

Guidelines for Healthway Research Grant Reports

The annual and final reports provided to Healthway are used to assist with the evaluation of the Research Program.

It is a requirement of all research grant recipients to keep Healthway informed of any developments in the areas below during the grant period, and after the grant has been completed. Additionally there is a contractual obligation for recipients to acknowledge Healthway funding in all of these avenues.

As a guide, please use the following headings to structure the report. The report should be a minimum of four pages with more detail expected for multiple year grants over $50,000 per year.

|  |  |
| --- | --- |
| **Project/File Number** |  |
| **Chief Investigators** |  |
| **Project Title** |  |
| **Organisation/Institution** |  |
| **Partnering health/community agency** |  |

**Summary**

350 word plain language summary that is **understandable to the general community**, for use in public reports (ie: media, newsletter) and reporting to Healthway Board etc.

**Objectives**

Please list the objectives of the project as specified in the original application. Identify any changes from the original application and discuss reasons for these changes.

**Progress**

Please outline the progress of the project to date and briefly discuss the next stages of the research. This section should constitute the largest component of the report.

**Results**

Please present and discuss research findings in relation to the aims and objectives of the proposal. Where applicable, data arising from statistical analyses should be included to support claims. The results should also be in language understandable to the general community.

**Effect of Research on Professional Development**

Please list any PhD’s, Masters or other opportunities for professional development which have arisen from this grant.

**Implications for Health Promotion / Translation of Research into Practice**

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 trialling an intervention which addresses a particular health issue, for example nutrition, please identify the programs currently operating (and who conducts these programs) and how your research has or will add value to existing work, or inform policy or funding priorities in WA.

A key priority for Healthway is the **translation of evidence from research into effective and sustainable policy and practice**. Please outline 1) how the research can influence policy and/or practice in health promotion and 2) how you intend to facilitate this translation in the next stage of the research.

Eg: The research results have been utilised to provide direction in the planning and development of health promotion campaigns/programs at the Health Department of WA. In particular…

**Community Benefits from the Research**

Please list actual community benefits/applications from the research. For example, what impact has your research had on the WA community? If none to date, what impact might it have in the future?

**Partnerships**

Please identify the partnerships or collaboration formed for the purpose of bringing together research and practice

Please list the parties involved, and **describe the nature of the partnership**. What did they contribute? How did your work build on existing work of the organisation? Do the research outcomes have implications on the organisation’s core business?

**Publications**

Please list all papers associated with the grant, in press or submitted for publication in national or international peer review journals. **Please attach a copy of each publication to this report.**

**Seminars**

Please list all presentations of research progress and outcomes at local, national or international seminars and conferences.