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foundation group

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The Hospital Research Foundation Group

Statewide Collaborative Palliative Care Research Program

2021

An initiative of



laurel palliative
care foundation

a charity of



the hospital research
foundation group

Guidelines v1.0

Step 1 (EOIs) close: 4:00 pm (ACST) Thursday 19th
August, 2021

Table of Contents

1.	About The Hospital Research Foundation (THRF) Group	3
2.	About the Statewide Collaborative Palliative Care Research Program.....	3
2.1	Palliative Care: Context	3
2.2	Statewide Collaborative Palliative Care Research Program Objectives	4
3.	Requirements	5
3.1	Eligible Institutions.....	5
3.2	Employment/Affiliation requirements.....	5
3.3	Collaboration Requirements	5
3.4	Application Limits/Exclusions.....	6
3.5	Eligibility requirements.....	6
3.6	Incomplete, false or misleading information	6
3.7	Terms and Conditions for funding	7
4.	Funding	7
4.1	Funding amount.....	7
4.2	Salary support	8
4.3	Direct research costs	8
4.4	Co-Contributions from Collaborating Organisations	8
4.5	Administering Institutions (AIs)	8
5.	Grant application steps and assessment process	8
5.1	Step 1: Expression of Interest (EOI)	9
5.2	Step 2: Full application	9
5.3	Step 3: Final interview	10
6.	How to apply.....	10
7.	Indicative timetable	10
	APPENDIX A - Assessment Criteria	11
	APPENDIX B - Institutional Endorsement Details	13
	APPENDIX C – Biosketch Template	14

1. About The Hospital Research Foundation (THRF) Group

The Hospital Research Foundation (THRF) Group exists for every South Australian. Our purpose is simple – together, fight for better health and wellbeing for our community through life-changing medical research and improved healthcare.

We are a profit-for-purpose organisation aspiring towards a healthy community and wellbeing for all. We raise funds through community donations, corporate support and proceeds from our lottery program, enabling us to fund and facilitate medical research and patient care services in South Australia.

We are a group of charities united – a collective tribe of causes rallying together to fulfill a mutual purpose and make an impact through efficiency and collaboration. From before birth, to end of life and the many diseases and illnesses in between, THRF Group is fighting for you.

THRF Group consists of 10 charities which work together to improve the health and wellbeing of the community, while allowing supporters to choose an area of healthcare which matters most to them.

The overall objectives of THRF Group funding include that:

- We are an **impact funder** – the research needs to be translatable and have identified impact within the health system and/or community
- We want to support research that addresses a **significant problem and need**, and which is important to our supporters
- We welcome new approaches and **encourage innovation and collaboration** across disciplines

2. About the Statewide Collaborative Palliative Care Research Program

2.1 *Palliative Care: Context*

South Australia has long been at the forefront of palliative care research, and this is a high priority area for our supporters. In this context, THRF Group decided in 2020 to focus on funding and supporting palliative care on a statewide, collaborative basis. Consultations were held with key stakeholders and it became very clear that there was a desire to build on South Australia's status as a leader in palliative care research. Accordingly, the provision of \$450,000 per year for 5 years (\$2.25million) to establish an innovative and transformational palliative care research program was endorsed.

Palliative Care Australia defines Palliative Care as “*person and family-centred care provided for a person with an active, progressive, advanced disease, who has little or no prospect of cure and who is expected to die, and for whom the primary goal is to optimise the quality of life.*”

In developing this round, we have drawn on a number of source documents, including:

- the Australian Government Department of Health's *National Palliative Care Strategy 2018* which articulates a cohesive national approach to the development and delivery of palliative care across Australia;
- the associated *Implementation Plan* which identifies four key action areas for palliative care;
- the South Australian Government Department of Health's report on *Palliative Care Needs in South Australia* (2019)
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/resources/palliative+care+needs+in+south+australia+2019+report>; &
- Hasson *et al.* (2020) International palliative care research priorities: A systematic review, *BMC Palliative Care* 19:16 <https://doi.org/10.1186/s12904-020-0520-8>

2.2 *Statewide Collaborative Palliative Care Research Program Objectives*

In this grant call, we are looking for innovative proposals for collaborative, research-based programs with clear pathways to transformational and sustainable advances in palliative care for South Australian patients, carers, healthcare professionals, and the broader community. In particular we are looking for proposals which:

- Clearly align with the *National Palliative Care Strategy 2018* and its *Implementation Plan*
- Are innovative - leveraging new technologies, approaches and co-design methodologies across diverse disciplines and fields of expertise to effect transformational change;
- Are South Australia-focused with the actual or potential ability for broad application of program outcomes across the State and its diverse communities;
- Include a clear translational pathway to realise beneficial outcomes and impacts, such as (but not limited to):
 - Significant advances in the understanding of issues and conditions connected with palliative care;
 - Sustainable improvements to palliative care health policy, practice and/or healthcare system processes and outcomes; &
 - Positive, demonstrable changes for palliative care patients, families and carers.
- Address one or more of the following **Identified Priority Areas** for research:
 - ***Transforming Access to Palliative Care, particularly for Under-served Populations:***

There is need for research to develop innovative ways to significantly enhance equitable access to quality palliative care tailored to meet the diverse and unique needs of patients especially among remote, Indigenous, and other groups such as children, people with disabilities, and/or people from culturally and linguistically diverse (CALD) backgrounds.
 - ***Transforming Palliative Care Service Models:*** There is need for research that recognises the interdisciplinary nature of palliative care delivery, and takes a systems level approach to develop innovative models of care which:
 - identify and deliver the palliative care needs of patients in the community and other non-hospital settings (such as primary care or nursing homes);
 - facilitate the transformation of care from the existing medical model to a person-centred public health approach, providing compassionate care and support for people with life-limiting conditions; &
 - enable sustainable continuity of care for patients across all services related to palliative care, minimising the number of healthcare professionals that palliative care patients come into contact with, as well as optimising patient transition between services.
 - ***Transforming the Patient Experience:*** There is a need for research to inform and optimize palliative care outcomes and the impacts of palliative care as perceived by patients and carers, including:
 - identifying better ways of managing patient's pain and symptoms;
 - developing new ways to balance and manage patient, carer, and health care professional expectations in relation to palliative care;
 - reducing the adverse impacts from disease treatments as they relate to providing palliative care;
 - improving support for carers, including in bereavement; &

- Including people affected by life-limiting illnesses in the planning, delivery and evaluation of palliative care services.

Furthermore, in line with the *National Palliative Care Strategy*, the proposed program should:

- Incorporate meaningful mechanisms for active participation of palliative care consumers (esp. patients, families and carers) in the proposed program and its elements, such as enabling appropriate and innovative consultation, co-design, and input;
- Demonstrate structures and processes to appropriately accommodate the vulnerability often present within the palliative care community/ies; &
- Contribute to developing positive narratives which will advance broader community awareness, understanding and engagement with palliative care and end-of-life matters.

3. Requirements

3.1 *Eligible Institutions*

For the purposes of this round, applications will only be accepted from the following Institutions:

- Flinders University
- The University of Adelaide
- University of South Australia

3.2 *Employment/Affiliation requirements*

The first-named Chief Investigator (CIA) – the “Program Leader” - must have formal employment with one of the three (3) Institutions identified under section 3.1 of this document.

Noting that personnel may have more than one organisational appointment, the Administering Institution (AI) for the application will correspond with the primary formal employment of the CIA. As Program Leader, the CIA must be able to commit at least 0.4FTE under their formal employment with the corresponding AI for the duration of the proposed program.

3.3 *Collaboration Requirements*

For this scheme, applications involving all three Eligible Institutions are particularly encouraged and will be highly regarded.

An application must include a CIA employed by one of the Eligible Institutions, and a CIB employed by one of the other Eligible Institutions, sufficient to enable their time commitment to the proposed program. Noting that applications involving all three Eligible Institutions are particularly encouraged, in such cases the the CIC must be similarly sufficiently employed by the remaining Eligible Institution not corresponding to that of CIA or CIB.

In cases where only two Eligible Institutions are involved in an application, the third-named CI (CIC) may be from any organisation relevant to the proposed program (for example, *but not limited to*, a palliative care service/support provider; one of the two Eligible Institutions; another research provider).

Because the proposed program of research should have a clear translational pathway, applications must also involve at least one organisation providing palliative care services/support as a collaborator on the program, including at least one Chief Investigator from each such organisation.

Beyond these roles, and noting that ECRs are encouraged to form part of the program team, further personnel providing meaningful input to the program for its duration may be named as additional contributing Chief Investigators (up to a maximum of twelve (12) Chief Investigators can be named

on an application, inclusive of CIA, CIB & CIC). These additional contributing CIs may be employed by the three Eligible Institutions, other research providers, palliative care service/support providers, and/or other organisations. Beyond this, further personnel may be indicated as Associate Investigators if desired.

3.4 Application Limits/Exclusions

An Administering Institution may only submit up to two (2) Step 1 (Expression of Interest) applications in this round.

To promote a diversity of applicants and project proposals, for this round:

- A Chief Investigator may only be listed as CIA on one application, irrespective of Administering Institution;
- A Chief Investigator may only be named on a maximum of three applications, irrespective of the Administering Institution for those applications.

Please note that if two or more applications are submitted which, in the opinion of THRF Group, are substantially similar in scope or project team composition, THRF Group reserves the right to only progress the assessment of one, some, all or none of the applications further through the round at their discretion. In this respect, multiple applications naming the same 2 or 3 investigators across various permutations of CIA, CIB, and/or CIC roles will be heavily scrutinised.

3.5 Eligibility requirements

Persons named as Chief Investigators must:

- Have employment rights via:
 - Australian citizenship, or
 - permanent residency in Australia, or a valid visa for the entirety of the grant period
- Hold a Higher Degree by Research (HDR) from a recognized institution or an equivalent combination of skills, training, and/or experience – evidence will be required in the application. Current or yet-to-be-conferred HDR candidates are not eligible to apply as CIs.
- For the avoidance of doubt, CIs from organisations involved in delivering palliative care services/support will not be expected to hold a HDR, but will be expected to have suitable skills, experience and capability to meaningfully contribute to the proposed program of research.
- Be able to provide a meaningful time commitment and significant intellectual input and effort to the conduct and delivery of the program as outlined in the application for the duration of the grant.
- Noting that applications will be assessed partly on the demonstrated capability of the project team to deliver a multi-year major program of work, Early Career Researchers (ECRs) are encouraged to form part of the program team.

3.6 Incomplete, false or misleading information

All information submitted to THRF Group (including EOs, full applications and reports) must be complete, current and accurate at the time of submission, and free of false or misleading information.

Examples of false or misleading information include, but are not limited to:

- Providing a dishonest statement regarding time commitments to the research for which support is being sought;
- Providing incomplete or inaccurate facts regarding other sources of funding;
- Falsifying claims in publication records; *and/or*
- Providing incomplete or misleading information of ethics and governance requirements or

other factors that may impact the researcher's ability to commence the research program in a timely manner.

If THRF Group believes that omissions or inclusion of misleading information were intentional, it may choose to exclude an application from assessment, withdraw funding and/or refer the matter to the Administering Institution.

3.7 Terms and Conditions for funding

If an application is selected for funding, THRF Group and the Administering Institution will enter into a formal funding agreement detailing funding terms and conditions including that:

- Unless otherwise agreed, the project must commence within six months of receiving the award letter. The project cannot commence until the funding agreement is fully executed and all collaborative agreements and relevant ethics approvals are in place.
- THRF Group's standard Intellectual Property clauses will apply.
- THRF Group funding will be contingent on satisfactory reporting of progress during the period of the grant;
- THRF Group reserves the right to request further progress reports or conduct progress reviews at any time;
- THRF Group funding is not to be used to support Intellectual Property and Patent costs.
- The Chief Investigator A (Program Leader) will:
 - Provide regular reports on the progress of the research through SmartyGrants as requested. Progress will be monitored against agreed milestones, and evidence of outputs and outcomes will be required.
 - Report any unexpected delays or changes to the research plan to THRF Group in a timely manner.
- Chief Investigators will ensure that:
 - THRF Group funding support is appropriately acknowledged in all presentations/publications of the work.
 - THRF Group is consulted in advance on any public announcements or media opportunities regarding the project.
 - Provide updates upon request to THRF Group Communications and Marketing teams.
 - Participate where reasonably practicable in media opportunities coordinated by THRF Group, including local and national media announcements. Relevant media advice and preparation will be available via THRF Group's Communications team;
 - Upon reasonable request from THRF Group, and subject to availability, contribute to the assessment of other project and grant proposals from time-to-time

THRF Group reserves the right to modify, amend, delete or add any term, condition, or statement relating to funding agreements or these guidelines at any time.

4. Funding

4.1 Funding amount

The total pool of funding available is AUD\$2.25M for a five year program. It is anticipated that one program will be funded, equating to an ostensible funding profile of \$450,000 per annum for 5 years. Applications may however request up to \$600,000 in any one year, provided the total funding request does not exceed the \$2.25M over the five year period.

As described further below, funding can be used to support salaries (including statutory on-costs) and direct research costs. The funding cannot be used to support organisational indirect costs,

infrastructure levies or travel for conferences and study tours.

A detailed budget will only be required if the applicant is invited to submit a full application.

4.2 Salary support

Applications may include requests for salary support for research personnel. Salary support will be limited to the base salary and statutory on-costs up to 30% of the base salary request. Applicants must verify the relevant rate of on-costs before finalising budgets in their application form.

For the purposes of this scheme, the salary costs of the time-commitment of Chief Investigators A and B (and CIC if from an Eligible Institution) are not eligible to be requested as part of the THRF Group funding, and must be provided as an in-kind contribution from the employing organisation. Beyond this, salary requests for other named Chief Investigators will be considered, noting that all salary requests must be well-justified within the full application.

Any research staff so funded will be appointed at standard award conditions, commensurate with experience, as determined by the AI or employing organisation.

4.3 Direct research costs

Direct Research Costs may include research reagents, consumables and services, therapeutic agents, computer programs and travel for the purposes of the research program. For the purposes of this collaborative grant scheme, minor equipment (<\$10,000 unit cost) will be considered as an eligible direct research cost, but must be well-justified.

4.4 Co-Contributions from Collaborating Organisations

Recognising the need for building future capacity and skills in palliative care (as outlined in the *Implementation Plan of the National Palliative Care Strategy 2018*), it is expected that each collaborating Eligible Organisation on a proposal will commit at least one 4 year HDR stipend at their standard rates as a co-contribution to the program. Collaborating organisations may choose to provide further cash co-contributions, but these are not a requirement of this scheme.

In-kind contributions from collaborating organisations such as salary time of project personnel, use/access to specialised facilities, and other items directly specific to the project should be indicated in the application (where applicable).

It is expected that the collaborating organisations will support and accommodate the project with sufficient working and office space, provide standard organisational support services, and access to general facilities.

4.5 Administering Institutions (AIs)

As Program Leader it is the CIA's responsibility to ensure that the nominated AI certifies the EOI and, if applicable, full application, in the specified format/s as part of the submission. If an application is successful, THRF Group will enter into a funding agreement with the nominated AI, which will include the requirement for the AI to enter into written collaborative agreement/s with the collaborating organisations before the project can commence and funding be expended.

5. Grant application steps and assessment process

Assessors for this round will be drawn from our registry of assessors, and will be subject to THRF Group's conflict of interest and confidentiality provisions.

5.1 Step 1: Expression of Interest (EOI)

Applicants will submit a short EOI which includes biosketches for the CIA, the CIB, and, if all three Eligible Institutions are involved, the CIC through THRF Group’s SmartyGrants platform.

The Step 1 EOI stage will be open for approximately 8 weeks. EOIs submitted by the due date will be checked for eligibility, reviewed and ranked based on the following assessment criteria (For more details about the assessment criteria and scoring system, please refer to Appendix A). Endorsement by the Administering Institution will be required on the prescribed form for each application (see Appendix B for details) – the prescribed form will be provided to the Research Offices of the Eligible Organisations.

Criterion	Description	Weighting
Identified Priority Area Alignment & Significance	The extent to which the proposed program is of relevance to one or more Identified Priority Areas and addresses significant problems and needs in palliative care.	25%
Beneficial Outcomes and Impact	The ability of the proposed program to: <ul style="list-style-type: none"> • deliver beneficial outcomes for palliative care over the short, medium and longer-term, and • lead to sustainable translation of those outcomes for positive, statewide palliative care impacts 	25%
Innovation, Interdisciplinarity & Transformation	The extent to which the proposed program of research: <ul style="list-style-type: none"> • is innovative in scope and approach; • beneficially leverages interdisciplinarity; • incorporates meaningful mechanisms for active participation of palliative care consumers (esp. patients, families and carers) in the proposed program and its elements, such as enabling appropriate and innovative consultation, co-design, and input; and • has the potential to transform the future of palliative care for South Australia and beyond. 	25%
Program Team, Feasibility & Management	The extent to which: <ul style="list-style-type: none"> • The program team has the breadth and depth in skill-set, experience and capability (relative to opportunity*) to successfully execute the program and deliver outcomes; • successful completion of the program is demonstrably feasible, including but not limited to adequacy of the budget, supporting resources, facility/locations/data/patient access, etc; & • the proposal outlines a suitable management framework, including KPIs, risk management strategies and administrative/coordination support, to ensure the success of the collaborative program. <p>* The review panel will follow the NHMRC <i>Relative to Opportunity and Career Disruption Policy</i> (available at https://www.nhmrc.gov.au/about-us/policy-and-priorities#download).</p>	25%

After assessor evaluations, top ranked EOIs will be invited to submit full applications.

5.2 Step 2: Full application

Shortlisted applicants will be invited to submit a full application in the specified format through the THRF Group’s Smartygrants platform. Full applications are likely to be expected within approximately 8 weeks of the notification of shortlisting. THRF Group expects applicants to provide all necessary information to make the evaluation possible on the SmartyGrants application form but reserves the right to request additional information if needed. Endorsement by the Administering Institution will be required on the prescribed form for each application (see Appendix B for details) – the prescribed

form will be provided to the Research Offices of the Eligible Organisations.

Invited full applications must include the same CIA, CIB (and CIC if from the third Eligible Institution) as named at EOI stage. While changes/additions to any additional contributing Chief Investigators between EOI and full application stage will be allowed, such changes will need strong justification in the full application.

Eligible full applications will be reviewed against the assessment criteria. In the case that none of the invited submissions are deemed worthy of funding, THRF Group may return to the EOI pool and issue further invitations.

Lay language components of the invited submissions may be used to engage consumers in aspects of the decision-making process.

5.3 Step 3: Final interview

Before the final decision is made by THRF Group, applicants will be interviewed at THRF Group premises. Interviews provide a forum for the applicants and funding body to meet and develop a common understanding of the proposed research and the aims and goals of THRF Group, and may include a review of proposed milestones, budget, terms of conditions of funding, and a two-way question and answer session. THRF Group may request further information or detail from the applicants and/or AI.

The final funding decision will be made by THRF Group, informed by assessor evaluations and determined by funding availability. This decision will be final and no further negotiations will be entered into.

In the event that THRF Group deems any research applications to be similar or complementary to other applications received, THRF Group may request that the applicants consider some or greater cooperation between the researchers (where appropriate). There is no obligation imposed on applicants under this condition. Any cooperation that might arise from such a suggestion by THRF Group would be voluntary.

6. How to apply

Applications (EOI and Full Applications) **must** be completed and submitted through THRF Group's online application portal SmartyGrants. No other form of submission will be accepted.

Applicants will receive a confirmation of receipt of the application by email following submission to the SmartyGrants platform. If the email is not received applicants should assume the submission has not been received.

SmartyGrants link: https://hospitalresearch.smartygrants.com.au/2021-Statewide-Collab-Pall-Care
EOI submissions (step 1) close on Thursday 19th August at 4:00 PM (ACST)
<i>All queries should be directed to savelives@hospitalresearch.com.au</i>
Incomplete or late applications will not be considered

7. Indicative timetable

Step 1 Opens	Tuesday 22 nd June at 10:00 AM (ACST)
Step 1 Closes	Thursday 19 th August at 4:00 PM (ACST)
Step 2 Open Period	~8 weeks – dates TBA

APPENDIX A - Assessment Criteria

Identified Priority Area Alignment & Significance (25%)

The extent to which the proposed program is of relevance to one or more Identified Priority Areas and addresses significant palliative care problems and needs, and		
Score	Band	Descriptor
4	Top 5%	The proposed program is of <u>very high</u> relevance to one or more of the Identified Priority Areas, and provides an <u>extremely compelling</u> case that it will address significant palliative care problems and needs
3	Next 15%	The proposed program is of <u>high</u> relevance to one or more of the Identified Priority Areas, and provides a <u>strong</u> case that it will address significant palliative care problems and needs
2	Next 30%	The proposed program shows relevance to one or more of the Identified Priority Areas, and provides a <u>solid</u> case that it will address significant palliative care problems and needs
1	Bottom 50%	The case presented for this criterion is not considered sufficiently compelling.

Beneficial Outcomes and Impact (25%)

The ability of the proposed program to:		
<ul style="list-style-type: none"> deliver beneficial outcomes for palliative care over the short, medium and longer-term, and lead to sustainable translation of those outcomes for positive, statewide palliative care impacts 		
Score	Band	Descriptor
4	Top 5%	The proposal <u>compellingly articulates</u> how the research program will <u>almost certainly</u> : <ul style="list-style-type: none"> deliver short, medium and longer-term beneficial outcomes; & lead to sustainable translation of those outcomes for positive palliative care impacts
3	Next 15%	The proposal provides a <u>strong description</u> of how the research program is <u>highly likely</u> to: <ul style="list-style-type: none"> deliver short, medium and longer-term beneficial outcomes; & lead to sustainable translation of those outcomes for positive, statewide palliative care impacts
2	Next 30%	The proposal <u>adequately describes</u> how the research program is <u>reasonably likely</u> to: <ul style="list-style-type: none"> deliver short, medium and longer-term beneficial outcomes: & lead to sustainable translation of those outcomes for positive, statewide palliative care impacts
1	Bottom 50%	The case presented for this criterion is not considered sufficiently compelling.

Innovation, Interdisciplinarity & Transformation (25%)

The extent to which the proposed program of research:		
<ul style="list-style-type: none"> is innovative in scope and approach; beneficially leverages interdisciplinarity; incorporates meaningful mechanisms for active participation of palliative care consumers (esp. patients, families and carers) in the proposed program and its elements, such as enabling appropriate and innovative consultation, co-design, and input; and has the potential to transform the future of palliative care for South Australia and beyond. 		
Score	Band	Descriptor
4	Top 5%	The proposed program of research: <ul style="list-style-type: none"> is <u>extremely innovative</u> in scope and approach; leverages interdisciplinarity for <u>maximal benefit</u>; provides <u>outstanding mechanisms and opportunities</u> for active and meaningful participation of palliative care consumers (esp. patients, families and carers) in the proposed program and its elements, such as enabling appropriate and innovative consultation, co-design, and input; & has <u>outstanding potential</u> to transform the future of palliative care for South Australia and beyond

Innovation, Interdisciplinarity & Transformation (25%) cont.

Score	Band	Descriptor
3	Next 15%	<p>The proposed program of research:</p> <ul style="list-style-type: none"> • is <u>innovative</u> in scope and approach; • leverages interdisciplinarity with <u>clear benefits</u>; • provides <u>good mechanisms and opportunities</u> for active and meaningful participation of palliative care consumers (esp. patients, families and carers) in the proposed program and its elements, such as enabling appropriate and innovative consultation, co-design, and input; & • has <u>good potential</u> to transform the future of palliative care for South Australia and beyond
2	Next 30%	<p>The proposed program of research:</p> <ul style="list-style-type: none"> • has <u>innovative</u> elements in scope and/or approach; • leverages interdisciplinarity for <u>benefit</u>; • provides <u>adequate mechanisms and opportunities</u> for active and meaningful participation of palliative care consumers (esp. patients, families and carers) in the proposed program and its elements, such as enabling appropriate and innovative consultation, co-design, and input; & • has <u>potential</u> to transform the future of palliative care for South Australia and beyond
1	Bottom 50%	The case presented for this criterion is not considered sufficiently compelling.

Program Team, Feasibility & Management (25%)

<p>The extent to which:</p> <ul style="list-style-type: none"> • The program team has the breadth and depth in skill-set, experience and capability (relative to opportunity) to successfully execute the program and deliver outcomes; • successful completion of the program is demonstrably feasible, including but not limited to adequacy of the budget, supporting resources, facility/locations/data/patient access, etc; & • the proposal outlines a suitable management framework, including KPIs, risk management strategies, and administrative/coordination support, to ensure the success of the collaborative program. 		
Score	Band	Descriptor
4	Top 5%	<ul style="list-style-type: none"> • Relative to opportunity, the program team has a <u>very strong, highly relevant</u> set of skills, experience and capability; • The feasibility of the program is <u>highly convincing</u>; • The management framework provides an <u>overwhelming level of confidence</u> in the success of the collaborative program
3	Next 15%	<ul style="list-style-type: none"> • Relative to opportunity, the program team has a <u>strong, relevant</u> set of skills, experience and capability; • The feasibility of the program is <u>convincingly described</u>; • the management framework provides a <u>good level of confidence</u> for the success of the collaborative program
2	Next 30%	<ul style="list-style-type: none"> • Relative to opportunity, the program team has a <u>sufficient</u> set of skills, experience and capability; • The feasibility of the program is <u>reasonably convincing</u>; • the management framework provides a <u>sufficient level of confidence</u> for the success of the collaborative program
1	Bottom 50%	The case presented for this criterion is not considered sufficiently compelling.

APPENDIX B - Institutional Endorsement Details

Step 1: Expression of Interest (Eoi) Endorsement

At Eoi stage, the prescribed form (to be provided) will require sign off by DVCR or their authorised delegate of the Administering Institution, to confirm that the signatory:

- Has read, understood and complied with the relevant THRF Group Grant Guidelines (the grant guidelines) and, to the best of their knowledge, all details provided in this application form and in any supporting documentation are true and complete in accordance with the grant guidelines.
- Consents, on behalf of all the parties, to this application being referred to third parties for confidential assessment purposes.
- Consents, on behalf of all the parties, to THRF Group copying, modifying and otherwise dealing with information contained in this application for the purpose of conducting the funding round.
- Certifies that the application is being submitted with the support of, and on behalf of, the Administering Institution, and it is acknowledged the application may be excluded from consideration by THRF Group if found to be in breach of any requirements.

Step 2: Invited Full Application Endorsement

At Full Application stage, the prescribed form (to be provided) will require sign off by DVCR or their authorised delegate of the Administering Institution, to certify and confirm the following:

- They have read, understood and complied with the relevant *THRF Group Grant Guidelines* (the grant guidelines) and, to the best of their knowledge, all details provided in this application form and in any supporting documentation are true and complete in accordance with the grant guidelines.
- Proper enquiries have been made and they are satisfied that the participants and organisations listed in this application meet the requirements specified in the grant guidelines.
- The listed participants are responsible for the authorship and intellectual content of this application, and have appropriately cited sources and acknowledged significant contributions to this application.
- To the best of their knowledge, all personnel contributing to the project activity have familiarised themselves with the *Australian Code for the Responsible Conduct of Research*, the *National Statement on Ethical Conduct in Human Research*, the *Australian code for the care and use of animals for scientific purposes* and other relevant policies concerning the conduct of research, and have agreed to conduct themselves in accordance with those policies.
- To the best of their knowledge, all material personal and financial interests and Conflicts of Interest relating to parties involved in or associated with this application have been disclosed to the Administering Institution, and, if the application is successful, they agree to manage all Conflicts of Interest relating to this application in accordance with the *Australian Code for the Responsible Conduct of Research* (2018), and any relevant successor documents.
- They have obtained sufficient written agreement of all the relevant persons and organisations necessary for this application to be submitted. This written evidence has been retained and will be provided to THRF Group if requested.
- If this application is successful:
 - The project can be carried out as set out in this application and in accordance with the terms and conditions of the grant guidelines and the relevant funding agreement.
 - The project can be accommodated within the general facilities of this Institution and if applicable, within the facilities of other relevant organisations specified in this application and sufficient working and office space is available for project personnel.
 - This Institution and relevant participating organisations will make the financial and/or in-kind contributions to the project as set out in this application.
 - Access to privileged data or resources, such as patient data or patient samples, or workspaces, such as clinics, can be accommodated by this Institution or by other relevant Institutions specified in this application.
 - Approval of the project activity by relevant institutional committees and approval bodies, particularly for ethics and biosafety, will be sought and obtained prior to the commencement of the research, or the parts of the research that require their approval.
 - Arrangements for the management of the project will be agreed in writing between all participating organisations associated with the application before the project can commence.
 - In carrying out the project, the Administering Institution will comply, and require the participating organisations to comply, with the provisions of any applicable statutes, regulations, by-laws, and requirements of any applicable Commonwealth, State, Territory or local authority.
- They consent, on behalf of all the parties, to this application being referred to third parties for confidential assessment purposes.
- They consent, on behalf of all the parties, to THRF Group copying, modifying and otherwise dealing with information contained in this application for the purpose of conducting the funding round.
- The application is being submitted with the full authority of, and on behalf of, the Administering Institution, and acknowledge the application may be excluded from consideration by THRF Group if found to be in breach of any requirements.

APPENDIX C – Biosketch Template

(provided for information only – word template will be provided to Research Offices)

THRF GROUP EoI BIOSKETCH

DO NOT EXCEED TWO PAGES. WRITE YOUR TEXT IN ARIAL 10 ONLY.

CHIEF INVESTIGATOR: A B C

- **Name:**
 - **Highest qualification and date awarded:**
-

PERSONAL STATEMENTS

- Describe how your career has prepared you for this project**
(include here any information relevant to assessment of your opportunities for research, particularly in relation to Statements b) & c) below. More information about assessment relative to opportunity can be found at www.nhmrc.gov.au/about-us/policy-and-priorities)
- Describe, with evidence, up to five (5) key contributions your research has made to the field of this project**
(Examples might be journal articles, biobanks and registries, patents. Researchers who identify as an ECR and others newer to the field of investigation will not be disadvantaged by concentrating on fewer than five outputs)
- Describe, with evidence, up to five (5) examples of beneficial outcomes/impacts arising from your research**
(Provide evidence of how your research has made a difference, not to exceed five examples of research outcomes. Research outcomes might be demonstrated changes to clinical guidelines/practice, contribution to health policies, paradigm shifts in the field of research, IP commercialisation. Researchers who identify as an ECR and others newer to the field of investigation will not be disadvantaged by concentrating on fewer than five impacts).
- Briefly describe your role, contribution and anticipated time commitment to the proposed project, and how these will contribute to its successful delivery.**