



Department of
Health

WA Child Research Fund 2021/22

Guidelines and Conditions

**Application period closes:
1.00pm (AWST), Monday 30 May 2022**

Contents

- 1. Introduction 3
- 2. Purpose..... 3
- 3. Program description 3
- 4. Eligibility 4
- 5. Program funding..... 4
- 6. Application instructions..... 5
- 7. Selection process 5
- 8. Consumer involvement..... 6
- 9. Contractual arrangements 7
- 10. Funding conditions 8
- 11. Approvals 9
- 12. Reporting..... 9
- 13. Acknowledgments 10
- 14. Complaints 10
- 15. Confidentiality..... 11
- 16. Publications..... 11
- 17. Evaluation 11

1. Introduction

The Western Australian (WA) Department of Health (Department of Health) in conjunction with the Channel 7 Telethon Trust (the Trust) established the WA Child Research Fund (WACRF) to provide funding for research activities that focus on child and adolescent health in WA.

Funding for this program is provided by both the WA State Government and the Trust.

The program is administered by the Research and Innovation Office (RIO), Department of Health. Queries may be directed to RIO.DoH@health.wa.gov.au.

2. Purpose

The purpose of the WACRF is support research that leads to better health outcomes for children and adolescents in Western Australia.

The aims of the WACRF are to:

- Fund research of direct significance to the health of WA children and adolescents.
- Promote the translation of research findings into evidence-based health policy and practice which will ultimately provide better health outcomes.
- Contribute to integrating research capability across universities, research institutes and health services by encouraging the development of research-policy-practice clusters.

3. Program description

The WACRF 2021/22 program will provide grants of up to \$600,000 for research projects to be conducted over a maximum period of 3 years.

The research project must directly address a problem that arises from an unmet health or medical need or opportunity of significance to children and/or adolescents in WA.

Examples of research areas are:

- public health issues
- rural, remote and Aboriginal health
- mental health
- health prevention and promotion interventions
- patient-focused healthcare delivery along the continuum of care
- health system organisation and access
- emerging health risks
- prenatal and neonatal care.

Funded activities may include research along the continuum of basic, clinical, health service and public health.

Projects that are solely quality assurance, clinical audit (including chart review), needs analysis, or literature review are not eligible.

Funding will be awarded through a competitive and merit-based process.

4. Eligibility

To be eligible for this Program all of the following criteria apply:

- Applications must be submitted through an administering institution which:
 - has an active Australian Business Number (ABN)
 - has a physical and operational presence in WA.
- The funding must not constitute the entire financial base of the administering institution.
- Applications can be made by an individual or a team led by a Coordinating Principal Investigator (CPI).
- The CPI applicant must:
 - be an Australian citizen or permanent resident in Australia
 - reside in WA for the period of the grant
 - be employed by the administering institution for the period of the grant

For the purposes of this Program, 'employment' includes the following:

 - (a) employee of the administering institution*
 - (b) honorary position at the administering institution*
 - (c) adjunct status at the administering institution that has an affiliation agreement with the employing entity.*

Where (c) applies, the administering institution is required to clearly identify the employing entity.

 - have no outstanding reports for any RIO or FHRI Fund grant funding programs from any years (excludes authorised extensions).
- Applications must be submitted in accordance with Section 6 Application instructions.

An applicant may not submit more than two applications to this Program.

RIO reserves the right to request further information and make final decisions on the eligibility of applicants.

5. Program funding

Up to \$600,000 may be requested for research projects to be conducted over a maximum of 3 years.

Requested funding and duration must reasonably reflect the proposed research activity.

Funding is not intended to provide salary for the CPI. An exemption to this rule may be requested, where it is deemed that this salary is crucial to the success of the project. Adequate justification must be provided. Determination of exemptions will be made on a case-by-case basis, at the discretion of RIO.

The intention is that funding will be spent within WA unless goods and services expenditure items are not available in WA.

Applicants should calculate budgets accurately, as requests for additional funding will not be considered. Budget requests should be adequately described and justified.

RIO reserves the right to negotiate reductions in the amount of the funding awarded on a case-by-case basis.

Funding will only be made available for the scope of work described in the application, or with any modifications requested by RIO. The Department of Health will not underwrite any recurrent or capital costs beyond the funding awarded through this Program.

Funding is offered subject to budget availability, which could be varied in the event of unforeseen circumstances.

6. Application instructions

The instructions below must be followed when making a submission:

- The Application Form available from the [Department of Health website](#) must be utilised.
- The application must be completed in Arial font 11 point or larger.
- Applications must be submitted through the administering institution grant administration (or equivalent operation/finance) office and applicants are responsible for complying with any internal deadlines for this.
- Electronic signatures are acceptable. The onus is on the applicant to ensure approval to use an electronic signature has been obtained.
- The application form is to be emailed to RIO.DOH@health.wa.gov.au by the administering institution as a **single** Adobe Acrobat PDF or Microsoft Word file, not exceeding 2MBs, including CVs, and bibliographic references (if applicable). The application and email subject line should be titled as follows:
Applicant SURNAME, First name – WACRF21/22
e.g. SMITH, Alex – WACRF21/22.
- Applications must be complete, include requested certifications and submitted by the closing date/time.

Acknowledgment of receipt of application will be provided via email to the administering institution and applicant within five working days of the closing date.

Queries regarding the application process should be directed by email to RIO.DOH@health.wa.gov.au.

7. Selection process

Assessment process

Funding will be awarded on merit, based on a process of assessment and selection. The assessment process shall be conducted by a review panel comprising of experienced researchers, experts and consumer representation.

Conflicts of interest that may arise will be treated in accordance with the WA health system [Managing Conflict of Interest Policy and Guidelines](#).

Applications must meet the eligibility requirements and will be assessed based on the criteria and weightings set out in the table below.

Assessment Criteria	%
Significance of the project (<i>Application Form Section 3</i>) <ul style="list-style-type: none"> • The problem that the research addresses. • The relevance and scale of the problem in relation to WA child and adolescent health. • Anticipated contribution of the research to the identified problem (e.g. advancing knowledge, informing policy/practice, improving health care or health outcomes). • Potential economic, social and environmental benefits of the research to WA. 	20

<p>Novelty (<i>Application Form Section 4</i>)</p> <ul style="list-style-type: none"> • Novel approach and distinction from any similar or related research in this area. • Potential benefit and value of the novel approach. 	15
<p>Consumer involvement (<i>Application Form Section 5</i>)</p> <ul style="list-style-type: none"> • How consumers (e.g. patients, carers, community members) have been involved in the development of the proposed research. • The plan for ongoing consumer engagement in the research, including their roles and how their lived experience perspectives will inform the research (refer to Section 8 Consumer involvement). 	15
<p>Research Plan (<i>Application Form Section 6 and 7</i>)</p> <ul style="list-style-type: none"> • Quality of the research proposal, including: <ul style="list-style-type: none"> ○ hypothesis, research questions and objectives ○ methodology, including objective measurement of expected outcomes ○ achievable milestones and timeframe • The proposed budget to undertake the activity and justification for budget items, including any proposed salary components. 	20
<p>Feasibility (<i>Application Form Section 8</i>)</p> <ul style="list-style-type: none"> • The knowledge, expertise and experience of the CPI and team members is appropriate for the proposed research • The contribution of the CPI and team members, and the collective gain to the project. • Appropriate level of partner engagement and collaboration, e.g. healthcare providers and policy makers, during both the development of the research proposal and the conduct of the research. • Access to technical resources, infrastructure, equipment, facilities and additional support personnel, if necessary. 	15
<p>Potential outcomes (<i>Application Form Section 9</i>)</p> <ul style="list-style-type: none"> • Potential for translation and implementation of research findings into policy and practice, including potential commercialisation. • Potential for applications to national or international funding bodies (if applicable) 	15

Selection of recipients

Based on the review panel assessments, the Department of Health will determine and approve the awarding of grants in accordance with the Department of Health financial and procurement processes and delegation authorities.

RIO reserves the right to negotiate lower funding rates than requested, the timing of the funding awarded or to request modification to research proposals on a case-by-case basis.

8. Consumer involvement

In line with the National Health and Medical Research Council (NHMRC) definition, consumers are people who have lived experience of a health issue. They include patients, their friends, families, carers and members of the general public. Consumers can also be people who represent the views and interests of a consumer organisation, a community or a wider constituency.

There is increasing recognition of the benefits of involving consumers in research and innovation. Effective consumer involvement can ensure research and innovation is relevant to the WA community and improves translation into policy and practice.

Applicants should engage with health consumers during the development of funding applications and embed them in the proposed activity by including them in the team where appropriate and providing a detailed description of their role and contribution.

Consumer involvement should incorporate:

- Clearly defined relationships with health consumers or community groups who have 'lived experience' of the issue the activity addresses.
- Demonstrated understanding of the benefits derived from involving people with a lived experience.
- Inclusion of consumers in the team where appropriate.
- Plans to involve consumers in the activity throughout the delivery timeline.
- Budget strategy with funds allocated to support, implement and acknowledge consumer involvement (e.g. stakeholder training opportunities, honoraria and payments, additional time to support involvement activities, administration support and consultations and events associated with involvement activities).

Guidance on consumer involvement can be found at the [Consumer and Community Involvement Program](#) and the [NHMRC's Statement on Consumer and Community Involvement in Health and Medical Research 2016](#)

9. Contractual arrangements

Grant Funding Agreement

Grants to entities external to the WA public health system are offered in accordance with the Department of Health Grant Funding Agreement (and its Terms and Conditions) which is a legal agreement between the Department of Health and the administering institution. Within the WA public health system, a Memorandum of Understanding (MOU) will be entered into.

Research must be conducted in accordance with the [Australian Code for the Responsible Conduct of Research 2018](#), and must have any required ethics and governance approvals.

The Department of Health reserves the right to withdraw an offer of award to an administering institution if the Grant Funding Agreement and/or Grant Funding Agreement Terms and Conditions, or MOU, cannot be agreed between the parties.

Insurance

An administering institution external to the WA public health system will be required to demonstrate appropriate levels of insurance as a condition of the Grant Funding Agreement.

Note that recipients who require site governance approval will also be required to demonstrate appropriate levels of insurance during this process, which may vary depending on the site.

Intellectual property

Intellectual Property (IP) that arises out of the activity will vest with the administering institution. However, consideration will be given to the provisions of the [Western Australian Government Intellectual Property Policy 2015](#) that IP rights should be

allocated to optimise the economic, social or environmental benefits for WA from the use, commercialisation and disposal of the IP.

The administering institution must ensure that appropriate IP agreements are in place with the CPI, any other team members and participating entities. This includes relevant permissions to use third-party intellectual property required to deliver the activity and have Freedom to Operate to undertake the activity. When a team includes a member(s) from the WA public health system as a participant in the activity (i.e. is not the administering institution), the IP agreement must be authorised at an appropriate level by the relevant WA public health system entity.

Any questions regarding such IP matters should, in the first instance, be directed to RIO (RIO.DOH@health.wa.gov.au).

Requests for variation

Requests for variations to the Grant Funding Agreement or MOU, such as timing and duration, administering institution, approved expenditure, payment schedules must be directed to RIO. Approval of the variation will be at the discretion of the Department of Health and require endorsement by the administering institution. If variations are not approved this could result in termination of the grant with associated funding reverting to, or being recoverable by, the Department of Health, where for example eligibility or viability of the activity is affected. Variation requests must be submitted at least 30 days prior to the end of the Agreement.

10. Funding conditions

Payment instalments

Funding will be provided in instalments to the administering institution as follows:

- The first instalment will be subject to execution of a Grant Funding Agreement or MOU.
- Subsequent instalments will be subject to satisfactory progress being achieved against the activity milestones as demonstrated in a Progress Report.

The administering institution is responsible for administering the funds, including the appropriate release of the funds to the researcher only once all relevant ethics and institutional governance requirements for the research activities have been obtained and lodged with the administering institution (refer to Section 11 Approvals).

Seeking alternative funding sources

Applicants are permitted, and encouraged, to seek additional sources of funding for the duration of the research activity, providing this complements, but does not duplicate, the activity for which the funding was awarded.

Partial payment or suspension of funds

The Department of Health reserves the right to:

- provide funding instalments in parts, based on milestone achievement and risk assessment of future milestones
- suspend payment of funding instalments or part-instalments where project viability has become uncertain.

Termination of Funds

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

- eligibility requirements are no longer met, unless a request for variation to address this is approved
- the activity is terminated by RIO as a result of insufficient progress being made at the time of Progress Reports or any interim Progress Report, or it has been otherwise determined by either the funding recipient or RIO that the activity is no longer viable
- the recipient is successful in obtaining funding for the approved expenditure from another source
- funds are used for purposes other than those for which they were awarded
- funds were spent on activities that require ethics and/or governance approvals and such approvals were not obtained before undertaking the activities
- funds are not fully expended at the conclusion of the activity (including any extensions approved by RIO)
- the recipient is found to have provided misleading or fraudulent information.

11. Approvals

Research ethics and research governance

The administering institution, and any participating entity, will be responsible for obtaining any research ethics and governance approvals that might be required for undertaking funded activities, before those activities are commenced.

Research ethics approvals must be obtained from appropriate ethics committees (human and/or animal). Research governance authorisation (also known as site specific authorisation) must be obtained from each relevant institution/site conducting the project or providing access to data, participants or tissue samples.

For information on research ethics and governance submission requirements for the WA public health system please refer to the following websites: [Research Ethics](#); [Research Governance](#); [Multi-centre Research](#).

Use of data collections

A project that requires access to a WA public health system data collection requires review and approval for this access in accordance with the [Health Services Act 2016](#) and the [Health Services \(Information\) Regulations 2017](#). In addition to research ethics and governance approval, accessing these data may include feasibility assessment and approval for data release. Preliminary cost and time estimates should be included in the Research Activity Proposal.

If the use of Department of Health data collections is proposed please review the [Research Data Services website](#) and contact the [Research Data Services Team](#).

Should the application for funding be successful, we recommend you immediately begin the request and approval process.

12. Reporting

The CPI and administering institution are responsible for meeting reporting requirements over the duration of the activity and at its conclusion.

All reports are to be completed on template forms provided by RIO.

Progress Reports

A report outlining the progress against the milestones listed in the research plan is required mid-project and/or annually (subject to the activity period).

RIO reserves the right to request additional progress activity reports at any point.

RIO reserves the right to suspend or withdraw funding where insufficient progress has been made.

Final Report

A final report detailing the activity and outcomes is to be submitted to RIO at the conclusion of the project. Failure to submit the final report at this time may render all investigators on the grant application ineligible for further funding from the FHRI Fund and RIO until the report is received.

Financial Acquittal Statement

A financial acquittal statement outlining the expenditure of funds must be submitted to RIO at the conclusion of the activity. Acquittal statements must be certified by an authorised finance officer (or equivalent) of the administering institution.

RIO reserves the right to request interim acquittal statements at any stage during the activity.

Any unexpended funds must be returned to the Department of Health. Any over-expenditure is the responsibility of the administering institution and no claim may be made against the Department of Health.

Community Stakeholder Brief

In order to provide feedback to stakeholders, 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 groups (including Aboriginal communities) and a copy submitted to RIO, at the conclusion of the activity.

13. Acknowledgments

The Minister for Health and/or Medical Research and/or the Department of Health and the Channel 7 Telethon Trust will promote their role as funder and publicly announce the recipients of this grant round.

All other parties must withhold announcement/media coverage promoting their association with the selected projects until after RIO advises that the announcement of recipients has occurred.

Acknowledgment of WACRF funding must be made as opportunities arise in publications, conference presentations, public discussion, press statements etc.

The preferred citation is: *“this project was/is funded by the WA State Government and Channel 7 Telethon Trust through the WA Child Research Fund”*.

14. Complaints

Applicants who feel that their interests have been adversely affected by an action taken by RIO in administering a funding round may lodge a complaint. Complaints can only be considered when they refer to the administrative process and not to the funding decision. Complaints must be submitted via email (marked Confidential) to:

Executive Director, Clinical Leadership and Reform

15. Confidentiality

Plain language summaries and researcher statements provided in the Application Form or in reports may be used for publicity purposes as stated on the relevant templates.

All other information provided in the Application Form and reports will be maintained confidentially by RIO and review panels. If requests are received by RIO to make public any aspect of funded projects, the authorisation of the CPI/administering institution will be sought.

Applicants are advised that the Department of Health is subject to the *Freedom of Information Act 1992 (WA)*. 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 may be tabled in the Parliament of Western Australia.

16. Publications

Researchers are requested to forward copies of publications resulting from a funded project to RIO. In order to maximise knowledge exchange, researchers are asked to comply with the NHMRC's 'Publication and dissemination of research: a guide supporting the Australian Code for the Responsible Conduct of Research', which can be downloaded from the [Australian Code for the Responsible Conduct of Research page](#).

17. Evaluation

RIO will undertake evaluations of the WACRF, and funding recipients, administering institution, and consumers will be required to contribute to this.



**This document can be made available in alternative formats
on request for a person with a disability.**

© Department of Health 2022

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.