



Health Promotion Exploratory Research Grants 2021 Open Round

Stage 1 – Expression of Interest (EOI) guidelines

Healthway, the Western Australian Health Promotion Foundation, operates under the *Western Australian Health Promotion Foundation Act 2016* and funds activities relating to the promotion of good health. This includes funding health promotion research projects. Healthway funds practical research that can demonstrate real-world applicability, with direct links to health promotion policy and practice in Western Australia (WA).

Each year Healthway undertakes one Open Research Round and one Targeted Research Round for both the Intervention and Exploratory grant categories. These guidelines are for the 2021 Open Exploratory Research Round.

1. About the Guidelines

These Guidelines provide an outline of the 2021 Open Exploratory Research Round, including key dates, eligibility, requirements and the application and assessment process.

Before Applying:

1. Ensure that all of the eligibility criteria for funding can be met.
2. Read the Healthway Strategic Plan [Active Healthy People 2018-2023](#) for consideration of priority areas and target groups.
3. Consider the key dates for submission of applications as outlined in Section 5.
4. Read the requirements for grants funding including the application and assessment process.

It is requested that you contact the Health Promotion and Research Team at Healthway to discuss your proposal prior to its submission on 9488 6700 or email research@healthway.wa.gov.au.

2. The 2021 Open Research Round – Intervention Grants

Healthway's 2021 Exploratory Research Grants will provide funding to eligible organisations for exploratory or formative studies that address gaps in health promotion research, with demonstrated potential and intent to impact policy, programs and/or practice in WA, and improve health outcomes for the community.

A key feature of Healthway's Exploratory Research Grants is a focus on knowledge translation, and researchers are required to demonstrate intent to apply the research outcomes to policy and/or practice for improvements to community health.

The funding limit for this scheme is up to \$75,000 (excluding GST) for up to two (2) years. These grants are primarily intended for salary support, project and support costs.

3. Application and Assessment Process

Proposals are encouraged that address one of Healthway's strategic priorities, including creating a smoke free WA, preventing harm from alcohol, improving mental health, increasing physical activity, increasing healthy eating, or Aboriginal health.

Proposals that address other health promotion issues will be accepted and assessed in accordance with criteria provided in Section 4.

4. Application and Assessment Process

Applications for Healthway research funding involve a two-stage process: stage one, the submission of an Expression of Interest (EOI) by the applicant and stage two, the submission of a full application following invitation by Healthway. All applications should be submitted through the applying institution's Research Grants Office via email to: healthway@healthway.wa.gov.au

Stage 1: EOI Assessment

Eois will be assessed by Healthway staff in consultation with relevant research experts and external agencies at the discretion of Healthway.

Eois that adequately address the requirements outlined in section 7 will be invited to submit a (Stage 2) full application. Formal correspondence will be sent through the responsible officer of the administering institution and a Stage 2 application form will be provided. Healthway will provide high level feedback and guidance on any areas that may need to be addressed in the full application.

Stage 2: Full Application Assessment

All full (Stage 2) applications will be assessed by experts from outside of WA. External agencies, additional experts and project partners may also be consulted at the discretion of Healthway. Healthway may conduct further shortlisting of applications following the external review process. Healthway's Research Assessment Committee will assess the full (stage 2) shortlisted applications and participate in a panel discussion to identify fundable projects.

Full (stage 2) applications will be scored against the following criteria:

1. Development and/or contribution of the research to best practice strategies in health promotion.
2. The quality of the translation plan to demonstrate intent and capacity for the research to inform current policy and/or practice.
3. The relevance of end-user partnerships, and appropriateness of the collaboration and engagement strategies.
4. Strength and rigour of the rationale and methodology (including literature review, research design, sample selection, methodology and cultural appropriateness, if appropriate).
5. Track record, multi-disciplinary composition (where appropriate) and capability of the research team. Performance and outputs from previously held Healthway research grants will be taken into consideration, where appropriate. This will include the quality of reports provided to Healthway from previously held research grants.
6. Appropriateness of the budget, and overall value for money in regard to the contribution of this research to health promotion in WA.

In addition to the above, within the assessment process, a loading will be applied to applications that address at least one of Healthway's strategic priorities identified in Section 3 above.

Board and Ministerial approval

All funding decisions will be made by the Healthway Board. The Board reserves the right to contact any person or organisation when seeking information on which to base its decisions. Decisions made by the Board also require Minister approval.

5. 2021 Key dates

Key Steps	Key Dates
Open Research Round opens	Monday 21 June 2021
Expressions of Interest due	Friday 20 August 2021 by 5pm
Announcement of successful Expressions of Interest for Stage 2	Friday 24 September 2021
Stage 2 (full applications) due	Friday 5 November 2021 by 5pm
Announcement of successful grant applicants	April/May 2022*

*Please note that this date is an estimate, we are unable to provide an exact date due to Board decisions requiring sign off by the Minister for Health.

6. Eligibility

To be eligible for Healthway research funding, a number of criteria applies:

Western Australian based research

- » At least one Chief Investigator must be based and reside in WA for the duration of the grant.
- » The first named Chief Investigator and the administering organisation may be based outside of WA as long as the central focus of the research is on WA.
- » The majority of grant monies should be spent in WA.

Aboriginal health research

- » At least one (1) Aboriginal or Torres Strait Islander person must be named as a Chief Investigator.
- » The proposed research must align with the National Health and Medical Research Council (NHMRC) *Ethical Conduct in Research with Aboriginal and Torres Strait Islander Peoples and Communities: Guidelines for Researchers and Stakeholders 2018*.
- » Aboriginal community members must be engaged in the development and implementation of the research.
- » A culturally secure research design and methodology must be demonstrated.

Other criteria

- » Incorporated organisations (includes not for profit, companies and statutory bodies) are eligible to apply for Healthway research funding.
- » Applying organisations must have access to an Institutional Ethics Committee (IEC) to ensure that any project which includes research involving humans is reviewed and approved by that Committee as complying with the relevant National Health and Medical Research Council (NHMRC) Ethics Program.
- » Research groups/organisations or individuals who are receiving support from funding bodies associated with the tobacco industry are not eligible for funding
- » Research involving an externally funded campaign or program must demonstrate the appropriate permissions have been provided from the program or campaign funder regarding trademarked properties.

7. Requirements

What will NOT be considered for funding:

- » An EOI for the same or a similar study that has already been submitted for an Exploratory Research Grant in the same financial year.
- » Similar research that is being funded elsewhere.
- » Clinical or laboratory studies, or trials of treatments and therapies for existing conditions or diseases.
- » Studies that primarily focus on evaluating existing government services or policies will not be funded unless it can be demonstrated that the outcomes will have broader health promotion applicability and influence the practices of partner agencies that are external to the existing investment being evaluated.
- » Research that is limited to adaptations or simplified extensions to existing programs will not be prioritised.

To be considered for funding, an EOI MUST:

- » Demonstrate direct relevance of the project to health promotion, and ability for the research to contribute to new evidence that will inform health promotion practice and/or policy in the areas identified in section 3.
- » Demonstrate that the proposed project addresses a current gap in health promotion research.
- » Demonstrate a clear pathway to a health promotion program or policy.
- » Demonstrate how the proposed research will improve community health outcomes in WA.
- » Provide an outline of a knowledge translation plan which describes how the research will inform policy or practice for practical implementation.
- » Demonstrate that the research team has the relevant expertise and is multidisciplinary, where appropriate.

Reporting:

Successful applicants (following Stage 2) will be required to submit annual project reports at the end of each year of the project, and a final report detailing the project outcomes following completion of the project.

In addition, a one or two page “Community Stakeholder Brief” which includes an outline of the research, its outcomes relating to policy and/or practice and next steps is to be provided to all participating stakeholder and community groups (including Aboriginal communities where relevant). A copy of this must be submitted to Healthway for publishing on the Healthway website.

Annual and final financial reports are also required to be submitted with project reports. These should outline the expenditure of funds in line with the approved budget and must be certified by an authorised finance officer at the administering institution.

8. Completing an Expression of Interest

Please use the Stage 1 Expression of Interest Form (Exploratory Research Grants) to complete your EOI. Details on how to complete the form are provided in pages of 6 – 9 these Guidelines.

9. Submission

Please email completed Eols to healthway@healthway.wa.gov.au via the responsible officer of the administering institution, generally the Research Grants Office by 5pm on Friday 20 August 2021. Please contact your institution's Research Grants Office prior to submission as they may have an earlier closing date.

Please adhere to the stated space and word limitations on the Eol; exceeding the word limits may render an Eol ineligible.

All applicants will be notified approximately five (5) weeks from the closing date for the Eol submissions on the outcome of their Eol. Successful applicants will have an additional six (6) weeks from this date to submit their Stage 2 (full) application.

COMPLETING AN EXPRESSION OF INTEREST

Information required	Word/ character count	Explanation
Administrative details		
1. Administering Institution details	Complete table	The full name of the institution responsible for administering the grant. In instances where a research project is to be carried out in more than one location, please only provide one administering institution for each grant.
2. Contact person – Chief Investigator A	Complete table	Full contact details of the Chief Investigator A.
3. Eligibility	Check relevant boxes	Confirmation of the eligibility requirements (explained in more detail in Section 6 of these guidelines). <i>Please note that Chief Investigators are responsible for ensuring they adhere to eligibility requirements prior to submission. Changes to the list of nominated Chief Investigators in order to adhere to the rules are not permitted after the Eol has been submitted.</i>
4. Project title	75 characters (including spaces)	Nomination of the project title that will be used by Healthway to identify the project. The title should accurately describe the nature of the project and be understandable to the general community.
5a. Alignment with Healthway priorities	Check relevant boxes	Alignment to Healthway strategic priorities or nomination of another health promotion priority issue. The priorities should be checked on the application form. If a health promotion issue that falls outside of Healthway's strategic priorities is the focus of the research, please contact Healthway to discuss the application prior to submission. A strong justification for the research will be necessary. For more information on Healthway's strategic priorities refer to the Strategic Plan ' Active Healthy People: 2018-2023 '
5b. Alignment with the COVID-19 context	100 words	Please note any issues that will be considered when undertaking research within the COVID-19 context including any barriers to implementation. This may include strategies to work within physical distancing requirements and lock down periods.

Completing an application (Continued)

Information required	Word/character count	Explanation
Project Description		
6.1 Rationale/justification for the research and intervention	300 words	<p>Rationale for the need for the research.</p> <p>Include an explanation on what new evidence this research will provide, how it addresses a current gap in health promotion research and how it will improve health outcomes of the target group.</p> <p>Please demonstrate that this research will not duplicate similar research being funded from elsewhere.</p> <p>Please attach references to support the justification.</p>
6.2 Describe the proposed research project	200 words	Describe the research project, main activities and the context and background where appropriate.
6.3 List the proposed research objectives	150 words	State the specific and quantifiable objectives. These can still be in draft form and can be refined in the full application if the EOI is successful.
6.4 Research methods	150 words	<p>Summarise the proposed study design, including the instruments and methods of data collection.</p> <p>Scientific rigour will not be assessed in the EOI, so technical and specific detail on sample size, validity, recruitment methods and statistical power calculations are not required here.</p>
6.5 Research outcomes, and benefits to the WA community	200 words	Explain how this research will be used and contribute to best practice in health promotion and improving community health outcomes in WA.
Proposed Translation Strategies		
7. Research translation strategies	300 words	<p>Outline the plan to translate the results of the study to ensure the research outcomes will influence programs, policy or other health promotion activities in the WA community.</p> <p>Describe the programs or policies currently operating and by whom, to demonstrate how the research will add value to existing work or inform new policies and programs in WA.</p> <p>This section needs to demonstrate how the research will be translated beyond traditional communication and dissemination strategies such as journal publications and presentations.</p>

Completing an application (Continued)

Information required	Word/ character count	Explanation
Collaboration and Partner Agencies		
8. Partnerships with relevant agencies, organisations and Aboriginal community, where appropriate.	Complete table	<p>All applicants are required to establish partnerships with relevant individuals and/or organisations that assist with the translation of findings into policy or practice. Please provide the name/s of the individuals and/or organisations and detail the nature and level of support that will be provided to the proposed research. Partnerships can be under negotiation and unconfirmed in the EOI but must be confirmed upon submission of the full application.</p> <p>It is desirable that key partners be appointed to the research team, advisory committee or steering group.</p> <p>Please note that for Aboriginal health research, it is a requirement that Aboriginal community members be engaged in the development and implementation of the research.</p>
Chief Investigations and the Research Team		
9. Chief Investigators and the Research Team	Complete table	<p>List all the Chief Investigators and Associate Investigators in the research team. It is generally expected that Chief Investigators will have a significant role in implementing and guiding the research project. At least one Chief Investigator must be based and reside in WA for the duration of the grant.</p> <p>Chief Investigator (A) must demonstrate an ability or track record in managing and coordinating major research studies.</p> <p>At least one (1) Aboriginal person should be named as a Chief Investigator if the research focuses on Aboriginal health.</p> <p>An Associate Investigator (AI) is defined as an investigator who provides some intellectual and/or practical input into the research and whose participation warrants inclusion of their name on publications.</p> <p>All applications are required to have a multi-disciplinary team, where appropriate, for example an epidemiologist, statistician, health promotion researcher and a health promotion practitioner. Please identify the skills of the research team and note if they are of Aboriginal or Torres Strait Islander origin.</p>

Completing an application (Continued)

Information required	Word/ character count	Explanation
Indicative Budget		
10. Budget	Complete table	<p>Provide an indicative cost of the research project including the total amount requested from Healthway and the total in-kind and cash committed by other partners. Please note that Healthway will not generally support salary costs in the grant at a Professor or Associate Professor level and salary on-costs are capped at 30%.</p> <p>It is a requirement that the majority of the research funds be spent in WA.</p> <p>\$75,000 is provided for up to two years, however projects may be completed over twelve months or less.</p> <p>Do not include GST in the budget.</p>
11. Dates	Complete table	Please outline the proposed start date and finish date of the study. The start date must be on or after 1 June 2022 due to the assessment and approval processes.
Other Funding		
12a. Submission of application to other Funders	Complete table	Only complete this section if the same application is being submitted for total funding to another funding body.
12b. Other Funding Partners	Complete table	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.
12c. Referral to Lotterywest	Indicate Yes or No	<p>Please provide consent for Healthway to share and discuss your application with the Lotterywest grants team.</p> <p>There may be opportunities for alignment of your application with the Lotterywest grants program or co-funding opportunities.</p>
Certification		
13. Signatures of Chief Investigators and Certification by the Administering Research Office	Complete table	<p>The EOI is invalid without the signature(s) of those listed as Chief Investigator(s), and the Administering Organisation's Research Office, who is certifying that the facilities available are appropriate to meet the needs of the project.</p> <p>Electronic signatures will be accepted.</p> <p>Where applicants are not formally attached to institutions, they should certify whether they have access to appropriate facilities to undertake the research proposal.</p>