

## Collaborative Research Request Grant 2021/22

### Application Guidelines, Instructions and Conditions

## RHRF 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.

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.**

<https://www.ramsayhealth.com.au/Ramsay-Research/Ramsay-Hospital-Research-Foundation/Applying-for-a-Grant>

## 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 streams will all be automatically ineligible for funding.

## Collaborative Research Requests

Applications for a RHRF Collaborative Research Request (CRR) Grants are managed via the submission of an Expression of Interest (EOI). The CRR EOI 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.

## 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

## Eligibility

To be eligible:

- Research must 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 EOI application process
- Projects must demonstrate a commitment to addressing improving social disadvantage by including at least one key determinant of health

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- Successful projects will be required to report against each patient's Socioeconomic status
- Research must be undertaken in Australia for the benefit of Australians

### Rolling Rounds

RHRF will accept EOIs for CRR throughout the year without a closing date, however EOIs will be presented to the RHRF Board on a quarterly basis in line with RHRF Board meetings.

### Key Dates for Collaborative Research Requests

The RHRF team will present submitted EOIs to the RHRF Board based on the following dates.

Board Meeting	Cut-off date for submission
Fourth Quarter 2021	Monday 29 Nov 2021
First Quarter 2022	Monday 28 Feb 2022
Second Quarter 2022	Monday 30 May 2022
Third Quarter 2022	Monday 29 August 2022
Fourth Quarter 2022	Monday 28 Nov 2022

### Contact Details

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

[CarusoL@rhrf.org.au](mailto:CarusoL@rhrf.org.au)

<https://www.ramsayhealth.com.au/Ramsay-Research/Ramsay-Hospital-Research-Foundation/Applying-for-a-Grant>

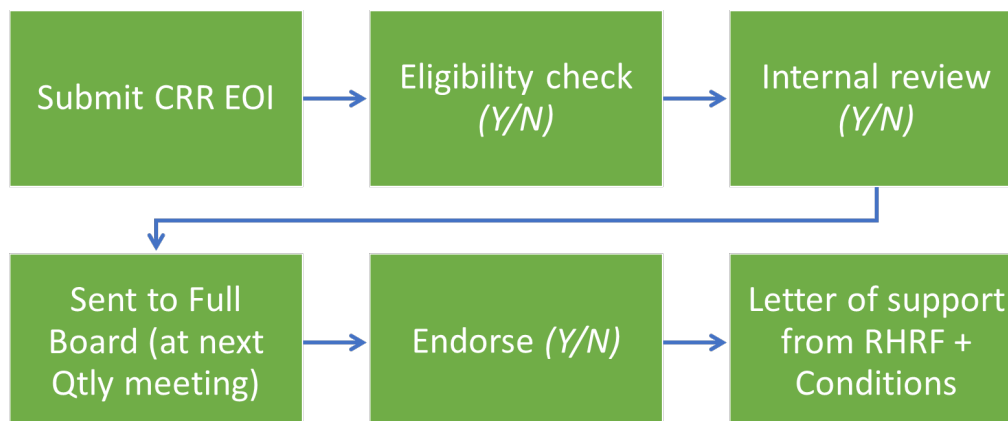
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## 1. HOW TO APPLY

### 1.1. Expression of Interest: Collaborative Research Request

The RHRF Collaborative Research Request grants will be considered via the following 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.

It is strongly recommended invited applicants read this Guideline and the Funding conditions 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 “**Collaborative Research Requests - Expression of Interest**” to start your application

#### Using REGGS

- The application is structured to be completed in multiple pages
- You can navigate through the application to the 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 once you submit your EOI.

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## 2. Research Project Overview

### 2.1 Funding Organisation

To start your Collaborative Research Request please indicate the funding organisations this EOI is related to. Note you can only select one, if the organisation is not listed, select other and provide the name of the funding organisation.

### 2.2 Support Required

There are a number of options you can request for support.

#### Ramsay Hospital Research Foundation

Please indicate the type of support is required from the Ramsay Hospital Research Foundation (cash, in-kind contribution or other).

#### Ramsay Health Care (RHC)

You can also indicate in what capacity Ramsay Health Care (if any) will be involved in the project and you are required to outline both RHC's role in the proposed project as well as the benefits of RHC's participation.

### 2.3 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 conditions, including an overview of what RHRF will and will not fund as part of a grant, please refer to [Section 3.2 Budget and Funding Conditions](#).

### 2.4 Duration of Project

Please indicate the duration of the project in years. Five (5) years is the maximum allowed for the Collaborative Research Request Grant.

### 2.5 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.

### 2.6 Project Title (100 words)

A project title is required with a maximum of 100 words.

### 2.7 Project Summary (300 words)

Please provide a lay summary of the project, this section **must start with** the name of the grant you are requesting RHRF to support, for instance NHMRC Partnership Grant. Then 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 responses should be clear, concise and pitched for review by both technical and non-technical audiences.

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#### 2.8 Project Sites

You must list all the proposed sites where the project will be undertaken. To be eligible for the RHRF funding projects 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.*

#### 2.9 Health Problem and Project Impact (300 words each)

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.

#### 2.10 Innovation (300 words)

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.

#### 2.11 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.

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)

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#### 2.12 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 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.

#### 2.13 Stakeholder Involvement

This section requires you to 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 step.

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 RHRF support be provided.

#### 2.14 Project Budget Summary

A summary of the proposed budget is required. Please categorise how the RHRF 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.
- 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 be funded, please refer to [Section 3.2 Budget and Funding Conditions](#).

#### 2.15 Adminstrating Organisation

The Adminstrating Organisation must be the organisation applying for the overall funding, who will manage the grant on behalf of all the partners. 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 Adminstrating Organisation must be nominated and will be the primary contact for any contract discussions.

**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.*



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#### 2.16 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 Collaborative Research Request EOI please contact the RHRF Operations Manager, Lena Caruso [CarusoL@rhrf.org.au](mailto:CarusoL@rhrf.org.au)

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### 3. FUNDING CONDITIONS: Collaborative Research Request

Ramsay Hospital Research Foundation participation in a collaborative research project application is subject to the following conditions.

#### 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.

#### 3.2 Budget and Funding

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

##### 3.2.1 Cash Contributions

The RHRF will provide up to \$750,000 as a cash contribution for collaborative research projects on the condition that RHRF is not the only participant to provide cash.

##### 3.2.2 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,
- 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 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 to the research project, and
- Fees, charges and oncosts that are directly related to the research project. All such fees must be justified.

##### 3.2.3 What RHRF will not fund

The Ramsay Hospital Research Foundation (RHRF) awards Grants on the condition that its funds are not use for indirect research or infrastructure costs. RHRF will not pay for indirect research or infrastructure costs or similar.

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



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- 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 (including equipment) with RHRF funds is in excess of \$5,000, 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 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.

### 3.4 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.

### 3.5 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 occur via the REGGS portal.

#### 3.5.1 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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#### *3.5.2 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.

#### *3.5.3 Post Grant Outcomes Evaluation Report*

All RHRF funded projects are requested to provide a Post Grant Outcomes Evaluation Report 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.

### 3.6 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.