

# THE ALFRED RESEARCH TRUSTS

## SMALL PROJECT GRANTS 2010/2011

### FOR FUNDING COMMENCING 1 JULY 2010

#### GUIDE TO APPLICANTS

#### Eligibility

**Alfred staff members** wishing to conduct research in Allied Health, Nursing, Medicine or Science, and who have **not** received research funding in excess of \$10,000 in total during the previous five years, are eligible to apply for funding. **The research must take place on The Alfred campus under the direction of an experienced researcher who is on the staff of The Alfred.**

The purpose of these awards is:

- To encourage individuals and departments that have not previously been involved in major research activities;
- To assist graduates in the health sciences to initiate research studies or complete research projects which form part of higher qualification requirements. These awards are not intended for the research programs of full time PhD students;
- To fund a study which is complete in itself and not merely part of a major study.

#### Tenure of Grant

The grant is awarded for **one year**.

#### Funding – When it Starts, How Long it Lasts

Funding runs for twelve months. The normal commencement date for grants is 1 January or 1 July of each year but this may be extended up to 1 March or 1 September of that year where the commencement of the project is dependent upon the engagement of appropriate staff. Under these circumstances, permission to carry forward funds up to the last day of February/August of the following year may be assumed. If the grant has not been commenced by 1 March or 1 September of the year for which the grant is awarded, the Manager, Research Office must be advised of the reasons and written approval obtained.

Funding for Small Project Grants will not exceed **\$7,000**.

If it should be decided to terminate a project before the end of a calendar year, notification of the anticipated date of termination should be made to the Manager, Research Office. Funds remaining after the completion of the work will be returned to The Alfred.

Funding from The Alfred Research Trusts is to be applied only to the work described by the successful submission. If other funding is granted for the same project, you must notify the Manager, Research Office. In this case, funding from The Alfred will only be provided to cover the difference between the external funding and funding offered by The Alfred.

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

These awards are **not** designed to support long-term funding of research projects.

An annual report on the progress of the research should be forwarded to the Manager, Research Office on request.

## **Your Obligations**

The conditions for receipt of a Small Project Grant are attached to the Application Form for your signature. Please ensure you have fully understood the conditions before signing.

## **Submission of Applications**

Send the original and five double-sided copies of the typed application Cherry Yu, Research Administrator, Alfred & Baker IDI Research Office, Third Floor, East Block.

The closing date for applications is **4pm, Wednesday, 12 May 2010**. Late or incomplete applications will not be considered.

## **The Allocation Process**

Applications will initially be assessed for completeness. Incomplete applications will not be assessed further.

A multidisciplinary panel of experienced researchers appointed by the AMREP Council will assess all applications and nominate projects that are to go to interview.

The panel will pay particular attention to the following when reviewing applications:

- the quality of the research question
- the time frame for improving patient care
- applicability of the research to The Alfred
- the likely impact on the career or activities of the principal applicant
- the relative role of Alfred personnel in collaborative projects
- identification of the project when it is within a larger program

Applicants should avoid submitting projects that are:

- purely of a quality control nature
- determination of normative data only without a research question
- development work without a research component, eg. new assays
- evaluation of new or proposed equipment
- accumulation or acquisition of descriptive data without an outcome

**It is suggested that new applicants seek the advice of an experienced researcher or a biostatistician when designing their projects. Dr Michael Bailey, Biostatistician, Monash University Department of Epidemiology & Preventive Medicine (telephone: 9903 0574; email: [michael.bailey@med.monash.edu.au](mailto:michael.bailey@med.monash.edu.au)) is available for consultation by staff members.**

## Your Application

The closing date for applications is **4pm, Wednesday, 12 May 2010**. The application should be complete in itself and should not assume that readers will have access to previous applications. If you are unsure of what is required, please contact Heather Gallichio, Manager, Research Office on 8532 1771 for assistance with your application.

The application should be presented on the correct application form. **Word process** your application in clear straightforward English in the spaces provided. Only the attachments indicated will be accepted. An application that does not follow the correct format will not be accepted.

## The Application Form

The following information on each part of the application form will assist you in completing your application.

### 1. Research Information

#### 1.1 Project Title

This should include a short title of no more than 200 characters which will be used for identification purposes.

#### 1.2 Summary in Plain Language (approximately 150 words)

Please briefly explain your project and what you hope to achieve. This should be able to be understood by someone not familiar with your area of work/research.

#### 1.3 Reasons for Undertaking this Research

Indicate why you wish to undertake this research at The Alfred. If this 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.

### 2. Investigator Information

#### 2.1 Principal Investigator 1

#### 2.2 Principal/Associate Investigators

#### 2.3 Alfred Staff Member Supervising Project

Provide as much information as possible. The relevant investigators must sign these sections.

All other research commitments of the Principal Investigator(s) and Associate Investigator(s) should be stated and described in terms of the number of working hours per week (up to a total of 40 hours per week for individual full-time work).

2.4 & 2.5      Staff Involvement

2.6      Curriculum Vitae of Principal Investigator 1

Attach the full Curriculum Vitae of Principal Investigator 1. Include publications, conference presentations, letters published in journals, abstracts etc.

Indicate with an asterisk those that are relevant to this project.

3.      Department Information

3.1      Proposed Location of Research

Name the department or unit in The Alfred in which the research is to be done.

3.2      Head of Proposed Department

3.3      Department Head's Comments

The Head of Department is to:

- outline any perceived benefits to the Department and to the Hospital
- give reasons for supporting the application
- indicate how the research relates to the work of the Department

3.4      Statement of Support of Head of Proposed Department

These sections are to be completed by the Head of the Proposed Department.

4.      Research Details

4.1      Aims of the Research

List the specific aims and potential significance of the project. Clearly state the research question and any hypotheses to be tested.

4.2      Key Goals

List the four key goals, tasks or objectives you are trying to achieve or prove in this project. You will be asked to report progress against these goals. Indicate the time frame you expect for completion of these key goals in months keeping in mind that the grant is intended for one year only.

4.3      Background and Research Plan

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

The Background and Research Plan **must not exceed three sheets**. Explanatory appendices are not permissible.

#### 4.4 References Relevant to this Project (from literature search)

List a maximum of 25 journal articles and other publications which are most relevant to this project.

#### 4.5 Ethical Implications of the Proposed Research

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. Seek advice from a member of the Ethics Committee if you are not sure. This can be arranged through the Ethics Manager.

For more information, consult the National Statement on Ethical Conduct in Human Research (2007): <http://www.nhmrc.gov.au/publications/synopses/e72syn.htm>

Ethical approval must be obtained **before** commencement of the project, whether or not the project is funded by a Small Project Grant.

Applications for ethics approval must be submitted to:

Rowan Frew, Ethics Manager, Alfred Research & Ethics Unit (for human experimentation, privacy issues, patient contact, access to medical records)  
or  
Leia Demtschyna, Secretary, AMREP Animal Ethics Committee, Baker IDI Heart and Diabetes Institute (for animal experimentation)

### 5. Expenditure

#### 5.1 Proposed Expenditure

Maximum \$7,000. Divide the areas for which support is requested into:

- Salaries
- Consultants' fees
- Maintenance (consumable items to be purchased)
- Equipment (include details of the supplier and the date of price quotations. Any equipment purchased will remain the property of The Alfred)
- Other – note that computers will not be funded

#### 5.2 Justification of Budget

For each of the categories above, provide a transparent explanation of where the funds are to be spent and why the item is necessary for the project. Also, explain if other funding sources are available to purchase these items and identify these sources.

Although The Alfred needs a breakdown of costs involved with a grant, it is the responsibility of Principal Investigator 1 to ensure that all costs including salary commitment are met from the total award. Interim applications for an increase in funds will not be accepted.

#### 5.3 Research Support from All Sources (for Principal Investigator 1 only)

List research support from all other sources. List in the order of 'previously held', 'currently held' and 'requested'. Include project title, names of investigators, period of

support, amount of support and the funding source. Postgraduate scholarships are not taken into account when determining the amount of research funding received.

6. Conditions

Please ensure you have fully understood these conditions before signing the application form.

In summary, well-written applications should:

- State objectives clearly
- Provide a concise relevant background
- Provide a concise research plan
- Give a realistic assessment of the work that will actually be done during the tenure of the grant

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