements.

Incomplete or non-compliant applications may be assessed as ineligible.

Starting a New Application

To start your application, visit the RMH Research Equipment Grant page on the RMH website, read the essential documentation, and then click 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 four sections to be completed in the application:

1. Applicant Details (Head of Department)
2. Grant Details
3. Financial Information
4. Certification

Section 1: Applicant Details

Head of Department

Only Heads of Departments can submit applications to the Research Equipment Grant scheme.

Section 2: Grant Details

Equipment Name

Provide a short title to describe the piece of equipment

Details of the equipment

Provide details of the equipment and all its components. Describe the function of the equipment.

New or Replacement

Indicate if this a new piece of equipment or if it is replacing outdated or decommissioned equipment?

Proposed Equipment Location

Provide exact details of the proposed location of the equipment – include campus/site, building name, ward (if applicable), and room number.

Justification for Equipment

Need and Relevance

Describe how existing research will be significantly strengthened as a result of the equipment and/or new innovative approaches will be undertaken.

Summarise the potential of the equipment to increase RMH's research capability, quality and output.

Use and Utilisation

Briefly outline the expected demand for the equipment by providing information on users and utilisation. Detail the expected life of the equipment and outline how other research groups (internal and/or external) may benefit from this equipment

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Access

Describe your proposed policy of access to other researchers across the organisation (or precinct).

Section 3: Financial Information

Budget

Provide an itemised list of the equipment and its components. This section may include the device, and, if not part of the price, software, instalment cost, freight etc. This table should show the total cost of purchasing the equipment.

Total Amount and Minimum Amount Requested

What is the total amount the Department is requesting for this equipment?

Funding limitations may lead to part-fund applications. If this proposal was partially funded, what minimum contribution would be appropriate?

Other sources of funding

If your equipment was only partially funded how would the shortfall be managed. Provide details of any other funding sources or co-contributions for this equipment.

Operations

Ongoing costs

Indicate if there are additional ongoing costs relating to the operations of this equipment?

If yes, provide a list of the operating expenses and details how these costs will be supported.

Capital works

Indicate if there are any capital works required for the installation of the equipment?

If yes, provide details including a description of the work, building/room locations; whether support has been obtained; and how these costs will be covered.

Quotes and supporting documentation

Upload a single PDF file with quotes from two different suppliers for the equipment along with other supporting documents.

Ensure that the quotes are made out to Royal Melbourne Hospital or Melbourne Health.

Supporting documents may comprise of emails from service departments confirming support, departmental letters confirming financial contributions, etc.

Section 6: Certification

Complete the Head of Department - Certification section. Confirm certification by ticking each box.

Instructions for obtaining Divisional Director - Certification

This section must be completed when the total purchase cost of the equipment (as distinct from the "amount requested) is equal to or more than $50,000.

Instructions for obtaining Divisional Director certification

1. Complete all sections of the application, including the Head of Department certification

2. Download a PDF of the Application, the quotes and any other supporting documentation.

3. Download the Certification Form and add the application's details.

4. Provide the all the documentation to the Divisional Director. The Director must sign the Certification form if they endorse the application.

5. Once it has been signed, scan and upload the Certification Form to your application.

Submission Details

When you are confident that all the information is correct and you have uploaded all necessary attachments, submit your form.

After you have submitted the application form, you will receive an email confirming receipt. It is recommended you save a copy of your application for your records.

Applications must be received by midnight AEST, Monday, 13 September 2021.

APPENDIX A: Scoring Matrix

Criteria	%
Need and relevance A demonstrated need for the equipment should be clearly stated, as well as the benefits that this will make to research at MH. Applications should clearly identify that access to the requested equipment is currently not available or easily accessible.	30%
Significance and/or innovation The application should highlight how the existing research will be significantly strengthened as a result of the equipment or new innovative approaches will be undertaken.	30%
Use and management Applications should outline the management plans for the use of the equipment, including the policy for access to other researchers across the organisation (or precinct).	20%
Due Diligence Demonstrated the key stakeholders have been consulted and all potential costs to the organisation has been considered	20%

The Royal Melbourne Hospital

Advancing health
for everyone, every day

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