

RESEARCH ENDOWMENT FUND

GUIDELINES 2017

for funding commencing in 2018

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1. INTRODUCTION

The Research Endowment Fund (REF) is an annual competitive financial grant round to support research activity of high quality across the St Vincent's Hospital (Melbourne) (SVHM) campuses.

The REF and the REF Committee are guided by the SVHM Director of Research and managed by its Research Facilitation Unit. Further information on the Research Directorate is available via <https://svhm.org.au/home/research>

These guidelines provide instructions and information to assist researchers who are considering submitting a REF Application in 2017, for research project funding commencing in 2018.

2. FUNDING CRITERIA

The REF aims to raise the profile of research by supporting projects that have a clinical application, or potential clinical significance and, in particular, research collaborations.

Funding applications are assessed by the REF Committee, and ranked in order of merit against the following REF funding criteria:

- i. Development of areas of research need (eg clinical significance);
- ii. Seeding of pilot projects with the potential to form larger external grant applications;
- iii. Joint venture projects lead by Hospital Departments, with campus Institutes and /or University Departments;
- iv. Quality of the project and its value to the Hospital including its relevance to the development of clinical services; and
- v. Provision of assistance to new members of hospital staff to permit the transfer of research skills to the hospital.

Applicants are encouraged to keep these funding criteria in mind when they are developing their REF application.

3. REF COMMITTEE

The REF Committee will use panels of referees from Hospital and campus staff, who will review applications according to the above REF Funding Criteria on a competitive basis, to make recommendations to the CEO on the allocation of funds.

The REF Committee comprises of:

- Director of Research at SVHM (Chair)
- Chair, Clinical Research Support Committee
- Professor of Medicine of The University of Melbourne at SVHM
- Professor of Surgery of The University of Melbourne at SVHM
- Professor of Psychiatry of The University of Melbourne at SVHM
- Chief Medical Officer SVHM
- Chief Nursing Officer SVHM
- Director of The Bionics Institute
- Director of O'Brien Institute
- Director of St Vincent's Institute
- Clinical Director at SVHM at the discretion of the Chair
- Allied Health Group Manager SVHM
- Director of Mission SVHM
- Director of Foundation (non-voting)
- Research Directorate Project Manager (Secretary) (non-voting)

4. CRITICAL DATES 2017

- | | |
|--------------------------------------|---|
| ➤ REF Applications open: | Monday 1 st August 2017 |
| ➤ REF Applications close: | Thursday 31 st August 2017 |
| ➤ REF results advised | by Wednesday 29 th November 2017 |
| ➤ REF Deeds of Agreements completed: | December 2017/January 2018 |
| ➤ REF funding period begins: | 2018 |

5. FUNDING CATEGORIES

To meet the objectives of the funding criteria the following categories will be:

Category A: Research Buy-Out Time for Clinicians (part-time)

Category B: Support or Seeding Grants for Research Projects

Category C: The Margaret Young Bequest: Funding for a research project related to arthritis research

Category D: SVHA's Inclusive Health Innovation Fund

Category A: Research Buy-Out Time for Clinicians (part-time)

Objective:

To buy out clinical time for research activities. This is defined as providing funding to clinicians to do research, by either obtaining time to spend on research by foregoing clinical work, or by substituting another practitioner to fulfil clinical duties with the hospital, so that research can be undertaken.

Eligibility:

Offered to clinicians (i.e. Medical Practitioners, Nurses, Allied Health Professionals etc) with SVHM Hospital appointments.

Funding:

Funding is available to support research on a part-time basis of up to 0.2 EFT (capped at \$50,000; based on current award salary). Funding is to support clinical research undertaken on SVHM campuses.

Special consideration will be given to:

- i) Research that targets clinical or translational research outcomes
- ii) Research that has a collaborative nature (eg across departments, with campus institutes and universities etc)
- iii) Research that has co-funding from host departments.

Please note that, Category A applications should request funds for Clinical Buy Out Time only. Requests for other items, such as equipment, will not be considered in Category A applications.

Please note that, for the purposes of the REF process, the Principal Researcher for Category A applications is defined as the applicant who will be receiving funds for their salary.

Category B: Support or Seeding Grants for Research Projects

Objective:

Support for Researchers for to assist in employing staff, consumables, or intra-hospital services (e.g. pathology, ethics applications, animal facility charges etc). Category B is particularly for funding pilot projects particularly by early career researchers. It is intended to support early studies, not projects currently underway or near completion.

Eligibility:

Funding is available to a research team based on the St Vincent's campus. One member of the research team (Principal Researcher or Associate Researcher) must have a St Vincent's Hospital (Melbourne) appointment.

Funding:

Duration of funding is seen as "seeding" for a one year term only. Projects should have well defined budgets, aims and be achievable in a 12 month period. Funding in Category B for individual projects is capped at \$20,000. Applicants may reapply for funding but would need to do so formally, via a new REF application.

Category C: The Margaret Young Bequest - Funding for research project related to Arthritis research**Objective:**

Support for Researchers for to assist in employing staff, consumables, or intra-hospital services (e.g. pathology, ethics applications, animal facility charges etc) and is intended to be applied towards research into the causes and management of arthritis.

Eligibility:

Funding is available to a research team based on the St Vincent's campus. One member of the research team (Principal Researcher or Associate Researcher) must have a St Vincent's Hospital (Melbourne) appointment.

Funding:

Duration of funding is for a one year term only. Projects should have well defined budgets, aims and be achievable in a 12 month period. Funding in Category C for individual projects is capped at \$20,000. Applicants may reapply for funding but would need to do so formally, via a new REF application.

Category D: SVHA's Inclusive Health Innovation Fund**Objective:**

Social Justice in Health (SJH) is guided by SVHA's core values of Compassion, Justice, Integrity and Excellence. An important enabler of SJH is SVHA's Inclusive Health Innovation Fund (IHIF). This fund provides resources to engage and support clinician driven projects for SVHA staff passionate about improving outcomes for the poor and vulnerable.

Inequity in health outcomes arising from economic need, marginalisation and/or vulnerability is avoidable and unjust. Righting inequity requires a focus on avoidable differences in care and outcomes for people we care for across SVHA.

SVHA aims to provide fairness in opportunity for all people we care for to obtain their full health potential, to access and utilize services and to participate fully in their health care. Under SVHA's five-year strategic plan (enVision 2025) we are specifically focusing on improving health outcomes for five vulnerable groups including:

- People with mental health concerns

- People with drug and alcohol addiction
- People with health concerns who are homeless
- Aboriginal and Torres Strait Islander People
- People with health concerns who are prisoners

Eligibility:

Funding is available to a research team based on the St Vincent's campus. One member of the research team (Principal Researcher or Associate Researcher) must have a St Vincent's Hospital (Melbourne) appointment. All IHIF projects must include:

- At least one of the five vulnerable groups
- At least one of the outcome measures
- An advocacy component

MEASURES	
Prevalence	Measuring the prevalence of vulnerability - including mechanisms in your project to count those people who are vulnerable – developing ongoing processes to collect this data would be viewed favourably but is not mandatory. The inclusion of a validated tool such as the Vulnerability Index (VI-SPDAT) for more comprehensive data is welcomed. VI-SPDAT : http://www.orgcode.com/wordpress/wp-content/uploads/2014/08/VI-SPDAT-Manual-2014-v1.pdf
Wellbeing	Measuring wellbeing of the vulnerable people involved in the project using qualitative measures and/or a validated tool. The use of the Personal Wellbeing-Index (PWI) would be viewed favourably but is not mandatory PWI: http://www.acqol.com.au/iwbg/wellbeing-index/pwi-a-english.pdf
Partnership	Partnering with community based services and expert academics also working with the vulnerable group(s) including ways in which ongoing relationships between these partners and SVHA
Advocacy	Translating the impact of social disadvantage into advocacy Contributing to health and social policy to improve health outcomes

Funding:

For project funding

Duration of funding is for a one year term. Projects should have well defined budgets, aims and be achievable in a 12 month period. Funding in Category D for individual projects is capped at \$20,000. Applicants may reapply for funding but would need to do so formally, via a new REF application.

For Research Buy-Out Time for Clinicians (part-time):

Offered to clinicians (i.e. Medical Practitioners, Nurses, Allied Health Professionals etc) with SVHM Hospital appointments. Funding is available to support research on a part-time basis of up to 0.2 EFT (capped at \$50,000; based on current award salary). Funding is to support research undertaken on SVHM campuses.

Please note that, Category D applications should request funds for Clinical Buy Out Time only. Requests for other items, such as equipment, will not be considered in Category D applications. Please note that, for the purposes of the REF process, the Principal Researcher for Category D applications is defined as the applicant who will be receiving funds for their salary.

6. APPLICATION PROCESS

There are two concurrent steps for completing an REF application:

Applicants are required to complete and submit both the **online Registration Form** and the **Application Form** which are accessible via “Research Endowment Fund” section of the [ACMD Research Week](#) home page, or by simply using this direct link:

[REF APPLICATION 2017](#)

Application must be completed and submitted online by 5:00pm on Thursday 31st August 2017.

REF APPLICATION

The Application Form collects more detailed information on your project proposal, budget, research team, etc.

The Application Form should be downloaded from the [REF website](#), completed and then submitted as follows:

1. Register REF Grant using the [REF grant portal](#), and upload application form using the file name; **REF2017-18 [Applicant's surname] Application Form**
2. Submit 1 signed original to

Project Manager, Research Endowment Fund
Research Directorate
Level 5, Building E (Aikenhead Building)
PO Box 2900
Fitzroy Victoria 3065

3. **Applications must be completed by 5:00pm (midday) on Thursday 31st August 2017.**

Please note:

1. Both the electronic copy and hard copies must be the same version.
2. Applicants are responsible for printing and delivering/ mailing their own hard copies
3. Late applications will not be accepted

7. GUIDANCE

These guidelines should be read in conjunction with both application steps, as described above. Applicants are encouraged to consult these guidelines and pay attention when completing each step to ensure:

- ✓ Compliance (eg word limits etc)
- ✓ REF funding criteria are considered
- ✓ Pitch (ie be written for a general or non-specialist in your subspecialty)
- ✓ Available resources (eg databases, access to clinical information, equipment etc)
- ✓ Budget – using the REF budget template
- ✓ Timeline of activities (milestones / deliverables)
- ✓ Compliance with research ethics obligations

8. PAST REF APPLICANTS

If you have been successful as a REF recipient in the past, you may be eligible to reapply for REF support for the same project. In this case you need to complete a new REF Registration Form and Application Form with a Progress Report.

9. APPLYING FOR ONE OR MORE CATEGORIES

Only **one** application per Principal Researcher / research group will be accepted. Co-funding from host departments for such items as infrastructure, reagents etc is therefore encouraged.

10. BUDGET

All applicants must include a budget with their completed REF Application Form.

There is a budget template included in the REF Application Form. The budget template is provided as a guide only. There are examples in the template of common research areas, for budgetary consideration. Applicants must provide budget line items according to their specific requirements.

- ❖ For **Category A** (Research Buy-Out Time for Clinicians (part-time)) the budget would be expected to be a part-time salary cost ranging up to a maximum of 0.2 EFT, based on an appropriate award salary (capped \$50,000)

Please note that Category A applications should request funds for Clinical Buy Out Time only. Requests for other items, such as equipment, will not be considered in Category A applications.

- ❖ For **Category B** (Support or Seeding Grants for Research Projects) please note that support is for one year only, and that there is a limit of \$20,000.00 per individual project.

- ❖ For **Category C** (Support or Seeding Grants for Arthritis Research Project) please note that support is for one year only, and that there is a limit of \$20,000.00 per individual project.
- ❖ For **Category D** (SVHA's Inclusive Health Innovation Fund) please note that support is for one year only, and that there is a limit of \$20,000.00 per individual project.

11. LEGITIMATE & LIMITED EXPENSES

Legitimate expenses for REF funding may be considered to be:

- ❖ Researcher salary and/or salary support for research project-related staff (eg assistants, research nurses, consultants etc)
- ❖ Superannuation and related on-costs for project-specific staff
- ❖ Standard pay scales, or current awards, for scientists, nurses, research nurses, allied health professionals and/or medical clinicians etc will apply. Applicants should refer to their HR / payroll officer to ensure that these standard rates, and to specify these rates in their project budget.
- ❖ Project related costs for intra-hospital services (eg pathology lab fees, ethics applications, animal facility charges and the like)

Limited expenses:

- ❖ Small items of equipment essential to the project may be requested. These must however be clearly justified and would not normally cost more than \$10,000.

12. USE OF FUNDS

Budgets are to be formulated according to the research project's specific requirements. Budgets should therefore be financial requests for project-related resources, or research salaries related to the project.

Funding, for personal expenses, apart from a salary or stipend will not be accepted.

Funding is not for retrospective expenses, but ones commencing in 2018.

Due to a limit on available funds the REF Committee retain the discretion to decide on the final amount of funding available to an applicant.

The REF funds must only be used for the purpose applied for in the project application, as submitted to the REF Committee.

Where a successful REF applicant subsequently gains further funding from another funding body/agency, for the activity described in the REF project application, then the Applicant must

declare that additional funding by writing to the Chair of the REF Committee, at stvfunding.research@svhm.org.au. Applicants may be required to return any unspent funds. Failure to declare external funding may result in withdrawal of funds and the requirement to return spent funds to the REF.

Applicants must use REF funds for on-campus services (refer to Appendix 1) where available; alternative service providers are only to be used if facility is not available locally.

The REF Committee may decide to issue 'vouchers' for on-campus services to successful applicants rather than provide cash funds.

13. SALARY SUPPORT

Where a REF award supports a salary (eg for Category A – Research Buy-Out Time for Clinicians (part-time)) it is the responsibility of the Principal Researcher to ensure that administration of the REF award is managed via the appropriate payroll and financial pathways.

14. APPLICATION ACCEPTANCE

Applications will be checked for compliance. Late, incomplete or non-compliant applications may not be accepted. Questions on the administrative process may be directed to stvfunding.research@svhm.org.au

Questions on these guidelines or the management of the REF may be directed to the Chair of the REF Committee, at stvfunding.research@svhm.org.au.

Disclaimer: whilst every endeavour will be made to assist applicants in leading up to the application deadline, ultimately it is the applicant's responsibility to ensure a complete and compliant application is submitted.

Applications that are compliant will be accepted for assessment by the REF Committee and will be sent a letter of receipt acknowledging this. Non-compliant applications will also be identified and information sent to those applicants accordingly.

15. ADMINISTRATION OF SUCCESSFUL REF AWARDS

a. Outcome of Applications

All applicants will be advised in writing as soon as practical after the REF Committee meeting in November. It is anticipated such notice would be received by 29th November 2017.

Unsuccessful applicants will be encouraged to apply for the next annual REF grant round.

b. Deed of Agreement

Successful applicants will receive a Letter of Award outlining the terms and conditions of their funding agreement. The Letter will need to be signed by the Principal Researcher, Supervisor (for student applications only) and the Head of the Department / Institute, to certify that they are prepared for the project to be carried out under their supervision and/or in their Department / Institute. One copy of the signed Deed will need to be returned to the Research Directorate, before funding can be disbursed into the applicant's financial account.

The Deed specifically outlines:

- Use of Funds
- External Funding
- Financial Account Required
- Research Conduct / Ethics clearance
- Reports – Progress and Final Reports
- Publicity and Acknowledgment

c. Financial Account

Successful REF applicants will need to identify an existing, or establish a new SVHM Research Account (RS) or Special Purpose (SP) cost centre, into which their REF award will be deposited. The Finance Department can assist with this process.

The REF award will only be deposited directly into the SVHM Hospital RS/SP cost centre that the Applicant nominates. Payment will be made into the respective cost centre specified by the researcher as per the Letter of Award. Applicants will be advised when the payment has been completed.

All grants will be require financial acquittal at the end of the award period

d. Ethics and Compliance Approvals

Successful REF applicants will be sent an ethics form with the Letter of Award that will need to be completed so as to notify the Research Governance Unit of any ethics approvals required for their funding award.

Research conduct must be accordance with the relevant SVHM institutional policies and comply with the relevant statutory codes, State and Federal government guidelines and Good Clinical Practice Standards.

Human research

Any human experimentation shall be conducted in accordance with the current requirements of the 'National Statement on Ethical Conduct in Human Research (2007)' as developed by the National Health and Medical Research Council (NHMRC), Australian Research Council and Universities Australia.

Research involving animals

Experiments involving the use of animals shall be conducted, and experimental animals shall be housed, maintained and controlled, in accordance with the current 'Australian Code of Practice for the Care and use of Animals for Scientific Purposes, 7th Edition 2004' and any additional Supplementary Notes as adopted by the NHMRC.

Use of radioactive substances, ionising radiation, recombinant DNA potent teratogens or carcinogens

Clearance for research which involves any of the above must be obtained from the appropriate Institutional Biosafety Committee and/or, where relevant, Ethics Committee.

It is the Principal Researcher's responsibility to ensure that if they are conducting human research, research involving animals or genetically modified organisms that they obtain the appropriate approval. For further information or advice please contact the Research Governance Unit research.ethics@svhm.org.au or 9231 2394.

e. Reporting

Successful REF applicants will be required to complete a Report.

A Progress Report will be required at 12 month intervals until the completion of the project at which time a Final Report is required along with a financial acquittal.

Reports should provide information on any outcomes achieved e.g. grants, prizes, awards, publications etc as a result of the REF award.

Templates for the Report will be available from the Research facilitation Unit's website.

f. Intellectual Property

Applicants in receipt of a REF award must comply with the SVHM Intellectual Property (IP) policy. The SVHM IP policy is available via the intranet.

g. Publicity and acknowledgement

Applicants must identify the St Vincent's Hospital Melbourne Research Endowment Fund in any publication arising from the research including articles, conference proceedings, posters, abstracts, grant applications etc in the following format:

'This work was carried out with support from the St Vincent's Hospital (Melbourne) Research Endowment Fund.'

h. Presentation at the ACMD Research Week

Research funded by REF funds should be presented at an ACMD Research Week.

16. ENQUIRIES

For enquiries on administrative procedures relating to the application process please contact the Research Directorate on 9231 2394 or stvfunding.research@svhm.org.au

For further information on these guidelines please contact the Chair of the REF Committee, at stvfunding.research@svhm.org.au.

17. APPENDIX 1 - CAMPUS SERVICES AVAILABLE TO RESEARCHERS

Bioinformatics

Victorian Life Sciences Computation
Initiative/Department of Medicine St
Vincent's Contact Dr Gayle Philip

Hospital

T: 9035 3708

E: gkphilip@unimelb.edu.au

3rd Floor O'Brien Institute

T: 9231 2405

E: tloudovaris@svi.edu.au

Bioresources Centre

Contact Helen Barlow

T: 9231 2645

E: helen.barlow@svhm.org.au

Biobank

Contact Sue Best

National Serology Reference Laboratory

4th Floor, Healy Building

T: 9418 1123

E: sue@nrl.gov.au

Flow Cytometry Facility

Contact Michael Thomson

St Vincent's Institute

T: 9231 3511

E: mthomson@svi.edu.au

Chemidoc Imaging system

Contact Dr Michael Zhang

Confocal Microscope

Level 5, Clinical Sciences Building
Contact Associate Professor Damian Myers
Head of Research, Department of
Orthopaedics, St Vincent's Hospital
T: 9231 3990

E: damian.myers@svhm.org.au or
damianem@unimelb.edu.au

MicroCT facility/IVUS imaging

Contact Narelle McGregor

St Vincent's Institute

T: 9231 2511

E: nmcgregor@svi.edu.au

Statistics

Contact Associate Professor Vijaya
Sundararajan
Department of Medicine
M: 0408 500 927

E: vijayas@unimelb.edu.au

Only at Eastern Hill on Mondays/Wednesdays
and Fridays

Cell Manufacturing GMP Facility

Contact Dr Tom Loudovaris