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| *PLEASE REFER TO THIS CHECKLIST BEFORE SUBMITTING YOUR APPLICATION* |

* Complete a separate form for each research project.
* If applying for multiple grants for the same project, submit one application and indicate your interest in being considered for both grants by marking the appropriate box.
  + Provide a separate budget justification for each grant using the provided budget template. Clearly explain how the project will proceed if funded at a reduced budget.
  + Provide a separate Gantt chart to illustrate how the project will be modified based on the grant and the requested funding amount.
* The **SVCRF Multidisciplinary Grant Application Guidelines** are intended to help applicants submit a strong application. Please review this document to refine your submission, as it incorporates key points based on common omissions identified by our Scientific Committee.

**Specifications of Submission**

* Responses must be provided in the text boxes provided. Font style is **Arial / Size 11** (individual questions may also have page limits)
* **1 x hard copy** of the application
  + Printed **double-sided**, **stapled** and **hole punched** (2 holes)
  + Submit to: St Vincent's Clinic Research Foundation

Level 4 - St Vincent's Clinic

438 Victoria Street, Darlinghurst NSW 2010

* **1 x electronic copy** of the Application in MS Word OR Adobe format
  + Email to: [svcresearchfoundation@svha.org.au](mailto:svcresearchfoundation@svha.org.au) (as one document)

**Deadline: Submit by 2.00 pm Tuesday, 24 June 2025** (late applications may not be accepted)

**PART 1 – Application Overview and Funding Selection**

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| 1. Indicate which grant(s) you are applying for:   If applying for multiple grants for the same project, submit one application and check the box to indicate your interest in both. | | |
|  | **Multidisciplinary Grant** | **Up to $50,000** |
|  | **Multidisciplinary Grant** (up to 3 grants) | **Up to $25,000 per grant** |

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| 1. Administering Institution  St Vincent's Private Hospital Sydney or St Vincent's Health Network Sydney. | | | | |
| Institution |  | **SVPHS** |  | **SVHNS** |
| Cost Centre |  | | | |
| Site of Research |  | | | |

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| 1. Project Summary Further details will be provided in your application. | | | |
| Project Title (Lay Terms) |  | | |
| Project Title (Scientific) |  | | |
| Discipline / Area of Health *(Select all that apply)* | |  | Aboriginal and/or Torres Strait Islander Health |
|  | Homeless Health |
|  | Mental Health |
|  | Clinical Health (Medicine, Surgery, Nursing) |
|  | Allied Health (Physiotherapy, Occupational Therapy, Speech Pathology) |
|  | Chronic Disease and Rehabilitation |
|  | Health Policy and Systems |
|  | Other (please specify): |
| Primary Focus of Research *(Select all that apply)* | |  | Patient Outcomes and Experience |
|  | Clinician Outcomes |
|  | Healthcare Systems, Processes, and Organisation |
|  | Innovations in Care (Medical Devices, Digital Health, or Pharmaceuticals) |
| Budget Requested | $ | | |

**PART 2 – Project and Investigator Details**

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| --- | --- | --- | --- | --- | --- |
| 1. Chief Investigator ­(CI) *(nurse or allied health professional)*   The CI is responsible for managing the collaboration and reporting to SVCRF. | | | | | |
| Have you received a grant from SVCRF for this project in the last two years? | |  | Grant Year? | |  |
| Have you received a grant from SVCRF for any other project in the last two years? | |  | Grant Year? | |  |
| % of working time devoted to: | | This project | |  | |
| Other projects | |  | |
| Other work | |  | |
| Academic qualifications |  | | | | |
| Details of any funding received in the last two years from all funding sources |  | | | | |

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| 1. Research Mentor  If the Chief Investigator has limited research experience (e.g., no peer-reviewed publications), a research mentor must be identified as part of the project team. The mentor should be thoroughly familiar with the research project and have agreed to provide guidance throughout the study. Additionally, the mentor will be responsible for supporting the management and reporting of the use of the research funds and ensuring proper financial oversight throughout the project. | | | | | | | | | | | | |
| Do you have a research mentor? | |  | | YES |  | | NO | | |  | NA | |
| Name |  | | | | | | | | | | | |
| Institution |  | | | | | | | | | | | |
| Current Appointment |  | | | | | | | | | | | |
| Institution Address |  | | | | | State | |  | Postcode | | |  |
| Mobile No |  | | Telephone No | | |  | | | | | | |
| Email |  | | | | | | | | | | | |
| Type of support that will be offered to the researcher |  | | | | | | | | | | | |

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| 1. Associated Investigators  List others who will play a significant role in the project. | | | |
| Name |  | Role |  |
| Name |  | Role |  |
| Name |  | Role |  |

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| 1. Clearance Requirements  Ethics approval is not required at the time of grant submission. However, if needed, it must be provided before funding can be released. | | | | |
| Does this project require approval from the HREC? |  | Yes |  | No |
| Has it been submitted to SVH HREC or another relevant body? |  | Yes |  | No |

**PART 3 – PROJECT DETAILS**

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| 1. Project Lay Description  Provide a simplified overview of the research project and its purpose in non-technical language. Do not include confidential information (150-200 words). |
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| 1. Hypothesis  What is the primary hypothesis underpinning this research? Briefly explain its relevance and the importance of addressing this question (150-200 words). |
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| 1. Aims and Proposed Outcomes  What are the specific aims of this project? Outline the measurable outcomes you expect to achieve within 12 months. How will success be evaluated? (Max. 300 words) |
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| 1. Background and Research Plan  Provide background that justifies your research question. Outline the research design, methodology, and timeline, including key milestones. Discuss feasibility by addressing sample size, recruitment strategy, infrastructure, and research team. (Max 2 pages, including figures) |
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| 1. Significance, Innovation & Impact How does this project contribute to early-phase research and help progress it toward implementation in clinical settings? What unmet clinical or health system need does it address? How does it introduce innovative approaches, technologies, or treatments, and what potential impact could it have on patient care, clinician outcomes, or healthcare systems? (Max 300 words) |
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| 1. Team Capability  Describe the expertise of the Chief Investigator and research team. How does their experience ensure the project's success? If relevant, explain how junior researchers will be supported. (Max 300 words) |
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| 1. Funding History and Other Support | | | | | | |
| Is this the primary grant application? | | |  | Yes |  | No |
| Does this project include techniques or processes that could be developed commercially? | | |  | Yes |  | No |
| Has this project received funding from other sources? | | |  | Yes |  | No |
| If YES, provide details. | Funding Source |  | | | ($) |  |
| *(insert additional rows if required)* | Funding Source |  | | | ($) |  |
|  | Funding Source |  | | | ($) |  |
| Has the Chief Investigator received funding from other sources in the past two years? | | |  | Yes |  | No |
| If YES, provide details. | Funding Source |  | | | ($) |  |
| *(insert additional rows if required)* | Funding Source |  | | | ($) |  |
|  | Funding Source |  | | | ($) |  |
| 1. Budget  Please use the provided budget template. If applying for multiple grants, use the Secondary template and explain how the project will proceed with a reduced budget – delete if not required. Use the justification section to explain how projects will be modified for smaller grant amounts. | | | | | | |

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| **SVCRF Budget Template** | | |
| **Primary Grant – Amount Requested** | | **$** |
| **Salaries** | **Item** | **Amount ($)** |
| [ ] Investigators time – [ ] hrs X [ ] weeks |  |
|  |  |
| **Services** |  |  |
| Eg. lab time or equipment time, biostatistical support |  |
|  |  |
|  |  |
| **Other** | Eg. consumables, assessment materials |  |
|  |  |
|  | **Total SVCRF Grant request (incl. GST)** | **$** |
| **Justification** |  | |

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| --- | --- | --- |
| **Secondary Grant – Amount Requested** | | **$** |
| **Salaries** | **Item** | **Amount ($)** |
|  |  |
|  |  |
| **Services** |  |  |
|  |  |
|  |  |
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| **Other** |  |  |
|  |  |
|  | **Total SVCRF Grant request (incl. GST)** | **$** |
| **Justification** |  | |

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| 1. Project Timeline and Feasibility  Include a simple Gantt chart with key milestones, timelines, and dependencies to help reviewers assess your project's feasibility. If applying for multiple grants for the same project, provide a separate Gantt chart to illustrate how the project will be modified based on the grant and the requested funding amount. |

**PART 4 – PUBLICATIONS**

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| 1. Relevant Publications  List any relevant publications directly related to the research topic of your proposal, including those by the research team or other researchers in the field. These should demonstrate the foundation of knowledge your proposal builds upon. (No more than one page, in reverse chronological order.) |
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| 1. Publications of Chief Investigator  List any publications authored or co-authored by the Chief Investigator that demonstrates their expertise in the research area. Focus on work that shows their contribution to the field. (No more than one page, in reverse chronological order.) |
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**PART 5 – APPROVALS**

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| 1. Signatures and Institutional Approval By signing below, the applicant and authorised officer acknowledge and agree to the conditions outlined in the following pages. | | |
| **Name of Institution:** |  | |
| **Signed by Authorised Officer of Institution\*:** |  | |
|  |  |  |
| **Name** | **Date** |
| **Signed by Chief Investigator:** |  | |
|  |  |  |
| **Name** | **Date** |
| **Signed by Associated Investigator:** |  | |
|  |  |  |
| **Name** | **Date** |
| **Signed by Associated Investigator:** |  | |
|  |  |  |
| **Name** | **Date** |
| **Signed by Associated Investigator:** |  | |
|  |  |  |
| **Name** | **Date** |

*\* Authorised Officers relevant to the institution applying:*

|  |  |
| --- | --- |
| St Vincent's Private Hospital | Matt Wall and Richard Ryan |
| St Vincent's Hospital Network Sydney | Anna McFadgen, Kristian Lewis,  Prof Philip Cunningham and  A/Prof Paul Preisz |

Before seeking a research grant from the St Vincent's Clinic Research Foundation (SVCRF), you should consider the following conditions carefully. Failure by the Chief Investigator or the overseeing institution to adhere to these and any special conditions linked to the grant may result in funding withdrawal.

1. **Eligibility Criteria**

* Applicants must be employees of St Vincent's Private Hospital Sydney or St Vincent's Hospital Sydney. Projects must be led by nursing or allied health professionals from one of these institutions.
* Applicants must remain employed by one of the above institutions for the grant period.
* The project must focus on enhancing patient outcomes and advancing patient care within the St Vincent's Sydney Health Innovation Precinct through innovative and novel approaches. Applications must clearly articulate defined research objectives and outcomes. Proposals that primarily seek to fund a staff member without a well-developed research plan will not be considered.
* Human Research Ethics Committee (HREC) and any other required research governance approvals must be in place before the project starts.
* The project must be able to be completed within 12 months
* Applications must be endorsed by an Authorised Officer of the relevant Institution (see Authorised Officers below for details)
* Applications from early career professionals are encouraged, provided they are supported by an experienced mentor from the institution.

SVCRF's assessment process is based on merit and subject to rigorous assessment criteria. However, to ensure fairness, SVCRF generally prioritises supporting a diverse range of researchers and is less likely to fund the same Chief Investigator (CI) for the same project two years in a row.

We warmly welcome applications from across the St Vincent's Sydney Health Innovation Precinct and encourage First Nations applicants to apply, recognising the vital role of Indigenous-led research in closing the gap and improving outcomes for First Nations communities.

1. **Duration**

Grants are awarded for one year, beginning on 1 January and ending on 31 December. All funding must be claimed by 1 March of the following year. Further support may be contingent on meeting grant conditions and submitting required reports.

1. **Approvals**

Grant offers are subject to the following requirements by the Applicant:

* Providing written approval from the Authorised Officer of the applying institution within the St Vincent's Sydney Health Innovation Precinct.
* Providing written confirmation that the Applicant has obtained research governance clearance. The Applicant is responsible for obtaining this clearance from the relevant HREC and the appropriate research governance officer and paying any associated fees. Copies of all applicable documentation, including the research governance officer's recommendation, must be made available to SVCRF upon request.

Any changes to the HREC or research governance approvals must be notified to SVCRF immediately, as they may impact funding.

Applicants should refer to the St Vincent's Health Network Sydney Research Office website for current policies, directives, and guidelines.

1. **Financial Arrangements AND Use of Funds**

* Payment Accounts: All grants will be paid into a nominated Trust Account of St Vincent's Health Network Sydney, St Vincent's Private Hospital Sydney, or an authorised affiliated institution. Any alternative payment method must be approved by SVCRF before funds are incurred.
* Payment of Grants: Funding will be provided as needed up to the approved grant amount. Funding is not paid in full upfront, but allocated as required. Claims must be submitted through the appropriate process for your facility. To initiate payment, your facility must submit an invoice to SVCRF, which should include supporting documentation (e.g., invoices, payroll details) for the requested funds. The invoice and supporting documents should be directed to the Secretary of St Vincent's Clinic Research Foundation for approval before payment can be processed.
* Unexpended Funds: Any unspent funds by 1 March of the following year will lapse. If there is a delay in claiming funds, the Chief Investigator must request an extension from the Foundation, which will consider the request. You may be required to reapply for a new grant the following year.
* Records: The Applicant must maintain accurate financial and project records. SVCRF has the right to inspect and audit those records provided it gives the Applicant 24 hours prior notice.

1. **Changes Requiring Foundation Consent**

* Resignation of Key Personnel: If the chief investigator (CI) or designated mentor resigns during the grant period, it may lead to project termination. In such cases, the chief investigator or principal Applicant must inform SVCRF in writing and provide a Progress Report covering the period of the grant.
* Changes in Personnel: If an alternative team member is designated to take over as the chief investigator (CI) or as the mentor, the Applicant must notify SVCRF in writing detailing the change. SVCRF may require additional documentation and approval, and failure to submit this promptly may result in the discontinuation of funding.
* Material Changes: Any other material changes to the project or personnel may require additional documentation and approval at SVCRF's discretion. The Applicant is responsible for ensuring timely submission of any required documentation, as failure to comply could result in discontinuation of funding.

1. **Reporting**

A written progress report is due to SVCRF by 31 January, no later than 12 months after the grant's commencement. A report template will be provided, and the completed report must be submitted electronically.

1. **Publication of Research Results**

Publications must acknowledge SVCRF's support, and prior approval is required for any additional use of SVCRF's name.

The authors are solely responsible for the integrity of their published data. It is recommended that results claiming statistical significance be verified by a qualified biostatistician before publication.

Applicants should also report on the ongoing impact of the funded work, including follow-on funding, academic publications, and media coverage in the years following the grant.

1. **Acknowledgement of Grants**

Grant recipients (departments and researchers) must acknowledge St Vincent's Clinic Research Foundation as the funding body in any media releases or publications related to their research. Any other use of SVCRF's intellectual property, including its name or logo, requires prior written permission.

Applicants are encouraged to support SVCRF's promotional efforts by participating in activities such as interviews and events.

1. **Intellectual Property**

Intellectual Property (IP) refers to any industrial or intellectual property rights worldwide, including but not limited to:

* Patents, copyrights (including future copyrights), registered and unregistered trademarks or service marks, trade names, brand names, registered or unregistered designs, commercial names, circuit layouts, and database rights.
* Inventions, discoveries, processes, methods, trade secrets, know-how, computer software, confidential information, and scientific, technical, and product information.
* The right to apply for any industrial or intellectual property rights.
* Any other similar or analogous rights, as well as any new intellectual or industrial rights that may emerge in the future.

IP generated during the grant-funded research will be managed according to the relevant policies of the principal investigator's (PI) primary institution.

If the Applicant discovers commercially exploitable findings arising from Foundation-supported research, they must notify SVCRF immediately. These findings must not be disclosed publicly if a patent application is pending.

1. **Indemnity**

The institution or designated investigator (as nominated on the application form and named below) must indemnify SVCRF, its officers, employees, and agents against any actions, claims, demands, costs, and expenses resulting from:

* Breach of these Grant conditions by the institution, investigator, or any of their employees, agents, or contractors.
* Willful, unlawful, or negligent acts or omissions of the institution, investigator, or any of their employees, agents, or subcontractors related to this agreement.
* Conduct of the Research Project.