

Funding Rules and Guidelines: RMH Research Equipment Grant 2020

INTRODUCTION

This document serves to outline the overarching funding rules of the RMH Research Equipment Grant scheme administered by the Office for Research. The total funding available for the 2020 Round is \$100,000.

BACKGROUND

Melbourne Health 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 Melbourne Health staff with access to research funding support through an internal contestable research funding scheme.

PURPOSE

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

1. Submitting an Application

Applications Open: 21 October 2019
Applications Close: 2 December 2019

All applications must be submitted electronically using the online grant management system, SmartyGrants.

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

Help on how to complete the online application form can be found on the SmartyGrants website at: <https://help.smartygrants.com.au/using-smartygrants/account-settings/general/applicant-website/>.

2. Outcome of Application

The Office for Research will advise applicants of outcome via email by February 2020.

3. Conditions of Award

All grants are offered in accordance with the conditions specified in the *MHRFP Grant Agreement*. In accepting the award, the applicant is agreeing to abide by all the award conditions and all relevant Melbourne Health policies.

4. Intellectual Property

All Intellectual Property (IP) generated as a result of research funded by this grant will be managed in accordance with Melbourne Health's IP Policy.

5. Eligibility

Applications to the Equipment Grant are subject to the following eligibility requirements.

- » Grants can only be submitted by the head of the Melbourne Health department where the Equipment will be located.
- » The maximum number of applications a department may submit per round is one (1). Where the Office for Research 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 Melbourne Health premises.
- » The item must be an **asset** (not a consumable) and be valued at equal to or greater than \$5,000.

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

Previous recipients of MHRFP Research Equipment grants

Previous recipients of Research Equipment Grants through the MHRFP who have not submitted reports OR have not submitted adequately detailed reports will be deemed ineligible.

If you are unsure, contact the RAO to check your eligibility.

6. Duration of Award

The Grant must be expended before 30 June 2020.

7. Acceptance of a Grant

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, the recipient needs to sign and return the *Grant Agreement*.

8. Review Process

The Office for Research oversees the RMH Research Equipment Grant review process. All applications will be reviewed and scored by internal reviewers. Funding will be awarded to the highest ranking applications.

9. Selection and Assessment Criteria

Research is a pillar of the Melbourne Health strategy and grants will be awarded to researchers whose projects are in alignment with the research strategy and also:

- » are committed to enhancing patient care;
- » are innovative and significant;
- » demonstrate Melbourne Health's values of caring, excellence, integrity, respect and unity.

Applications will be assessed using the scoring matrix below.

SCORING MATRIX

<p>Need and relevance</p> <p>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.</p>	40%
<p>Significance and/or innovation</p> <p>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.</p>	35%
<p>Use and management</p> <p>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).</p>	25%

10. Enquiries and Correspondence

Any enquiries regarding the administration of grants, or about the content of RFP Funding Rules should be addressed to:

RAO: Angela Magira

Email: RMHRAO@mh.org.au

Telephone: +61 3 9342 7950