** **

**2023/24 RESEARCH GRANT APPLICATION GUIDELINES**

**PART A – GENERAL INFORMATION**

**1. DEADLINES**

|  |  |  |
| --- | --- | --- |
| **Type** | **Description** | **Date/Time** |
| **Applications open** | Applications can now be lodged via <http://scholarshipsandgrants.cabrini.com.au> | 8 May 2023 |
| **Deadline 1: Completed application submitted. Cabrini support requested.** | Completed application and supporting documentation lodged. ***No further rewrites permitted*** unless instructed by a Cabrini Approver. | Midnight Sunday 4 June 2023 |
| **Deadline 2: Cabrini-supported applications lodged.** | This deadline allows Group Directors (GDs) 1 week to review applications in which they have been nominated to provide support or endorsement. Once approved, the applicant must lodge their final, supported application. If GDs have requested revisions or more information, applicants will be given access to edit their applications prior to final submission. *(See PART B – THE APPLICATION, section 6)* for more info. | Midnight Sunday 11 June 2023 |

***Late applications will not be accepted.***

**2. LODGING YOUR APPLICATION**

Submit your application online at [**http://scholarshipsandgrants.cabrini.com.au/**](http://scholarshipsandgrants.cabrini.com.au/)

A WORKSHEET containing a copy of the application questions is provided in the Resources – Grants section [**http://scholarshipsandgrants.cabrini.com.au/Pages/resources\_grants.aspx**](http://scholarshipsandgrants.cabrini.com.au/Pages/resources_grants.aspx), enabling you to prepare draft answers to populate in the online application later. You MUST NOT upload this worksheet as part of your final submission.

The portal allows you to save and print a copy of your application. If you do not receive an email acknowledgment of receipt within 24 hours, contact Cabrini Research via: [grants@cabrini.com.au](mailto:grants@cabrini.com.au) or call 9580-3427.

***\*Feedback from previous rounds\****

*We appreciate all the user feedback received from previous rounds. While all feedback was recorded, competing priorities for Cabrini’s software development services meant that not all feedback was able to be addressed for this current iteration. Outstanding issues will be addressed in a future upgrade. New feedback and suggestions on how portal usability can be improved are always welcome.*

**3. BACKGROUND**

Cabrini Research introduced an annual grant funding round in 2015 with support from the Cabrini Foundation. The aim of this process was to provide a single, centralised mechanism for accessing funds from the Foundation for research and quality improvement activities. Cabrini Research encourages innovative research projects and collaborative studies that align with its research themes and fosters the sharing of skills and expertise.

The three funding categories are:

* Research projects (2 grants of up to $30,000 each)
* Oncology Research projects (2 grants of up to $50,000 each)
* Peter Meese Research project (1 grant of up to $10,000)

**4. ABOUT CABRINI FOUNDATION**

Cabrini Foundation is part of Cabrini Health Ltd. The Cabrini Foundation raises funds to support the work of Cabrini Health. The Foundation is supported by the generosity of hundreds of donors, and donated funds are used to support major building projects, purchase of equipment for diagnostic and treatment purposes, medical and health services research, and health promotion/illness prevention. Cabrini Foundation is governed by the Cabrini Foundation Board, a sub-committee of the Cabrini Health Board. Ms Sylvia Falzon serves as Chair of both the Cabrini Board and Cabrini Foundation Board.

**5. ABOUT CABRINI RESEARCH**

Cabrini Research supports a wide range of clinical research activities across the organisation. Current research programs focus on cancer, cardiology, critical care medicine, mental health, musculoskeletal health, nursing, surgery, and urology but we open to other relevant areas of investigation. With the evolution of Cabrini Research’s (previously Cabrini Institute) strategic plan in 2021, new research priorities have been established to address:

* Clinical Research
* Translational Research
* Health Informatics

**6. GRANTS PROGRAM OBJECTIVES**

Cabrini Research is committed to supporting prospective research and quality improvement activities and to facilitating the goals articulated in Cabrini’s Strategy. The objectives are to:

* Facilitate a high-quality research culture across the organization that addresses Cabrini Research’s priorities;
* Encourage multidisciplinary research.
* Encourage research partnerships with external organisations; AND
* Contribute to quality and safety in healthcare.

**7. WHO IS ELIGIBLE**

Cabrini employees working in a discipline impacting clinical outcomes and visiting medical officers (VMO’s) are eligible. Projects funded by a previous Cabrini Foundation Research and Quality Improvement Grant Round will not be considered.

**PART B –THE APPLICATION**

[**https://scholarshipsandgrants.cabrini.com.au/Pages/scholgrants\_resch.aspx**](https://scholarshipsandgrants.cabrini.com.au/Pages/scholgrants_resch.aspx)

**1. THE PROJECT TEAM**

The Chief Investigator/lead applicant must be a Cabrini employee or VMO.

Applicants must ensure members of the project team can commit the required time to the project if successful. Group Directors will be asked to confirm their support for team members to participate in this project, and written approval must be included in this application.

The applicant must detail the level of expertise of each team member, relative to opportunity, to undertake the proposed research. We encourage novice researchers to apply and recommend they seek mentoring to achieve optimal outcomes.

Cabrini Health and Cabrini Research are not responsible for providing any administrative support and resourcing e.g., providing access to medical records, organising of catering… etc. The applicant must include all stakeholder contributions in the budget, whether monetary or in-kind.

**2. PROJECT PROTOCOL**

ALL sections of the research protocol must be completed to proceed to the following section. Tabs are located on the ***left-hand-side*** of the screen in **Section 3 *‘Protocol’*** to assist you in navigating ***down*** through the protocol sections.

**Methods**

Methods should utilise appropriate study design subheadings. Novice researchers needing guidance can access checklists for various study designs via numerous educational sources online. Researchers must seek expert advice from a biostatistician prior to submission to ensure that the proposed methodology is statistically robust.

**Budget**

The budget requires an accurate representation of expenditure over the grant period. If the project cost has the potential to exceed the value of grant funding, the applicant must detail how any additional costs will be supported. All project expenses should be itemised including salaries and on-costs (add 27% on-costs for Cabrini employees and 40% for Monash employees), travel related to data collection at multiple sites, patient resources essential to the project, software development, survey subscriptions, organisational data (e.g. business intelligence and clinical governance units), printing, expert advice (e.g., $75 per hour for Cabrini biostatistician), economic evaluations, pathology, transcription of data, journal publishing, registration and travel for conference attendance and any other items (subject to approval). Ensure all internal and external contributors and experts have been consulted and their correct rates applied. Applicants may be asked to provide evidence of this.

Catering that is essential to project execution must not exceed $15pp for lunch and $10pp for morning or afternoon tea, or $25pp for dinner. All costs are GST-exclusive. **Note: Additional documents other than lit references and GANTT charts will NOT be read.**

***Expenses the grant will not cover include (but are not limited to) equipment, infrastructure, permanent salaries, operational costs, and alcohol.***

Applicants should apply in advance to carry over funds for journal publishing, conference presentation and community engagement activities for financial accrual purposes. Retrospective requests to carry over funds may not be approved.

Journal publication fees in the budget should not exceed $3000, however, where funds can more effectively be spent on direct project outcomes, Cabrini Research strongly encourages investigators use free, peer-reviewed journals to submit papers. Cabrini Research does acknowledge the unpredictable nature of journal publication acceptance and will apply flexibility within reason.

An international travel budget for conference presentation should not exceed $3,000, while domestic travel should be capped at $1,000 although exception may be made if a conference has unusually high registration fees. Only economy flights will be covered.

Any funding provided by Cabrini must be spent on achieving activity outcomes as specified in the project protocol and not on seeking further grant monies or other activities and items not previously specified.

If successful, funding will be available in accordance with the project’s executed timeline and scheduled budget.

Refer to *PART D – GRANT RECIPIENT INFORMATION, section 2. Cost Centre/Accessing The**Funds*for important information about cost centres and the coding of project expenses if successful. Applicants must reference the approved cost centre in the budget section of the application.

**Timeline**

Although the recommended funding period is 12 months, Cabrini Research will consider 24-month applications if the project schedule and protocol accurately reflect a legitimate need for the extended duration. Applicants must use a GANTT chart to track project deliverables and upload this to support their application. The timeline must record key project delivery dates e.g., ethics submission, recruitment, data collection, analysis, publications, abstract submission/conference attendance… etc.

**Ethics**

It is recommended that ethics applications are made early so as not to deplete the funding period.  The ethics approval timeframe should be factored into the project schedule. Projects may not commence, and funding will not be accessible until ethics is approved. Visit <https://www.cabrini.com.au/research-and-education/research-ethics/> to determine the ethics requirements for your proposed project. Utilise the ‘Level of Risk Checklist’ (attachment 4) to distinguish whether your project is deemed low or high risk.

For low-risk projects, follow the prompts on <https://www.cabrini.com.au/research-and-education/research-ethics/> to complete the requirements. Email any enquiries to [researchgovernance@cabrini.com.au](mailto:researchgovernance@cabrini.com.au) or call Tel: 9508 3412

Applications for high-risk ethics approval can be obtained through Monash Health HREC or Alfred Health HREC.

**Monash Health**

<https://monashhealth.org/research>

Contact: Manager, HREC and Research Support Services

Email: [research@monashhealth.org](mailto:research@monashhealth.org)

**Alfred Health HREC**

<https://www.alfredhealth.org.au/research/ethics-research-governance>

Contact: The Office of Ethics and Research Governance

Email: [research@alfred.org.au](mailto:research@alfred.org.au)

**3. ALIGNMENT WITH CABRINI’S RESEARCH PRIORITIES**

Funding proposals will only be considered from teams who have the capacity to deliver completed quality improvement or research projects that align with Cabrini’s Strategy. Key areas of focus should include one or more of Cabrini Research’s research themes:

***Innovation*** is a central tenet of Cabrini Research, and the application should address if the project is identifying innovative treatments and methods of care for patients.

**4. MISSION, VISION, AND VALUES**

Applicants must demonstrate how their project fosters Cabrini’s mission and values – the promise Cabrini employees make to their patients and residents, their families, and colleagues. View these missions and values in the ’Our promise’ booklet on the Resources page <http://scholarshipsandgrants.cabrini.com.au/Pages/resources_grants.aspx>.

**5. COLLABORATION**

Multidisciplinary projects are encouraged. This includes collaboration:

* between departments;
* between campuses; AND
* between clinical/business and research departments.

Applicants should first explore clinical/business and research expertise relative to discipline within Cabrini when establishing their project team. A significant goal of this program is to nurture multidisciplinary collaboration and break down work silos. Applicants are encouraged to demonstrate how this is being achieved in their proposed projects. Similarly, partnerships with external organisations such as universities, hospitals, and other institutions (government or otherwise) are encouraged. In all instances, the Chief Investigator must be a Cabrini employee or VMO.

**6. CABRINI SUPPORT – GROUP DIRECTORS (GDs)**

Applicants must obtain project support from their respective Group Directors (GDs) prior to submission. ***\*Should Group Directors wish to apply for a grant, they may do so with a non-Cabrini email ID as their Cabrini email is attached to their role as an approver.\****

Support needs to be requested via the online application by **Deadline 1: Midnight Sunday 11 June 2023** latest. GDs then have 1 week to review, provide feedback, and approve or deny support. It is recommended you contact your relevant GD in advance to discuss your project and determine if they may be away during this approval period. It is the responsibility of the applicant to communicate such absences to Cabrini Research so alternate arrangements to obtain support can be made.

**Prof Gary Richardson** **OAM** – Executive Director, Cabrini Research; Director, Szalmuk Family Department of Medical Oncology; Director, Oncology Clinics Victoria; Professor of Medicine, Monash University.

**Group Directors**

**Julie Fleming** – Mission and Identity

**Derek Price** – Information Technology

**Cathryn Ryan** – Health Funding & Patient Services

**Prof Matt Sabin –** Medical Services and Clinical Governance

**Tim Staker –** Cabrini Technology Group

**Tom Stocky –** People and Culture

**Paul Vine** – Legal and Corporate Affairs

**Kirby Young** – Allied Health and Ambulatory Services

**Anne Zandegu** – Nursing and Clinical Education

*Where potential conflict of interest arises, the applicant should contact Cabrini Institute for further advice if alternate project endorsement is required.*

Support from Cabrini’s GDs is required to:

* Endorse the merit of the project and its need, priority, and alignment with Cabrini’s strategic research plan;
* Approve the ability for the project to be conducted in the areas (wards and campuses) that it involves, and permit use of resources (time, equipment, and consumables) related to the project within those areas;
* Provide guidance and support in the project as required;
* Endorse the scientific rigour of the protocol and its ability to answer the research question; AND
* Approve progression of the application to the grant review panel.

Approval does not indicate preferential support of the project. The applicant can seek advice from Cabrini Research if they feel their project does not fall under a specific academic department or directorate.

**Section 8 *‘Cabrini Support’*** in the application prompts the applicant to request support from their GD. From this point on, the application cannot be edited or altered and once approval is received, must be submitted in its current state unless more information has been requested. Once approved, the applicant will receive email notification and must submit their final application before Deadline 2.

**PART C – REVIEW AND NOTIFICATION**

**1. APPLICATION REVIEW**

Submitted applications will undergo a preliminary administrative assessment to ensure that:

* All questions have been answered fully, and required or supporting documentation is attached;
* Correct directorate and research support has been obtained, as has participation approval from each investigator;
* An ethics application is underway or approved; AND
* The project is strategically aligned to Cabrini strategic priorities.

Those applications meeting the above criteria will progress to the grant review panel, which is comprised of the following people:

1. Group Director, Cabrini Research – Prof Gary Richardson
2. Group Director Medical Services and Clinical Governance – Prof Matt Sabin
3. Director of Research Operations – Gavin Horrigan
4. Acting Cabrini Research Manager – Dr Stefanie Elbracht-Leong
5. Biostatistician – Prof Mohammad Asghari-Jafarabadi

Grant review panellists will receive applications on 13 June 2023 and score them based on key assessment criteria (Appendix 1 – page 9). Applications meeting the minimum required points will be shortlisted for further review, ranking and final selection at a final panel meeting held in late June. The composition of the final panel will be:

1. Chair, Cabrini Foundation Board & Cabrini Board – Sylvia Falzon
2. Chief Executive – Sue Williams
3. Director of Research – Prof David Copolov
4. Director, Cabrini Foundation (or representative) – Megan Potter

It is the prerogative of the panel to award an alternate grant, they deem more appropriate to that which an applicant selected. This may only occur where a parity of budget applies, and the intent of the grant is met.

**2. ASSESSMENT CRITERIA**

The 2023/2024 Research & Quality Improvement Grant Assessment Criteria are provided in Appendix 1 (page 9). This outlines the rationale behind the scoring and stipulates the minimum points per section required to be eligible for shortlisting.

**3. NOTIFICATION**

All applicants will be notified by early July of the outcome of their application.

**4. FEEDBACK**

Unsuccessful applicants can contact Cabrini Research for feedback via [grants@cabrini.com.au](mailto:grants@cabrini.com.au).

**PART D – GRANT RECIPIENT INFORMATION**

**1. AVAILABILITY OF FUNDING**

The funding period will commence on 1July 2023 and cease on 30 June 2024 for projects spanning 12 months unless special cases have been approved. Funding for successful projects with a 24-month duration will cease on 30 June 2025. Appropriate ethics must first be approved before any funding can be accessed.

**2. FINANCIALLY MANAGING YOUR GRANT**

1. **Coding:**

Applicants must obtain pre-approval from the appropriate department head to use a Cabrini department cost centre (4-digit number) against which project costs can be coded.  The project will remain ***cost neutral*** i.e., any project expenses charged against the cost centre will be paid off by the grant. Successful projects will be assigned a unique subledger code for the purposes of financially managing and reporting the project. Finance will also provide a list of expense accounts against which project expenses can be matched and coded.

The CIA or delegate (i.e., a member of their research team) must ensure invoices reference the CIA name, project name/nickname, cost centre, appropriate expense code and subledger coding prior to being sent to the Cabrini Research for processing. Invoices coded incorrectly will not be processed. Income, up to the amount awarded, will be recognised in the subledger as the grant is acquitted/spent.

Sample coding below:

**Dr John Citizen**

**‘X Project” Cabrini Foundation Research Grant**

**9015** (cost centre) **– 7340** (radiology services)

1. **Frequency of invoicing:**

* Cabrini Research prefers quarterly, 6-monthly, or annual invoicing of collated expenses. A master invoice must be evidenced by supporting documentation from subcontractors and suppliers.
* Should the CIA hold dual positions at both Cabrini and a partner institution (i.e., university or research institute), the partner institution may wish to settle invoices first and invoice Cabrini at agreed intervals or during grant acquittal.
* Cabrini Research does not have capacity to process payment of large numbers of invoices individually.
* Cabrini’s standard payment terms are within 30 days from month end (i.e., up to 60 days), unless otherwise advised by the supplier.
* Invoices will not be paid prior to a service being delivered or an item received.
* All travel must be booked via FCM Services to comply with Cabrini’s Corporate Travel Policy.

1. **New Suppliers:**

The CIA or delegate must determine if the supplier is an existing Cabrini supplier by emailing Cabrini Accounts Payable at [accountspayable@cabrini.com.au](mailto:accountspayable@cabrini.com.au). If new, the CIA (or delegate) must arrange completion of a new supplier request form and email this to Procurement Director, Christopher Kuchel [ckuchel@cabrini.com.au](mailto:ckuchel@cabrini.com.au) for approval. Ensure all form fields are completed (including ABN number). Once approved, email the invoice to [grants@cabrini.com.au](mailto:grants@cabrini.com.au) and cc Chris Norman – Finance [cnorman2@cabrini.com.au](mailto:cnorman2@cabrini.com.au) ) for processing.

1. **Budget/Timeline Adherence:**

* Equipment is not considered an eligible grant expense and will not be covered.
* Expenses must align with those itemised in the approved grant application budget – invoices that deviate significantly will not be honoured.
* Funding is accessible from the start of July 2023 until the project’s conclusion as per the project timeline.

1. **Salaries:**

If your project budget requires Cabrini employee salaries to be allocated to the grant, please indicate the following to the Accountant and Payroll ([payroll@cabrini.com.au](mailto:payroll@cabrini.com.au)) so Kronos can reflect the research hours:

* the employee’s name;
* project hours to be worked per fortnight;
* duration of salary; AND
* project coding (list cost-centre if different to employee’s contracted cost centre and subledger code).

**3. REPORTING AND KNOWLEDGE DISSEMINATION**

Recipients are required to:

* Produce an interim progress report;
* Produce a final report and grant acquittal;
* Submit an abstract for Cabrini Research Week within 12 months of completing their project;
* Submit ethics reports (as required);
* Present project outcomes to the organisation and/or project donors through an agreed forum;
* Present project outcomes in a suitable peer review journal within 12 months of completion; AND
* Present project outcomes at an appropriate conference or scientific meeting.

Completed manuscripts should also be submitted on completion for distribution to Cabrini Foundation and its donors.

**4. CONTACT**

For all enquiries, contact: Administration Assistant – Grants and Communications

Cabrini Research - Level 2, 154 Wattletree Rd, MALVERN VIC 3144

T: 03 9508 3427 F: 03 9508 3406 E: [grants@cabrini.com.au](mailto:grants@cabrini.com.au)

**APPENDIX 1 ASSESSMENT CRITERIA - 2023/2024 RESEARCH & QUALITY IMPROVEMENT GRANT ROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **CRITERIA** | **SCORING** | **LOCATION** | **CONSIDERATIONS FOR REVIEW PANEL** |
| **MANDATORY CRITERIA – ADDITIVE SCORING out of 28 points. Must score ≥ 16pts to be shortlisted.** | | | | |
| **Scientific Rigour** | • comprehensively addresses the objectives and will deliver against all desired outcomes  • has highly coherent and strongly developed research objectives  • is exemplary in design  • uses best practice in science methods including robust measures for monitoring and evaluating outcomes or generating long term economic efficiencies to the health system  • is highly feasible and will provide outcomes that represent outstanding value for money  • includes highly effective milestones and performance indicators. | **7pts** total (Must achieve at least 4/7 to be shortlisted.) | Section 3: **Protocol** | Is the project well-articulated?  Does the protocol represent research of the highest quality?  Has the applicant followed an appropriate methodology or study design checklist? (Samples from the Equator network to be provided to grant review panellists.) |
| **Innovation, Translation,**  **Impact / Significance,** | • innovative and includes a robust plan for research translation that will fundamentally advance the field  • will translate rapidly into outcomes that significantly influence policy and/or practice  • will result in outcomes that will be the subject of invited plenary presentations at national meetings  • includes highly appropriate consumer, community, or end-user involvement throughout all stages of the research  • involves highly effective engagement with the delivery sector to ensure a very high likelihood of uptake and integration of research outcomes  **If has Partner/s:**  • involves collaborations that demonstrate excellent team integration and cohesiveness and outstanding future  promise | **7pts\*** total  (Must achieve at least 4/7 to be shortlisted.) | Section 3: **Protocol**  Sub-section  k. | Is the research project ambitious, creative, and innovative? Will it break new ground?  Where does it sit in the context of the current state of knowledge and other projects currently underway in this field? Does it complement other research in this area?  Is the research transformative and will it result in a significant advancement in knowledge that will have a major impact on this research area?  Will it advocate for its area of health? Is it relevant to Australian healthcare practice, policy and/or health outcomes? Will it influence policy makers?  Is the research project sustainable beyond the lifetime of the grant?  Have the pathways to impact and knowledge dissemination been adequately identified?  *\*A project may not meet all 3 criteria however if it is strong enough in 2 and has the potential to meet the 3rd longer term, the reviewer may score enough points that the project remains eligible for shortlisting.* |
| **Feasibility** | • budget well detailed and covers costs; has the potential to attract large future funding  • timeline outstanding  • project management outstanding  • ethical and aligns closely with Cabrini mission | **7pts**  (Must achieve at least 4/7 for each item to be shortlisted.) | Section 3:  **Protocol**  Sub-sections  d., e., f.,  Section 6: **Cabrini Outcomes & Collaboration**  Sub-section a | Has adequate detail been provided for each expense item? Will the budget cover the entire cost of the project? How will any shortfall be covered?  Is this an application for seed funding and does this pilot study have the potential to attract larger future funding?  Is there a clear project management plan (including GANTT charts and other PM tools) ensuring that all resources and manpower are deployed in the most effective way to deliver high quality research in the projected timeframe? Does the timeline include ethics submission / approval and knowledge dissemination?  Does this project align with the one or more of the research themes established to assist in the delivery of Cabrini’s organisational strategic plan? (Strategic plan and research priorities will be provided to grant review panellists.)  Does this project address any of the National Safety and Quality Health Services Standards administered by the Australian Commission on Safety and Quality in Health Care? (National standards will be provided to grant review panellists.) |
| **Team Capability and Diversity** | Relative to opportunity, the applicant team:  • has high level expertise in all aspects of the research  • has a combined record of research achievement that is outstanding by international standards commensurate with their field of research:  - research achievement including contributions to research activities and translation  - research quality as exemplified in the publications of each CI  - research productivity as exemplified by total outputs for the team  • has some members with outstanding national and international reputations in the relevant research fields  **In relation to partners:**  • demonstrates extensive experience and success in drafting health policy or delivering a health program or health service  • is highly likely to integrate outcomes into a health system or clinical practice, with minimal ongoing follow-up  • is well placed to engage support from stakeholders including end-users and the wider community, and facilitate high uptake at all levels | **7pts** total  (Must achieve at least 4/7 to be shortlisted.) | Section 2:  **Project Team** | Rate the team quality and capability relevant to the application i.e., leadership capacity, management strategy, appropriate skill set within the team. Has an effective leader been identified to drive the project forward and ensure all team members are focussed on the overall vision? |
| **TOTAL SCORE = \_\_\_\_\_\_\_\_ / 28 points** | | | | |
| **Admin** **preliminary assessment** | 1. Completeness 2. GD support 3. HREC progress or approval |  |  | Has the applicant provided adequate, relevant, concise content and fully answered the question?  Has the applicant sought written commitment from each investigator and project stakeholder?  Has support from correct GD been sought and received?  Has an approved cost-centre been sought? At what stage of ethics submission is this project? |