**WA Child Research Fund 2024-25**

# **Application Form**

**Due by: 1:00 PM (AWST) Friday 30 May 2025**

* ***Please refer to the*** [***Guidelines and Conditions***](https://ww2.health.wa.gov.au/Articles/U_Z/WA-Child-Research-Fund) ***which include application instructions.***
* ***Applicants are responsible for complying with internal deadlines and ensuring all certifications are complete prior to submission.***

## Activity title

|  |
| --- |
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## Activity summary

Provide a **plain language** summary of the proposal, including the aims, objectives, significance and expected benefits to the WA child and adolescent health and medical sector. This summary may be used for publicity purposes.

*[Maximum 250 words]*

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| --- |
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## Funding request

The information provided below must align with the ‘Budget details’ table.

|  |  |
| --- | --- |
| Activity funding request (ex GST)  *Up to $600,000 for a 3-year period* | $ |

## Responsible Entity

|  |  |
| --- | --- |
| Name of Responsible Entity  *Entity which would administer grant funds* |  |
| ABN  *Must be active* |  |
| Registered address  *Must have a physical and operational presence in WA* |  |
| Contact officer pre-award | Name:  Position:  Email:  Phone: |
| Contact officer post-award | Same as pre-award above  **or**  Name:  Position:  Email:  Phone: |

## Activity Lead

Insert an abridged (two-page maximum) Curriculum Vitae (CV) which includes key research achievements and publications from the last 5 years. CVs can be inserted at the end of this application form.

|  |  |
| --- | --- |
| Title (e.g. Dr, Ms) First name SURNAME |  |
| ORCiD  *An ORCiD can be generated for free at* [*https://orcid.org/*](https://orcid.org/) |  |
| Citizenship/residency status | Australian citizen  Australia permanent resident  New Zealand citizen  appropriate work visa |
| Will the Activity Lead physically reside in WA for a minimum of 80% during the grant | Yes |
| Primary telephone number |  |
| Primary email address |  |
| Completed the free online 30 minute [Consumer and Community Involvement in Health Research](https://retprogram.org/training/consumer-and-community-involvement-in-health-research/) course (or equivalent) | Yes No  If applicable, equivalent course name: |
| Completed the free online 30 minute [Consumer & Community Involvement and Grant Writing](https://cciprogram.org/consumer-community-involvement-and-grant-writing-e-course/) course (or equivalent) | Yes No  If applicable, equivalent course name: |
| CV attached  *Maximum two pages* | Yes |
| Has no overdue reports for any OMRI or FHRI Fund grant programs | Yes |

**Grant Arrangement**

|  |  |
| --- | --- |
| Relationship to Responsible Entity  *Refer to ‘Eligibility’ section of the Guidelines and Conditions* | (a) employee of the Responsible Entity  or  (b) honorary or adjunct title at the Responsible Entity |
| If response to grant arrangement is (a), indicate further details | Position at Responsible Entity: |
| If response above is (b) and there will be an arrangement with an Employer, indicate further details | Title at Responsible Entity:  honorary  adjunct |
| Intended grant arrangement:  affiliation agreement  subcontract to Employer |
| Employer: |
| Position at Employer: |
| Employer has an active ABN:  Yes |
| Employer has a physical & operational presence in WA:  Yes |

**Other employment and affiliations**

List all the entities that the Activity Lead is employed by or has an affiliation with, other than the Responsible Entity or Employer listed above. Identify if an adjunct or honorary title or a Clinical Academic position. Add rows if necessary.

|  |  |  |
| --- | --- | --- |
| **Entity** | **Position/Title** | **Paid** Y/N |
|  |  |  |
|  |  |  |
|  |  |  |

**Other information**

|  |  |
| --- | --- |
| Discipline/Profession |  |
| Clinician Profession  *Note: this is collected for statistical purposes only* | Allied health and health sciences  Dentistry  Medical Practitioner  Nursing & Midwifery  Non-clinician |
| Research career stage  *An Early-Career researcher has held their PhD for no more than 5 years from the date that their PhD was passed and a Mid-Career researcher no more than 10 years, as at the time of application, taking into consideration any career disruptions as defined in the* [*NHMRC Relative to Opportunity Policy*](https://www.nhmrc.gov.au/about-us/nhmrc-policies-and-priorities)  *Note: this is collected for statistical purposes only* | Early-Career  Mid-Career  Post Mid-Career  No postgraduate degree |
| Postgraduate research degree | PhD  Masters by Research  None  Years since award of degree: \_\_\_\_\_\_\_\_  If None, years of research experience: \_\_\_\_\_\_\_\_ |
| Within which area are you located | Perth metropolitan  Regional and remote |

## Team members

Provide details for each of the team members involved in the Activity. This will include team members associated with the Responsible Entity, and any other participating organisations.

To demonstrate the capacity of the team and its suitability to conduct the Activity, insert an abridged (two-page maximum) CV of each team member, which includes key research achievements over the last 5 years (where applicable). CVs can be inserted at the end of this application form.

Insert additional team member tables as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Team member 1** | | | |
| Title (e.g. Dr, Ms), First name, SURNAME | |  | |
| ORCiD (if registered) | |  | |
| Role in this Activity | |  | |
| Time commitment to this Activity | | hours/week | |
| Primary telephone number | |  | |
| Primary email address | |  | |
| Completed the free online 30 minute [Consumer and Community Involvement in Health Research](https://retprogram.org/training/consumer-and-community-involvement-in-health-research/) course | | Yes No  If applicable, equivalent course name: | |
| Completed the free online 30 minute [Consumer & Community Involvement and Grant Writing](https://cciprogram.org/consumer-community-involvement-and-grant-writing-e-course/) course (or equivalent) | | Yes No  If applicable, equivalent course name: | |
| CV attached  *Maximum two pages* | | Yes | |
| Employer(s) | Position(s) and Title(s) | Paid  Y/N |
|  |  |  |
|  |  |  |
|  |  |  |

## Activity classification

|  |  |
| --- | --- |
| **Broad Research Area** *(select one)*  *Refer to* [*National Health and Medical Research Council website*](https://www.nhmrc.gov.au/about-us/resources/australian-standard-research-classifications-and-research-keywords?mc_cid=8d59f951bb&mc_eid=e758823e42) *for description of broad research areas.* | **​**  Basic scienceresearch  **​**  Clinical medicine and science research  **​**  Health services research  **​**  Public health research |
| Field of Research (FoR)  *Australian and New Zealand Standard Research Classification, 2020 downloadable from the Australian Bureau of Statistics* [*website*](https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/latest-release)*.* | Primary FoR *(mandatory):*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |   Secondary FoR(s) *(optional):*   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Burden of Disease** (up to 2) state the disease groups and names that are most applicable or have the highest burden  *Downloadable Australian Institute of Health and Welfare* [*Australian Burden of Disease Study*](https://www.aihw.gov.au/reports/burden-of-disease/abds-methods-supplementary-material-2018/data) *Table 2.1* | *e.g. Blood and metabolic disorders - Cystic fibrosis* |
| **Research Keywords** (up to 5)  *Available from NHMRC*  [*Sapphire Knowledge Base*](https://healthandmedicalresearch.gov.au/tutorials.html) *webpage, located under Researcher > My Applications > Keyword Library* | 1.  2.  3.  4.  5. |

## Significance of the Activity (20%)

Applications must address contemporary challenges or needs.

Describe the following:

1. the issue and the relevance and scale of the issue in relation to WA child and adolescent health (e.g. incidence/prevalence, burden of disease)
2. the anticipated contribution of proposed Activity to the issue described above (e.g. advancing knowledge, informing policy/practice, improving health care or health outcomes)
3. the potential economic, social and environmental benefits of the research to WA.

*[Maximum 500 words]*

|  |
| --- |
| a)  b)  c) |

## Activity plan (20%)

Describe the Activity plan including:

1. the Activity objectives, ensuring these are specific, measurable, attainable, relevant and time-bound
2. the methodology that will be followed, including techniques, target group(s), a realistic sample size and how achievement of the Activity objectives will be demonstrated
3. a list of all locations where the Activity will be undertaken, ethics and governance approvals and agreements that will be required before the Activity can proceed (if any research is undertaken at a WA public health system site or involves a WA public health system employee, ethics approval must be sought from a WA Health HREC, as per the Department of Health [Research Governance Framework](https://rgs.health.wa.gov.au/Pages/Research-Governance-Framework.aspx))
4. an achievable timeline.

*Note: Assessment of the Activity plan includes the achievability of the proposed milestones and timeframes (as provided below) and the proposed budget to undertake the Activity and justification for budget items (as provided in the ‘Budget request’ section).*

*[Maximum 2,000 words]*

|  |
| --- |
| a)  b)  c)  d) |

List the major milestones for the Activity and their duration in months from Activity start date in the following table.

The Activity starts upon execution of a *Grant Funding Agreement*. Include separate milestones as applicable, for example, ethics and governance approvals, employment of staff, data collection, participant recruitment, and data analysis. Note dissemination of research outcomes, e.g. publications, are not appropriate milestones, as they are not a component of the Activity.

*Note: If ethics/governance approval is required for the Activity, this must be achievable within the Activity period and approval dates do not affect the Activity start date.*

| **No** | **Milestone**  *(insert additional rows as required in order of completion)* | **Milestone date**  *(in months from start date)* |
| --- | --- | --- |
| 0. | Execution of Grant Funding Agreement | 0 months |
| 1. | *e.g. prepare and submit ethics application* | *e.g. 1 month from start date* |
| 2. | *e.g. recruitment of support personnel* | *e.g. 2 months from start date* |
| 3. | *e.g. obtain ethics and governance approvals* | *e.g. 3 months from start date* |
| 4. | *e.g. recruit first participant* |  |
| 5. | *e.g. recruit final participant* |  |
| 6. | *e.g. obtain final participant data* |  |
| 7. | *e.g. analyse data* |  |
| 8. |  |  |

## Novelty (15%)

Describe the following:

1. how this approach is novel. Discuss what distinguishes this work from similar or related research in this area
2. the potential benefits and advantage of the novel approach.

*[Maximum 250 words]*

|  |
| --- |
| a)  b) |

## Consumer involvement (15%)

Describe the following:

1. how consumers (people with lived experience of a health issue, including patients and potential patients, carers, and people who use health care services) have been involved in the development of the proposed Activity
2. the plan for ongoing consumer engagement in the Activity, including their roles and how their lived experience perspectives will inform the Activity through formal and informal processes.

Refer to the ‘Consumer involvement’ section of the Guidelines and Conditions. Note it is encouraged that all team members complete the free online 30 minute [Consumer and Community Involvement in Health Research](https://retprogram.org/training/consumer-and-community-involvement-in-health-research/) course (or equivalent) and the free online 30 minute [Consumer & Community Involvement and Grant Writing](https://cciprogram.org/consumer-community-involvement-and-grant-writing-e-course/) course before completing this section.

As an example for clarity, if the Activity relates to the trialling of a healthcare service provided by clinicians for patients, the clinician is not a consumer, but rather the patient or their carer are consumers.

*[Maximum 500 words]*

|  |
| --- |
| a)  b) |

Please provide details of each consumer representative involved in the development of this proposal and/or proposed to be involved in the Activity. Note that named consumers must be aware of and agree to the statements above and must provide certification if proposed to be involved in the Activity.

Insert tables as required.

|  |  |
| --- | --- |
| Title, First Name, SURNAME |  |
| Email address |  |
| Role in the development of this proposal (if applicable) |  |
| Role in this Activity  (if applicable) |  |

## Feasibility (15%)

Describe feasibility of the Activity including how:

1. the knowledge, expertise and experience of the Activity Lead and team members will assist in achieving the aims of the Activity, including the contribution to the Activity by the Activity Lead and each team member
2. collaboration with policy and practice partners will contribute to the outcomes of this Activity.
3. any required resources or expertise (e.g. technical, infrastructure, equipment and facilities) for the Activity will be accessed.

*[Maximum 1,000 words]*

|  |
| --- |
| a)  b)  c) |

## Translation and implementation (15%)

Describe the following:

1. planned steps for the translation and/or implementation of findings and the Activity timeframes for translational impacts
2. how the knowledge, expertise and experience of the team members and collaborating partners will assist with the process of translating findings into policy and/or practice
3. future plans for the activity. For example, a possible extension of the activity to a broader geographical area, population or to other disciplines.

*[Maximum 1000 words]*

|  |
| --- |
| a)  b)  c) |

## Budget request

The total budget must be no more than $600,000 excluding GST over a maximum of 36 months.

Requested FTE, salary level, costs and duration must reasonably reflect the proposed Activity and be directly attributable to the delivery of the proposed Activity.

List requested budget items in the table below, noting the following:

1. Salary costs:
   1. *May include Award/Agreement increases and salary increments as appropriate.*
   2. *Can only include superannuation, payroll tax and worker compensation as salary on-costs up to a maximum of 30%, noting that salaries paid by a WA public health system entity can only include superannuation as a salary on-cost.*
   3. *Cannot include parental leave, sabbatical, severance and termination payments.*
   4. *Funding is not intended to provide salary for the Activity Lead. An exemption to this rule may be requested, where it is deemed that this salary is crucial to the success of the Activity. Adequate justification must be provided. Determination of exemptions will be made on a case-by-case basis, at the discretion of the Office of Medical Research and Innovation.*
2. Non-salary costs:
   1. *Can only include essential services, supplies, unique equipment, consumer involvement and other expenses directly related to the Activity.*
   2. *Travel will not be approved unless strongly justified as being essential to the undertaking of the Activity and must not include costs related to conference attendance.*
   3. *Equipment items must not exceed a total value of 10% of the budget request or $15,000, whichever is the lesser amount, and quotes for items must be attached to the application.*
3. Overhead charges:
   1. *Overhead charges (indirect/infrastructure costs) may be requested up to a maximum 10% of the total budget, noting that WA public health system Responsible Entitles cannot claim overhead charges in accordance with the Financial Management Manual s522 (grant funding administered by the OMRI is exempt).*

| **Budget category and item description** | **Year 1 request**  (AUD ex GST) | **Year 2 request**  (AUD ex GST) | **Year 3 request**  (AUD ex GST) |
| --- | --- | --- | --- |
| 1. **Salary costs**   *Insert more rows if required* |  |  |  |
| Position title/role:  On-cost % (maximum 30%): | Base salary: $  On-costs: $ | Base salary: $  On-costs: $ | Base salary: $  On-costs: $ |
| Position title/role:  On-cost % (maximum 30%): | Base salary: $  On-costs: $ | Base salary: $  On-costs: $ | Base salary: $  On-costs: $ |
| ***Subtotal salary costs*** | ***$*** | ***$*** | ***$*** |
| 1. **Non-salary costs**   *Insert more rows if required* |  |  |  |
| Supplies:  *(provide details of items required)* | $ | $ | $ |
| Consumer involvement:  *(provide details)* | $ | $ | $ |
| Equipment:  *(provide details and attach quotes)* | $ | $ | $ |
| Information technology:  *(provide details of non-standard items required)* | $ | $ | $ |
| Travel:  *(provide travel purpose, dates and location)* | $ | $ | $ |
| Other:  *(specify each item)* | $ | $ | $ |
| ***Subtotal non-salary costs*** | ***$*** | ***$*** | ***$*** |
| 1. **Overhead charges**   *Up to a maximum of 10% of costs (1 + 2)* |  |  |  |
| *(provide details here of how overheads are calculated)* | $ | $ | $ |
| **TOTAL**  *Must be less than $600,000 ex GST* | **$** | **$** | **$** |

### Budget request justification - salaries

Provide a justification for any salaries in the ‘Budget request’ table. For each person, the salary justification should specify:

1. name of person (if known)
2. position title/role
3. employing entity
4. the full-time annual salary amount, and the basis for this
5. each of the salary on-cost % (superannuation, payroll tax and workers compensation)
6. FTE and duration, and why this is appropriate
7. duties, and how these contribute to the delivery of Activity outcomes (if a Team Member note that this is provided in the ‘Team members’ section)
8. other salary funding sources.
9. where this expenditure is not in WA, explain why this is necessary
10. if the person is the Activity Lead, provide justification of how paying this salary is crucial to the success of the Activity (see note 1.4 above).

*[Maximum 250 words]*

|  |
| --- |
| a)  b)  c)  d)  e)  f)  g)  i)  j) |

### Budget request justification – non-salary items

Provide a justification for all requested budget items (other than salary), such as specific expertise or equipment, and where this expenditure is not in WA, explain if the item is not available in WA or if it is beneficial to WA for the item to be procured outside the State. For equipment items ensure quotes are attached.

*[Maximum 250 words]*

|  |
| --- |
|  |

## Other funding sources for this Activity

Please select one of the two options below:

I have no other current source of funding for this Activity, and no funding applications planned or in progress for this Activity; or

I have current funding, or applications planned or in progress, which overlap with this Activity (details below).

*For multiple funding applications, please provide each in a separate table.*

|  |  |
| --- | --- |
| Funding Organisation |  |
| Funding Scheme/Round |  |
| Amount of funding requested  (ex GST and $AUD) |  |
| Describe the overlap with this Activity or how the funding complements but does not duplicate funding requested for this Program |  |
| Expected date of Award or Decision |  |

## Bibliographic references

If applicable, provide bibliographic references to any publications or reports cited in the application. Please only include publications strictly pertinent to the application.

|  |
| --- |
|  |

## Assessors not to be approached

Provide the name(s) of any assessor(s) or organisation(s) you request not to be approached to assess this application (if applicable) to [DOH.OMRI@health.wa.gov.au](mailto:DOH.OMRI@health.wa.gov.au). This information will only be available to the Office of Medical Research and Innovation, and must be provided by the application closing date.

## Team certification

We certify that:

1. we commit to taking part in the Activity proposed in this application for the duration of the grant if successful
2. the information supplied by us on this form is complete, true and correct in every particular
3. we agree to abide by the *Guidelines and Conditions*
4. we agree to participate in an evaluation whether the application is successful or unsuccessful
5. we have discussed the likely impact of the Activity on participating organisations, and this Activity is acceptable to them
6. we agree to obtain any research ethics and governance approvals that might be required for undertaking the funded Activity
7. we understand and agree that if the application is successful, that no further claim will be made on the Department of Health to cover any expenditure beyond the approved budget
8. if the Activity Lead is employed by the WA public health system and the Responsible Entity is not the WA public health system entity (includes Clinical Academics where applicable), the Activity Lead will [register](http://coi.hdwa.health.wa.gov.au/) (WA Health staff access only) a Conflict of Interest for this grant in accordance with the Department of Health [Managing Conflicts of Interest Policy](https://www.health.wa.gov.au/About-us/Policy-frameworks/Integrity/Mandatory-requirements/Managing-Conflicts-of-Interest-Policy) that addresses how the Activity Lead intends to ensure WA Health intellectual property (IP) is protected
9. the Activity Lead does not have overdue reporting obligations for any grant funding program administered by the Office of Medical Research and Innovation (including FHRI Fund programs) from any year (excludes authorised extensions)
10. we will advise if any other funding is awarded for any component of the Activity.

### Activity Lead

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Signature** |  | **Date** |  |

Other Team Members associated with the Responsible Entity and any other participating organisations.

Insert additional tables as required.

### Team Member 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Signature** |  | **Date** |  |

## Consumer representative certification

I certify that:

1. I commit to taking part in the Activity proposed in this application for the duration of the grant if successful
2. I agree to abide by the *Guidelines and Conditions*
3. I agree to be contacted in relation to the grant, e.g. for evaluation of the grant funding program.

Insert additional tables as required.

### Consumer Representative 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Signature** |  | **Date** |  |

## Responsible Entity certification

I certify that:

1. I am an authorised representative of the Responsible Entity
2. all the eligibility criteria listed in the *Guidelines and Conditions* are met
3. the Activity Lead will have a position or title at the Responsible Entity for the period of the grant if successful
4. if the Activity Lead is not an employee of the Responsible Entity, evidence of an affiliation agreement with, or in-principle agreement for subcontracting to, the relevant Employer has been attached, where this evidence has not previously been provided to the Office of Medical Research and Innovation
5. the Responsible Entity endorses this application, confirms that the information supplied on this form is complete, true and correct in every particular
6. the Responsible Entity is willing to administer the grant under the conditions specified in the *Guidelines and Conditions*, including the requirement to ensure that appropriate agreements are in place with the Activity Lead, team members and participating entities
7. the grant will not constitute the entire financial base of the Responsible Entity, i.e. the Responsible Entity has other external sources of income
8. the Responsible Entity or other entities that fund or are involved in the Activity are not part of an industry that produces products or services that may contribute to poor physical health or mental wellbeing of the community
9. the Department of Health will be notified immediately of any changes to eligibility or changes to the information originally provided in this application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** |  | | |
| **Position** |  | | |
| **Signature** |  | **Date** |  |
| **Telephone number** |  | | |
| **Email address** |  | | |

## Responsible Entity finance officer (or equivalent) certification

I certify that:

1. I am an authorised finance representative of the Responsible Entity
2. the budgeted costs in this application are true and correct and reflect the latest costing information available to me
3. amounts requested in the Budget are in Australian dollars and are exclusive of Australian GST
4. I understand that funding will only be made available for the scope of work described in the application, or any modifications to the scope of work approved in writing by the Department of Health. The Department of Health is not obliged to underwrite any costs beyond funding awarded through this Program.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Position** |  | | |
| **Signature** |  | **Date** |  |

**[Scan this QR code with your smart phone to go the WA Health website](http://www.health.wa.gov.au/)**

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