Grant Program 2021/22
Application Guidelines, Instructions and Conditions of Award

Program Overview

Different grants are available from the Ramsay Hospital Research Foundation (RHRF) and applicants should consider which of these grants best suits their needs before applying. The application process commences with the submission of an Expression of Interest (EOI) to allow the RHRF to determine if the project is of interest to RHRF and Ramsay Health Care.

A small number of EOIs will be invited to submit a Full Application which will be presented to the RHRF Board for consideration. As there is limited funding available, the RHRF Board will fund projects that best align with the strategic priorities of the RHRF. **As such, the RHRF reserves the right to only fund projects that have the support of the RHRF Board.**

Translational Challenge – *Make a Difference*

RHRF is calling for 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.
Projects should:
- Have a particular focus on improving health outcomes for people living with disadvantage;
- Be undertaken in one of the following clinical areas: cancer, mental health, cardiovascular health, orthopaedic surgery or musculoskeletal injury;
- Consider and include a diverse patient population;
- Benefit patients in both private and public healthcare settings; and
- Be implemented in both Ramsay and non-Ramsay healthcare settings.

A maximum of $750,000 is available per project, for projects up to a maximum of four (4) years in duration.

Collaborative Research Requests

RHRF will consider requests to financially support and be involved in collaborative research projects. 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 Centre (CRC) grants

A maximum of $750,000 is available per project, for projects up to a maximum of five (5) years in duration.

Illumination Grants

The Illumination Grant is currently on hold. Detailed information about this grant, including Guidelines and the eligibility criteria, will be published in early 2022.

Conditions / Exclusion

Applicants may only submit one application to any of the RHRF grant streams above at any one time. Similar or identical applications that are submitted to one or more of the RHRF grant steams will _all_ be automatically ineligible for funding.

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1. Translational Challenge – *Make a Difference*

RHRF is calling for 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.

1.1. Eligibility

In order to be eligible:

a) Projects must demonstrate a commitment to addressing improving social disadvantage by including at least one key determinant of health
   i) *Successful projects will be required to report against each patient's Socioeconomic status*
b) Research must be undertaken in at least one non-Ramsay Health Care facility and one Ramsay Health Care facility
   i) *Applicants will be required to nominate the sites as part of the EOI application process*
c) Research must be undertaken in Australia for the benefit of Australians

1.2. Key Dates for Translational Challenge Grant 2020/21

	Open	**Close**
EOI	13 Sept 2021	29 Oct 2021
Internal Review	1 Nov 2021	26 Nov 2021
Invitation to submit Full Application	6 Dec 2021	28 Jan 2022
External Review	31 Jan 2022	26 Feb 2022
Successful Applicants Notified	Early Apr 2022	

1.3. Contact Details

For further information or to discuss your EOI idea please contact the RHRF Operations Manager, Lena Caruso.

CarusoL@rhrf.org.au

https://www.ramsayhealth.com.au/Ramsay-Research/Ramsay-Hospital-Research-Foundation/Applying-for-a-Grant
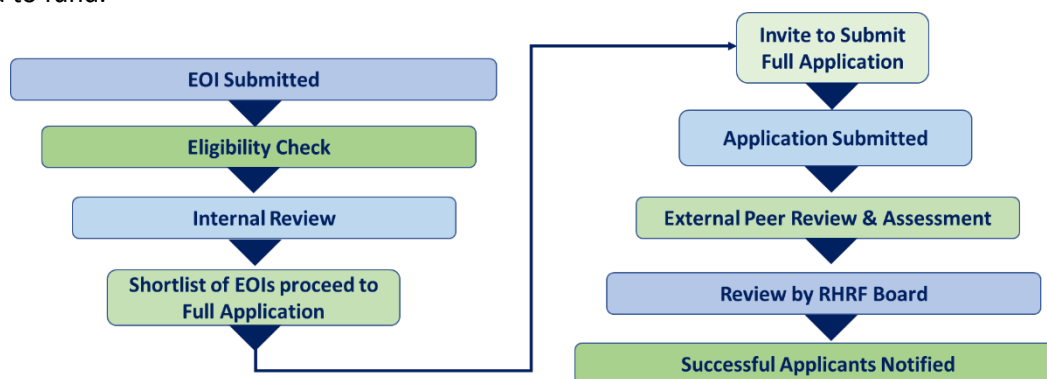
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2. HOW TO APPLY

2.1. Expression of Interest: Translational Challenge – *Make a Difference*

The Expression of Interest (EOI) is the first step in the two-step application process.

The EOI is open to all Australian-based medical and health researchers and is designed to capture *the idea* of the research project in enough detail to determine if this project is of interest to the RHRF Board to fund.

```
EOI Submitted
    ↓
Eligibility Check
    ↓
Internal Review
    ↓
Shortlist of EOIs proceed to Full Application
    →
Invite to Submit Full Application
    ↓
Application Submitted
    ↓
External Peer Review & Assessment
    ↓
Review by RHRF Board
    ↓
Successful Applicants Notified
```

A small number of eligible EOIs will be invited to submit a Full (and detailed) Application. It is strongly recommended invited applicants read this Guideline and the conditions set out below, before and while completing the EOI.

Online Application Portal - REGGS
All applications for RHRF Grants must be submitted via the new 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 and RHRF.

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 "**RHRF Translational Challenge – Make a Difference**" 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 under Helpful Resources for Applicants

> *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 in the once you submit your EOI.*

2.1.1 Total amount requested

Please indicate the total funding amount you are requesting (excluding GST). This amount cannot exceed $750,000 for the total grant.

For a copy of the complete grant conditions, including an overview of what RHRF will and will not fund as part of a grant, please refer to **Section 3.3 Budget and Funding Conditions**.

2.1.2 Duration of Project – *NEW!*

Please indicate the duration of the project in years. Four (4) years is the maximum allowed for the Translational Challenge Grant.

2.1.3 Focus

Please indicate which of the four key areas of focus your research project will address. If your focus area is not listed, please select "**Other"** and provide a description.

2.1.4 Project Title

A project title is required with a maximum of 100 words. If you are invited to submit a Full Application, you will have the opportunity to revise the title.

2.1.5 Project Summary

Please provide a lay summary of the project. Summarise the proposed research, the patient population(s), how will the research be performed and the benefits of the research.

> **Tip!** *RHRF reminds applicants that all their responses in both the EOI and the Full Application should be clear, concise and pitched for review by both technical and non-technical audiences.*

2.1.6 Project Sites – *REVISED!*

You must list all the proposed sites where the project will be undertaken. To be eligible for the Translational Challenge grant, applications must include at least one non-Ramsay facility and at least one Ramsay Health Care facility.

All the Ramsay Health Care sites can be found at https://www.ramsayhealth.com.au/Find-a-Service/Hospitals

To add a **Ramsay site,** select the state first (e.g. New South Wales, Queensland, etc.), then start typing the name of the Ramsay facility and select the name. Please note the facilities are not in alphabetically order in REGGS.

*Ramsay sites now include Ramsay Connect, Ramsay Health Plus, Ramsay Pharmacy, and Ramsay Psychology under relevant states. **Ramsay Not-Yet-Identified** is also an option if you are unsure of which Ramsay site is appropriate for your project.*

To select a **non-Ramsay Site**, select the state first (e.g. New South Wales, Queensland, etc.) and then type in "non" to select Non-Ramsay Site. Once selected, you can then type in the full name of the facility. Please don't use acronyms when entering site information.

You are now able to add Non-Ramsay sites in TAS, NT and ACT.

If you are invited to submit a Full Application, you will have the opportunity to revise the project sites.

2.1.7 Health Problem and Project Impact

Please respond to the questions to outline the health problem you are addressing and the expected impact of the project. This section is your opportunity to provide the RHRF with *the idea* of the project as well as its impact.

2.1.8 Innovation

RHRF is looking to fund innovative, high quality research projects. This section provides the investigators with the opportunity to describe the how the project is innovative and the advantages the innovation will provide.

2.1.9 Determinants of Health

RHRF is looking to fund research projects that include at least one determinant of health as a way of addressing the cycle of disadvantage. At the EOI step, we ask that you identify which health determinant will be addressed by your project. Please note applicants will be required to provide detailed responses about determinants of health if they are invited to submit a Full Application.

RHRF is specifically focused on the following determinants of health:
- ➢ Health Literacy
- ➢ Social Determinants of Health
- ➢ Lifestyle Risk Factors
- ➢ Natural Environment & Health – Green Spaces & Climate Change
- ➢ Experience – Complexity Gap (Knowledge transfer between generations)

> ***Note:*** *There are additional questions about determinants of health in the Full Application, so be prepared to provide more detail!*

2.1.10 Chief Investigator and Investigative Team

RHRF is looking to understand and evaluate the Chief Investigator (CI) and the planned investigative team. The CI is required to submit the EOI on behalf of all participating Investigators and, if successful, will be responsible for the successful delivery and oversight of the project.

RHRF will consider both the feasibility of the research project and the idea proposed, as well as the track record of the CI and the Investigative Team to undertake and successfully deliver the research project. Applicants should note that this section is focused on the team's demonstrated ability to conduct effective research, as opposed to the team's academic track record per se.

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RHRF will consider applications which list joint chief investigators, however, please note that within the REGGS application form only one person may be nominated as "Chief Investigator". If this is relevant to your project and you wish to share responsibility equally with another Chief Investigator, please list their role in the project as "Co-Chief Investigator" under *Role in project* as you add the Investigative Team members.

> ***Tip!*** *RHRF is looking to fund projects that can be successfully delivered and places importance on understanding the experience and the capabilities of the investigator team.*

2.1.11 Stakeholder Involvement

This section requires to you identify the relevant stakeholder groups you will need to engage with to ensure the project is feasible and successful in the event your EOI proceeds to the next stage.

It should be noted that you are **not** required to engage with the stakeholders in any detail at the EOI stage. The purpose of this activity is to demonstrate to RHRF that the applicants have clearly thought through the project and identified the groups that will be required to make it a success, should funding be awarded.

2.1.12 Project Budget Summary

A summary of the proposed budget is required at the EOI stage. Please categorise how the funding will be used. Your proposed budget should be apportioned into the following categories: Salaries, Consumables, Equipment, and Other.

- Do not include GST in any budget estimates.
- A detailed, year by year budget will be required if you are invited to submit a Full Application.
- The **Total Funding Requested** should be equal to the amount specified at the beginning of your EOI.

For details on the funding conditions and what RHRF will and will not fund as part of a grant, please refer to **Section 3.3 Budget and Funding Conditions**.

2.1.13 Inclusion of Clinical Fellowship, PhD Scholarship, or a Masters (Research) Scholarship

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

The involvement of Clinical Fellow, PhD or Masters candidate must be clearly described in the Full Application and justified in its budget section.

Please refer to **Section 3.4 Conditions for the inclusion of Clinical Fellowship, or PhD Scholarship, or a Masters (Research) Scholarship** for further information.

> ***Tip!*** *RHRF will only fund research training programs. If a Masters Scholarship is included, it must be for a Masters of Philosophy or Masters by Research. A post-graduate Masters Degree is not eligible for RHRF funding.*

2.1.14 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.

A Responsible Officer from the Administrating Organisation must be nominated and will be the primary contact for any contract discussions, should an RHRF Grant be awarded.

Tip! If you are having a problem inputting the ABN in REGGS, please click on the search icon again after you have entered it. *Note: You may need to do this more than once.*

A template of the Funding Agreement (draft) is available for review under **Helpful Resources for Applicants** and should be reviewed as part of your due diligence process. This template will be the starting point for contract negotiations if an RHRF grant is awarded.

2.1.15 Applicant Declaration - EOI

The RHRF expects that all nominated 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, must abide by the terms and conditions of RHRF grant awarded. This includes all reporting requirements.

Remember! **The RHRF website hosts a number of Helpful Resources for Applicants.**

If you have any questions about the grant or the Translational Challenge – Make a Difference EOI please contact the RHRF Operations Manager, Lena Caruso CarusoL@rhrf.org.au

2.2.   Full Application: Translational Challenge – Make a Difference

The Full Application is the second and final step in the application process and is **by invitation only.**

A small number of eligible EOIs will be invited to submit a Full (and detailed) Application. They will be notified by email with instructions on how to start their application in the REGGS portal.

> **Remember! For detailed information on how to use REGGS, download the REGGS User Guide from the RHRF website, found under Helpful Resources for Applicants.**

It is strongly recommended that invited applicants read this Guideline and the conditions set out below, before and during completion of the Full Application.

The Full Application will include all your responses from your EOI and you will be able to update the Project Title, add or amend sites and revise the Investigative Team.

> *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.*
> * *Once your application is submitted, a copy will be emailed to you.*

2.2.1 Detailed Project Proposal

Please provide a detailed outline of the project proposal. This should include sufficient background and information to enable any reviewers and the RHRF Board to understand the context of the study and the proposed research.

Applicants must address all of the following items within the proposal:
* The research question, hypothesis, aims and objectives;
* The research methodology / study design;
* The setting / the project sites and how any specific issues will be managed at these sites;
* Participant population, the participant recruitment strategy and data collection;
* Evaluations, health economic and statistical analysis;
* Ethics and Governance plan;
* Expected outcomes of the study and how it will benefit the patient population; and
* How you will measure the success of the project.

Please limit your response to **no more than 5 pages** in total (including supporting documentation). We recommend copying answers from a Word Document. Your response may include references, figures, Gantt charts, tables and/or diagrams as required. Supporting documentation may be uploaded separately but will be included in the 5 page limit.

> *Tip! You are welcome to cut and paste your answers from a Word Document into the online form but remember there are word limits!*

2.2.2 Breaking the Cycle of Disadvantage

Having identified a specific Determinant of Health in the EOI stage, applicants are now required to provide detailed information on any socio-economic status (SES) measures to be used in this project and how the cycle of disadvantage will be addressed. Your responses to these categories will form part of your annual reporting obligations, if successful.

2.2.3 Clinical Fellowship or PhD / Master Scholarship

Applicants may include one of a Clinical Fellowship, PhD, or Research Masters Scholarship in the project budget. Please ensure the Fellowship or Scholarship is clearly aligned with the project and its objectives. You will be required to specify the costs in the **"Detailed Project Budget"** below.

> **Tip!** *RHRF will only fund research training programs. If a Masters Scholarship is included, it must be for a Master of Philosophy or Masters by Research. A post-graduate Masters Degree is not eligible for RHRF funding.*

2.2.4 Project Feasibility

This series of questions is designed to ensure applicants have considered all aspects of the project if awarded. RHRF is looking for assurance that the plans for the execution and delivery of the project have been well thought out, as well as *who* will be involved and *how* they will be involved.

> **Tip!** *Please ensure you have considered the impact of COVID-19, especially in the involvement of hospitals and the recruitment of participants.*

2.2.5 Key Stakeholders

In the EOI, we asked you to identify which groups you will need to engage with if you are awarded a RHRF grant to help applicants with the planning of the project.

In the Full Application, we are now asking you to engage with the specific key stakeholders as part of this application process, with a high level of engagement expected.

> **Tip!** *The RHRF team can assist with introductions and connecting with Ramsay Facility staff, if required. However, we will need sufficient time to do this so make sure not to leave your request to the last minute!*

2.2.6 Project Milestones and Stages

As part of the detailed project proposal, you may already have included a project plan and/or Gantt chart. This question is designed for applicants to identify all the key milestones and their related stages. This information will be used to generate the payment schedule in the Funding Agreement if you are awarded an RHRF grant.

We ask that applicants group their milestones into stages. Most projects will have approximately 4-6 stages, each comprised of 1-4 milestones. However, the exact number of stages and milestones will differ depending on your project.

Please ensure you set Stage 1, Milestone 1 to be "Execution of Agreement" and <u>do not</u> add any additional milestones to Stage 1. *All project milestones after Execution of Agreement should be listed under Stage 2 or later.*

Examples of milestones may include items such as securing ethics committee approval, achieving site/participant recruitment, completion of data collection, completion of data analysis, or dissemination of findings.

Payment of RHRF Funds

RHRF Grant funds are paid in instalments upon completion of each stage, with the exception of the first payment (Stage 1 payment) which will be made upon execution of the Funding Agreement. This payment is normally 20-25% of the total grant amount (i.e. enough funding to get the project started).

The final payment is usually 5-10% of the total Grant amount awarded. This is paid upon submission of the End of Project Report and Final Financial Acquittal.

All remaining payments will be paid upon completion of the relevant stage. Successful awardees are required to submit Progress Reports to RHRF at the completion of each stage. Invoices will be requested once these reports have been accepted by RHRF.

> **Tip!** *RHRF will fund Translational Challenge projects for a maximum of 4 years.*
> *Make sure your milestones, stages and budget all align with the overall timeline of your project!*

2.2.7 The Investigative Team

This question gives applicants the opportunity to revise the team of Investigators, if applicable and provide additional details about each Investigator.

The investigators are also given the opportunity to present their top five publications or published reports to demonstrate the research team's collective ability to successfully deliver projects like the one you are proposing in this application.

2.2.8 Detailed Project Budget

In the EOI, applicants were asked to provide an overview of the grant. In the Full Application, a detailed budget breakdown is required.

Please note RHRF will not fund grants that are predominantly 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 as referred until at least 30 June 2027.

The Total Funding Requested should be equal to the amount specified at the beginning of this EOI.

For details on the funding conditions and what RHRF will and will not fund as part of a grant, please refer to **Section 3.3 Budget and Funding Conditions**.

2.2.9 Independent Reviewers

Applications will be reviewed by external, independent reviewers as part of the review process. Applicants will be asked to nominate between three and five independent reviewers who may be approached to review their application. Not all reviewers will necessarily be approached and RHRF reserves the right to engage with alternative external reviewers, if required.

> **Tip!** *The reviewers you nominate must **not** be regular collaborators or be likely to be involved in your project. They should be free from bias and be able to provide an objective assessment of your project.*

2.2.10 Project Steering Committee

Every RHRF funded project must have a Project Steering Committee.

Each Steering Committee must include a representative from each project site and must be appropriate to the needs of the project. Members of the Committee may include representatives from relevant groups such as clinical specialists, nursing workforce, clinical governance, Facility Executives, RHRF management and/or patient/consumer representatives.

The recommended size of a Steering Committee is 6 – 8 members. Each participating site may also have its own local Steering Committee.

The Project Steering Committee is expected to meet regularly in the first 12 - 18 months of the project. Thereafter, it should convene as often as is required to ensure the project meets its milestones and its progress is unhindered.

2.2.11 Publication Plan

RHRF requires all research findings and outputs to be published in openly accessible form, in a timely manner, and for the public benefit, in accordance with the NHMRC Open Access Policy.

Please outline your publication plan for the duration of the project and highlight how your team will meet the RHRF open access requirements. Publications will form part of a Grantees ongoing reporting obligations.

2.2.12 Project Knowledge Exchange Plan & Post-project Translation Plan

RHRF believes Knowledge Exchange and Translation are important aspects of any research project that aims to improve patient outcomes. We ask that applicants carefully consider their plans for both activities.

Note: Both Knowledge Exchange and the translation plan will form part of a Grantees' ongoing reporting obligations.

2.2.13 Applicant Declaration

RHRF expects that all the Investigators have participated in the development of the application and that any one 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.

3. CONDITIONS OF AWARD: Translational Challenge Grant

3.1 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.

The Administrating Organisation must review the Funding Agreement, available for review on **the** RHRF website, found under **Helpful Resources for Applicants** prior to submission of the full application.

3.2 Funding Agreement

All successful applicants awarded a RHRF Translational Challenge grant will be asked to enter into a Funding Agreement with RHRF and Ramsay Health Care (if applicable).

A copy of the template Funding Agreement is available on the RHRF webpage under **Helpful Resources for Applicants**.

RHRF expects contract negotiations to be completed in two to four weeks. RHRF reserves the right to withdraw this offer if the contract isn't fully executed within this time frame.

3.3 Budget and Funding Conditions

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

3.3.1 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 equipment*, materials and consumables. The purchase of essential items and equipment specifically required for the project is allowed if such items are normally not available;
- Reasonable expenses for services, or purchase/licensing of software;
- Funds for travel. *Note: these costs will only be considered when they form an integral part of the project. The impact of COVID-19 must be addressed in the request for travel funds;*
- Costs associated with participant recruitment, where there is a justifiable need;
- Software development, if it is adequately justified and directly related to the to the research project; and

- Fees, charges and oncosts that are directly related to the research project. All such fees must be justified.

3.3.2 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.

In the event of the purchase of capital items in excess of $5,000 (including equipment) with RHRF funds, the Grantee must ensure that those items, or any proceeds from the sale of those items, continue to be applied for similar purposes as proposed in this grant until at least 30 June 2027.

3.3.3 No Indirect Costs

The Ramsay Hospital Research Foundation (RHRF) is a registered charity and awards Grants on the condition that its funds are not used for indirect research or infrastructure costs.

3.3.4 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.

3.4 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 Full Application and justified in the Detail Project Budget.

3.4.1 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 (2) 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.

3.4.2 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 be involve a Ramsay Health Care Facility.
- Recruitment must be subject to open, merit-based and acceptable to the university providing enrolment.

3.5 Payments linked to completion of Stages

RHRF payments are paid upon completion of Stages (comprising a series of Milestones). In order to receive payments, Grantees must submit Progress Reports at the completion of each agreed Stage.

The payment for Stage 1 will be made upon submission of invoice, following execution of the Funding Agreement. The first payment is normally 20-25% of the total grant amount and is typically enough to get the project started.

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.

The remainder of the payments will be paid on completion of each Stage. Most projects will have 4-6 Stages.

3.6 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. Grantees will be required to report on open access publications throughout the grant.

3.7 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 can be found under **Helpful Resources for Applicants** on the RHRF website**.**

3.8 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.

3.8.1 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.

3.8.2 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.

3.8.3 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.

3.8.4 Post Grant Outcomes Evaluation Report

A Post Grant Outcomes Evaluation Report is required 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.