

RPH Research Foundation

2024 Nursing and Allied Health Grant Program

Guidelines and Conditions

1. About the RPH Research Foundation

For more than 40 years, the RPH Research Foundation has been improving our community's health by funding leading medical research, ideas, and innovations at Royal Perth Hospital. The Foundation links universities, research centres and researchers with the East Metropolitan Health Service to maximise health research impact.

The Foundation strives to build on its rich history of research funding through the delivery of strategic objectives:

- **Growth through leadership**
- **Research capability and Impact**
- **Environment for success**
- **Stakeholder engagement**

By providing year-on-year funding and in-house support to researchers across a range of disciplines, the Foundation has become a renowned leader in its field. Its core vision is to champion innovative research that has a real impact on the health and wellbeing of the wider community.

2. The Nursing and Allied Health Grant Program

The Nursing and Allied Health Grant Program provides funding for innovative research projects occurring within the East Metropolitan Health Service. This grant program funds nursing, midwifery, and allied health researchers to translate their ideas into clinical practice that leads to a significant impact on the health and wellbeing of our community, especially within the East Metropolitan Health Service.

3. Funding Details

There is a total of \$75,000 available for successful applications, which will be distributed among several nursing and allied health research projects.

Of the available funds for this grant program, \$15,000 is reserved for nursing or midwifery projects to support innovative nursing research within the East Metropolitan Health Service.

These funds will be allocated to the successful projects as deemed appropriate by an Independent Peer Review Panel.

Level of funding: Applicants may apply for a project up to a maximum value of \$15,000.

Duration of funding: The research project should be completed within 18 months of receiving funding. A final report is due three months after completion.

Biostatistical Support

The RPH Research Foundation strongly advises applicants to consult a statistician when developing their research project, and prior to submitting the application. The RPH Research Foundation will provide project statistical support (including statistical analysis, assistance with interpretation of results and preparation of a manuscript) from its own team of biostatisticians, where applicable.

The Foundation provides this service free of charge to all East Metropolitan Health Service staff, as well as academic residents of the RPH Research Foundation Building, whose work is tied to the East Metropolitan Health Service.

When completing the grant application, an estimate of biostatistical service utilisation (in hours, costed at \$100/hour) must be included in the project budget under 'in-kind support'.

Eligible Costs

All requests for funding are to be made through the Application Form. Requests for funds outside of this process will not be considered.

Project duration is expected to be up to 18 months and funding will not be available until the required approvals (e.g., ethics, governance) have been obtained.

Funds may not be carried forward beyond the 18 months (from the initial funding instalment release date) of the project and all unexpended funds must be returned. Awardees are required to submit a financial acquittal aligned to the application budget within three (3) months of the grant end date.

All budget items must be justified in detail. Requests for additional funding will not be considered.

Ineligible Costs

The RPH Research Foundation will not pay for:

- Salary recovery costs for senior research team members (Coordinating Principal Investigator, Principal Investigator(s) and/or Co-Investigator(s)) or staff already funded by the employing institution.
- Infrastructure costs – such as basic services, and utilities (i.e., postage, photocopying and stationery, unless justified as essential to this project)
- Organisational overheads and indirect costs (i.e., building and premises, technical and administrative staff whose time is shared across several projects)
- Costs for large equipment (i.e., greater than 25% of the total grant amount)
- Non-research related activities i.e., catering, room, team-building events (note: funds required for community involvement activities are considered eligible costs)
- Office furniture such as chairs, desks, filing cabinets
- Clothing such as lab coats, shoes, PPE, and laundry services

4. Eligibility and Suitability Criteria

To be eligible, applicants must meet the following criteria:

- Be eligible to work in Australia for the entire duration of the grant.
- Be a registered nurse, midwife, or allied health science university graduate and assume a lead role (Coordinating Principal Investigator or Principal Investigator) within the research project.

- Be undertaking the majority of their research within the East Metropolitan Health Service (EMHS) network (i.e., Royal Perth Hospital, Bentley Hospital, Armadale Health Service, Kalamunda Hospital, St John of God Midland Public Hospital, Population and Community Health Programs).
- Be employed within the EMHS with demonstration of ongoing employment for the duration of the project.
- Applicants may only submit ONE application in any funding round and must not be a current RPH Research Foundation grant recipient.
- All investigators involved in the research project must be listed and their primary location documented.
- Applicants must have obtained the relevant manager (e.g. Head of Department, Director of Nursing) approval to conduct the proposed project. The Certification Letter template to be used for this purpose can be found [here](#) and must be included on the Certification page of the application.

5. How to apply and key dates

Applications must be submitted using the RPH Research Foundation’s electronic Grants management system Blackbaud Grantmaking™. Please click on the following link to begin a new application: [RPH Research Foundation Grant Applications Portal](#)

To continue with an application that has already been started, please access the [RPH Research Foundation’s Grantmaking portal](#).

If you require any assistance or have any queries about the electronic grants system, please email research@rphresearchfoundation.org.au. Nurses and midwives are invited to discuss their grant application with the Royal Perth Hospital Nursing Research Unit prior to its submission.

Stages of Application	Key Dates
Call for applications open	25 th January 2024
Application submission deadline	26 th February 2024, 11:59 PM AWST
Application Review Process Start	27 th February 2024
Announcement of successful applicants	10 th May 2024

Applications must be complete, include all requested documentation and be submitted by the closing deadline. Late applications will not be accepted.

6. Assessment Criteria

Applications will be assessed by an Independent Review Panel according to the following criteria:

Criteria	Score
Scientific Merit	30
Significance, novelty, and innovation of the proposed project	30
Feasibility of the project (considering team, budget, achievability of aims and timeline)	20
Relevance and impact to Royal Perth Hospital/East Metropolitan Health Service and the Community it serves	10
Consumer and Community Involvement – Consulting, being informed and collaborating with the community and those with lived experience	10
TOTAL	100

7. Application Review Process

The RPH Research Foundation will establish that the application meets the Eligibility and Suitability Criteria. Proposals that have not met the Eligibility and Suitability Criteria or have not completed the online Application Form in full will not be considered by the Independent Review Panel.

A minimum of two members of an Independent Review Panel will assess each application on its merit and score the application against each assessment criterion.

The Independent Review Panel reserves the right to make the final decision and the right to seek further information from applicants in its deliberations. The decision of the Independent Peer Review Panel is final.

8. Doreen McCarthy Nursing Research Award

The top-ranked nursing or midwifery application to the 2024 Nursing and Allied Health Grant Program will receive the *Doreen McCarthy Nursing Research Award 2024* at the RPH Research Foundation's Awards Day in October 2024.

The Doreen McCarthy Nursing Research Award recipient will receive \$5,000 in prize money that will be issued in the form of a reimbursement to fund activities strictly related to their research work. Further details about this award will be provided to the recipient prior to the RPH Research Foundation's Awards Day 2024.

9. Conditions of Grant

- The Grant Offer must be accepted in writing by the successful applicant.
- The applicant must occupy a lead role within the research project e.g., Co-ordinating Principal Investigator (CPI) or Principal Investigator (PI).
- If required and not already obtained, the ethics and research governance application must be submitted within six months of the date of the award. The Awardee may seek an extension of the grant due to a delay in ethics/governance approval. The Foundation may terminate this grant and reallocate the funding unless the Awardee obtains this approval.
- The Awardee will be the contact person for all administrative matters in relation to the project and is responsible for financial administration and internal reporting requirements.
- The funded research project must be conducted in accordance with the Code of Conduct for Research and policies on human research ethics, animal experimentation ethics, requirements of the Office of Gene Technology Regulator, health and safety and intellectual property. No project may proceed unless the appropriate ethical or other required clearances have been obtained.
- The Awardee must ensure compliance by the research team in relation to any instructions or conditions in the Offer of Grant relating to approved items of expenditure.
- A formal final report on the outcomes of the project must be submitted within three (3) months of the project's completion. Summaries of projects funded, and final project reports may be published.
- Awardees are required to submit a financial acquittal aligned to the application budget within three (3) months of the grant end date.

- **The Awardee must return unspent funds to the RPH Research Foundation such as:**
 - a) any residual monies that have not been spent when the research project activities have been completed.
 - b) any part of the grant used in breach of the Terms and Conditions, and/or due to unjustified interruption.

- The Awardee must inform the RPH Research Foundation at once if there are significant factors that may adversely impact the research project activities or prevent compliance with the Terms and Conditions.

10. Project Delivery, Reporting and Approvals

Applicants are not required to have Human Ethics, Animal Ethics or Biosafety Committee approval for their project (if required) before lodging an application. However, approvals must be submitted within six (6) months of the notification of the award. A copy of the approval/s must be provided for funds to be released.

The Awardee will actively engage and communicate with the RPH Research Foundation Research Grants Manager on the progress of the funded project.

All receipts, invoices, accounts, and other relevant documents relating to the research project must be retained as proof of expenditure and made available to the RPH Research Foundation upon request. The Final Expenditure Report must be provided within three (3) months of the grant end date.

The Awardee is responsible for delivering the Final Project Report within three months of the grant end date. Failure to meet reporting requirements may affect the Investigator’s prospects of receiving future funding from the RPH Research Foundation.

11. Intellectual Property

The Awardee must inform the Chief Executive Officer of the RPH Research Foundation promptly in writing as soon as they become aware that the work arising from the funded Grant may have commercial use or intellectual property rights.

12. Acknowledgement

Successful applicants must fully acknowledge the RPH Research Foundation support when promotional opportunities arise (e.g., media, publications, forums, conferences, public discussions, etc.) as detailed in the Grant Contract.

13. Liability

The RPH Research Foundation does not accept any responsibility for financial or other liability incurred by the applicants, any organisation, or any participant in the project, that may arise out of the grant activities.

14. Further Information

Prospective applicants can contact the Research Grants team if they have queries using research@rphresearchfoundation.org.au. Please use the subject header: “Nursing and Allied Health Grant enquiry”.

Role	Name of Contact	Email contact
Research Grants Manager	Gemma Walker	research@rphresearchfoundation.org.au

To keep up to date with our grant program, sign up for RPH Research Foundation’s [Cygnet Researcher Newsletter](#).

15. Feedback

All applicants are encouraged to provide feedback to the Research Grants Manager on how we can improve our grant application processes.