



2023 Clinical Grant Round Application Guidelines

Applications open at **9am on 21 August 2023**
Applications close at **9am on 16 October 2023**

Late applications will not be accepted.
Please direct all queries to research@wesleyresearch.org.au

1. About Wesley Research Institute

Established in 1994 the Wesley Research Institute is the second oldest medical research institute in Queensland and the official research partner for UnitingCare. Our research extends across the UnitingCare network including Lifeline, Blue Care and four private hospitals St Andrew's War Memorial Hospital, The Wesley Hospital, Buderim Private Hospital and St Stephen's Hospital (Hervey Bay).

Wesley Research Institute predominately focuses on translational research and works closely with experienced doctors, nurses, and allied health professionals to deliver improved treatments, better diagnostics and enhanced care. Wesley Research Institute aims to make a real difference, and is committed to providing better health outcomes, real impact and quality of life for patients and their families, as well as building supportive communities.

2. About the 2023 Clinical Grant Round

2.1 Eligible Research

Wesley Research Institute funds research projects and activities that fall within the T2 to T5 phases of the translational research pathway (refer to Figure 1) – clinical studies, clinical trials, translation to clinical practice and translation to public health.

Clinical research that improves healthcare delivery and access to care within the T4 to T5 phases of the translational research pathway may be considered health services research projects. These research activities aim to improve the way healthcare is delivered, ensuring systems and processes are effective and efficient.

All research activities funded by Wesley Research Institute must focus on improving health outcomes for patients within UnitingCare Hospitals.

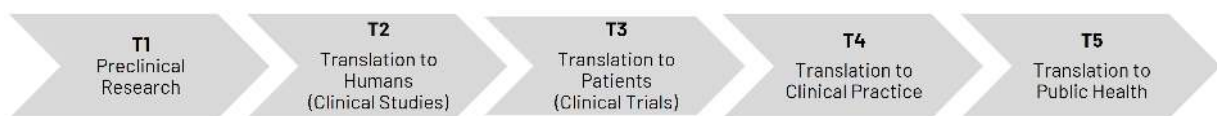


Figure 1: Translational Research Pathway.

2.2 Available Funding Opportunities

In the 2023 Clinical Grant Round, Wesley Research Institute has **\$640,000** available for allocation to projects for its strategic research areas in the UnitingCare Hospitals. This amount is available for the entire applicant pool, not per applicant.

The amount of funding available for each research area is dependent on the amount of tied funding that Wesley Research Institute has received in support of these areas.

A **maximum of 2 years** in funding applies to all grant types. Applications will be accepted for **Seeding Grants up to \$75,000** or **Project Grants up to \$150,00** for the following Strategic Areas:

- Cancer;
- Cardiovascular and Critical Care;
- Coeliac Disease;
- Health Services Research
- Neurology;
- Orthopaedics;
- Surgical Specialties.

3. Eligibility Criteria

Applications submitted in the 2023 Clinical Grant Round are subject to the following eligibility criteria:

- The **Primary Applicant** must be **staff** or a **healthcare professional (e.g., doctor, nurse, pharmacist, physiotherapist, support services etc.)** who works at one or more of the UnitingCare Hospitals in Queensland (The Wesley Hospital, St Andrew's War Memorial Hospital, Buderim Private Hospital or St Stephen's Hospital (Hervey Bay));
- The Primary Applicant must have fulfilled all obligations from any previous Wesley Research Institute awards, including submission of required progress/final and financial reports;
- At least 80% of the research activity must occur in a UnitingCare Hospital in Queensland;
- Only **one** application per Primary Applicant will be accepted (one project in each application); and
- Employees of Wesley Research Institute are not eligible to apply.

4. Grant Application

4.1 Assistance with your Application

Wesley Research Institute will provide the following assistance with applications:

- General enquiries regarding your application;
- Up to two hours of in-kind study design, methodology and/or statistical support per Primary Applicant from an expert researcher;
- Grant Writing resources to provide guidance to potential applicants in preparing a successful grant application.

For more information, please visit our website at wesleyresearch.org.au/2023-clinical-grant-round or contact research@wesleyresearch.org.au.

4.2 Research Team

- The research team must include a **strong and genuine partnership** between the Primary Applicant and an **experienced researcher**, where the clinical problem is better identified and understood by the Primary Applicant through first-hand experience, and the experienced researcher can support and advise on best methods for data collection, analyses and presentation of results. Multidisciplinary clinical and academic collaborations are encouraged. A single person can act as both the Primary Applicant and the experienced researcher in some instances but must demonstrate significant research experience;
- The Primary Applicant may be listed on more than one grant application as a Co-Investigator but cannot be the Primary Applicant (Chief Investigator) on multiple grant applications;
- The Primary Applicant must ensure that their line manager supports the application;
- The Primary Applicant must obtain and submit a Letter of Support from the Head of Department of the UnitingCare Hospital facility/facilities at which the research will be conducted;
- The Primary Applicant must ensure Good Clinical Practice (GCP) training has been completed within the previous 2 years prior to the commencement of the project;
- The Primary Applicant must obtain an honorary affiliation with Wesley Research Institute prior to the commencement of the project;
- The Primary Applicant must be the project leader and be responsible for the successful completion and outcomes of the research project;
- If the Primary Applicant is not a UnitingCare employee, appropriate insurance for the activities that are the subject of the grant application must be held for the duration of the project.

4.3 Budget

Funding must **not** be requested for any of the following items:

- Infrastructure (such as capital works, general maintenance costs, office telephone systems);
- Basic office equipment, rent, utilities, etc.;
- Retrospective funding;
- Recurrent administrative costs;
- Institutional overheads.

Please refer to **Appendix C** for eligible budget items.

5. Submitting an Application

Please read the following guidelines and instructions carefully before completing an application form via SmartyGrants. Please note the following:

- Applications must be submitted online at wesleyresearch.smartygrants.com.au.
- Applicants can delegate application submission to support staff with a SmartyGrants account.
- Applicants can return to SmartyGrants at any time to view their application. Please note your application cannot be changed once it has been submitted.
- **Please note that word limits apply** to the application form as specified. SmartyGrants will allow applicants to enter additional words above the word limit, however it cannot be submitted.
- Applications must be submitted before **9am** on the due date. Applications that are late, or do not adhere to the instructions will not be considered further. Hard copy (paper) applications or Word documents submitted via email **will not be accepted**.
- Supporting documentation must be uploaded using the following example naming convention:
SmartyGrants Reference Number_Applicant Surname_Budget
SmartyGrants Reference Number_Pi/AI Surname_CV
SmartyGrants Reference Number_Applicant Surname_LoS
- Receipt of a submitted application is acknowledged by confirmation email from SmartyGrants.

Page 1 – Application Instructions

Confirm that the Primary Applicant and proposal complies with the eligibility criteria specified. If the response is “no”, the application should not be submitted.

Page 2 – Research Team

Section	Guidance
Primary Applicant	Provide all details as requested for the Primary Applicant. Provide details regarding all career disruptions (refer to Appendix B). Applicants will be assessed based on research performance relative to opportunity. This ensures that the assessment process accurately evaluates the applicant’s track record relative to stage of career and opportunities available.
Experienced Researcher	Provide all requested details for the Experienced Researcher. The research team must include a strong and genuine partnership between the Primary Applicant (staff or healthcare professional) and an Experienced Researcher.
Research Team	Provide details of the research team who will collectively conduct the research to ensure the stated aims are achieved.

Collaborative Plan	In 500 words or less, provide an overview of the quality and capability of the research team. This section must demonstrate a strong collaboration between the Primary Applicant and Experienced Researcher/s. Please also provide an overview of the expertise that team members will bring to the project and how the team members will work together to achieve the proposed project aims.
Advisory support from Wesley Research Institute	<p>Consider the skills and expertise of your team and any gaps that may exist in delivering the proposed research. Provide details of the key areas of advisory support that you may require from Wesley Research Institute – e.g., protocol development, patient recruitment strategies (including social media and website), database development, preparation of participant materials, ethics etc.</p> <p>Applicants can also request direct support for preparing/submitting applications to the UnitingCare Health Human Research Ethics Committee, developing your statistical analysis plan and conducting final data analysis. Costs for direct support will need to be built into your budget on page 5 of the application.</p>

Page 3 – Project Overview

Section	Guidance
Project Title	Provide a succinct project title, in both plain English and scientific terms.
Project Duration	Estimate when the funding period of the project will start and finish (i.e., the period during which all funds will be expended).
Project Synopsis	Summarise your project in plain English and describe the impact your research will have on patients.
Hypothesis and Objectives	Clearly articulate/define the hypothesis/hypotheses for the project (click ‘add more’ as required). List up to three primary translational objectives of the proposed project.
Milestones	<p>Provide four key milestones and the estimated date of completion of each milestone.</p> <p>Example:</p> <p>Milestone 1 – Obtain HREC approval Milestone 2 – Commence data collection Milestone 3 – Finalise data collection Milestone 4 – Finalise data analysis and submission of pre-print</p>
Project Location/s	Provide the locations where the research will take place. This must include one of the UnitingCare Hospitals in Queensland.

Page 4 – Research Proposal

In 1500 words or less, provide an overview of your research proposal that addresses the items outlined below:

Section	Guidance
Background and Rationale	<p>This should be a concise summary of the current knowledge relating to each aim, justifying the need for the project and identifying the specific contribution it will make. Provide any preliminary data that you have generated that will help to inform this project. Include your own contribution to the area and/or the contribution of other team members listed on the application.</p>
Methods and Analysis	<p>Include a description of the proposed study intervention, research design, measurement issues, sampling procedures, sample size calculations/statistical power, and how the data will be analysed. Include a brief summary of the statistical methods and/or analysis plan to be used to evaluate the data.</p> <p>It should be clear how each aim will be addressed and each research question tested.</p> <p>Provide details of stakeholder engagement and other activities that will assist in the successful translation of the research results.</p> <p>Wesley Research Institute acknowledges that applications may have commercial outcomes and that commercially sensitive information may not be included in a grant application to protect Intellectual Property (IP). However, applications must have sufficient information pertaining to the scientific rationale and principles underpinning the research for it to be rigorously assessed. As all applications are kept Commercial-In-Confidence and Wesley Research Institute adheres to the Australian Code for the Responsible Conduct of Research, which protects any IP in the application, the provision of sufficient detail for peer review will not jeopardise their commercialisation potential.</p>
Risk and Mitigation Strategies	<p>Identify the risks and constraints of your project and the mitigation measures you will put in place to minimise these risks. Consider the risks within the following areas as they pertain to your project:</p> <ul style="list-style-type: none"> • Study setting • Patient population, recruitment and follow up • Experience of investigators to conduct the project • Investigational drug or device to be used • Nature of endpoints • Complexity of procedures or measurements • Engagement of stakeholders
Anticipated Outcomes and Impact	<p>Describe the expected outcomes based on the project's objectives and the translation of research into improved health outcomes for patients and improved healthcare practices and behaviours at UnitingCare Hospitals.</p> <p>Describe how the research will improve current best practice, patient care and/or quality of life at UnitingCare Hospitals within 5 years of initiation of the project. Specify the target patient population and the number of patients who will benefit from this research.</p>

Figures, Images and/or Tables	Files should be uploaded in .pdf format only and clearly labelled. A maximum of 2 figures will be accepted and must be referenced in the Project Proposal appropriately.
Systematic Review	Indicate whether a systematic review of the proposed research topic/question has been performed. The systematic review should confirm that the proposed project does not duplicate existing research.
Additional Approvals	In addition to Human Research Ethics Committee and Research Governance, consider the approvals required to undertake the project at the designated site. E.g., a device study may require hospital approval via the Medical Advisory Committee prior to commencement.
Reference List	The 1500-word count for the Research Proposal should not include references. A list of all references cited in the Research Proposal should be uploaded by clicking on "choose files". References should be listed in standard journal format. Only cited references are to be listed.

Page 5 – Requested Funding

Section	Guidance																
Type of Grant	<p>Indicate the type of grant and Strategic Area that is being applied for in the application.</p> <table border="1"> <thead> <tr> <th>Grant Type</th> <th>Strategic Area</th> </tr> </thead> <tbody> <tr> <td>Seeding Grant – up to \$75,000</td> <td>Cancer</td> </tr> <tr> <td>Project Grant – up to \$150,000</td> <td>Cardiovascular and Critical Care</td> </tr> <tr> <td></td> <td>Coeliac disease</td> </tr> <tr> <td></td> <td>Health Services Research</td> </tr> <tr> <td></td> <td>Neurology</td> </tr> <tr> <td></td> <td>Orthopaedics</td> </tr> <tr> <td></td> <td>Surgical specialties</td> </tr> </tbody> </table>	Grant Type	Strategic Area	Seeding Grant – up to \$75,000	Cancer	Project Grant – up to \$150,000	Cardiovascular and Critical Care		Coeliac disease		Health Services Research		Neurology		Orthopaedics		Surgical specialties
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Budget for Requested Funding	<p>Please provide a high-level budget for your project by completing the WRI Project Budget Template. Upload the completed template by clicking on "choose files". Please refer to Appendix C for acceptable funding requests.</p> <p>For salaries listed as budget items, please ensure that the appropriate salary level, on-costs (e.g., superannuation) and FTE are specified.</p> <p>Please note: The support services below can be provided by Wesley Research Institute. Please build these costs into your budget if you require these services:</p> <ul style="list-style-type: none"> • Initial ethics application preparation/submission to UnitingCare Hospitals HREC: \$1,900 • Statistical support (development of statistical analysis plan, data analysis): \$125/hour (allow approx. 5 days for data analysis = \$5,000). Please note, this is in addition to the in-kind support offered prior to submitting your application. 																
Budget Justification	Provide the rationale for the funding requested, and any supporting information.																

Page 6 – Supporting Documents

Attach a letter of support for the Primary Applicant from the Head of Department of the UnitingCare Hospital at which the research will be conducted. Please use the [Head of Department Letter of Support Template](#).

Attach a brief Curriculum Vitae for the Primary Applicant **and** Experienced Researcher (maximum 2 pages each) which supports the information provided in the application form. Consider including the following information:

- Research outputs, including patents and clinical guidelines
- Student supervision/mentoring
- Clinical training/workshops (as lead/participant)
- Other

Page 7 – Privacy Policy and Award Terms

The Primary Applicant must confirm that they have read and understood the Privacy Statement and Award Terms and Conditions in **Appendix D**:

Privacy Statement:

Your Personal Information is being or has been collected by Wesley Research Institute to facilitate provision of services related to research and grant opportunities to you and/or to keep you informed about Wesley Research Institute related activities. WRI respects your privacy and embrace the principles contained in the Privacy Act.

A copy of WRI's Privacy Policy is available at wesleyresearch.org.au/privacy-policy

Reviewing and Submitting an Application

The last page of the application opens a review screen that includes the seven application pages collated onto a single page. An error message at the top of the review page indicates that some changes to the application are required before submission – these will be highlighted in red on the application form and the applicant will be directed to the relevant section/s of the application. The applicant should study the content for accuracy before submission.

6. Assessment of Grant Applications

6.1 Assessment Process

All eligible applications undergo a rigorous peer review process by an independent group, where applications are scored against the Assessment Criteria. The highest ranked applications will be considered for funding in the 2023 Clinical Grant Round.

6.2 Assessment Criteria

Projects will be assessed against the following criteria:

Research Proposal

- The proposal has well-defined, achievable goals/objectives, key milestones and deliverables;
- The objectives/hypotheses of the research are well supported by an existing evidence-base (i.e., preliminary data, clinical studies, information in the literature);
- The strategy, methodology, and analyses defined in the proposal are well-reasoned and appropriate to accomplish the specific aims of the project;
- The research aligns with the translational research pathway and provides an acceptable translation plan to demonstrate how improved patient outcomes can be achieved;
- The research team has adequate access to facilities, equipment, patients, stakeholders, staff/volunteers, etc. to conduct the proposed research.

Research Team

Please note: in this grant round, more emphasis is placed on a “good idea” rather than the track record of the Primary Applicant alone.

- The Applicant possesses the expertise, experience and ability to implement the proposed research, as demonstrated by track record;
- The research is a collaborative effort between Primary Applicant and researchers (e.g., academics, scientists) to ensure the project team collectively possesses the skills and qualifications that lead to the delivery of project objectives on time and within budget.

Budget

- The budget is sufficient for the proposed research and represents value for money;
- All budget items, including staff salaries and consumables are clear and well justified.

7. Awarding Funds

Applications approved for funding will be sent a Letter of Offer and Funding Agreement for execution. It is a condition of funding that all required ethical clearances are obtained prior to project commencement and an honorary appointment with Wesley Research Institute has been formalised.

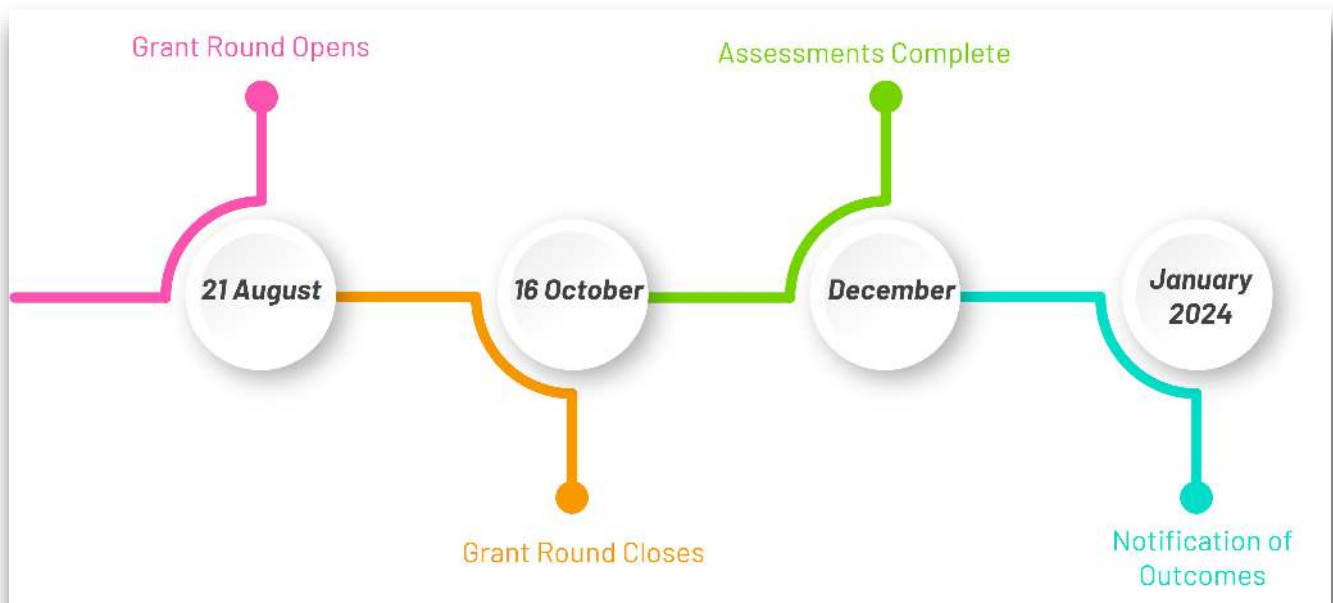
8. Monitoring and Evaluation of Approved Projects

Wesley Research Institute has a strong focus on the translational impact of research and utilises the *Performance, Outputs, Engagement and Translational Impact (POET)* framework as a measurement tool.

The POET framework enables objective monitoring and evaluation of research funded by Wesley Research Institute in accordance with defined performance indicators for each criterion. **Appendix E** provides greater detail about the POET framework and associated performance indicators. **Please consider these criteria before submitting an application.**

Wesley Research Institute requires progress reporting to be completed at defined time points during the funding period. An annual review of the research project will be conducted by Wesley Research Institute which reserves the right to discontinue funding should it deem that the research conducted does not comply with the submitted proposal and/or the assessment criteria. A final report will be required to evaluate the research project’s successful completion against the POET framework.

Appendix A – Key Dates: 2023 Clinical Grant Round



Appendix B – Glossary of Terms

In this document, unless the contrary intention appears

Administering Institution means the institution that is responsible for all aspects of administration of the grant including the financial aspect.

Career Disruption involves a prolonged interruption to an applicant’s capacity to work, due to:

- Parental;
- Major illness/injury;
- Carer responsibilities; or
- Study leave (i.e., PhD, MPhil, Higher Degree etc).

Interruptions must involve either a continuous absence from work for periods of 28 calendar days or more and/or a long-term partial return to work (with the absence amounting to a total of 28 calendar days or more) that has been formalised with the applicant’s employer.

Eligibility Criteria means the statements of the standards that applicants/institutions must meet in order for their grant application to be reviewed.

Equipment means any non-consumable item or group of items of tangible property purchased in whole or in part with grant funding.

Funding Agreement means the legal instrument of financial assistance between Wesley Research Institute and the Recipient.

Primary Applicant means the person responsible for the conduct and reporting of the proposed research. The Applicant has ultimate responsibility over all aspects of the research grant and reporting.

Recipient means the entity that receives a Wesley Research Institute Clinical Grant and is responsible for the completion and reporting of the research stipulated in the corresponding application as per the Funding Agreement.

SmartyGrants is the online grants management system used by Wesley Research Institute to manage the entire project grant cycle from application to evaluation.

Appendix C – Budget Examples

Acceptable funding requests:

Direct Costs	Description
Primary Applicant	WRI will consider direct salary funding (including on-costs) for the Primary Applicant, subject to the provision of a detailed proposal outlining clinical backfill arrangements, approved by their direct line manager. The Primary Applicant must retain at least 0.5 FTE clinical load. The proposed salary budget must not exceed 80% of the total grant amount.
Other Personnel	Personnel specifically employed for conducting the project, e.g., research nurse, research assistant, etc. Hourly rates of pay are to be determined from the relevant Award Rates of pay for administrative and technical support. On-costs are to be listed separately.
Consumables	E.g., investigational drug, blood collection tubes, syringes, etc.
Diagnostic tests and interventions	E.g., MRI/PET/CT scans, blood tests, doctor's time to conduct the test or intervention
Pharmacy fees	Fees for dispensing, storage, destruction, etc. of an investigational product
Equipment	Equipment must be justified for the proposed study to achieve its objectives.
Software	Software specifically required for the conduct of the project, e.g., the use of a database.
Licenses for outcome measures	Required for the access and use of outcome measures during the project.
Publication Costs	Costs associated with journal fees.
Participant travel reimbursement	Reimbursement or payment incentive to research participants (e.g., parking), as long as payment is ethically acceptable (see the NHMRC document 'Using the National Statement I: Payments to participants in research, particularly clinical trials').
Travel for Research Staff	Funding for travel is only available if it is an integral part of the project, i.e., data collection, multi-site collaborations. The mode of travel must be indicated.
Initial Ethics Application Preparation/Submission	Please include \$1,900 for Wesley Research Institute to provide this service, if required.
Statistics Support	Please include \$125/hour for Wesley Research Institute to provide this service, if required. Please allow approximately 5 days (\$5,000) for Wesley Research Institute to conduct the final data analysis.

Appendix D – Award Terms and Conditions

The following terms and conditions apply to the conduct and approval of the research project:

1. The Primary Applicant certifies that all the information given in this application is correct, and accepts the funding decision by Wesley Research Institute as final.
2. A funding agreement will be prepared by Wesley Research Institute for successful applications. The Funding Agreement outlines all conditions of the Award.
3. The Primary Applicant must obtain an honorary affiliation with Wesley Research Institute prior to the commencement of the project.
4. Ethical and Governance approvals will be sought from the UnitingCare Health Human Research Ethics Committee and any additional Ethics Committees, and followed, in conducting the research. Initial funding will be contingent on all Ethics and Governance approvals being obtained. Continued funding will be contingent on all Ethics and Governance approvals being adhered to.
5. At agreed milestones and upon completion of the research project, the Recipient shall provide a progress report and/or presentation to Wesley Research Institute, in a format as prescribed by Wesley Research Institute, regarding the conduct of the research, and the results and findings.
6. A brief summary of the project, including results, will be published on the Wesley Research Institute website.
7. Awardees must be available on occasion during the project to present the findings of their project to an audience at, or external to, Wesley Research Institute. This may include presentations at donor functions, fundraising events, or other public relations activities such as being interviewed or featured in Wesley Research Institute media promotions.
8. The research project will be conducted as described in the proposal submitted for review, unless Wesley Research Institute is advised otherwise in advance in writing, and approves the changes.
9. The research project must be completed within the time specified in the Funding Agreement from the date of execution of the Funding Agreement, unless a no-cost extension request is submitted to Wesley Research Institute in writing prior to the end of this term, and the request is approved.
10. An extension can be requested a maximum of three times and must not exceed a delay of more than 18 months in total. Wesley Research Institute reserves all right in the termination of funding if this is exceeded, to ensure that it continues to meet its overall research vision and the institute's funders' expectations.
11. Periodic review of the research project will be conducted by Wesley Research Institute, which reserves the right to terminate funding should the research outcomes fail to meet the assessment and evaluation criteria.

Appendix E – Monitoring and Evaluation POET Framework

