



Government of **Western Australia**
Department of **Health**

Research Translation Projects 2018 (Round 12)

'Evidence for a Sustainable Health System'

Guidelines for Applicants

CLOSING DATE: 1.00pm Monday 18 June 2018

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Applications are invited in accordance with the conditions described in these Guidelines. The *Research Translation Projects 2018 (Round 12) Notes for Application and Application Form* is available at the [Research Development Website](#).

Applications that are not consistent with these guidelines will not be considered.

1. Introduction

The Research Translation Projects (RTP) program was introduced by the former *State Health Research Advisory Council* (SHRAC) in 2007. The program aligns with the priorities set out in the [WA Health Strategic Intent 2015-2020](#) some of which include the provision of more effective and efficient hospital services, reducing demand on hospital services, establishing partnerships and creating clinical excellence through research and innovation; and is in accord with the Department of Health's [Sustainable Health Review](#) which is looking to prioritise the delivery of patient-centred, high quality and financially sustainable healthcare across the State.

The RTP program aims to:

1. make non-recurrent funding available for short-term quality research projects that aim to improve healthcare practice and/or policy in WA Health¹ while maintaining and/or improving patient outcomes, by investigating potential efficiencies that can be delivered.
2. support innovation and a move to patient-centred, high-value quality care in an environment of rising healthcare burden and limited resources.
3. Provide funding for research projects that may lead to a commercialisation opportunity or to research grant applications to national funding bodies.
4. Provide an avenue for partnership funding for larger partnership-type studies, such as for an NHMRC Partnerships for Better Health - Partnership Projects grant.

The RTP program is administered by the Research Development Unit (RDU), Clinical Excellence Division, Department of Health. Queries regarding the program and the application process should be directed to the RDU by [email](#) or telephone: (08) 9222 4053.

This program promotes research excellence and translation in WA and as such is supported by the Western Australian Health Translation Network (WAHTN).

2. Eligibility and Scope

Projects

Projects in the areas of clinical, health services and public health research are encouraged and may involve the undertaking of new research, proof-of-concept and/or pilot-studies. Projects that are solely quality assurance, clinical audit (including chart review), needs analysis or literature review are ineligible.

¹For the purposes of this program “**WA Health**” refers to all agencies that are under the jurisdiction of the Minister for Health, and is defined as the “WA health system” in the Health Services Act 2016.

Research projects must:

- Address relevant contemporary challenges faced by WA Health.
- Where possible, be linked to Department of Health priorities, the WA Health Strategic Intent, and other WA reform initiatives.
- Demonstrate the potential pathway(s) to translation and implementation of research findings into improved health policy and practice.
- Investigate and evaluate efficiencies and cost savings that can be achieved for healthcare provided by WA Health and must include:
 - (a) An outline of potential cost-savings and/or improved efficiencies along with a comprehensive plan for an economic analysis; and
 - (b) Identification of the source of economic expertise. This may be provided by a business manager, health economist, research team member with health economic expertise or equivalent. The grant application should be written in conjunction with this person.
- Include relevant multi-disciplinary and cross-institution collaborations.
- Be no more than 24 months duration. This timeframe must include the obtaining of governance approvals, data collection, data analysis and report writing.

The Coordinating Principal Investigator must:

- (a) Be an Australian citizen or permanent resident of Australia (pending residency applications must be finalised at the time of award);
- (b) Hold at a minimum, a bachelor degree or equivalent, in a health-related field or clinical science or a postgraduate research degree; and
- (c) Continue to be employed in the nominated administering institution for the period of the project or grant.

Applications

- (a) Applications can be made by an individual researcher or team led by a Coordinating Principal Investigator (CPI), through an administering institution in WA.
- (b) A CPI can submit more than one application for any of the Department's research grants.
- (c) In the event that similar proposals are selected for funding the Department will liaise with the CPI(s) to discuss the situation.
- (d) All required sign-offs and approvals must be provided at the time of submission. These will include the signing of relevant sections by each team member; Heads of Departments (or equivalent) that are contributing resources and/or access to patient cohorts/data relevant to the project; Business Manager; and the administering institutions Research Administration Officer (or their equivalent).
- (e) Electronic signatures are acceptable. The onus is on the CPI to ensure approval to use an electronic signature has been obtained.

3. Funding

Grant Monies

Projects may be awarded up to \$270,000 (GST exclusive). Funding may be awarded to an individual researcher or to a research team led by a CPI, at an

appropriate administering institution in WA through an Acceptance of Offer process. Grants above \$50,000 will be released in two instalments:

1. The first instalment will be subject to relevant approvals (see section 7) having been provided to the RDU by the research team.
2. The second (and final) instalment will be subject to satisfactory progress being achieved against the project milestones, demonstrated in a Progress Report.

A project may receive additional funds from other sources to meet budget requirements. Additionally, a project can be part of a larger research program or application to an external funding body provided the project has its own discrete objectives, and these can be completed within the 24-month period. In both cases, it must be clearly outlined how the RTP grant will contribute to the project's outcomes. The RDU should be advised if either of these situations apply.

Funding is only made available for the scope of research described in the research application. The Department of Health is not obliged to underwrite any recurrent or capital costs beyond the research phase of the project or for the implementation of findings.

It is intended that funds will be spent in WA only. An exception may be considered in the case where specific research expertise or equipment is required and is not available in WA. When this situation occurs, adequate justification must be provided.

Termination of funds

Funds shall revert to, or be recoverable by the Department in instances where:

- The project is terminated by the RDU as a result of insufficient progress being made at the time of the Progress Report;
- Funds are not fully spent at the conclusion of the project, unless an extension has been agreed to by the RDU; or
- Funds are used for purposes other than those for which they were awarded.

RTP Grants are offered subject to the availability of funds, which could be varied in the event of unforeseen circumstances.

Funding for the Employment of Research Personnel

The grant may be used to fund personnel working on the research project. Funds allocated towards staffing should be outlined in the proposed budget. Applicants should indicate whether the position to be funded is i) a new position; or ii) an existing position (filled or to be filled). The timeframe required for the creation and filling of positions should be factored into the research activities timeline in the Application Form.

Funding will not be provided for the salary of the Coordinating Principal Investigator and Principal Investigators. However, in exceptional circumstances, the panel may consider requests where funding for these salaries is crucial to the success of the project.

In cases where new positions are to be created in WA Health to undertake the project, an outline of the process and approximate time-frame required is provided below:

WA Health Employment Process for New Positions and Indicative Time-frames	
Request to Business Manager and Chief Executive approval	Proof of funding required
Development of JDF and 'position creation' request	1-2 months
Lodgement and classification of position by Health Support Services	1-3 months ²
Creation of position by Health Support Services	2 weeks
Recruitment process	2-3 months

² For new positions, 3 months should be factored into the timeline. This may be quicker if the position is straightforward and requires minimal classification assessment, or may be longer if complexities are involved.

For WA Health applicants, advice regarding creating JDFs and JDF templates can be obtained by contacting [Health Support Services](#).

4. Consumer and community involvement

Applicants should engage with health consumers during both the development of the research proposal and for the ongoing project.

There is increasing recognition of the benefits of involving consumers in the research process, such as ensuring research is relevant to the WA community and improving the uptake of findings. In line with the NHMRC's definition, consumers may include patients and potential patients, carers and people who use health care services.

Consumer involvement should include a two-way interaction between community members and researchers that is specific to the project and that represents the consumer's perspective. This may include:

- Provision of input to strategic priority setting and direction, topic refinement, research design and proposed methodology;
- Participation in project advisory committees, recruiting participants, linking hard-to-reach populations;
- Production of newsletters that chart the research progress and writing of plain English summaries;
- Conducting reviews of participant information sheets and consent forms.

Further guidance on consumer consultation can be found in the [You Matter Guideline](#) and the [NHMRC's Statement on Consumer and Community Involvement in Health and Medical Research 2016](#).

The [Consumer and Community Health Research Network](#) can be contacted for further assistance.

5. Selection and Assessment

Funding for RTPs will be awarded on merit in open competition, based on a process of evaluation and selection. Assessment shall be conducted by a panel comprising:

- Senior Department of Health staff;
- Experienced WA researchers, academics and clinicians;
- Health economists; and
- Health consumer representative(s).

The composition of the panel may change from year to year according to need and circumstance, and may not include all of the above groups. Conflicts of interest that arise will be treated in accordance with the WA Health [Managing Conflict of Interest Policy and Guidelines](#).

The RDU reserves the right to request further information from applicants at any stage of the review process. For projects recommended for funding, the Department reserves the right to negotiate (i) lower amounts than requested, and (ii) modifications to research plans. Applications will be assessed based on their ability to address the eligibility and assessment criteria as set out below:

Assessment Criteria	%
Significance Demonstration of contemporary relevance and significance to WA health system, including a focus on consumer need	15
Innovation Novelty of project and the demonstration of the need for research in the chosen area	15
Economic Analysis Plan Potential for cost-savings and/or improved efficiencies for the WA health system. Including a detailed plan for economic analysis which identifies relevant units to be collected and analysed in order to assess predicted benefits in dollar amounts	15
Research Plan Quality of research plan, including suitable methodology, objective measurement of outcomes and achievable timeline	15
Partnerships Appropriate level of engagement and collaboration, especially with healthcare providers, policy makers, consumers and other relevant stakeholders during both the development of the research proposal and the conduct of the research	15
Potential for Research Translation Potential for translation and implementation of research findings into policy and practice, commercialisation and/or to lead to future funding proposals to external bodies, such as the NHMRC	15
Capacity Qualifications and availability of the Investigator(s) to conduct the project, based on individual expertise and experience, and the collective gain of the team to the project	5
Budget Appropriate budget request and justification of expenditure	5

6. Key Dates

The following dates are provided as a guide only and may be subject to change.

1. Due date for applications	18 June 2018
2. Selection panel review concludes	November 2018
3. Applicants notified of outcome	December 2018

All applicants will be notified in writing of the results of their application, in accordance with the key dates above. Feedback on unsuccessful applications will be provided on request.

7. Approvals and Agreements

Research Approvals

All relevant research approvals must be obtained and provided to the RDU before the commencement of a funded project and release of the grant. Approvals that may be applicable, include:

- 1) Research Governance approval from the administering institution and each site participating in the research. For WA health system sites this will be through a Site Specific Assessment (SSA).
- 2) Human Research Ethics Committee (HREC) approval for each site involved in the research, this may be reciprocal approval for secondary sites. For WA health system sites this must be from a WA health service provider HREC.

Depending on the type of project, additional HREC approvals may be required from:

- Department of Health WA HREC (for Department of Health Data Collections and Data linkage);
 - Coronial Ethics Committee (WA); and/or
 - WA Aboriginal Health Ethics Committee
- 3) Other approvals, if relevant, such as:
 - Data Custodians;
 - The Office of the Gene Technology Regulator;
 - Institutional Bio-safety Committee;
 - NHMRC Embryo Research Licensing Committee;
 - NHMRC Human Genetics Advisory Committee;
 - Radiation Safety Officer (i.e. Dosimetry Report);
 - Radiological Council;
 - Reproductive Technology Council; and/or
 - Therapeutic Goods Administration.

Research Governance and HREC approvals for WA health sites are obtained through the [Research Governance Service](#).

Data Linkage

A request for linked data from the 'WA Data Linkage System' requires the research team to demonstrate adequate expertise to analyse the requested data. Where

linked data is required, [Data Linkage Western Australia](#) should be contacted to obtain both i) a preliminary quote; and ii) an estimate of time required to obtain the data. All requests should state that the data request is associated with the RTP funding program, which requires the research to be completed within a 24-month period.

The preliminary quote should be included in the proposed project's budget and the time-estimate built into the project's milestones against the timeline.

Intellectual Property

Intellectual Property (IP) that arises out of the project will generally vest in the CPI's administering institution with an appropriate IP access agreement for other research team members' organisations. It is the administering institution's responsibility to ensure that appropriate agreements are in place with the research team members' organisations.

When a research team involves more than one institution and includes a member from the WA public health system, then the IP agreement must be authorised by the relevant WA Health entity and the administering institution.

The IP agreement must be finalised within two months of the first instalment of the grant being received by the administering institution.

Information regarding IP templates is available from the RDU upon request.

7. Reporting

The CPI will be responsible for coordinating the project and ensuring its timely execution. The CPI will also be responsible for meeting reporting requirements over the duration of the project and at its conclusion. Projects must be concluded within a 24-month period, which includes the obtaining of ethics and governance approvals, employment of research staff, data collection and analysis and submission of the final report.

A member of the RDU will be assigned to each project, and will liaise with the CPI to assist with grant payments, reporting and other operational issues as they arise. RDU liaison officers will provide researchers with the relevant reporting templates as required.

Progress Report

A report outlining the progress against the milestones listed in the research plan is required mid-project and prior to the second instalment of funds being released. The Department reserves the right to terminate and/or withdraw funding for a project where insufficient progress has been made.

Final Report and Community Stakeholder Brief

A final report detailing the project's outcomes is to be submitted to the RDU at the project's conclusion. In addition, in order to provide feedback to stakeholders and encourage research translation, a one-page *Community Stakeholder Brief* which includes an outline of the research project, its outcomes, and next steps is to be

provided to all participating consumer and community groups (including Aboriginal communities) and a copy submitted to the RDU. Failure to submit the final reports at this time may render all investigators on the grant application ineligible for further research funding from the RDU until the reports are received.

Financial Acquittal Statement

An acquittal statement outlining the expenditure of funds must be submitted to the RDU at the project's conclusion. An authorised financial officer at the administering institution must certify the acquittal statement.

Reporting due dates are as follows:

Progress Report	Monday, 2 December 2019
Final Report & Brief	Monday, 7 December 2020
Financial Acquittal	Monday, 7 December 2020

8. Acknowledgement

The Department will publicly announce the recipients of this grant round and requests that all other parties withhold announcement/media coverage until after this time. The RDU will advise once this has occurred. Full acknowledgement of the Department of Health's funding for the research must be made as opportunities arise in publications, conference presentations, public discussion, press statements etc.

The suggested citation is:

"this project was/is funded by the Department of Health WA through the Research Translation Projects program".

9. Complaints

Applicants who feel that their interests have been adversely affected by a decision made by the Department of Health may lodge a complaint. Complaints can only be considered when they refer to the administrative process and not to the actual outcome of a particular decision. Complaints must be submitted in writing to:

Executive Director, Clinical Leadership and Reform
Clinical Excellence Division, Department of Health
PO Box 8172
Perth Business Centre WA 6849

10. Confidentiality

Lay summaries and researcher statements provided on project applications or reports may be used for publicity purposes as stated on the relevant templates.

All other information provided in project applications and reports will be maintained confidentially by the Department and the selection panel. If requests are received by the Department to make public any aspect of funded projects, the authorisation of the CPI will be sought.

Applicants should be aware that the Department is subject to the Western Australian Freedom of Information Act 1992. This provides a general right of access to records held by State Government agencies. In addition, information pertaining to the receipt of State Government financial assistance is tabled in the Parliament of Western Australia.

11. Publications

Researchers are requested to forward copies of publications resulting from the funded project to the RDU. In order to maximise knowledge exchange researchers are asked to consider the [NHMRC's policy on the dissemination of research findings](#).

12. Evaluation

On occasion, the Department of Health will undertake an evaluation of the RTP program for which all funded projects will be required to participate in.

The objectives of the evaluation will focus on the extent of implementation of the research findings into clinical practice and health policy, and contribution to capacity building, knowledge transfer, publications, conduct of further research, obtainment of further research funding, roll-out to other areas and realised cost-savings and/or efficiencies.



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