



Incubator Grant Funding 2023

GUIDELINES

Applications open 9 June and close 21 July 2022

The RHH Research Foundation has opened its call for applications for 2023 research funding under the annual categories of Incubator and Project Grants. These guidelines are specific to the category of Incubator Grants. A call for expressions of interest in larger Major Project Grants commences on 23 June 2022 and guidelines for this will be available in a separate document. In total, the Foundation is expecting to fund approximately \$800,000 in local health and medical research during 2023, including a pool of approx. \$40,000 for Incubator research grants of **up to \$10,000 each**. The purpose of an Incubator Grant is to develop an idea, enable a research group to pursue a new idea, to provide seed funding and/or to assess viability of a research idea. An Incubator Grant is not designed to be part of a broader research program.

The RHH Research Foundation and its Scientific Research Advisory Committee (SRAC) abide by the *Australian Code for the Responsible Conduct of Research*, and pursue a rigorous assessment process, with funds allocated on the basis of merit using a nationally-accepted approach predicated on competitive review by the Scientific Research Advisory Committee. This multidisciplinary panel draws upon diverse membership and is endorsed by the National Health and Medical Research Council (NHMRC). To support assessment, the Foundation has established the following **Guiding Principles**:

Principle One: Research applications should demonstrate the potential for benefit to the health and wellbeing of Tasmanians, with a focus on those diseases and conditions relevant to the Tasmanian community.

Principle Two: Research applications should demonstrate building of local clinical research capacity at the Royal Hobart Hospital (RHH).

Principle Three: Research applications should enable research collaboration across disciplines and amongst researchers at various stages of their career path, particularly through alignment/partnership with other research experts/groups/centres/commercial bodies.

Principle Four: Research applications should demonstrate the potential for tangible and measurable benefits arising from proposed work, including one or more of the following:

- a) publication(s) in peer reviewed journals;
- b) a competitive research grant application to an external funding body;
- c) a health service delivery outcome (e.g. translation into clinical practice improvement) or a demonstrated major impact on policy development;
- d) development of a collaboration/partnership with an external research group or industry; and/or
- e) a patent application.

Each year the RHH Research Foundation selects broad research priorities to guide the focus for consideration of its grant investments. Applications for 2023 Incubator Grants will be reviewed to determine their alignment with, and capacity to address, one of more of the following **Strategic Priorities**:

- Aged care (including diseases of the elderly);
- Chronic disease (including cancer);
- Health Service Delivery and Outcomes (including acute care);
- A healthy start to life (including maternal and child health); or
- Social determinants of health (including mental health).

NOTE: Applications that do not meet the Guiding Principles and/or do not address one or more of the Strategic Priorities will not be assessed.

In 2023, the RHHRF has an opportunity to offer two additional Incubator Grants of up to \$10,000 each:

- i. Through an external fundraising campaign, the Foundation has gained additional revenue that may enable it to fund an extra Incubator Grant with a focus on **improving the lives of those diagnosed with primary brain cancer**.
- ii. Through the generosity of an individual benefactor, the Foundation has an opportunity to fund an extra Incubator Grant with a focus on **improving quality of life for those experiencing, or at risk of, lung disease**. This may include a broad array of focus points, for example, public health measures such as smoking cessation programs or managing conditions such as COPD, asthma, cystic fibrosis or lung cancer.

Submissions for these additional grants must, like all Incubator Grant applications, meet the Foundation's Guiding Principles and Strategic Priorities and, in addition, demonstrate alignment with the specific focus as stated above. The SRAC will consider submissions, taking a merit-based approach, and may make a recommendation to the Board for two additional grants of up to \$10k each. It should be noted that while up to two additional Incubator Grants may be offered through these funding streams, this does not preclude the success of other submissions focusing upon a similar area which may be granted through the Foundation's general funding pool.

General Funding Rules for RHHRF Grants

All submissions must be made using the relevant RHH Research Foundation Grant form and should consider the general funding rules outlined below:

- All submissions will be assessed upon the merit of the proposed project, particularly the extent to which the proposal meets the Foundation's guiding principles; project scientific quality; significance, innovation; benefit to the Tasmanian community and team quality and capability relative to opportunity;
- The project and intended outcomes must demonstrate alignment with the RHHRF's strategic research principles and priorities;
- The project must demonstrate a scientific approach to investigation in terms of its feasibility, rationale, methodology, timeframes and innovation;
- The proposal must identify adequacy of resourcing, either solely through this grant program, or through additional sources of funding/in-kind support;
- It is not the intention of the RHH Research Foundation's grants to duplicate funding received from other sources, including the NHMRC, but to support additional work or a new program of works. If the project is part of a larger program of work, applicants **must** describe additional funding received from any other funding body in Section 3 of the application form (Budget). Alternatively, if the project is under consideration for funding from any other funding body, applicants **must** provide details including the funding body, award type, name, category, date when outcome will become known and reference/application number if known in Section 3;

- The proposal must demonstrate the manner by which the research findings may result in a health service delivery outcome, either directly or as a consequence of subsequent policy development/adjustment;
- At least 80% of research (including investment of grant funds) must occur within Tasmania involving local health professionals, unless a satisfactory rationale for this is provided, and the CIA must be resident in Tasmania during carriage of the Grant;
- The research team must include at least one paid member of staff/formal appointment to the RHH and this person must be actively engaged in clinical and/or health service delivery; and
- No more than 25% of grant funding should be applied to purchase of equipment unless a satisfactory rationale for this is provided;

Specific Rules for RHHRF Incubator Grants

- A Chief Investigator A must only appear as a CIA on one grant application in each category of Incubator and Project Grants. Given that the CIA has to lead their own investigation, it would be considered detrimental to that investigation if they were to be involved simultaneously in leading more than one Incubator Grant and more than one Project Grant in the same year. However, a CIA can appear as CIB, CIC etc on other Incubator and Project Grants. Refer to the RHHRF Capping Rules table [here](#);
- Travel expenses may be included in the budget request where travel is essential to the project (e.g. fieldwork for patient visits where the project would not be feasible without this) and where these costs are directly related to the project's methodology; however, travel expenses related to attendance at conferences, investigator meetings and attendance at workshops are not permitted;
- The University of Tasmania (UTas) will not apply infrastructure costs in relation to successful applications for funding in 2023 for RHHRF Incubator Grants; and
- The Department of Health will not apply Research Governance fees in relation to successful applications for funding in 2023 for RHHRF Incubator Grants.

Submission

Applicants must submit their application using the 2023 RHHRF Incubator Grant application form. This is available online from 9 June 2022 at www.rhhresearchfoundation.org/research/grants or by emailing the RHHRF's office on research@rhhresearchfoundation.org

In preparing their submission, applicants are urged to closely consult with research colleagues, including UTas grants officers or relevant Department Business Managers (BMs) from within the THS/DOH. The aim of involving a grants officer/BM is to ensure that your application fully considers all aspects associated with ethics approval, budget items, current and future capacity, associated resource needs, other sources of support etc. A grants officer/BM can then also support successful grant recipients in undertaking the various administrative elements associated with implementation and reporting against the project. The importance of this aspect of your submission's development and subsequent carriage cannot be overstated. Your grants officer/BM is welcome to contact the RHHRF for further information and advice around our grants program prior to submission if this might be of assistance.

Once completed and signed by each member of the intended research team, the application must then also have certified support from a representative of the CIA's nominated institution with appropriate delegated authority (e.g. Head of Department, Head of School or Head of Institute); the rationale being that, should the grant application be successful, it will be the CIA's nominated institution that will ultimately execute the relevant grant agreement with the RHHRF. In addition, this certification verifies a statement which confirms the project will be accommodated in accordance with the proposal.

The application must be submitted via email to research@rhhresearchfoundation.org by **5.00pm on the closing date, Thursday 21 July 2022**.

Competitive Review

Applications will be subject to independent review and assessment by the Foundation's NHMRC-approved Scientific Research Advisory Committee (SRAC) which will then make a subsequent recommendation to the RHH Research Foundation's Board.

Each application will be reviewed against the funding rules above and then assessed against the following criteria:

- Research Quality (including Significance and Innovation) (40%);
- Potential for outcomes to benefit the health and wellbeing of Tasmanians (20%);
- Potential to build local research capacity at the Royal Hobart Hospital (RHH) (15%);
- Team composition including feasibility and capacity to enable research collaborations across disciplines and stages of career (15%); and
- Budget (10%).

The Scientific Research Advisory Committee will meet in September 2022 in order to reach a collective view arising from individual assessment of the applications, undertaken using a formal protocol. Any further details requiring clarification will be sought following that time. The SRAC will then make a recommendation for funding of 2023 Incubator Grants for submission to RHH Research Foundation's Board.

Outcome

The decision of the Board is final. It is intended that outcomes will be communicated to applicants by early October 2022. A formal Grant Agreement will be drawn up between the RHH Research Foundation and the applicant's nominated institution (i.e. either UTas or the THS/DOH) and it is anticipated that this will be ready for execution in December with funds to flow and for research to commence in January 2023. Unsuccessful applicants will be notified in writing and may seek feedback on their application upon request.

The RHH Research Foundation wishes to highlight that its annual grants program receives a considerable volume of submissions, well in excess of its financial capacity. Given the highly competitive nature of the Incubator Grants program, successful applicants are advised that failure to execute a Grant Agreement within ninety (90) days of its issue by the RHH Research Foundation will result in the offer of funds being rescinded, unless a request for extension is granted by the Scientific Research Advisory Committee.

Further, if the entity nominated by the researcher in the agreement does not invoice the RHH Research Foundation for the full amount of funds nominated in the Grant Agreement within ninety (90) days of its execution, the offer of funds will be rescinded, unless a request for extension is granted by the Scientific Research Advisory Committee. However, it should be noted that funds can only be released by the RHH Research Foundation upon provision of evidence of ethics approval wherever this may be required. To achieve this in a timely manner, researchers must apply for any necessary ethics approval immediately upon advice of their application's successful status. Evidence of commencement of the ethics submission process must be provided to the RHHRF by 31 January 2023. The value of involving a grants officer/Business Manager in facilitating these activities in a timely manner again cannot be overstated.

Carriage of Grant Projects

Grant projects should be completed over the twelve-month period following execution of the contractual agreement, ideally over the twelve-month period from January 2023 once Grant Agreements are signed, ethics approval is gained and funds have flowed from the RHH Research Foundation to the researcher's nominated institution.

Researchers may be asked to provide details of progress for promotional purposes and will be required to submit a formal report soon after the conclusion of their grant project for receipt by the Scientific Research Advisory Committee.

Should any aspects of the intended project change at any time, the RHH Research Foundation must be formally advised at the earliest opportunity. While extensions to the funded grant projects are generally not available, contact should be made to the RHH Research Foundation via the grants officer or Business Manager at the earliest opportunity should such a situation arise. Extensions can only be made at the discretion of the Scientific Research Advisory Committee. The preferred timeframe for the receipt of extension requests is no later than six (6) weeks prior to intended project completion as outlined under the Grant Agreement.

It should be noted that evidence of any subsequent publications, presentations, and/or additional funding will be sought as part of the Grant Agreement, together with formal acknowledgement of the RHH Research Foundation's involvement in funding the research project.

Promotional opportunities

The Foundation may ask the CIA and/or other members of the project team to assist in its promotional activities by participating in media, publicity, stakeholder and fundraising events from time to time. This may include being a guest speaker at one of our fundraising events, participating in a media interview, contributing to our Quest newsletter, presenting to benefactors and/or featuring on our social media channels.

Assistance

Documentation for the annual Incubator Grants is available online or from the RHH Research Foundation's office. While grants officers or Business Managers are an invaluable source of assistance, contact with the Foundation can be made at any time Monday to Friday before 4.30pm.

CLOSING DATE

Applications close at 5.00pm on Thursday 21 July 2022.

FOR APPLICATION FORMS & ASSISTANCE PLEASE CONTACT:

Online: www.rhhresearchfoundation.org

Email: research@rhhresearchfoundation.org

Phone: (03) 6166 1320