**WA Child Research Fund 2023/24**

# **Application Form**

##### Due by: 1:00 PM (AWST) Friday 5 July 2024

* ***Please refer to the*** [***Guidelines and Conditions***](https://ww2.health.wa.gov.au/Articles/U_Z/WA-Child-Research-Fund) ***which include application instructions.***
* ***Applicants are responsible for complying with internal deadlines and ensuring all certifications are complete prior to submission.***

## Activity title

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## Activity summary

Provide a **plain language** summary of the proposal, including the aims, objectives, significance and expected benefits to the WA child and adolescent health and medical sector. This summary may be used for publicity purposes.

*[Maximum 250 words]*

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## Funding request

The information provided below must align with the ‘Budget details’ table. All amounts must be excluding GST.

|  |  |
| --- | --- |
| Activity funding request  *Indirect/infrastructure costs must be maximum 10% of the total Activity funding request.* | Salary costs $  Activity costs $  Indirect/infrastructure costs $ |
| Total Activity funding request  *Maximum $600,000 for the 3-year period* | $ |

## Activity classification

|  |  |
| --- | --- |
| **Broad Research Area** *(select one)*  *Refer to National Health and Medical Research Council* [*website*](https://www.nhmrc.gov.au/about-us/resources/australian-standard-research-classifications-and-research-keywords?mc_cid=8d59f951bb&mc_eid=e758823e42) *for description of broad research areas.* | **​**  Basic scienceresearch  **​**  Clinical medicine and science research  **​**  Health services research  **​**  Public health research |
| Field of Research (FoR)  *Australian and New Zealand Standard Research Classification, 2020 downloadable from the Australian Bureau of Statistics* [*website*](https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/latest-release)*.* | Primary FoR *(mandatory):*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |   Secondary FoR(s) *(optional):*   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Burden of Disease** (up to 2) state the disease groups and names that are most applicable or have the highest burden  *Downloadable Australian Institute of Health and Welfare* [*Australian Burden of Disease Study*](https://www.aihw.gov.au/reports/burden-of-disease/abds-methods-supplementary-material-2018/data) *Table 2.1* | *e.g. Blood and metabolic disorders - Cystic fibrosis* |
| **Research Keywords** (up to 5)  *Available from NHMRC*  [*Sapphire Knowledge Base*](https://healthandmedicalresearch.gov.au/tutorials.html) *webpage, located under Researcher > My Applications > Keyword Library* | 1.  2.  3.  4.  5. |

## Responsible Entity

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| --- | --- |
| Name of Responsible Entity  *Entity which would administer grant funds* |  |
| ABN |  |
| Registered address  *Must have a physical and operational presence in WA* |  |
| Contact officer pre-award | Name:  Position:  Email: |
| Contact officer post-award | Same as pre-award above  **or**  Name:  Position:  Email: |

## Activity Lead

Provide the details of the Activity Lead. Insert an abridged (two-page maximum) Curriculum Vitae (CV) which includes key publications from the last 5 years (where applicable). CVs can be inserted at the end of this application form.

|  |  |
| --- | --- |
| Title (e.g. Dr, Ms) First name SURNAME |  |
| ORCiD  *An ORCiD can be generated for free at* [*https://orcid.org/*](https://orcid.org/) |  |
| Citizenship/residency status | Australian citizen  Australia permanent resident  New Zealand citizen  appropriate work visa |
| Within which area are you located | Perth metropolitan  Regional and remote |
| Grant arrangement  *Refer to ‘Eligibility’ section of the Guidelines and Conditions* | (a) employee of the Responsible Entity  or  (b) honorary or adjunct title at the Responsible Entity |
| If response to grant arrangement is (a), indicate further details | Position at Responsible Entity: |
| If response above is (b) and there will be an arrangement with an Employer, indicate further details | Title at Responsible Entity:  honorary  adjunct |
| Intended grant arrangement:  via affiliation agreement  subcontract to Employer |
| Employer: |
| Position: |
| Employer has a physical & operational presence in WA:  Yes  No |
| Affiliated entities, position/title  *List all entities that the Activity Lead is affiliated with, other than the Responsible Entity or Employer listed above. Identify if adjunct or honorary position.* |  |
| Discipline/Profession |  |
| Research career stage  *An Early-Career researcher has held their PhD for no more than 5 years from the date that their PhD was passed, and a Mid-Career researcher no more than 10 years as at the time of application, taking into consideration any career disruptions as defined in the* [*NHMRC Relative to Opportunity Policy*](https://www.nhmrc.gov.au/about-us/nhmrc-policies-and-priorities) | Early-Career  Mid-Career  Post Mid-Career  No postgraduate degree |
| Primary telephone number |  |
| Primary email address |  |
| Primarily based in WA  *Confirm that you will be based in WA for a minimum of 80% during the grant.* | Yes |
| Completed the free online 30 minute [Consumer and Community Involvement in Health Research](https://retprogram.org/training/consumer-and-community-involvement-in-health-research/) course (or equivalent) | Yes No  If applicable, equivalent course name: |
| Completed the free online 30 minute [Consumer & Community Involvement and Grant Writing](https://cciprogram.org/consumer-community-involvement-and-grant-writing-e-course/) course (or equivalent) | Yes No  If applicable, equivalent course name: |
| CV attached  *Maximum two pages* | Yes |

## Team members

Provide details for each of the team members involved in the Activity. This will include team members associated with the Responsible Entity, and any other participating organisations.

To demonstrate the capacity of the team and its suitability to conduct the Activity, insert an abridged (two-page maximum) CV of each team member, which includes key publications from the last 5 years (where applicable). CVs can be inserted at the end of this application form.

Insert additional team member tables as required.

|  |  |
| --- | --- |
| **Team member 1** | |
| Title, First name, SURNAME |  |
| ORCiD (if registered) |  |
| Role in this Activity |  |
| Time commitment to this Activity | hours/week |
| Primary telephone number |  |
| Primary email address |  |
| Completed the free online 30 minute [Consumer and Community Involvement in Health Research](https://retprogram.org/training/consumer-and-community-involvement-in-health-research/) course | Yes No  If applicable, equivalent course name: |
| Completed the free online 30 minute [Consumer & Community Involvement and Grant Writing](https://cciprogram.org/consumer-community-involvement-and-grant-writing-e-course/) course (or equivalent) | Yes No  If applicable, equivalent course name: |
| CV attached  *Maximum two pages* | Yes |

## Significance of the Activity (20%)

Applications must address contemporary challenges or needs.

Describe the following:

1. the issue and the relevance and scale of the issue in relation to WA child and adolescent health (e.g. incidence/prevalence, burden of disease).
2. the anticipated contribution of proposed Activity to the issue described above (e.g. advancing knowledge, informing policy/practice, improving health care or health outcomes).
3. the potential economic, social and environmental benefits of the research to WA.

*[Maximum 500 words]*

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## Novelty (15%)

Describe the following:

1. how this approach is novel. Discuss what distinguishes this work from similar or related research in this area.
2. the potential benefits and advantage of the novel approach.

*[Maximum 250 words]*

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## Activity plan (20%)

Describe the Activity plan including:

1. the hypothesis, questions and objectives. Ensure objectives are specific, measurable, attainable, relevant and time-bound
2. the methodology, including techniques, target group(s), a realistic sample size and measures to be used
3. a list of all locations where the Activity will be undertaken, ethics and governance approvals and agreements that will be required before the Activity can proceed (if any research is undertaken at a WA public health system site or involves a WA public health system employee, ethics approval must be sought from a WA Health HREC, as per the Department of Health [Research Governance Framework](https://rgs.health.wa.gov.au/Pages/Research-Governance-Framework.aspx))
4. an achievable timeline.

*Note: Assessment of the Activity plan includes the achievability of the proposed milestones and timeframes (as provided below) and the proposed budget to undertake the Activity and justification for budget items (as provided in the ‘Budget request’ section).*

*[Maximum 2000 words]*

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List the major milestones for the Activity and their duration in months from grant commencement in the following table.

The Activity commences upon execution of a Grant Funding Agreement or Memorandum of Understanding (as appropriate). Include separate milestones as applicable, for example, ethics and governance approvals, employment of staff, data collection, participant recruitment, and data analysis. Note activities relating to the dissemination of research outcomes e.g. publications are not appropriate milestones, as they do not meet the definition of “research”.

*Note: If ethics/governance approval is required for the Activity, this must be achievable within the Activity period.*

| **No** | **Milestone**  *(insert additional rows as required in order of completion)* | **Milestone date**  *(in months from execution)* |
| --- | --- | --- |
| 0. | Execution of Grant Funding Agreement | 0 months |
| 1. | *e.g. prepare and submit ethics application* | *e.g. 1 month from execution* |
| 2. | *e.g. recruitment of support personnel* | *e.g. 2 months from execution* |
| 3. | *e.g. obtain ethics and governance approvals* | *e.g. 3 months from execution* |
| 4. |  |  |
| 5. |  |  |

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| Enter the duration of the Activity in months  *(Noting that the Activity must be completed within 36 months)* |  |

## 12. Consumer involvement (15%)

Describe the following:

1. how consumers (people with lived experience of a health issue, including patients and potential patients, carers, and people who use health care services) have been involved in the development of the proposed activity.
2. the plan for ongoing consumer engagement in the activity, including their roles and how their lived experience perspectives will inform the activity through formal and informal processes.

Refer to the ‘Consumer involvement’ section of the Guidelines and Conditions. Note it is encouraged that all team members complete the free online 30 minute [Consumer and Community Involvement in Health Research](https://retprogram.org/training/consumer-and-community-involvement-in-health-research/) course (or equivalent) and the free online 30 minute [Consumer & Community Involvement and Grant Writing](https://cciprogram.org/consumer-community-involvement-and-grant-writing-e-course/) course before completing this section.

As an example for clarity, if the Activity relates to the trialling of a healthcare service provided by clinicians for patients, the clinician is not a consumer, but rather the person or their carer are consumers.

*[Maximum 500 words]*

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Please provide details of each consumer representative involved in the development of this proposal and/or proposed to be involved in the Activity. Note that named consumers must be aware of and agree to the statements above and must provide certification if proposed to be involved in the Activity.

Insert tables as required.

|  |  |
| --- | --- |
| Title, First Name, SURNAME |  |
| Email address |  |
| Role in the development of this proposal (if applicable) |  |
| Role in this Activity  (if applicable) |  |

## 13. Feasibility (15%)

Describe feasibility of the Activity including how:

* the knowledge, expertise and experience of the Activity Lead and team members will assist in achieving the aims of the Activity, including the contribution to the Activity by the Activity Lead and each team member.
* collaboration with policy and practice partners will contribute to the outcomes of this Activity.
* any required resources or expertise (e.g. technical, infrastructure, equipment and facilities) for the Activity will be accessed.

*[Maximum 1000 words]*

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## 14. Translation and implementation (15%)

Describe the following:

1. planned steps for the translation and/or implementation of findings and the Activity timeframes for translational impacts
2. how the knowledge, expertise and experience of the team members and collaborating partners will assist with the process of translating findings into policy and/or practice
3. future plans for the activity. For example, a possible extension of the activity to a broader geographical area, population or to other disciplines.

*[Maximum 1000 words]*

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## 15. Budget details

* Major equipment items will not be funded.
* Minor equipment items considered essential to the project will be funded (quotations must be provided). Equipment will become the property of the Responsible Entity.
* Salary level and industrial award and agreement should be listed for each position (indicate if new or existing position (to be filled or already filled)). Salary scales should be confirmed by relevant officer (i.e. Business Managers). The timeframe required for creation and filling of positions should be factored into the ‘Milestones’ table in the application form.
* Salary on-costs (payroll tax, superannuation, leave loading, workers' compensation and insurance payments). must be separately identified and justified and a maximum of 30% can be claimed.
* For WA public health system applicants, salary on-costs must be calculated at the recommended level outlined in the [Financial Management Manual](https://healthpoint.hdwa.health.wa.gov.au/FinanceGroup/Chapter%205%20Revenue%20Management/FMM%20s521%20-%20On-Cost%20Charges%20v0-60.pdf).
* Requests for travel funds will not be approved unless the travel is specifically required to undertake the project.
* Overhead charges (also referred to as indirect/infrastructure costs, e.g. utilities) may be requested up to 10% of the total budget. However, WA public health system applicants cannot claim standard overhead charges, as per the Financial Management Manual s522 (exempt organisation).
* Where applicable, other sources of funding and in-kind support should be included in the budget.
* Costs must be verified by the administering institution’s Finance Officer or Business Manager at Section 23**.**

| **BUDGET ITEM** | **ACTIVITY FUNDING REQUEST**  **($ EX GST)** | | | | **ADDITIONAL SUPPORT**  **($ EX GST)** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Salary costs** (for nominated FTE) | **Year 1** | **Year 2** | **Year 3** | **TOTAL** | **ADDITIONAL IN-KIND SUPPORT** | **ADDITIONAL OTHER SOURCE FUNDING** | **TOTAL** |
| **Personnel**  *specify for each position*  **Position 1**   * *title* * *new/ existing* * *%FTE* * *salary level*   Position 2   * *title* * *new/ existing* * *%FTE* * *salary level* |  |  |  |  |  |  |  |
| **Salary on-costs**  *specify for each position*  *Maximum of 30%*  **Position 1**  *\_\_\_% applied*  **Position 2**  *\_\_\_% applied* |  |  |  |  |  |  |  |
| **Activity costs** | **Year 1** | **Year 2** | **Year 3** | **TOTAL** | **ADDITIONAL IN-KIND SUPPORT** | **ADDITIONAL CASH CONTRIBUTION** | **TOTAL** |
| **Minor essential equipment**  *maximum $10,000*  *quotations must be attached* |  |  |  |  |  |  |  |
| **Consumables** |  |  |  |  |  |  |  |
| **Consumer Involvement**  *e.g. honoraria payments etc.* |  |  |  |  |  |  |  |
| **Services**  *e.g. professional services, diagnostic or treatment services* |  |  |  |  |  |  |  |
| **Other**  *specify each item* |  |  |  |  |  |  |  |
| **Other items** | **Year 1** | **Year 2** | **Year 3** | **TOTAL** | **ADDITIONAL IN-KIND SUPPORT** | **ADDITIONAL CASH CONTRIBUTION** | **TOTAL** |
| **Indirect/infrastructure costs**  *maximum of 10%* |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |

## Budget request justification - salaries

Provide a justification for any salaries in the ‘Budget request’ table. For each person, the salary justification should specify:

1. name of employee
2. FTE or fractional, and why this is appropriate
3. duties, and how these contribute to the delivery of activity outcomes
4. the annual salary amount, and the basis for this
5. other salary funding sources.
6. where this expenditure is not in WA, explain why this is necessary

*[Maximum 250 words]*

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## Activity Lead salary support exemption

Funding is not intended to provide salary for the Activity Lead. An exemption to this rule may be requested, where it is deemed that this salary is crucial to the success of the Activity. Adequate justification must be provided. Determination of exemptions will be made on a case-by-case basis, at the discretion of OMRI.

|  |  |
| --- | --- |
| Current employment contract | Start date: DD/MM/YY  End date: DD/MM/YY |
| Employment status | Full-time  Part-time  Casual |
| Current source of salary | Employing Institution  Grants  Other (please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Justification for exemption

Please outline why an exemption is required and if not approved how the Activity Lead’s salary would otherwise be funded. Also include:

1. FTE or fractional, and why this is appropriate
2. duties, and how these contribute to the delivery of activity outcomes
3. the annual salary amount, and the basis for this
4. other salary funding sources.

*[Maximum 250 words]*

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## Budget request justification – non-salary items

Provide a justification for any requested budget items (other than salary), such as specific expertise or equipment, and where this expenditure is not in WA, explain if the item is not available in WA or if it is beneficial to WA for the item to be procured outside the State.

*[Maximum 250 words]*

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## Submission to other funding sources for this activity

List any other funding source(s) and the amount(s) requested. Include applications already submitted and planned submissions. These must complement, but not duplicate, the work for which the funding is requested. The Activity must not be dependent on the receipt of these other funding sources.

*[Maximum 250 words]*

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## Bibliographic references

If applicable, provide bibliographic references to any publications or reports cited in the application. Please only include publications strictly pertinent to the application.

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## Team certification

We certify that:

1. we commit to taking part in the activities proposed in this application for the duration of the grant if successful
2. the information supplied by us on this form is complete, true and correct in every particular
3. we agree to abide by the *Guidelines and Conditions*
4. we agree to participate in an evaluation whether the application is successful or unsuccessful
5. we have discussed the likely impact of the activity on participating organisations, and this activity is acceptable to them
6. we agree to obtain any research ethics and governance approvals that might be required for undertaking funded activities
7. we understand and agree that if the application is successful, that no further claim will be made on the Department of Health to cover any expenditure beyond the approved budget
8. no team members have overdue reporting obligations for any other funding programs administered by OMRI (including FHRI Fund Programs)
9. an OMRI or FHRI Fund or Telethon grant has not been awarded for the same activity

### Activity Lead

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Signature** |  | **Date** |  |

Other Team Members associated with the Responsible Entity and any other participating organisations.

Insert additional tables as required.

### Team Member 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Signature** |  | **Date** |  |

## Consumer representative certification

I certify that:

1. I commit to taking part in the activities proposed in this application for the duration of the grant if successful
2. I agree to abide by the *Guidelines and Conditions*
3. I agree to be contacted in relation to the grant, e.g. for evaluation of the grant funding program.

Insert additional tables as required.

### Consumer Representative 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Signature** |  | **Date** |  |

## Responsible Entity certification

I certify that:

1. I am an authorised representative of the Responsible Entity
2. all the eligibility criteria listed in the *Guidelines and Conditions* are met
3. the Activity Lead will have a position or title at the Responsible Entity for the period of the grant if successful
4. if the Activity Lead is not an employee of the Responsible Entity, evidence of an affiliation agreement with the Employer, or in-principle agreement from the Employer for the grant to be subcontracted, has been attached
5. the Responsible Entity endorses this application, confirms that the information supplied on this form is complete, true and correct in every particular
6. the Responsible Entity is willing to administer the grant under the conditions specified in the *Guidelines and Conditions*, including the requirement to ensure that appropriate agreements are in place with the Activity Lead, team members and participating entities
7. the grant will not constitute the entire financial base of the Responsible Entity
8. the Department of Health will be notified immediately of any changes to the applicant’s eligibility or changes to the information originally provided in this application.

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| --- | --- | --- | --- |
| **Title, First Name, SURNAME** |  | | |
| **Position** |  | | |
| **Signature** |  | **Date** |  |
| **Telephone number** |  | | |
| **Email address** |  | | |

## 

## 20. Responsible Entity finance officer (or equivalent) certification

I certify that:

1. I am an authorised finance representative of the Responsible Entity
2. the budgeted costs in this application are true and correct and reflect the latest costing information available to me
3. amounts claimed are in Australian dollars and are exclusive of Australian GST
4. I understand that funding will only be made available for the scope of work described in the application, or any modifications to the scope of work approved in writing by the Department of Health. The Department of Health is not obliged to underwrite any costs beyond funding awarded through this Program.
5. .

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Position** |  | | |
| **Signature** |  | **Date** |  |
| **Telephone number** |  | | |
| **Email address** |  | | |

Where different to the officer named above, please provide contact details for the person responsible for the payment of funds and financial acquittal reporting for this grant.

|  |  |
| --- | --- |
| **Full Name** |  |
| **Position** |  |
| **Telephone number** |  |
| **Email address** |  |

**[Scan this QR code with your smart phone to go the WA Health website](http://www.health.wa.gov.au/)**

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