

# Defence Health Foundation

## 2018 Annual Grants Program Guidelines

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### 1. Eligible research projects

The Foundation awards grants annually to medical research projects that will benefit the health and well-being of the Defence community. The Defence community is defined as serving and ex-serving ADF personnel, and their immediate families.

The type of medical research funded includes the study of the causes, treatment and prevention of human diseases. The term diseases includes physical or mental ailments, disorders, defects, wounds and morbid conditions, whether of sudden onset or gradual development and whether of genetic or other origin.

### 2. Priority research areas

We are specifically looking for applications in the clinical and translational research area. No funding will be made available for laboratory based (basic science) research.

Our 2018 research priorities are for medical research that:

- Focuses on Women's Health for contemporary serving and ex-serving ADF members
- Utilises the application of evidence based Complementary and Alternative medicine (CAM)
- Focuses on Issues effecting Ageing Veterans
- Addresses the Management of Chronic Pain

We encourage applications that meet the following needs:

- Women's Health and Wellbeing initiatives that:
  - Have a strong correlation to current serving and ex-serving members
- Application of evidence based CAM treatments and therapies to strengthen acceptance and use in conjunction with traditional health care methods
- Initiatives that address Ageing Veterans such as:
  - Treatment and assistance of and for declining physical and mental health
  - Researching differing care pathways including CAM
- Chronic Pain management initiatives such as:
  - Testing efficacy of chronic pain management programs
  - Researching the impact of education in self-help chronic pain management
- Research projects utilising the significant value of available health related data sets

### 3. Application process

We have established a two-stage application process to make the process less onerous for applicants. We ask for an Expression of Interest (EOI), which is a cut-down application that tells us the objectives and scope of the research, a ball-park budget, and a brief summary of the applicant's experience. Applicants have approx. 6 weeks in which to submit an EOI. We then review the EOIs submitted to find those that are most relevant to our priorities. Researchers that have best met our requirements will be asked to make a full application. They will have approx. 7 weeks in which to do this. Those not selected will be advised that we will not be proceeding further with their application.

The selected applications are then independently peer reviewed and the top-ranked one third (approx.) of these applications advance through to our Scientific Advisory Committee (SAC). After due review and consideration, the SAC then make their recommendations to the Foundation Board. The Board meets in late October to decide which applications will be offered grant funding and this is advised to applicants in November.

### 4. Types of grants available

The Foundation Board, depending upon its discretionary budget, will determine the number of grants to be made available and the level of funding for each. The funding will be made available from the start of the 2019 academic year, so research projects must be ready to proceed or be already in place, by that time.

Defence Health Foundation grants can be used for any combination of personnel, equipment, consumables or other related expenses, but cannot be used for university infrastructure or overheads.

#### **Establishment Grants**

Establishment Grants are awarded for a maximum period of 12 months. The grant value will be a minimum of \$25,000 and a maximum of \$50,000 (excluding GST).

The aim of an Establishment Grant is to assist a new or an established investigator to progress a novel or innovative area of research to the proof of principle stage. The purpose is to help that investigator's grant proposal be more competitive in obtaining external grant funding the following year.

#### **Booster Grants**

Booster Grants are awarded for periods of one, two or three years. The grant values are a minimum of \$25,000 p.a. up to a maximum of \$100,000 p.a. (excluding GST).

The aim of Booster Grants is to assist an established research project expand its scope or duration in order to pursue new lines of investigation or to be able to bring forward the publication of results.

## 5. Eligibility for Grants

Applicants must meet all of the following criteria, at the time of application:

- Must be the chief investigator on the proposed research project that forms the basis of the application;
- The chief investigator and their team members must be Australian citizens or permanent residents or New Zealand citizens holding a Special Category Visa. Applicants who have applied for but not yet been granted permanent residency or a Special Category Visa may apply for the grant. Evidence of the appropriate status must be provided before the commencement of the grant;
- Have made prior arrangements with the Head of Department of the University or Institute in which they propose to conduct their research to provide reassurance that fundamental infrastructure is available to conduct the research within that Department; and
- Have had several years of research experience. It is desirable but not essential that the applicant holds a higher degree, e.g. PhD, Masters.

Applicants already in receipt of grant support from alternative sources may still apply for a Foundation grant.

## 6. Ethics Clearances

It is essential that all research funded by the Defence Health Foundation be approved by the appropriate ethics committee/s. In addition, many projects will require approval by The Department of Defence and Veterans' Affairs Human Research Ethics Committee (DDVA HREC) and/or other health bodies or data custodians. Such ethics approvals must follow the guidelines of the National Health and Medical Research Council's *National Statement on Ethical Conduct in Human Research (2007)- Updated May 2015*.

Researchers are encouraged to visit the DDVA HREC and HREC websites for additional information.

<http://www.defence.gov.au/Health/HREC/>

<https://www.nhmrc.gov.au/health-ethics/human-research-ethics-committees-hrecs>

## 7. Reporting requirements

Regular reports are required at 6-monthly and 12-monthly intervals.

- (i) The 6-monthly reports must provide information on objectives, methodology and achievements, and demonstrate how the funding has been spent.
- (ii) The 12-monthly (or final) reports must be comprehensive and must cover objectives, methodology, results, conclusions and recommendations. It must include an executive summary, written in language understandable by the general public, and a list of publications, including those in progress. It must also show how the money was spent.
- (iii) The final report is to be submitted within 30 days after the end of the grant funding period.

The reports will be distributed to the Defence Health Foundation Board members and may be included in the Foundation's annual report. The Foundation may choose to disseminate them, in whole or in part, across the broader Defence community, so that the research findings and the objectives of the Foundation are understood by those who might benefit from the research and by those who helped to fund it. Authors of the reports may be asked to present their research projects at appropriate conferences and symposia.

Templates for the reports will be provided when due.

## 8. Recognition of the Grant

Appropriate recognition for the assistance of Foundation funding must be included in any publications resulting from work undertaken during the tenure of a Defence Health Foundation Grant. As a minimum, researchers must state that the author is in receipt of a Defence Health Foundation Grant.

## 9. Grant Administration for 2018

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|--------------------------|--|
| 19 March 2018            | Expressions of Interest (EOI) for Defence Health Foundation Research Grants open |
| 4 May 2018               | Expressions of Interest close  |
| w/c 28 May 2018          | Results of EOI applications advised  |
| w/c 28 May 2018          | Applications for grants from successful EOI applicants open                      |
| 13 July 2018             | Applications for grants close  |
| July - Sep 2018          | Grant applications reviewed and assessed   |
| Oct 2018                 | Foundation Board reviews and approves grants to be awarded                       |
| Nov 2018                 | All applicants notified of outcome.  |
| 1 <sup>st</sup> Qtr 2019 | Grant Funding distribution commences   |

## 10. Submission of Applications

### **Stage 1: Expressions of Interest from all applicants – electronic only**

Must be received by 5pm on Friday 4 May 2018.

Applicants must send two single files of their application – one in Word and one PDF. Email to [info@defencehealthfoundation.org.au](mailto:info@defencehealthfoundation.org.au) Receipt of your emailed application will be acknowledged.

### **Stage 2: Results of EOIs advised to all applicants w/c 28 May 2018.**

Successful applicants will have approx. 7 weeks to prepare and submit their applications. The selected applicants must send electronic applications to reach us by 5pm on Friday 13 July 2018 and the hard copies must be with us by 5pm on Tuesday 17 July 2018.

- Applicants must email two single files of their application – one in Word and one as a PDF - to [info@defencehealthfoundation.org.au](mailto:info@defencehealthfoundation.org.au) Receipt of your emailed application will be acknowledged.
- Hard copies must be posted to Defence Health Foundation, PO Box 7518, Melbourne VIC 8004 or delivered to Defence Health Foundation, Level 4, 380 St Kilda Road, Melbourne VIC 3004.

## 11. Contact details

The Defence Health Foundation operates from Defence Health Ltd's office at:

Level 4

380 St Kilda Road

Melbourne VIC 3004

Phone: **03 8679 1122**

Email: [info@defencehealthfoundation.org.au](mailto:info@defencehealthfoundation.org.au)

Website: [www.defencehealthfoundation.org.au](http://www.defencehealthfoundation.org.au)

Chief Executive Officer: **Chris Grigsby** Tel: **03 8679 1120**

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