

# Collaborative Research Request Grant 2024

## Application Guidelines, Instructions and Conditions of Award

### 1. PROGRAM OVERVIEW

Ramsay Hospital Research Foundation (RHRF) Collaborative Research Request (CRR) Grants are managed via the application process. The CRR application is open to all Australian-based medical and health researchers and is designed to capture your research idea in enough detail to determine if the project is of interest to the RHRF Board.

#### 1.1 Support

RHRF will consider requests to financially support and be involved in collaborative research projects. These projects must be translational research projects that will make a difference by improving patient outcomes or models of care and investigating ways to break the cycle of disadvantage.

These may include applications for:

- National Health and Medical Research Council (NHMRC) grants
- Medical Research Future Fund (MRFF) grants
- Australian Research Council (ARC) grants
- Cooperative Research Centres (CRC) grants
- Or other similar Australian based grant schemes

#### 1.2 Eligibility

To be eligible, projects must:

- be undertaken in one of the following clinical areas: cancer, mental health, cardiovascular disease, orthopaedic surgery or musculoskeletal injury. Other clinical areas may be funded depending on the scope of the health impact in that area.
- be undertaken in at least one non-Ramsay Health Care facility and one Ramsay Health Care facility.
  - Applicants will be required to nominate the sites as part of the application process.
- demonstrate a commitment to addressing improving social disadvantage by including at least one key determinant of health.
  - Successful projects will be required to report against each patient's Socioeconomic status.
- include a diverse patient population and benefit patients in both private and public healthcare settings.
- be undertaken in Australia for the benefit of Australians.

#### 1.3 Key Dates for CRR Grant 2024

Activity	Open	Close
Applications Submission	Tuesday 16 July 2024	Monday 12 August 2024
Review of Applications by RHRF Management and Scientific Review Panel	Tuesday 13 August 2024	Monday 19 August 2024

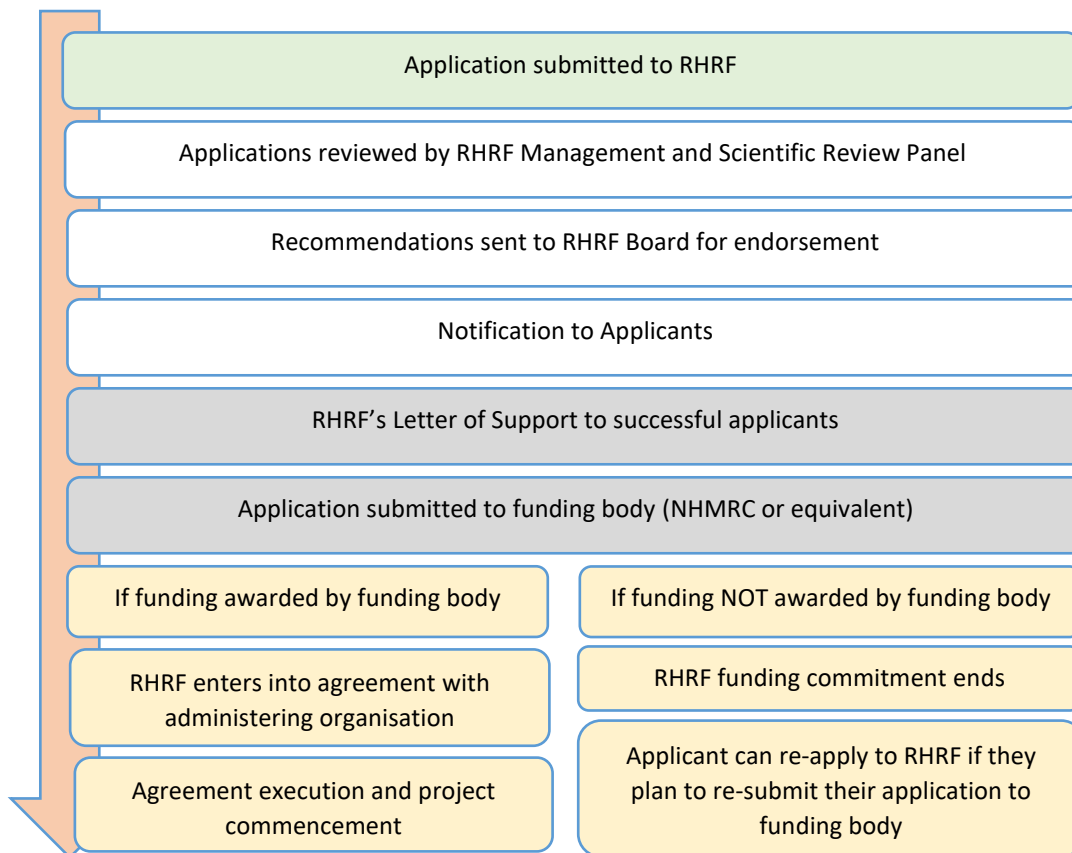
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Review Panel Recommendations Reported to RHRF Board for Endorsement	Late August 2024	Late August 2024
Notification to Applicants	Early September 2024	Early September 2024

### 1.4 CRR Grant Process

The RHRF CRR grants will be considered via the following process.



## 2. HOW TO APPLY

### 2.1 REGGS Application Portal

This grant scheme is available to researchers based in Australia.

#### Online Application Portal - REGGS

All applications for RHRF grants must be submitted via the REGGS (Research Ethics, Governance and Grants) system. REGGS is an online, cloud-based portal for the management of research ethics, governance and grants across Ramsay Health Care and RHRF.

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### Register on REGGS

To start an application, you must first register on REGGS. Go to <https://grants.rhrf.org.au> to set up an account.

Please select the green **APPLY NOW** button “**Collaborative Research Requests 2024**” to start your application.

### Using REGGS

- The application is structured to be completed in multiple pages.
- You can navigate through the application to different parts of the application using the navigation menu on the left.
- Don't forget to SAVE regularly!

For detailed information on how to apply via REGGS, please see the REGGS grants – How To Guides found on the [RHRF website](#)

**Tip!** You will be able to save the online application and complete it over time. A copy of your application will be available to download from the portal and will be emailed to you once submitted.

## 2.2 Application Structure

The RHRF application process has been redesigned and will now consist of a single full application, rather than the 2-stage approach that has been used in prior years inclusive of an Expression of Interest and a Full Application submission. The new application form requires detail in the following areas:

- **Research Project Overview**
  - This includes details of the funding organisation you intend to submit your application to, Ramsay's support to the project, project summary, research focus area (e.g., Cancer, Mental Health etc.) and sites. Research must be conducted in at least one Ramsay site and one non-Ramsay site.
- **Health Problem and Project Impact**
  - This section will ask questions to identify the health problem the project addresses and if the project aligns with Ramsay priorities such as improving clinical care and advancing patient outcomes.
- **Innovation**
  - This section should address the project's novel and innovative approach.
- **Stakeholder Involvement**
  - This section is to outline the role of consumers, patients and stakeholders in your project. Co-design approach and input from individuals with lived experience should be considered. You will have confirmed participation from the individuals and organisations you have listed, and you should be able to outline their role in project delivery.

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- **Determinants of Health**
  - Research must demonstrate a commitment to improving social disadvantage by including at least one key determinant of health. Your project must outline how you will address the selected determinant of health that will lead to practise change and improvement in the health of patients.
- **Administrating Organisation**
  - Details of the administering organisation are required such as the organisation name, ABN, address, contact name, contact email etc.
- **Detailed Project Proposal**
  - Applicants are required to submit a 3-page project proposal detailing information in addition to the application that may be useful for the scientific members of the review panels and RHRF board. The project proposal should not repeat information that is contained in the REGGS application form. The purpose of the additional information is to understand the context of the study and the proposed research.
- **Breaking the Cycle of Disadvantage**
  - This section should address the impact on individuals from low socio-economic status (SES) backgrounds. It should outline the strategy for measuring and tracking SES and focus on breaking the cycle of disadvantage by achieving sustained improvements for this specific cohort.
- **Clinical Fellowship and PhD/ Masters Scholarship**
  - If the project is offering clinical fellowships, PhDs, or Masters scholarships, this section should outline details such as the type and duration of the fellowship/scholarship, the organisation hosting it, the project site, a summary of the fellowship/scholarship, etc.
- **Project Feasibility**
  - This section should outline the participant recruitment strategy, steps to engage sites, involvement of clinicians, access to hospital systems and medical records, and identify any barriers to the project's success.
- **Project Milestones**
  - This section should outline the project milestone, organisation responsible and anticipated timeline for each milestone.
- **Investigative Team**
  - Applicants must list their research team including the experience they have working together as a team or collective experience. The research team must include at least one researcher who is employed by Ramsay Health Care, or in the case of VMOs, accredited at a Ramsay Health Care facility. If applicants are unable to meet this criterion, the RHRF team will help the applicant to identify suitable individuals to be involved in the research.
- **Project Budget**
  - Applicants must provide a project budget description that includes details of costs in relation to salaries, equipment, consumables etc. Applicants are also required to provide details of in-kind contributions and additional funding that may have been identified and provide justification for the budget request that has been made.
- **Project Steering Committee**
  - This section should outline the details of the individuals who are participating in the project steering committee.

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- **Publication Plan, Knowledge Exchange Plan and Translation Plan**
  - These sections should specifically address the questions listed in the application form.
- **Applicant Declaration**
  - RHRF expects that all the Investigators have participated in the development of the application and that anyone listed as an Investigator has agreed to participate in the project.
  - The Investigators must have read these guidelines and, if awarded an RHRF grant, will be required to abide by the terms and conditions of RHRF grant awarded, including all reporting requirements.

**Please be concise and avoid unnecessary repetition throughout the application.**

*RHRF reserves the right to engage with alternative external reviewers nominated by the RHRF grant review committee, if required.*

### 3. CRR GRANT REVIEW GUIDELINES

In reviewing the grant applications, the Scientific Review Panel consider the following research criteria for RHRF:

- Quality research projects that address innovative and creative research.
- Projects that clearly address the Social Determinants of Health and bridge the gap in health inequality.
- Projects that aim to have a positive impact on patient outcomes and patient comfort.
- Areas of health and medical research that consist of early phase clinical research through to implementation. RHRF has previously decided it would not fund blue sky or discovery research.

Following criteria rated on a scale from 1 to 5 (1 – Poor; 2 – Satisfactory; 3 – Good; 4 – Very good; 5 – Excellent) is considered for scoring:

- Research Quality: 35%
- Research Significance and Innovation: 35%
- Research Capability: 20%
- Social Determinants of Health: 10%

### 4. CONDITIONS OF AWARD

RHRF participation in a collaborative research project application is subject to the following conditions:

#### 4.1 Administrating Organisation

The Administrating Organisation must be a single, reputable research organisation in order to be eligible. It must have policies and procedures in place for the management of research funds, the management of intellectual property, and for the conduct of research consistent with the Australian Code for the Responsible Conduct of Research.

#### 4.2 Funding Agreement

All successful applicants awarded a RHRF CRR Grant must enter into a Multi-institutional Agreement with RHRF and Ramsay Health Care (if applicable).

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#### 4.3 Budget and Funding

Below is an overview of how RHRF funding may or may not be used by Grantees.

##### 4.3.1 Cash Contributions

A total funding of \$1.2 million is available in this round of CRR grant. RHRF will provide up to \$400,000 in cash contribution per project, for projects of duration up to five years, on the condition that RHRF is **not the only** participant to provide cash support.

##### 4.3.2 What RHRF will fund

RHRF will fund any costs that are directly related to the project, are not already available at the site or to the project team and can be justified.

Examples of costs RHRF will fund are:

- Salaries for Research Assistants, Research Nurses, Statisticians, and other salary on-costs (e.g., payroll tax, workers compensation, leave loading, and superannuation) as determined from the relevant Award Rates;
- A Clinical Fellowship, PhD Scholarship, or a Masters (Research) Scholarship. The conditions are set out below;
- Direct research costs such as materials and consumables. The purchase of essential items and equipment specifically required for the project is allowed if such items are normally not available and do not exceed an individual cost of \$5000;
- Reasonable expenses for services, or purchase/licensing of software;
- Funds for travel. *Note: these cost will only be considered when they form an integral part of the project;*
- Costs associated with participant recruitment, where there is a justifiable need;
- Software development, if it is adequately justified and directly related to the research project; and
- Fees, charges and oncosts that are directly related to the research project. All such fees must be justified.

##### 4.3.3 What RHRF will not fund

The list below outlines items the RHRF will not fund and should not be included:

- Administering Organisation's indirect research or infrastructure costs;
- "Business as usual" staff salaries providing in or out of hospital services, or other healthcare services;
- Insurance costs;
- Costs related to intellectual property management;
- Entertainment, hospitality and personal expenses (including subscriptions and professional membership fees);
- Scholarships for Post-Graduate Masters Degrees;
- Grants that are predominantly for equipment; or
- Capital works, general maintenance costs, telephone or communication systems, basic office equipment such as desks and chairs, rent, or the cost of utilities.

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#### *4.3.4 No Indirect Costs*

RHRF awards grants on the condition that its funds are not used for indirect research or infrastructure costs, in accordance with NHMRC or equivalent grant guidelines.

#### *4.3.5 Funding is not for infrastructure*

RHRF will not fund grants that are predominantly requests for equipment. In the event of the purchase of capital items in excess of \$5,000 with RHRF funds, including equipment, the Grantee must ensure that those items, or any proceeds from the sale of those items, continue to be applied for similar purposes of the original application until at least 30 June 2027.

### **4.4 Conditions for the Inclusion of Clinical Fellowship, or PhD Scholarship, or a Masters (Research) Scholarship**

RHRF is committed to supporting clinical research training programs. As such, applicants may elect to fund one of a Clinical Fellowship, PhD Scholarship or Masters (Research) Scholarship as part of their research project.

The involvement of a Clinical Fellow, or PhD or Research Masters Candidate must be clearly described in the application and justified in the 'Project Budget' section of the application.

#### *4.4.1 Clinical Fellowship*

The Clinical Fellowship is for junior health care professionals who have a PhD or other research qualification and who wish to develop skills in translation and implementation of research in actual health care settings.

Conditions of funding a Clinical Fellowship via an RHRF grant include:

- Fellowships will be for a maximum of two years and must be for the benefit of a Ramsay Health Care facility.
- Fellowships will be awarded via a related University and the appointment must include academic credentials.
- Recruitment of the Fellow must be subject to transparent, merit-based appointments.

#### *4.4.2 PhD Scholarship / Masters (Research) Scholarship*

Applicants may include one PhD Scholarship or one Masters (Research) Scholarship in medicine, allied health or nursing or related disciplines to support the development of a next generation of clinical academics.

Conditions of funding a PhD or Masters (Research) Scholarship via an RHRF Grant include:

- Scholarships funded can be either a full scholarship which is at a minimum equal to the Australian Government Research Training Program stipend and conditions, or as a top-up scholarship to a competitively awarded main scholarship.
- These scholarships will be for domestic candidates only and must involve a Ramsay Health Care facility.
- Recruitment must be subject to open, merit-based and acceptable to the University providing enrolment.

### **4.5 Payments Linked to the Completion of Stages**

RHRF payments are paid upon the completion of stages.

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Upon execution of the agreement the first payment will be made upon receipt of an invoice.

Subsequent payments will be made upon receipt and approval of a Project Report at the completion of each stage as agreed between the Parties. Invoices will be requested once these reports have been accepted by RHRF.

### 4.6 Intellectual Property

At a minimum RHRF requires the following licence conditions:

- Grants to RHRF a perpetual, non-exclusive, worldwide, royalty free, irrevocable licence (which may be assigned and sub-licensed) to exercise all rights in Research Project Outcomes, including uses, disclosures, reproductions, modifications and adaptations, for such non-commercial research, training and publicity purposes as RHRF requires from time to time.
- Grants to Ramsay Health Care a perpetual, non-exclusive, non-transferable, worldwide, royalty free, irrevocable licence to exercise all rights in Research Project Outcomes, including uses, disclosures, reproductions, modifications and adaptations for the purpose of Ramsay Health Care's initiatives in improving patient outcomes.

### 4.7 Open access publications

The outcomes of this RHRF Grant must be for the public benefit. As such, RHRF requires that all grant recipients publish their findings and outputs in accordance with the NHMRC Open Access Policy, in a timely manner, for the public benefit.

The intent is that all research outputs from the RHRF grants must be made publicly accessible, in line with the NHMRC guidelines, as per one or a combination of the dot points below:

- Publications in open access journals.
- Publications in hybrid journals where the author/s have paid for the research to be open access.
- Publications that are in free/open journals.
- Publications that are publicly available via University repositories.

Grantees will be required to report on all publications throughout the grant.

### 4.8 Reports

Grantees will be required to submit a series of reports throughout the life of research project. While regular reporting is required, the reports are designed to capture key information and not to be onerous. RHRF will provide all grantees with the report templates, which may be updated from time to time. All reporting will be required to be performed via the REGGS portal.

#### 4.8.1 Milestone Reports

Milestone reports are required to be submitted at the completion of each stage and are linked to payments. These reports should be considered as status updates of the progress of the project.

#### 4.8.2 Annual Progress Report and Acquittal Statement

An Annual Progress Report is required at the end of each Financial Year along with the Acquittal Statement. Grantees will be required to report on outputs including open access publications, socioeconomic status of the research participants, project sites and funding support at a minimum.



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#### *4.8.3 End of Project Report and Acquittal Statement*

An end of Research Project Report is required the conclusion of the research project and research grant along with the Final Acquittal Statement.

#### *4.8.4 Post Grant Outcomes Evaluation Report*

A Post Grant Outcomes Evaluation Report is required annually for a period of five (5) years from the end of the completion of the Grant. This report is focused on the outputs, outcomes and any translation of the research achieved by the research project.

### **4.9 Acknowledgement and Style Guide**

The RHRF grant must be acknowledged in all publications, reports and other communications, using the following acknowledgement:

*This research was/is supported by the Ramsay Hospital Research Foundation (grant #)*

An Acknowledgement and Logo Guide has been created for all RHRF grant recipients to follow and adhere to and will be disseminated once a grant is awarded funding.

## **5. CONTACT DETAILS**

It is strongly recommended that applicants read this Guideline and the Funding Conditions before contacting RHRF.

If you have any questions, please contact the RHRF Grants Team: [info@rhrf.org.au](mailto:info@rhrf.org.au)