HEALTH PROMOTION SPECIAL RESEARCH INITIATIVE 2015

DISADVANTAGED GROUPS

Guidelines for Applicants

CLOSING DATE: Friday 27 February 2015 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
Website www.healthway.wa.gov.au
GUIDELINES FOR APPLICANTS

Disadvantaged Population Groups and Healthway

Healthway’s Strategic Plan 2012 - 2017 recognises that some groups in the community are at greater risk of preventable chronic disease and have higher rates of unhealthy behaviours compared with the general population. Specific groups at risk of disadvantage and poorer health include Aboriginal People, people living in rural and remote communities, and people experiencing disadvantage through economic, cultural, social and educational circumstances. These groups are diverse, and face many differing health challenges.

Healthway recognises the need for more research addressing this area, in particular to explore potential ways to address the diverse health challenges faced by disadvantaged groups, with a focus on health promotion approaches.

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.

About the Special Research Initiative: Disadvantaged Groups

The overall purpose of the Special Research Initiative: Disadvantaged Groups is to support exploratory or formative studies to address gaps in research relevant to disadvantaged groups and with potential to influence health promotion. A key feature of these grants is a greater focus on knowledge translation, strengthening the requirement for researchers to engage with other sectors and describe policy and practice outputs that will impact on health in their applications.

Applicants must demonstrate that the research is achievable and realistic within the timeframe and budget. These grants may lead to the development of larger studies to build further evidence and intervention studies. Depending on the results, applicants may apply to Healthway in the future for further funding for a larger study, competitively with other health promotion research applications.

Applicants are required to focus on disadvantaged groups particularly in relation to one of Healthway’s high priority areas (2012-2017) of tobacco smoking control, prevention of harm from alcohol, nutrition and physical activity promotion, mental health, otr Aboriginal health. Applications outside these areas of health promotion cannot be considered through this particular scheme.

Applicants for this scheme are required to demonstrate a rationale for the proposed research including relevance to health promotion practice and policy, and evidence of a research gap.

All applicants are encouraged to:

- Include relevant members on the research team from appropriate disciplines and describe specific strategies for ensuring that the research is multi-disciplinary in nature;
- Link with relevant agencies and describe planned collaboration in the study by decision makers, policymakers and practitioners in relevant sectors at all stages;
- Ensure the output measures link with mechanisms that support the translation, dissemination and uptake of research among practitioners and policy and decision makers;
- Include representatives from the target groups in their research teams.

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

Healthway is offering grants of up to $75,000 each in 2015.

The grants are primarily intended for salary support, project and support costs. Projects should be completed with two (2) years.

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

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<th>Key Dates</th>
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<td>Applications due</td>
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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.

The application for a Special Research Initiative: Disadvantaged Groups cannot be submitted in the same year for consideration as either a research project grant 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/institutions 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. 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. Font should be either “Arial” or “Times New Roman”. Please note that non-compliance with this requirement, including the use of “Arial Narrow”, 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 space and word limitations on application form MUST be observed as exceeding these could render the application ineligible; pages in excess of the specified limit **will be removed** prior to sending the proposal to external assessors.

Applicants who have been awarded a Special Research Initiative 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.

## CRITERIA FOR ASSESSMENT

- Direct relevance of the project outcomes to disadvantaged groups in WA.
- 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.
- A central focus on Aboriginal health, physical activity promotion (including reducing sedentary behaviour), mental health promotion, good nutrition promotion, reducing harm from alcohol or 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 (a proforma will be sent to the grantee by Healthway). The deadline for this report is approximately one month after the completion of the grant.

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

ADMINISTRATIVE DETAILS

(a) ADMINISTERING INSTITUTION’S DETAILS
The full name and address of the institution responsible for administering the grant must be provided (e.g., 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.

(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 stated on page two (2).

1. PROJECT DESCRIPTION

Do not exceed 400 words

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.

2. MEDIA SUMMARY

Do not exceed 350 words

This space is to describe the project in terms suitable for release to the media. The use of highly technical terms should be avoided and the description of the overall aims of the research should also describe the expected outcomes in a manner the general public will understand.

This information will be made available to Healthway stakeholders, members of the public, journalists, etc. The information will play an important part in relaying research outcomes to the broader community and, as such, should be written in a manner appropriate for the intended audience.

3. CHIEF INVESTIGATORS

The first named Chief Investigator (i.e., 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.

Space is provided on the form for up to four Chief Investigators. You may include further Chief Investigators if their roles can be justified.
4. **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.

5. **RESEARCH TEAM**

(a) Applicants are encouraged to have a multi-disciplinary team. This may include for example: an epidemiologist, statistician, health promotion researcher and a health promotion practitioner. Please nominate the skills on your research team.

(b) A relevant health promotion practitioner has health promotion expertise and experience in designing and implementing health promotion programs in their current role. Healthway encourages applications to have a health promotion practitioner on the research team. Please provide the name of the practitioner and their role in the proposed research.

(c) All applications are encouraged to include partnerships with relevant agencies or organisations that can translate the findings into policy or practice. Please provide the name/s 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.

(d) Applications are encouraged to include representatives from the target group on the study (where applicable). Please outline this involvement, in particular, their role in the development of the study.

6. **CHIEF INVESTIGATORS’ CONTACT DETAILS**

Please complete details as indicated, for all named Chief Investigators in question 4.

- 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.

7. **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.

8. **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).
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<th>Section</th>
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<td>9.</td>
<td>Objectives</td>
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<td>10.</td>
<td>Capacity Building</td>
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<td>11.</td>
<td>Health Promotion Benefits</td>
<td>Do not exceed 350 words</td>
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<td>12.</td>
<td>Literature Review</td>
<td>Do not exceed two pages</td>
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<td>13.</td>
<td>Research Plan</td>
<td>Do not exceed three pages</td>
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<td>14.</td>
<td>Dissemination and Translation Strategies</td>
<td>Do not exceed one page</td>
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<td>Budget</td>
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Please state the specific, quantifiable objectives.

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.

Healthway prioritises its research funding to support projects that demonstrate clear health promotion benefits. 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.

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.

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 10.

Outline your dissemination strategy for the research findings, for example seminars, technical papers, resource materials 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 your plans to translate the results of the study into health promotion programs and policies. If your research is exploring a particular issue, how is your research going to impact work being conducted in the community around this issue? Do you have links to agencies in this space? How will that translate your outcomes to inform programs on the ground?

Strategies addressing both dissemination and translation are required.

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, i.e., technical and ancillary staff not within the professional salary scales, should be verified by the institution and must indicate the institution salary code used, (e.g., 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. **Salary on-costs must not exceed 30% of the salary figure.** No claims in respect of cost increases can 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**

It is important to note that realistic budgetary details for the whole period must be provided, as no supplementary requests will be granted. 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.

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.
18. **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](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 22) 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](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 Aboriginal 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](http://www.nhmrc.gov.au/publications/synopses/e52syn.htm).

19. **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 21(a). If sent separately, this approval form must be forwarded to Healthway prior to taking up a grant.

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

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

Chief Investigator A should sign the original application in person. Healthway should be contacted if CIA is unable to sign the form. Electronic signatures can be accepted for other Chief and Associate Investigators.
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.

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.