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| *PLEASE READ THIS DOCUMENT BEFORE SUBMITTING YOUR APPLICATION* |

 **About Us**

St Vincent's Clinic Research Foundation (SVCRF) funds early-stage medical research within the St Vincent's Sydney Health Innovation Precinct. For more than 30 years, we have awarded over 490 grants totalling $21M, helping translate research discoveries into real-world healthcare solutions.

**Funding Opportunities**

SVCRF supports early-phase research, helping researchers establish a track record by supporting early-career investigators or enabling established researchers to explore new ideas. We offer:

* **Research Grants:** Supporting projects that advance medical knowledge and improve patient care.
* **Multidisciplinary Grants:** Supporting cross-disciplinary collaboration with projects led by nursing and allied health professionals, and a strong focus on improving patient outcomes and care.

Our grants aim to:

* Improve understanding of diseases and treatments.
* Develop new therapies, diagnostics, and prevention strategies.
* Help researchers establish a track record and become more competitive for larger funding from other bodies.
* Foster collaboration within the St Vincent's Health Innovation Precinct.

 **Key Timelines**

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| **Applications open** | Tuesday, 15 April 2025 |
| **Applications close** | Tuesday, 24 June 2025 @ 2 PM |
| **Scientific Committee meets** | End of September 2025 |
| **Successful applicants notified** | Early October 2025 |
| **SVCRF Annual Event** Grant recipients are invited to attend | Wednesday, 29 October 2025 @ 6 PM |
| **Successful grants funded** | January 2026 |
| **Grant expiration date** | Maximum 12 months after grant award date |
| **Final report due** | Maximum 12 months after grant commenced |

**How to Apply**

Download an application form from <www.svcrf.com.au> or contact the Clinic Executive Office at 8382 6405 or svcresearchfoundation@svha.org.au.

For details on the application questions, please refer to **Appendix 1 – Guidance for Answering Application Questions**.

*Note:* Multidisciplinary Conference & Presentations Grants operate outside the standard application timeline. These grants are offered only to past recipients for domestic travel related to projects previously funded by SVCRF.

**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.

**Use of AI Tools**

Applicants should exercise caution when using generative AI tools in preparing grant applications, as it may not be possible to track or control how information entered into AI databases is used. Applicants, along with their Administering Institutions, must certify the accuracy of all information provided and take responsibility for any misinformation or errors, including those that may arise from the use of generative AI.

**Scientific Committee**

The Scientific Committee, comprised of experts from St Vincent's Sydney Health Innovation Precinct and leading universities, reviews applications based on scientific merit, innovation, and alignment with the Precinct's goals. It prioritises emerging researchers and projects with future funding potential while assessing feasibility and the ability to achieve measurable outcomes within the proposed timeframe. Applications are evaluated using a structured framework designed to assess and advance early-phase research and foster innovation.

**Contact**

If you have further questions about St Vincent's Clinic Research Foundation Grants, please contact the Clinic Executive Office at 8382 6405 or email svcresearchfoundation@svha.org.au.

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This guide is designed to help applicants strengthen their SVCRF grant application. Below are key tips to address common omissions identified by our Scientific Committee. Keep in mind that reviewers may not have expertise in your specific research area.

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

* Project Summary
	+ Provide a clear and concise title, written in terms that individuals outside your field of expertise can understand. This could be used for information for supporters as well as publicity. Do not include confidential information.
	+ Indicate the specific medical field or discipline the project relates to, such as cardiology, oncology, neurology, or another area of clinical research.
	+ Indicate the total funding requested for the project.

**Part 2 – Project and Investigator Details**

* Clearance Requirements:
	+ The Applicant is responsible for applying to the Ethics Committee, notifying the Foundation upon approval, and covering any associated application fees.

**Part 3 – Project Details**

The Scientific Committee will assess applications focusing on the following key areas:

* Scientific Quality (Research Design & Feasibility) **[Questions** **I, J, K]**
	+ Clearly defined hypothesis with strong research design and measurable aims.
	+ Well-structured methodology aligned with objectives, outcomes, and budget.
	+ Demonstrated feasibility, including sample size (where applicable), recruitment plans, infrastructure, and research team.
	+ Clearly defined success measures and milestones.
	+ High likelihood of achieving proposed endpoints within 12 months.
* Significance, Innovation & Potential Impact **[Question L]**
	+ Addresses an unmet clinical need with potential to improve patient outcomes.
	+ Introduces innovative approaches, technologies, or treatments that can significantly impact healthcare.
	+ Demonstrates clear potential for real-world application and advancement in the field.
	+ Contributes valuable knowledge to the field and fosters scientific progress.
	+ Explores early-phase research with innovative ideas that aim to have a meaningful healthcare impact.
* Capacity & Capability (Track Record of Research Team) **[Question M]**
	+ Chief Investigator or Early-Career Researcher, supported by a senior researcher, must have relevant qualifications and expertise.
	+ Early career researchers will be guided by senior mentors with the necessary experience throughout the project.
	+ Expertise in novel methods, analytical capabilities, and statistics.
	+ Proven ability to recruit patients and secure necessary scientific support.
	+ Research team demonstrates a strong track record of research outcomes, publications, and contributions to the field.
	+ Availability of institutional support (e.g., ethics approval, access to facilities).
* Funding Viability & Alignment **[Questions N, O and P]**
	+ Budget is appropriate, realistic, and aligned with the proposed outcomes.
	+ Consideration of existing funding sources and the potential for securing future financial support.
	+ Alignment with the goals of St Vincent's Health Innovation Precinct, supporting early-stage research and collaboration.

Budget & Gantt Submission Guidelines: Use the provided budget template to prepare your application.

* + Specify the total funding requested, then provide a detailed breakdown of all items, associated costs, and justifications.
	+ If applying for multiple grants, submit a Secondary and Tertiary budget template to demonstrate how the project would proceed with a reduced budget. Delete these templates if not required. Expenses outside the project dates and capital items are not eligible.
	+ Only expenses incurred within the project dates are eligible. Capital items (e.g. computers, lab equipment) are not permitted. Project-specific equipment and consumables that are fully used within the project period may be included.
	+ Budgets must be reasonable, well-justified, and aligned with project objectives.
	+ Incomplete or insufficient budgets will not be considered.
	+ 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. You can use a free Excel Gantt chart template if needed: <https://templates.office.com/en-au/gantt-project-planner-tm16400962>.

Note: Funding is disbursed as needed rather than in full. You must provide supporting documentation for all listed expenses when claiming funds.

**Part 5 – Approvals**

Before applying for an SVCRF research grant, review the Conditions of the Grant and get approval from your institution's Authorised Officer. **This approval process can take time, so plan ahead.**