



# HEALTH PROMOTION RESEARCH PROJECT GRANT 2012

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## Guidelines for Applicants

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**CLOSING DATE: Wednesday 29 February 2012 at 5.00pm**

**FOR FURTHER INFORMATION:**

**Telephone** 08/ 9476 7000

**WA Statewide Toll Free** 1800 198 450

**Facsimile** 08/ 9324 1145

**Email** [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au)

**Website** [www.healthway.wa.gov.au](http://www.healthway.wa.gov.au)

# GUIDELINES FOR APPLICANTS

## ABOUT THE RESEARCH PROJECT GRANTS

Healthway provides funding for innovative research projects that will assist in the prevention of ill health and promotion of health in Western Australia.

Applicants are encouraged to focus on Healthway's high priority areas of **tobacco smoking control, good nutrition promotion, mental health promotion, physical activity promotion (including reducing sedentary behaviour), Indigenous health and reducing harm from alcohol**. While applications in other areas of health promotion will be considered, loadings will be applied at the time of assessment to applications that focus on a high priority area.

Applicants should follow these instructions carefully in preparing their application. Insufficient information may hinder Healthway's ability to review an application.

Funding decisions are guided by the strategic directions outlined in Healthway's Strategic Plan which can be viewed at [www.healthway.wa.gov.au](http://www.healthway.wa.gov.au).

## SIZE OF THE AWARDS

Multi-disciplinary research teams can apply for a maximum of \$120,000 (excluding GST) per annum for up to three years. Applicants who will be conducting intervention research in health promotion are eligible to apply for a maximum of \$150,000 per year for up to three years. Intervention research involves the development and testing of a health promotion program or intervention using appropriate research methods. The intervention must be the major component of the study to be eligible for this level of funding. Please note that additional funds for intervention research can **only** be requested for the year(s) that the intervention will actually be **developed** and will not generally be awarded for each year of a three year grant.

## KEY DATES

**Please note: Healthway is strictly unable to accept late applications. Hardcopy applications must be received at Healthway by the due date and time. An electronic application in PDF should also be forwarded to [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au)**

Key Dates	
Applications due	Wednesday 29 February 2012 by 5pm
Assessors' reports to applicants	Friday 25 May 2012
Applicants' responses due at Healthway	Friday 8 June 2012 by 5pm
Announcement of successful grant applicants	Friday 19 October 2012

## TO APPLY

Use the standard application form for Health Promotion Research Project Grants, available from our website at [www.healthway.wa.gov.au](http://www.healthway.wa.gov.au) or by telephoning 9476 7000 or toll free 1800 198 450. All applications should be forwarded through the appropriate administrative officer of the institution concerned (see page 2).

If you are applying for a Starter grant, Visiting Fellow grant, Scholarship or Fellowship please use the specific application forms and guidelines for these programs. Please note that the closing dates vary for the different grants.

For all enquiries please contact the Health Promotion and Research Officer at Healthway on 9476 7000.

## RESTRICTIONS

The first named Chief Investigator must be based and reside in WA for the duration of the grant. The administration of the grant must occur in WA and the majority of the grant monies should be spent in WA.

A Chief Investigator in any one year may not apply for or receive funding for more than four projects, excluding starter grants, but including current project grant and research into practice grant applications and previously awarded Healthway project grants and research into practice grants.

In any one year the same application may not be submitted for consideration for both a research project grant and/or a starter grant.

Applications describing similar research studies may not both be funded if they cannot be sufficiently differentiated and/or demonstrate that they contribute independently to increasing health promotion knowledge.

Applications seeking support for clinical or laboratory studies to explain or find new mechanisms of disease, or for controlled trials of treatments/therapy for existing conditions and/or disease, as opposed to health promotion interventions, will not be considered by Healthway. Furthermore, Healthway will generally not fund studies to evaluate government policy.

Grants will not be made to research groups/organisations or individuals who are receiving support from funding bodies associated with the tobacco industry.

Full details as to the permissible use of grants are contained in the Healthway Standard Conditions for Grants. Copies may be obtained from the Healthway office.

## APPLYING

Applications should be sent to Healthway through the responsible officer of the institution concerned. (**NOTE:** for administrative purposes institutions may set an earlier lodgement date, therefore please contact your research grants office to confirm their requirements)

One (1) original and nine (9) copies of the application are required to be submitted to Healthway. A PDF copy of the application including CVs (not exceeding 3MB in file size), should also be sent to [research@healthway.wa.gov.au](mailto:research@healthway.wa.gov.au). **Please note that submitting an electronic copy of the application DOES NOT replace the submission of hardcopies.**

All entries on this application must be typed clearly, the size of type must be no smaller than 11 point and should not exceed the margins provided. Please note that non-compliance with this requirement could render the application ineligible.

All copies of the application must be photocopied on standard A4 paper. Any attachments must also be of standard A4 size and suitable binding margins should be allowed. All copies should be stapled securely in the top left hand corner. Double sided copies are preferred.

Attach the application receipt record to the **original application** form only.

One copy of the signed Institutional Approval Form for Research Involving Humans (Q21 in the application form) must be attached to the original application form or be forwarded to Healthway prior to taking up a Healthway grant. No provisional clearances will be accepted, unless prior approval has been given by Healthway.

A written quotation from suppliers of equipment or contracted services costing \$10,000 or more requested in the application must be attached to each copy of the application.

The stated limitation on application length **MUST** be observed; pages in excess of the specified limit **will be removed** prior to sending the proposal to external assessors.

Applicants who have been awarded a Health Promotion Research Project Grant will receive an official letter of offer from Healthway through the responsible officer of the institution. If the applicant intends to accept the grant, the offer should be signed by the applicant and the responsible officer of the institution and returned to Healthway by the requested date. Failure to return this offer by the requested date may result in the grant being forfeited.

## ASSESSMENT PROCESS

### Stage 1: Independent Assessment

All applications will be reviewed and allocated to assessors by the Healthway Health Promotion Research Sub-Committee. Only those outside the guidelines or scientifically unsuitable will be rejected at this stage.

Applications will be sent to external peer assessors for their comments and recommendations. Applicants may nominate assessors in their application although Healthway is not obligated to use those nominated.

Applicants will be given the opportunity to respond to assessors' comments as well as comments provided by a spokesperson from the Research Sub-Committee. Applicants will need to respond to a maximum of five reviews.

The reviews will be sent to the Chief Investigator A by mail by **25 May 2012**. Applicants will be required to submit a response (maximum 3 pages) to Healthway by no later than **5pm on 8 June 2012**. No extensions will be given. Faxed or emailed responses will be accepted.

### Stage 2: Review and Final Assessment

The applications, assessors' reports and applicants' responses will be reconsidered by the Research Sub-Committee and recommendations for funding will be forwarded to the Health Advisory Committee and then to the Board of Healthway.

An independent chairperson will chair the final decision making meeting of the Health Promotion Research Sub-Committee. This chairperson is invited from a state other than Western Australia and is selected because of their experience in health promotion research.

Where a conflict of interest occurs, the Health Research Sub-Committee member will not be present for any discussion of the application and will not see any correspondence relating to that application.

## CRITERIA FOR ASSESSMENT

- Direct relevance of the project to health promotion and clearly articulated potential to lead to health promotion outcomes.
- Relevance to Healthway's objectives and health priorities.
- Soundness of rationale and methodology (including appropriate detail describing research design, sample selection and methodology).
- Track record, multi-disciplinary composition and capability of research team.
- Loadings will be applied to applications that centrally address Indigenous health, physical activity promotion (including reducing sedentary behaviour), mental health promotion, good nutrition promotion, reducing harm from alcohol and tobacco smoking control.
- Contribution to knowledge or best practice strategies in health promotion.
- Consideration of sustainability and dissemination of findings.
- Performance and outputs from previously held Healthway research grants, where appropriate.
- Overall value for money in regard to the contribution of this research to health promotion knowledge.

## REPORTING REQUIREMENTS

At the conclusion of each grant, an individual final and financial report must be submitted to Healthway (the proforma will be sent to the grantee by Healthway). The deadline for this report is approximately one month after the completion of the grant. On multi-year grants, annual and financial reports are also required by Healthway. One year after the final report is received, Healthway will require information from the Chief Investigator indicating publications, presentations and application of results as a consequence of the research. This information will be required annually until no further publications, presentations or applications result from the grant.

# COMPLETING YOUR APPLICATION

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## ADMINISTRATIVE DETAILS

### (a) ADMINISTERING INSTITUTION'S DETAILS

The full name and address of the institution responsible for administering the grant must be provided (eg Curtin University, Kent Street, Bentley, WA 6102). While there are instances where a research project is carried out in more than one location, there can only be one administering institution for each grant.

### (b) CONTACT PERSON - CHIEF INVESTIGATOR A

This address will be used to send all correspondence to Chief Investigator A, including assessors' comments for the Investigator's response.

### (c) PROJECT TITLE

The title will be used to identify the project at all times. It should accurately describe the nature of the project and be **understandable to the general community**. Use no more than 75 characters including spaces.

This application should deal with one specific project only. Further project requests should be submitted on separate forms.

### (d) BUDGET

Indicate the total cost of the research project and the total amount requested from Healthway over three years. Do not include GST in your request.

Please note the **funding limits** that apply: \$120,000 per year, or \$150,000 per year for intervention research. Please note that additional funds for intervention research can **only** be requested for the year(s) that the intervention will actually be **developed**.

## 1. PROJECT DESCRIPTION

Use this space to summarise the context, objectives, methods and likely benefits/consequences of the project. Where the proposed research builds on or complements existing or previously completed work, clearly describe how the proposed study differs from the earlier work and what additional knowledge it will provide. **It is important that the project description is understandable to the general community. Do not exceed space provided.**

## 2. INTERVENTION RESEARCH

Intervention research involves the development and testing of a health promotion program or intervention using appropriate research methods. Applicants who will be conducting intervention research in health promotion are eligible to apply for a maximum of \$150,000 per year. The additional funds can **only** be requested for the year(s) that the intervention will actually be **developed** and Healthway would generally not anticipate awarding the maximum amount every year for three years. The intervention must be the major component of the study to be considered for this level of funding.

Please indicate if you wish to have this application considered as an intervention research study and tick the year(s) for which you are requesting the additional funds. Please note that the requested budget should clearly identify the cost of the intervention component.

## 3. CHIEF INVESTIGATORS

The first named Chief Investigator (ie Chief Investigator A) will be regarded as the contact person for the project and will in all instances be assumed to be acting on behalf of, and with the concurrence of all Chief Investigators named in this section.

A Chief Investigator listed on the grant would be expected to play a lead role in the research team, this role would include responsibility for the achievement of the research objectives and the allocation of a reasonable amount of time to the progression of the research. In addition, Chief Investigator A should be able to demonstrate an **ability or track record** in managing and coordinating major research studies. The Chief Investigator A must be based and reside in WA for the duration of the grant.

#### 4. RESEARCH TEAM

- (a) Indicate whether the research is being carried out by a multi-disciplinary team. This may include for example: an epidemiologist, statistician, health promotion researcher and a health promotion practitioner.
- (b) Indicate if the research team includes a health promotion practitioner, and if so, please provide the name of the practitioner and their role in the proposed research. Please note: Healthway now places increasing importance on supporting research that has clear links with health promotion practice and/or policy. Applicants are strongly encouraged to include the relevant skills on their team both in planning and in implementing the research. A relevant practitioner should have health promotion expertise and should be engaged in designing and implementing health promotion programs in their current role.
- (c) Indicate if the research will have links with a health agency/organisation, and if so, please provide the name of the health agency/organisation, name/s of personnel who will provide support to the project within the partnering agency/organisation, and detail the nature and level of support that will be provided by the agency/organisation to the proposed research. While not mandatory, applicants may wish to provide letters of support from the partnering health agency/organisation to accompany the application. Where letters of support are provided, these should detail the nature and level of support or commitment that will be provided to the proposed research.

#### 5. CHIEF INVESTIGATORS' CONTACT DETAILS

Please complete details as indicated, for all named Chief Investigators in question 3.

- Current appointment: Dual academic/hospital appointment to be stated, if applicable.
- Current work contact address: Please ensure that the details provided are accurate, as this information will be used in any contact with the investigators.
- Working time: Provide details of estimated percentage of time to be spent on this research for each Chief Investigator. Only include projects which are ongoing during the time period of this project.
- Curriculum Vitae of Chief Investigators should be attached to the end of the application and **must not exceed 8 pages per person**. Extra pages will be removed.

#### 6. SALARY REQUESTED FOR CHIEF INVESTIGATORS

If salary support is sought for any of the Chief Investigators named, please complete this question and ensure that the budget request includes provision for this salary. In addition, please provide clear justification for the requested salary, including in instances where the Chief Investigator is already employed by their associated institution, in the Justification of Budget section. Please note that Healthway will not generally support salary costs in the grant at a Professor or Associate Professor level.

#### 7. PROFESSIONAL RESEARCH PERSONNEL

This section must be completed if salaries are being requested for professional research personnel (comparable with NH&MRC salary scales, or scales from the Institution concerned).

#### 8. RESEARCH TEAM - OTHER MEMBERS

##### (a) Associate Investigators

Associate Investigators (that is other investigators of high academic standing) whose participation warrants inclusion of their names on publications, must indicate their willingness to collaborate, giving an indication of the extent of such participation by signing the section provided.

##### (b) Research Students/Technical Staff

This section should be completed to identify research students and technical staff who will be involved in the project.

**PLEASE NOTE: Pages exceeding the following page limits will be removed prior to assessment. This includes appendices.**

**9. OBJECTIVES** **MAXIMUM HALF A PAGE**

Please state the specific, quantifiable objectives.

**10. CAPACITY BUILDING** **MAXIMUM HALF A PAGE**

In accordance with Healthway's Strategic Directions, which include 'building health promotion capacity', briefly outline the opportunities for health promotion research capacity building which will arise from this grant. Capacity building opportunities may include the involvement and training of students, Aboriginal Health Workers or other staff.

**11. HEALTH PROMOTION BENEFITS** **MAXIMUM HALF A PAGE**

These details are requested in accordance with Healthway's strategic directions. These areas will be considered during the assessment phase.

Explain fully how this research will contribute to knowledge of best practice and improving health outcomes in Western Australia, particularly in relation to Healthway's priority areas and target groups.

**12. LITERATURE REVIEW** **MAXIMUM THREE PAGES EXCLUDING REFERENCES**

Give a critical and concise overview of the relevant literature, making clear how the findings indicate the need/justification for this proposed project. Provide full reference list for papers which are cited.

**13. RESEARCH PLAN** **MAXIMUM FOUR PAGES EXCLUDING REFERENCES**

Summarise the research design and methods. Where applicable, include details of basic research strategy, study design and statistical power, sample size and sampling methods, main variables to be measured/examined, instruments of measurement/observation and their validity, methods of data collection, and analysis of data. Where the project involves an intervention, describe the rationale for the intervention and how it will be evaluated. Ensure the proposed methodology is congruent with the objectives identified in Section 9.

Please note: Applicants wishing to work with Indigenous communities must detail the contacts made and the approaches used to gain and maintain the support of the Indigenous community and to ensure that the research is undertaken in a culturally appropriate way.

**14. DISSEMINATION AND TRANSLATION STRATEGIES** **MAXIMUM ONE PAGE**

Outline your dissemination strategy for the research findings, for example seminars, publications and links with practitioners.

In line with Healthway's strategic intent to ensure that funded research is strongly linked to practice and policy, please describe the steps you will take to ensure that the results of your study can be translated into health promotion programs and policies. For example, regular stakeholder meetings with health promotion practitioners listed on your research team after the research is complete.

## 15. BUDGET

All requested items should be listed in the space provided and classified under three headings:

**(i) Personnel** - Requests for professional salaries should be in accordance with the official NH&MRC designations and salary scales or scales from the submitting institution. Personnel should be named, where known, and detailed in questions 6 and 7, stating the professional salary sought. Where proposed personnel are unknown, indicate within the salary request, the basic qualifications envisaged for the occupant of the position. These details are required to determine the appropriate starting point on the salary scale.

Salaries for assistant personnel, ie technical and ancillary staff not within the professional salary scales, should be verified by the institution and must indicate the institution salary code used, (eg General Assistant, Level 2 - \$38,039 - University of WA General Staff Salary Scales).

Include provision for payroll tax, workers' compensation insurance, leave loading, superannuation or other institutional legal liabilities, where applicable. Allowable on-costs for salaries are normally set at 25%. Justification should be included if on-costs are requested at a higher level. No claims in respect of cost increases will be considered during the grant period.

No supplementation to the recommended level of funding will be provided, as an appropriate figure for indexation should be incorporated into each year's support. Management of the grant within each grant year is a matter for the applicant/institution from within the annual amount awarded.

Where an amount in excess of \$10,000 is requested for contract services, a written quotation must be provided.

**(ii) Equipment** - Equipment requests, submitted as part of a standard project grant proposal, should not include the type of apparatus normally provided from institutional funds and requests should cover only those items individually costing over \$1,000, which are essential to the project. Where the cost of a specific item of equipment, plus related accessories, is in excess of \$10,000, a written quotation must be submitted. Applicants should ensure that the institution is prepared to meet all service costs in relation to equipment awarded. Generally, major equipment items and computing equipment will NOT be supported by Healthway.

**(iii) Maintenance** - Enter those items not included within other categories such as: equipment items costing less than \$1,000, consumables (under major headings), printed materials, microfilm etc. Travel should cover survey or field expenses only; it should not include requests for conference expenses. With respect to computing charges, Healthway will consider requests for finance for computer programming and storage of data, but does not provide funds for the hire or purchase of computers or related equipment within the applicant's institution. All costs should be fully justified.

Do not include GST in any of the costs, as Healthway will gross-up the approved grant for GST liability upon the issue of a Recipient Created Tax Invoice.

## 16. JUSTIFICATION OF BUDGET

## MAXIMUM ONE PAGE

It is important to note that realistic budgetary details for the whole period must be provided, as no supplementary requests will be granted. A genuine assessment is therefore required for funding for the second and third years of the grant (where applicable). Amounts requested should reflect the real needs of the project. Each item listed for the first year of the project must be justified as well as major items for other years of funding.

For intervention research a maximum of \$150,000 per year for up to three years is available. The higher maximum budget for intervention research is designed to cover the additional costs of implementing a health promotion intervention and is only to be requested in the year(s) that the intervention will actually be **developed**. In order to be eligible for the additional funding, it is essential that applicants fully describe and justify the proposed intervention components and their costs.

## 17. OTHER FUNDING

**(a) Submission of Application to Other Funders** - To permit better co-ordination with other funding bodies and the optimal use of available funds, a liaison mechanism has been established between major funding agencies to ensure that duplication of support is avoided as much as possible. Failure to disclose this information may jeopardise the outcome of the application. Only complete this section if the same application is being submitted for **total** funding to another funding body.

**(b) Other Funding Partners** - Healthway encourages joint funding of health promotion research. Jointly funded applications will be considered where the major emphasis of the research is health promotion and such applications should **clearly identify** which of the project objectives can be achieved should the application for funding from other partners be unsuccessful. Please note that Healthway funding cannot be sought as a top-up to meet a shortfall in funding from other sources.

Please list in-kind and/or financial support in this section.

## 18A. HEALTHWAY RESEARCH SUPPORT – PROJECTS FUNDED

The information sought on past, present and future support will assist Healthway in determining the relationships between various projects and the personnel involved in them including their time commitment. For this reason, applicants should list ALL projects for which their name is recorded as a Chief Investigator in each category from (i) to (iii). Please also indicate the Healthway file number (where known) for categories (i) and (ii).

## 18B. HEALTHWAY RESEARCH SUPPORT – IMPACT STATEMENT

Outputs and impacts from previously held Healthway research grants will also be taken into consideration during the assessment process. For this reason, applicants should complete ALL of the details requested for projects listed in 18a in each category from (i) to (iii) for which their name is recorded as a Chief Investigator.

## 19. RESEARCH SUPPORT FROM OTHER SOURCES

Please provide full details of ALL funding from any source other than Healthway, in the categories indicated.

## 20. CLEARANCE REQUIREMENTS

### (a) Research Involving Humans

Any human experimentation shall be conducted in accordance with the current requirements of the National Statement on Ethical Conduct in Human Research. Details of this are available at <http://www.nhmrc.gov.au/PUBLICATIONS/synopses/e72syn.htm>.

Healthway requires a statement from the relevant Institutional Ethics Committee (IEC) that any project which includes research involving humans has been reviewed and is approved by that Committee as complying with the relevant NH&MRC Ethics Program. One (1) copy of the signed completed institutional approval form (question 21) should be attached to the original application or be forwarded to Healthway prior to taking up a Healthway grant. It is the applicant's responsibility to ensure that a copy of his/her project application is referred to the relevant IEC; it is also his/her responsibility to ensure that the completed approval form is forwarded to Healthway.

Healthway should have access, if required, to all information relating to ethical decisions arising from an application and the institutional response to that application. Any project involving administration of drugs, chemical agents or vaccines to humans will be subject to clearance by IECs to assess the appropriateness of their use.

**Please Note: No provisional clearances will be accepted, unless prior approval has been given by Healthway.**

## **(b) Description of Ethical Implications of Research Involving Humans**

Specific comments regarding the ethical implications of your research should be indicated in Q.20(b). Any ethical implications of the research proposal should be detailed in this section (please refer to the NH&MRC National Statement on Ethical Conduct in Human Research at <http://www.nhmrc.gov.au/publications/synopses/e35syn.htm>). The Research Plan must include sufficient detail to enable the project to be fully assessed in respect of ethical issues by an independent Institutional Ethics Committee.

In addition to institution ethics clearance, applicants wishing to work with Indigenous Communities must obtain ethics approval through the: WA Aboriginal Health Information and Ethics Committee  
C/- The Secretariat  
Office of Aboriginal Health  
189 Royal Street, East Perth 6004

For information, contact the Secretariat at the Office of Aboriginal Health on 08 9222 4441. Please refer to the NH&MRC Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research at <http://www.nhmrc.gov.au/publications/synopses/e52syn.htm>.

## **21. INSTITUTIONAL APPROVAL FORM FOR RESEARCH INVOLVING HUMANS**

This form must be completed and returned with the application if 'yes' was answered to any section of question 20(a). If sent separately, this approval form must be forwarded to Healthway prior to taking up a grant.

## **23. NOMINATION OF ASSESSORS**

- (a) Nomination of possible assessors:** Applicants may nominate three suitable assessors with expertise in the field of research proposed, having first ascertained their likely availability over the April/ May period if called upon for assessment. Nominees should NOT be from the applicant's own department or institution and should be from within Australia, but outside Western Australia. Nominated assessors are not to have a conflict of interest with the application. Applicant-nominated assessors will not necessarily be approached as other experts may be considered equally suitable.
- (b) Non-referral to particular assessor:** Applicants preferring that a particular external assessor NOT be approached to assess their application should provide details. Every reasonable effort will be made to accommodate these requests.

## **23. CERTIFICATION BY CHIEF INVESTIGATORS, HEAD OF DEPARTMENT & ADMINISTERING INSTITUTION**

The application is invalid without the signature(s) of those listed as Chief Investigator(s).

Projects will only be considered for support if the Head of Department/Head of Research Committee certifies that the facilities available are appropriate to meet the needs of the project, eg adequately staffed and equipped laboratories/workshops, secretarial assistance, library resources, research/maintenance support etc.

Project grants are intended to supplement the basic support provided by the institution.

Where applicants are not formally attached to institutions, they should indicate whether they have access to appropriate facilities to undertake the research proposal.

Healthway accepts as the Head of Institution: the Registrars of Universities, the Directors of Independent Institutes, the Managers/Secretaries or Medical Superintendents of Hospitals, and a Senior Executive of a State/Commonwealth Department or Agency.

**NOTE: FAILURE TO COMPLETE EACH QUESTION WILL PREVENT PROCESSING OF THE APPLICATION.**