

**St GEORGE & SUTHERLAND MEDICAL RESEARCH FOUNDATION**

**ESTABLISHMENT GRANTS**

**ADVICE AND INSTRUCTIONS ON HOW TO APPLY**

**for funding commencing in 2012**

**Key dates:**

**Applications open 4<sup>th</sup> May 2011**

**Applications close 5pm, Friday 29th July, 2011**

**Late or incomplete applications will not be considered**

## GENERAL INSTRUCTIONS FOR APPLICANTS APPLYING FOR FOUNDATION ESTABLISHMENT GRANTS COMMENCING IN 2010

- This document must be read in conjunction with the document entitled: *SGMRF Establishment Grants: Description and Eligibility Criteria*, which can be downloaded from the Foundation website at: [www.stgeorgemrf.com.au](http://www.stgeorgemrf.com.au). That document provides the applicant with a full description of and details of the purpose of the grants offered by the Foundation, eligibility criteria, categories of awards, terms and conditions, duration and amount of funding, grant administration, reporting requirements and the process of application review and treatment of conflict of interest. Note that any applicant designated as the principle investigator, is only entitled to apply for funding in ONE of the Foundation's categories (ie either one of the 4 subcategories of Establishment Grants or the Foundation Interim Support Grant) while the Foundation will accept multiple applications from any one department.
- Before submitting an application, the applicant must discuss their proposed application and their specific research plans with the **Head of the Department** in which they propose to work. This is crucial to ensure that the host Department can provide sufficient infrastructure, to convince the Foundation that the research is feasible within that Department.
- Applicants are requested to **prepare their applications according to the instructions below and using the headings provided**. Before submitting the final application, applicants are required to convert the application document into **PDF format** and **submit by email to:**

**Mr David Tipler; CEO St George & Sutherland Medical Research Foundation**

**Email:** [tiplerd@stgeorge.com.au](mailto:tiplerd@stgeorge.com.au)

- It is not necessary to submit the application in hard copy.

### *Contacts for additional information or enquiries:*

St George & Sutherland Medical Research Foundation website: [www.stgeorgemrf.com.au](http://www.stgeorgemrf.com.au)

Prof Ian Cook, Chair, SGMRF Scientific Advisory Committee;

Email: [I.cook@unsw.edu.au](mailto:I.cook@unsw.edu.au) Tel: (+61 2) 9113 2817 or Fax: (+61 2) 9113 3993

OR

Mr David Tipler, CEO SGMRF:

Email: [tiplerd@stgeorge.com.au](mailto:tiplerd@stgeorge.com.au) Fax: (+61 2) 9952 1320

## SECTION 1 – INITIAL DETAILS

### 1.1 – Applicant’s personal details

Applicant Name:

Applicant Qualifications:

*(List up to 5 of most recent and highest qualifications including year and conferring institution)*

Applicant Contact details:

*(Mailing address, current email address; fax, phone and mobile phone where applicable).*

### 1.2 - List all Chief Investigators involved in this project:

Investigators’ names and qualifications:

### 1.3 - Location of proposed research:

Name and address of the department in which research is to be conducted:

Head of Department: (Name and contact details including email, phone, fax)

### 1.4 – Indicate the category of Establishment Grant for which you applying:

Indicate **which one of the FOUR** categories of Establishment Grant that you are applying for. If unsure of distinction among the three categories, refer to the document entitled: ***SGMRF Establishment Grants: Description and Eligibility Criteria*** (available on the Foundation website at: [www.stgeorgemrf.com.au](http://www.stgeorgemrf.com.au)). The options are:

- New Appointee Grant OR
- New Investigator Grant OR
- Seed Grant OR
- Clinician Researcher Grant

### 1.5 - Applicant’s Current and Previous Appointments

Current appointment and department and date of initial appointment\* to St George and/or Sutherland Hospital:

*(\*If imminent, provide date of notification of appointment and expected date that you will take up the appointment)*

Previous appointments:

*(List maximum of 3 covering past 10yrs only)*

## 1.6 – Citizenship, Residency or Special Category Visa Status

- Please provide a clear statement as to whether you are a citizen of Australia or New Zealand. (If Yes, go to section 1.7)
- If you are not a citizen of Australia or New Zealand; are you classified as a Permanent Resident of Australia holding a Special Category Visa? (Please provide a clear description of your current Visa and provide a copy of the Visa for verification. If you are NOT currently a permanent resident but have applied for permanent residency, applicants MUST provide copies of documents confirming that such status has been applied for and copies of documents from the Department of Immigration indicating the likely time frame for granting such status).

*NOTE: At the time of application applicants must be Australian citizens or permanent residents or New Zealand citizens holding a Special Category Visa. Applicants who have applied for but not yet been granted permanent residency or a Special Category Visa may apply for the award. However, applicants in this situation must provide documented evidence that they have in fact applied for such a Visa. Additionally, evidence of the appropriate Visa category status must be provided before the commencement of any award should it be successful. The Foundation reserves the right to reject any application where it feels that insufficient evidence of residency or Visa status has been provided.*

## 1.7 – Applicant’s Track Record\*

(Maximum of *one* page)

Provide details of your significant scientific achievements over the last 10 years excluding information provided in other sections below about publications and grants held. Information may include details of invited presentations (national or international), awards and prizes, representation on major scientific bodies and published books or reports, or other significant recognition of scientific achievement, etc. Information on any changes in career direction or significant interruptions to career progress etc may also be given, if considered relevant.

*\* NOTE: Applicants for ‘Clinician Researcher Grants’ should still supply a track record if possible, even though this particular grant, in the Establishment Grant Category, does not apply any weight to the track record. For all other grants in Establishment Grant Category (New Investigator, New Appointee & Seed Grant) it is mandatory to provide track record to which weight will be applied in the assessment process.*

## 1.8 – Referral of this Proposal to other Funding Agencies

Are you planning to submit the project for which you are seeking support to other agencies this year? If so specify agencies and likely date of notification of outcome.

*(The Foundation views referral of the application to other funding agencies as desirable but not essential)*

## 1.9 – Requested, Current and Past Grant Support From External Agencies

List all **requested** grants that you are submitting to other funding agencies in the current grant round; all **current** grants held and **past** grant support (all grants or part grants over past six years).

Describe each **Requested, Current and Past** grant (including this grant application) according to the following guidelines:

- Grant agency and type of grant (eg. Program, project, fellowship);
- List the chief investigators on the grant;
- Title of the grant; and
- Funding allocated for each year of the grant.
- For **Current** and **Past** grants please include publication numbers arising from the research, referencing your **Publication List** (not applicable to Clinician Researcher Category).

## SECTION 2. - RESEARCH PROPOSAL

### **Scientific Title:**

The scientific title will be used to identify the application at all times during the assessment process and should accurately describe the nature of the project.

*(Maximum of 120 free text characters)*

### **Significance – Lay Description (suitable for the media)**

Provide a summary description of the project that is suitable for release to the media or for use by the Foundation in providing information to the public on its activities. Avoid the use of highly technical terms. Be brief and describe the overall aims of the research and expected outcomes in a manner the general public will understand.

*(Maximum of 1,000 free text characters)*

### **Project Grant Synopsis**

The Synopsis should accurately, and briefly, summarise the research proposal as provided in the *Detailed Background and Research Plan*.

*(A maximum of **one page** is permitted for the Project Grant Synopsis and it should not include images, diagrams or tables).*

### **Detailed Background and Research Plan**

*(A maximum of **nine A4 pages** permitted for the Detailed Background and Research Plan).*

All scientific information relating to your proposal must be contained in this section. You should include any pilot or feasibility study data. **Applicants for the Clinician Researcher Category must provide details of how they propose to commit sufficient time and/or support personnel to the project to render it feasible.** Diagrams, images, graphs and tables may be used but keep in mind that colour images may be reproduced in black and white for review purposes. Include and label as per these headings in the following order:

**Aims** – Describe the specific aims of the project, including a clear statement of the hypothesis to be tested.

**Background** – Describe the significance of the project, the objectives of the research and the background to the project including scientific aspects and any other relevant material.

**Research Plan – Methods and techniques to be used** – Outline the research plan in detail, including as appropriate, a detailed description of the experimental design, techniques to be used and methods of statistical analysis. Clearly identify the expected outcomes of the research project.

**References to the work of other scientists relevant to this proposal**

*(A maximum of 2 pages is permitted for References).*

Provide a list of the references, to the work of other scientists relevant to this proposal, cited in the *Detailed Background and Research Plan* in standard journal format.

**Applicant's Publications:**

List all your publications which have been published, or accepted\* for publication, in refereed journals over the past five years up to date of submission of application. Do not include papers submitted for publication but not yet accepted nor abstracts. Please number each publication for cross-reference to the *Detailed Background and Research Plan* (eg Smith 5).

*\*The date of acceptance should be provided for papers not yet published.*

## **SECTION 3 – ETHICS APPROVALS**

**NOTE:** Applicants must obtain all of the necessary human, animal and biosafety approvals from the relevant review boards. In the case of studies in humans, this requires approval from the South Eastern Sydney and Illawarra Area Health Service Human Research Ethics Committee-Southern Section as well as approval from the University of NSW Human Research Ethics Committee (HREC). Research involving animals requires approval from the UNSW Animal Care and Ethics Committee (ACEC). A copy of the ethics approval(s) must be sent to the Scientific Advisory Committee (SAC) of the St George & Sutherland Medical Research Foundation. Notification is not required at the time of submitting this application, but Grant award payments will not begin until the SAC has advised the Foundation that these clearances are held.

### **3.1 - Research involving humans:**

Outline the ethical implications of your research involving humans.

*Maximum character limit of 2,000 is permitted*

### **3.2 - Research involving animals:**

A brief statement justifying the use of animals in the experiments related to the application must be given here. The statement should address the general principles of replacement, reduction and refinement. It is not sufficient to state that “The Australian Code of Practice for the Care and Use of Animals for Scientific Purposes will be observed.” The *Research Proposal* must include sufficient detail to enable the program to be fully assessed in respect of ethical issues by an independent Animal Ethics Committee.

*Maximum character limit of 2,000 is permitted*

## SECTION 4: - BUDGET

### 4.1 - Itemised budget

List items and value of each item under the following categories:

- Personnel:
- Equipment:
- Consumables:
- Other costs:

### 4.2 - Budget Justification:

Provide justification for each heading.

The budget should reflect what the Foundation is able to offer for the particular grant category (ie it is not appropriate to submit a budget for \$100,00 if the maximum awardable is \$50,000). The applicant must argue how the funds potentially awardable will, either in isolation or in conjunction with other funds secured for the research, will achieve the aims of the proposal.

*(Maximum of 6,000 free text characters)*

### 4.3 – Administering Institution:

The Foundation, through an arrangement with the University of NSW, manages all grants through specific UNSW accounts. Under exceptional circumstances the Foundation **will consider requests to disburse funds to be managed through alternative administrative organisations**. However, the Foundation is unlikely to grant such requests unless a clear case can be made whereby such an alternative arrangement infers significant benefit to the Foundation, or to the research program at St George or Sutherland Hospitals.

## SECTION 5. LETTER OF CERTIFICATION & VERIFICATION

### 3.1 Certification by Head of Department

The applicant is responsible for ensuring that a letter of support from the Head of the Department in which the research will be conducted stating that the department is able to provide the necessary infrastructure and support for the project.

It is the applicant's responsibility to send the Certification letter, **prior to the closing date** to:

Prof Ian Cook

Chair, SGMRF Scientific Advisory Committee,

Department of Gastroenterology & Hepatology

Level 1, Burt Wing,

St George Hospital, Kogarah, NSW, 2217

Email: I.Cook@unsw.edu.au

Fax: (02) 9113 3993

## **APPENDIX 1: Instructions on Formatting of the PDF File**

The following formatting requirements must be adhered to:

**File Name:** When saving the document, ensure the file is named by: Surname\_Initial\_SGMRF

**Header:** The applicants surname (at least 12 point in top right hand corner).  
Scientific Title is optional.

**Margins:** All margins at least 2cm.

**Font:** Must be Times New Roman and at least 12 point.

**Graphics:** Colour images and diagrams are permitted, however, you should keep in mind that the electronic file may be printed and photocopied in black and white for distribution to the reviewing panel and there may be some loss of definition in the images.

**Labelling Graphs and Images:** Labelling of axes of graphs and labelling of parts of images may be in a reduced font. However, the description and/or legends of all graphs and images must comply with the guidelines set out under the heading of 'Formatting of the PDF file'.

**Tables:** Tabulated information containing text is not considered to be an image or diagram. Text within tables must comply with the guidelines set out under the heading of 'Formatting of the PDF file'.

**Line spacing:** Must be set to single.

**Character spacing:** Spacing must be set to normal. Scale must be set to 100%.

**Hardcopy of your submission is not required**