THE ALFRED RESEARCH TRUSTS

**SMALL PROJECT GRANTS 2022 - APPLICATION FORM**

Application ID (Office Use only)

**Complete form in 11 point arial**

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**APPLICANT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICANT’S DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A: SUMMARY**

**1 Project Title**

Title: (in less than 200 characters, 11 point arial)

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**2** **Summary in Plain Language**

Briefly describe the research proposal in plain language

(up to approx 150 words, 11 point arial)

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**3 Significance and Expected Outcomes**

Describe the significance of the research proposal, the expected outcomes, why it is relevant to

Alfred Health and the likely timeframe for any potential impact to patient care.

(up to approx 250-300 words, 11 point arial)

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**4 Impact on Principal Applicant’s Career**

Describe why you wish to undertake the project at this time in your career and what you aim to gain

from undertaking the research. Will the grant provide a path for you to apply for larger grants related to this study or other studies? If the research forms part of a recognised postgraduate course, please state the nature of the course and the institution at which it is being carried out *(N.B). The grant is not for PhD students or projects* (up to approx 250 words, 11 point arial)

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**B: INVESTIGATOR INFORMATION**

**1 Principal Investigator (The Applicant)**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Current Position |  |
| Department |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Phone  Office / mobile |  |
| Role in Project  (brief: 2 - 4 lines) |  |
| Time to be spent on Project (hrs per week) |  |
| Other Research Commitments (hrs per week) |  |
| Will Applicant be absent for significant amount of time over duration of project. If so, please detail. |  |
| Signature | Date |

**2 Co- Investigator/s (add up to five)**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Current Position |  |
| Department |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Phone  Office / mobile |  |
| Role in Project  (brief: 2 - 4 lines) |  |
| Time to be spent on Project (hrs per week) |  |
| Other Research Commitments (hrs per week) |  |
| Signature | Date |

Add extra table/s for other Co-Investigators.

**3** **Alfred Staff Member Supervising Project**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Current Position |  |
| Department |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Phone  Office / mobile |  |
| Role in Project  (brief: 2 - 4 lines) |  |
| Time to be spent on Project (hrs per week) |  |
| Other Research Commitments (hrs per week) |  |
| Signature | Date |

**4** **Other Participants**

Will any other Alfred staff apart from the researchers named above be involved in this research? If so, in what capacity and how many hours per week? (11 point arial)

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**5** **Supervisor and Team**

Briefly describe any relevant skills and expertise that your supervisor and team members (if other co-Investigators) will contribute to the feasibility of the project? (up to 200 words, 11 point arial)

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**6 Curriculum Vitae of Principal Investigator (only)**

Provide a CV for the Principal Investigator including the following information: Qualifications (tertiary onwards), employment history, publications (asterisk if relevant to this project), conference presentations (indicating if poster or oral), abstracts, research funding, research-related prizes/awards etc. Include any relevant research experience or professional development activities if applicable. (11 point arial: 2 - 4 pages).

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**C: DEPARTMENTAL SUPPORT**

**1 Proposed Location of Research**

(Department/Unit in The Alfred)

**2 Head of Proposed Department**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Position |  |
| Email |  |

**3 Department Head's Comments**

How does the project relate to the department and what are the perceived benefits to the Department and to the Hospital? What are your reasons for supporting the application? (Up to approx 250 words, 11 point arial)

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**4 Statement of Support from Head of Proposed Department**

I support this application and its implications for Department.

SIGNATURE OF HEAD OF DEPARTMENT:

DATE:

**D: RESEARCH DETAILS**

**1 Aims of the Research**

List the specific aims. Hypotheses to be tested should be clearly stated.

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**2 Background and Research Plan**

Use 11 point Arial and do not exceed 3 pages for the core research plan (excluding reference list).

An additional half-page appendix containing a table or figure is acceptable.

**Background:** Summarise previous work from the host department in this field, and also work reported by others which has led up to the proposed research. This would include a brief literature review.

**Research Plan:** Indicate the successive steps planned in the development of your investigation. Ensure that sufficient detail is provided to enable the assessors to understand and comment upon the proposal.

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**3 Timeline / Feasibility / Risk Management**

List the key milestones and timelines for the proposal, keeping in mind the intended duration of the project is 12-24 months. Include expected participant recruitment timelines if relevant.

(Add or subtract rows as necessary)

|  |  |
| --- | --- |
| **MILESTONE** | **Estimated time for completion (months: e.g. April 2023 – March 2023** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**4** **Risk Management**

Consider and describe any barriers to completing the research or to adherence to the timeline, including how the COVID experience in the hospital may have changed practices or future practices. Do you have any contingency plans in place if progress is disrupted? (up to approx 200 words, 11 point arial)

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**5** **References relevant to this project (from literature search)**

Provide a list of references relevant to your research that you have cited in your research plan

(maximum 25)

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**6 Ethical Implications of the Proposed Research**

Briefly summarise the ethical implications of this project (up to approx 350 words, 11 point arial)

In answering this question, carefully consider how this project will affect any patients involved. Identify the ethical implications of human and/or animal experimentation, privacy issues, other patient contact or access to medical records involved in the proposal. Explain how these issues will be addressed.

For more information, consult the National Statement on Ethical Conduct in Human Research (2007) – Updated 2018: <https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018>

Ethical approval must be obtained **before** commencement of the project, whether or not the project is funded by a Small Project Grant. Further information on the ethics approval process can be found at <https://www.alfredhealth.org.au/research/ethics-research-governance> for human ethics and [http://amrepaec.bakeridi.edu.au/](http://amrepaec.bakeridi.edu.au/%20) for animal ethics.

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**E: EXPENDITURE**

**1 Proposed Expenditure – Maximum $25,000**

Provide details of proposed expenditure:

**Salaries**

*Note that The Alfred hospital subsidises biostatistical support (via the Monash / Alfred Biostatistics Consulting Platform)* *for researchers who have at least a 0.40 fractional appointment with The Alfred. As such, funds for biostatistical support should generally not be requested.*

**Project Costs** (consumables or other costs)

**Equipment** include details of the supplier.

*(Any equipment purchased will remain the property of The Alfred).*

**Other**

*Note that travel and computers (unless integral to a piece of equipment) will not be funded. Publication costs should not be requested up front.*

*(Infrastructure / indirect costs of research should not be requested)*

**TOTAL:**

**2 Justification of Budget**

Please provide a transparent explanation of where and how the funds are to be spent. Provide sufficient details to enable the assessment panel to fully understand how you arrived at your budget figures.

Please detail if other funding sources are available to supplement aspects of the project budget not requested above.

**F: OTHER FUNDING**

**Research Support from All Sources (for Principal Investigator only)**

**1** Include scholarships/fellowships and other funding applied for. Indicate whether applied for in the capacity of principal investigator or co-investigator. Postgraduate scholarships or salary-based awards are not taken into account when determining the amount of research funding received.

Please list in the following order:

(i) PREVIOUSLY HELD

(ii) CURRENTLY HELD (at time of submission of application)

(iii) REQUESTED

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT TITLE** | **NAMES OF INVESTIGATORS** | **FUNDS (year and $ amount)** | **FUNDING SOURCE** |
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**2** If applicable,give details of any potential overlap in funding between this application and any currently held or pending grant applications.

**G: CONDITIONS**

Please ensure you have fully understood the conditions before signing.

**1. Funding and Duration**

* 1. The Alfred’s funding is to be applied only to the work described by the successful submission. Funds should not be used for: (i) infrastructure costs; (ii) travel costs; or (iii) computers, except where integral to a piece of equipment; (iv) ethics application related costs or (v) biostatistical support (unless approved by the Research Office).
  2. Grant funds will be held in a central Small Project Grants Special Purpose Fund (SPF) with transfer of funds to a departmental SPF according to the schedule outlined in the letter of award. Payments will generally be in advance at 6-monthly intervals, but dependent on satisfactory reporting. The payment schedule may be varied if reporting milestones are not met, if significant funds from a reporting period remain unspent, or progress is significantly delayed. A small percentage of award funds will be retained until the final scientific and expenditure reports are received. All Award funds must be expended within the agreed period of the award (including any approved extensions). The Research Office may request return of funds received but not spent during the tenure of the award.
  3. Ethics Committee approval must be obtained, where applicable, prior to commencement of the relevant sections of your project. The Ethics Clearance certificate should be provided to the Research Office (Rebecca Erlich: [r.erlich@alfred.org.au](mailto:r.erlich@alfred.org.au)) for payments of the grant to be initiated.
  4. All awards from The Alfred Research Trusts are to be administered by The Alfred.

The Research Office must be notified if the Principal Investigator (PI) ceases to be employed by The Alfred during the term of the award. The award is not transferrable to other institutions.

* 1. Additional funds may be accepted by the researchers from other sources but the extent of such additional funding must be notified to the Research Office.
  2. Funding from The Alfred Research Trusts is awarded for **up to two years**. In cases of unavoidable delays, requests may be made to the Research Office to extend the award for a maximum of 12 months, but no additional funds will be allocated. Exceptions to extend beyond 12 months may be considered for personal circumstances. Requests to extend the project duration will only be considered if submitted at least one month in advance of the original end date.
  3. The Research Office must be notified prior to any disruptions to research activity that are due to personal circumstances (e.g. maternity leave, carer’s leave or illness) or any changes in employment arrangements (e.g. full time to part time) due to personal circumstances.
  4. In cases where the PI takes extended leave for any reason (e.g. personal circumstances) or ceases to be employed by The Alfred, the PI, in conjunction with their supervisor and Head of Department, may wish to consider nominating a project co-investigator (who was named on the application) or other suitable Alfred staff member to take over the PI’s role, either temporarily or for the remaining term of the award. Approval for such nominations must be sought from the Research Office.

1. **Reporting**
   1. **Scientific**: Awardees will be required to submit annual progress reports and a final report to the Research Office according to a schedule outlined in the letter of award.

**2.2** **Expenditure**: Awardees will be required to submit expenditure reports to the Research Office at six-monthly intervals and at the conclusion of the award according to a schedule outlined in the letter of award.

Reporting templates will be available to download at: <https://www.alfredhealth.org.au/research/funding/small-project-grants>

**3. Location of Research**

All work must be done on The Alfred campus.

**4. Equipment**

All equipment purchased will remain the property of The Alfred.

**5. Papers Published**

Copies of all papers to which research funded by The Alfred Research Trusts has contributed must be provided to the Research Office at the time they are published.

**6. Termination of Funding**

The Alfred reserves the right to terminate funding where progress is deemed unsatisfactory.

**7 Acknowledgement**

Specific reference is to be given to any funding from The Alfred Research Trusts whenever information arising from the research supported is presented at scientific meetings or published in any form.

**8 Application declaration**

**I, ……….., have read and understood the conditions attached to the granting of this award and, if successful, agree to adhere to them as a condition of receipt of funding from The Alfred. To the best of my knowledge, all the information and details provided in the application (including annexures) are correct.**

**Name of applicant Signature of applicant: Date:**