Government of Western Australia
Child and Adolescent Health Service

CAHS Research Education Program

Research Skills Seminar

Grant Applications and Finding Funding

11th October 2024

Presented by

Dr Tegan McNab
Manager
Grants and Research Development
The Kids Research Institute Australia

The KIDS RESEARCH INSTITUTE AUSTRALIA

Perth Children's Hospital Foundation

Child and Adolescent Health Service, Department of Research

Department of Health, Government of Western Australia

Grant Applications and Finding Funding

PRESENTATION SLIDES

Government of **Western Australia**
Child and Adolescent Health Service

Grant Applications and Finding Funding

11th October 2024

Dr Tegan McNab

Manager, Grants and Research Development

The Kids Research Institute Australia

Compassion | Excellence | Collaboration | Accountability | Equity | Respect

1

Acknowledgement of Country

The Child and Adolescent Health Service acknowledge Aboriginal people of the many traditional lands and language groups of Western Australia.
We acknowledge the wisdom of Aboriginal Elders both past and present and pay respect to Aboriginal communities of today.

2

CAHS Research Education Program

Research Skills Seminar Series

- Over 25 topics across the research process
  - 1h overview
  - Handouts are provided
- Recorded and uploaded
- Feedback
  - Back of handout
  - Emailed link
- Please hold questions to the end
  - Use provided microphone

3

Overview

- Finding funding opportunities
- Drafting a grant application
- The submission process

4

Finding Funding Opportunities

5

We're all in this together…

- All researchers must continually look for funding
- Organisations regularly scan opportunities and publicise

  > Lots of opportunities out there, just need to pick the right one

HIGHER QUALITY APPLICATION → MORE LIKELY TO SUCCEED

6

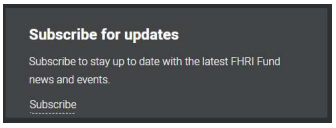
Why are you seeking funding?

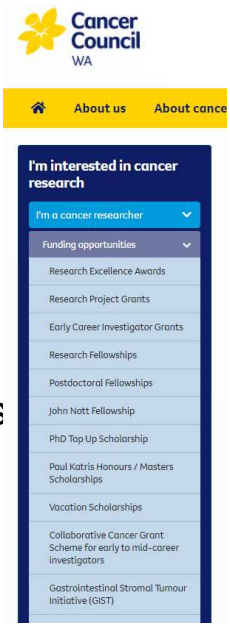
- What do you need funding for?
  - Salary?
  - Project costs? (which may or may not include salary)
- How much funding do you need?

→ This will inform what opportunities you should be applying for

Where to find funding

- What does your organisation provide?
  - relevance
- GrantConnect
- Specific government and non-govt funder alerts
  - WA DoH
  - CCWA
  - And many more…





Key Research Offices

- **CAHS** Department of Research
- **The Kids Research Institute Australia** Research Development team
- **The University of Western Australia** Office of Research
- **Curtin University** Research Office at Curtin (ROC) and Faculty-based support
- **Murdoch University** Research and Innovation Office
- **Edith Cowan University** Research Services
- Many others…..

Types of Funding Opportunities

Project costs

- NHMRC: Ideas Grants, Clinical Trials and Cohort Studies, Development Grants, Partnership Projects, etc
- ARC: Discovery Projects, Linkage Projects, etc
- Cancer Australia
- Cancer Council WA
- Hospital foundations
- WA Dept of Health: WA Child Health Research Fund (WACRF), Clinician and Registrar Fellowships,Innovation Seed Fund, etc
- Many others

Types of Funding Opportunities (cont.)

- Salary costs: fellowships
  - NHMRC: Investigator Grants
  - ARC: DECRA, Future Fellowships, Laureates
  - Heart Foundation
  - National Breast Cancer Foundation
  - Many others

11

More Key Funding Sites

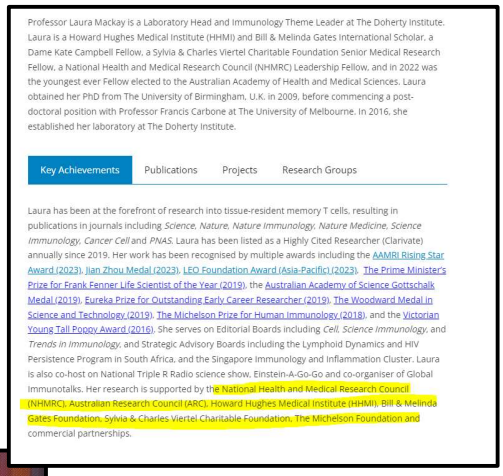
- **Royal Perth Hospital** Medical Research Foundation
- **SCGH:** Charlies Foundation for Research
- **St John of God Foundation**
- **Fiona Stanley Hospital**: The Hospital Research Foundation Group (formerly Spinnaker Health)
- **Hollywood Private Hospital** Research Foundation
- **KEMH**: Women & Infants Research Foundation

Links in your handouts

12

What else can I do?

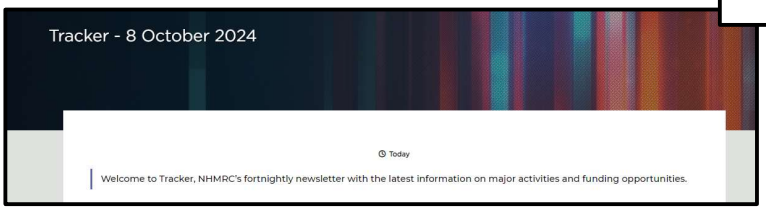
- Research profiles of successful researchers: get stalking! →
- Subscribe to funding agency research alerts:
  eg. NHMRC Tracker



Professor Laura Mackay is a Laboratory Head and Immunology Theme Leader at The Doherty Institute. Laura is a Howard Hughes Medical Institute (HHMI) and Bill & Melinda Gates International Scholar, a Dame Kate Campbell Fellow, a Sylvia & Charles Viertel Charitable Foundation Senior Medical Research Fellow, a National Health and Medical Research Council (NHMRC) Leadership Fellow, and in 2022 was the youngest ever Fellow elected to the Australian Academy of Health and Medical Sciences. Laura obtained her PhD from The University of Birmingham, U.K. in 2009, before commencing a post-doctoral position with Professor Francis Carbone at The University of Melbourne. In 2016, she established her laboratory at The Doherty Institute.

Key Achievements | Publications | Projects | Research Groups

Laura has been at the forefront of research into tissue-resident memory T cells, resulting in publications in journals including *Science*, *Nature*, *Nature Immunology*, *Nature Medicine*, *Science Immunology*, *Cancer Cell* and *PNAS*. Laura has been listed as a Highly Cited Researcher (Clarivate) annually since 2019. Her work has been recognised by multiple awards including the AAMRI Rising Star Award (2023), Jian Zhou Medal (2023), LEO Foundation Award (Asia-Pacific) (2023), The Prime Minister's Prize for Frank Fenner Life Scientist of the Year (2019), the Australian Academy of Science Gottschalk Medal (2019), Eureka Prize for Outstanding Early Career Researcher (2019), The Woodward Medal in Science and Technology (2019), The Michelson Prize for Human Immunology (2018), and the Victorian Young Tall Poppy Award (2016). She serves on Editorial Boards including *Cell*, *Science Immunology*, and *Trends in Immunology*, and Strategic Advisory Boards including the Lymphoid Dynamics and HIV Persistence Program in South Africa, and the Singapore Immunology and Inflammation Cluster. Laura is also co-host on National Triple R Radio science show, Einstein-A-Go-Go and co-organiser of Global Immunotalks. Her research is supported by the National Health and Medical Research Council (NHMRC), Australian Research Council (ARC), Howard Hughes Medical Institute (HHMI), Bill & Melinda Gates Foundation, Sylvia & Charles Viertel Charitable Foundation, The Michelson Foundation and commercial partnerships.



13

Funding Opportunities – "The Fit"

- How well does your project align with the scheme's desired outcomes?
- Is your organisation eligible?
- Are you eligible? (Citizenship?)
- Can you meet the internal AND external deadlines?

14

Funding Opportunities – "The Fit"

Description: The objective of the Ideas Grant scheme is to support innovative research projects addressing a specific question(s)

The expected outcomes are:

- innovative and creative research
- funding of researchers at all career stages, and
- funding any area of health and medical research from discovery to implementation.

The scheme will provide particular opportunities for early and mid-career researchers. It is expected that the CIA will have the scientific leadership and skills to achieve the proposed project aims.

Eligibility: Applications will only be accepted from NHMRC approved Administering Institutions. A list of NHMRC approved Administering Institutions is available at:

https://www.nhmrc.gov.au/grants-funding-administering-grants.

Applications must satisfy all the requirements set out in the Ideas Grants 2021 Guidelines.

Close Date & Time: 5-May-2021 5:00 pm (ACT Local Time)
Show close time for other time zones

15

Funding Opportunities – "The Fit"

Description: The objective of the Ideas Grant scheme is to support innovative research projects addressing a specific question(s)

The expected outcomes are:

- innovative and creative research
- funding of researchers at all career stages, and
- funding any area of health and medical research from discovery to implementation.

The scheme will provide particular opportunities for early and mid-career researchers. It is expected that the CIA will have the scientific leadership and skills to achieve the proposed project aims.

16

Funding Opportunities – "The Fit"

Eligibility: Applications will only be accepted from NHMRC approved Administering Institutions. A list of NHMRC approved Administering Institutions is available at:

https://www.nhmrc.gov.au/grants-funding-administering-grants.

Applications must satisfy all the requirements set out in the Ideas Grants 2021 Guidelines.

Close Date & Time: 5-May-2021 5:00 pm (ACT Local Time)
Show close time for other time zones

17

Are you competitive for funding?

- Do you have a good track record?
  - How do you develop your track record?
- Are you collaborating with the right team?
- Do you have the infrastructure you need?
- Do you have your project partners in place? Can they make the commitments they need to make?
- Are you addressing a new or novel question?
- Is your budget appropriate?

18

The application process

19

READ THE GUIDELINES!!

20

Know ALL the dates you need to work to

- Peer review
- Internal deadline
  - Finance approval?
  - Other internal approvals?
- Minimum data?

→ **EXTERNAL DEADLINE**

Plan accordingly!

Forming a team

- Who do you need on the team to execute the project?
  - Health economist?
  - Biostatistician?
  - Clinician or Allied Health?
  - Industry partner?

- Are their track records strong enough? Demonstrated ability?

  → feasibility

Drafting your application

- Online: e.g. Sapphire (NHMRC), RMS (ARC)
  - Get started early (keep your RAO happy)
  - Make sure your profile is up to date!
- Offline: e.g. proposal, capacity and capability statements
  - Consider taking the online components offline (easier editing, sharing, etc)

Budget

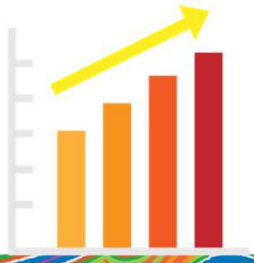
- What funds do you need to successfully execute the project?
  - General staffing costs
    - Often the biggest, often scrutinised by the review panel
  - Check the guidelines for allowable expenditure
    - Consumer and community honorariums (if relevant)
  - Justify, justify, justify
    - Don't let your budget get cut
    - Make sure line items clearly link to methods
- Budgets are scrutinized after the 1st round of reviews (i.e. don't get stuck on them)

The proposal

- Remember: this is persuasive writing, not an academic publication
- Visualize the overall project with a graphic where possible (1st or 2nd page).
- Indicate the specific steps you will follow to complete the research (METHODS).
- You must convince the reviewer that you have worked the procedure through carefully and that you have the expertise and facilities necessary to carry it out.
- Be sure the plan is realistic and that you don't make inflated promises – these are a favorite target of reviewers.

The proposal (cont.)

- Keep the narrative focused on the project.
- Use tables, charts, and figures effectively.
- Outline which CI/AI will be involved in which part.
  - Mention role(s) students will play in research.
    → Capacity building
- Present preliminary results if you have them.



The proposal (cont.) – structure

1. **The First Page**
2. Background
3. Methods
4. Methods
5. Finalise methods (timeline) > how this will address the problems in The First Page > impact of the work

The proposal (cont.) – the first page

- **Clear Presentation**
- State the problem or hypothesis.
- State why the issue is significant.
- State what you are going to do.
- Explain how you will carry out the proposed work.

The proposal (cont.) – Gantt chart/timeline

- *What*
  are you doing?
- *When*
  are you doing it?
- *Time*
  along the top
- *What*
  along the bottom
  (link to methods)

Study Timetable										
Project activity	7/04–12/04	1/05–6/05	7/05–12/05	1/06–6/06	7/06–12/06	1/07–6/07	7/07–12/07	1/08–6/08	7/08–12/08	1/0 6/0
Study activity										
Interrater reliability/training	X	X	X	X	X					
Database setup	XX									
Patient enrollment	XX	XXX	XXX	XXX	XXX					
Data management	XX	XXX	XXX	XXX	XXX					
Data analysis, specific aim 1					XXX	XXX				
Manuscript preparation, aim 1						X	XX			
Data analysis, specific aim 2						XX	XXX	X		
Manuscript preparation, aim 2								XXX		
Data analysis, specific aim 3								XX	XXX	X
Manuscript preparation, aim 3									X	XX

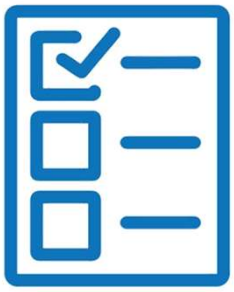
https://www.pinterest.com.au/pin/568368415451856398/visual-search/

Ask for help!

- Research Administration Officer
- Member of the peer review committee

Internal Peer Review

- Who?
  - Successful grant recipients
  - Someone with AND without content knowledge
  - Someone who can edit
  - Someone brutally honest
  - Community stakeholders (all the way)
- When? NOT THE NIGHT BEFORE
- How?



Internal and external deadlines

INTERNAL

- What's the point?
  - Ensure project aligns with priorities (+/-)
  - Monitor activity
  - Ensures quality & compliance
- When?
  - Eg CAHS: depends on which funder your application will be submitted to. Contact CAHS.ResearchSupport@health.wa.gov.au for exact requirements.

EXTERNAL

- What?
  - Soft or Hard

Detail matters – Check everything again!

- Does everything flow?
- Have the files been named correctly?
- Generate a snapshot to check for gaps

"Which brings us to my next point."

33

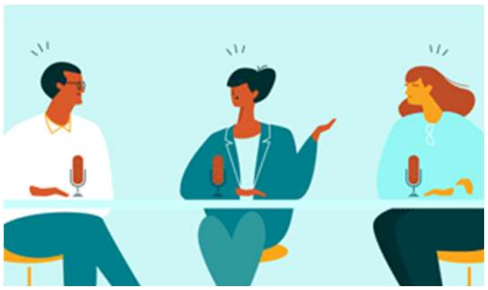
Submission

34

What happens post-submission?

- Funder checks eligibility
- Undergoes peer review
  - Find out who is on the panel
  - Rarely subject matter specialists

→ **Write accordingly**



Research Grants Advisory Committee membership

(This committee also assess the Research Fellowship and Project Grant applications)

Prof David Preen (Chair)
Mr Dan Byles
Prof Daniel Galvâo
Prof Ruth Ganss
A/Prof Georgia Hallett
Mrs Sue Hayes
Ms Kristen Huey
A/Prof Evan Ingley
Prof Terry Johns
Dr Willem Lesterhuis
Prof Delia Nelson
A/Prof Fiona Pixley
Dr Andy Redfern
A/Prof Alison Reid
Mr Killian Woulfe

Example of a peer review panel

https://www.cancerwa.asn.au/cancer-research/our-research-grants-advisory-committee-and-its-sub/

Get in the mind of a peer reviewer

- Impatient
- Busy
- Reading late at night
- How many apps to review? In what timeframe?
- DON'T FORGET: Rarely subject matter specialists

→ **Write accordingly – the 1st page is critical**

→ **Keep the assessment criteria + category descriptors at the front of your mind**

37

Assessment Criteria

6. The assessment criteria

Applications for Ideas Grants 2021 are assessed by peers against the assessment criteria listed below, and the category descriptors at Appendix B.

- Research Quality (35%)
- Innovation and Creativity (25%)
- Significance (20%), and
- Capability (20%).

38

Assessment Criteria

CATEGORY	Research Quality (35%)	Innovation & Creativity (25%)	Significance (20%)	Capability (20%)
6 Outstanding	The project aims and proposed research plan: are supported by a very well justified hypothesis/rationale are focused, well-defined, very highly coherent and have an outstanding study design and approach with a minor weakness would be very highly competitive with the best, similar research proposals internationally have very well identified and managed scientific and technical risks with only a few minor weaknesses.	Relative to the research field, the planned research demonstrates very highly innovative project aims, which will result in a very substantial shift in the current paradigm, and/or lead to a very substantial breakthrough or impact in the research area.	The planned research, relative to the research field: will address an issue that is of very high importance to advance the research or health area (not the prevalence or magnitude of the issue) will result in very highly significant outcomes in the science, knowledge, practice or policy underpinning human health issues will lead to very highly significant research outputs (intellectual property, publications, products, services, conferences, teaching aids, consulting, contract research, spin-offs, licensing etc.).	The CIA demonstrates a strong capability to lead the team in achieving the project aims. The CI applicant team overall: has outstanding capability to execute the project and deliver outcomes. has access to outstanding technical resources, infrastructure, equipment and facilities and if required, has access to additional support personnel (Associate Investigators) necessary for the project. has a very highly appropriate balance of integrated expertise, experience and training that is targeted towards all aspects of the proposed research, in terms of both depth and breadth.

https://www.grants.gov.au/Go/Show?GoUuid=c0d4f1e4-c10c-405c-ace5-9416d06aa1d3

Assessment Criteria

CATEGORY	Research Quality (35%)	Innovation & Creativity (25%)
6 Outstanding	The project aims and proposed research plan: are supported by a very well justified hypothesis/rationale are focused, well-defined, very highly coherent and have an outstanding study design and approach with a minor weakness would be very highly competitive with the best, similar research proposals internationally have very well identified and managed scientific and technical risks with only a few minor weaknesses.	Relative to the research field, the planned research demonstrates very highly innovative project aims, which will result in a very substantial shift in the current paradigm, and/or lead to a very substantial breakthrough or impact in the research area.

https://www.grants.gov.au/Go/Show?GoUuid=c0d4f1e4-c10c-405c-ace5-9416d06aa1d3

Assessment Criteria

Significance (20%)	Capability (20%)
The planned research, relative to the research field: will address an issue that is of very high importance to advance the research or health area (not the prevalence or magnitude of the issue) will result in very highly significant outcomes in the science, knowledge, practice or policy underpinning human health issues will lead to very highly significant research outputs (intellectual property, publications, products, services, conferences, teaching aids, consulting, contract research, spin-offs, licensing etc.).	The CIA demonstrates a strong capability to lead the team in achieving the project aims. The CI applicant team overall: has outstanding capability to execute the project and deliver outcomes. has access to outstanding technical resources, infrastructure, equipment and facilities and if required, has access to additional support personnel (Associate Investigators) necessary for the project. has a very highly appropriate balance of integrated expertise, experience and training that is targeted towards all aspects of the proposed research, in terms of both depth and breadth.

https://www.grants.gov.au/Go/Show?GoUuid=c0d4f1e4-c10c-405c-ace5-9416d06aa1d3

41

Assessment Criteria

CATEGORY	Research Quality (35%)
6 Outstanding	The project aims and proposed research plan: are supported by a very well justified hypothesis/rationale are focused, well-defined, very highly coherent and have an outstanding study design and approach with a minor weakness would be very highly competitive with the best, similar research proposals internationally have very well identified and managed scientific and technical risks with only a few minor weaknesses.

42

Assessment Criteria

Innovation & Creativity (25%)
Relative to the research field, the planned research demonstrates very highly innovative project aims, which will result in a very substantial shift in the current paradigm, and/or lead to a very substantial breakthrough or impact in the research area.

43

Assessment Criteria

Significance (20%)
The planned research, relative to the research field: will address an issue that is of very high importance to advance the research or health area (not the prevalence or magnitude of the issue) will result in very highly significant outcomes in the science, knowledge, practice or policy underpinning human health issues will lead to very highly significant research outputs (intellectual property, publications, products, services, conferences, teaching aids, consulting, contract research, spin-offs, licensing etc.).

44

Assessment Criteria

Capability (20%)
The CIA demonstrates a strong capability to lead the team in achieving the project aims.
The CI applicant team overall:
has outstanding capability to execute the project and deliver outcomes.
has access to outstanding technical resources, infrastructure, equipment and facilities and if required, has access to additional support personnel (Associate Investigators) necessary for the project.
has a very highly appropriate balance of integrated expertise, experience and training that is targeted towards all aspects of the proposed research, in terms of both depth and breadth.

If Successful…

After the excitement dies down: remember your obligations

- Ethics
- Reports
- Presentations
- Acknowledge
- Comms team

If Unsuccessful…

- You won't be lonely
- Learn from the final feedback
- Refine your proposal
- Have it ready to go
- Submit elsewhere or next round

Things to keep in mind

Success rates are incredibly low

Get help EARLY from your RAOs and peer review panellists

Participate in peer review

Questions?
Comments

49

Government of Western Australia
Child and Adolescent Health Service

The KIDS RESEARCH INSTITUTE AUSTRALIA

Perth Children's Hospital Foundation

Child Health Research Symposium

Empowering Futures: Advancing Child Health

4 – 8 November 2024 Perth Children's Hospital

Neonatology | Community Health | Mental Health | Perth Children's Hospital

50

Coming up next

15 Oct Workshop 8:
REDCap Basic Walkthrough encore
– Dr Giulia Peacock, CAHS

22 Oct Research Skills Workshop: Oral Presentation of Research Results – Giulia Peacock, CAHS

Register → **trybooking.com/eventlist/researcheducationprogram**

We love feedback

A survey is included in the back of your handout, or complete online
https://tinyurl.com/surveyGrantApps

✉ ResearchEducationProgram@health.wa.gov.au 🌐 cahs.health.wa.gov.au/ResearchEducationProgram

51

✉ ResearchEducationProgram@health.wa.gov.au
🌐 cahs.health.wa.gov.au/ResearchEducationProgram

52

Grant Applications and Finding Funding

RESOURCE NOTES

Table of Contents

1. Understanding the grant review process

https://www.hfsp.org/sites/default/files/webfm/Communications/The%20Art%20of%20Grantsmanship.pdf (Adapted from by Jacob Kraicer, *The Art of Grantsmanship*.

Granting agencies differ in their processing of applications but the following general scheme applies to most. The cycle begins with the deadline for receipt of applications. Most agencies will reject applications that arrive after the deadline. The secretariat then examines each application, looking for obvious irregularities including:

- Missing critical information or signatures
- Inappropriate format (type size, spacing, margins, etc.)
- Number of pages exceeding that allowed
- Poor "fit" with the mission / objectives of the agency
- Missing sections
- Applicants not meeting eligibility criteria
- Inclusion of extra information that is not required

Depending on the seriousness of the irregularity, the application may be rejected, or further information will be solicited.

The applications are then assigned to external reviewers. These are chosen from names recommended a) by the applicants, b) by members of the review committees and c) from the database in the agency. The external reviewers are generally asked to submit written reviews, which are made available to the members of the appropriate review committee.

Both the external reviewers and review committee members (see below) are asked to follow a format such as this in their reports:

- Concisely summarise the proposal (no more than a single paragraph) emphasising the significance of the proposed research.
- Evaluate the work done previously as presented in a progress report (if applicable).
- Assess the strengths and weaknesses of the proposal, regarding:
    - originality of the hypotheses presented and the significance of the questions asked
    - feasibility of the research plan, methodology and timeline
    - relationship to the previous work done by the applicants
    - appropriateness of the critical review of the literature
    - applicant's knowledge of the field as reflected in the literature reviewed
    - appropriateness of the research plan and methodology
    - significance of the work conducted previously and the potential of the proposed work to elucidate new and important knowledge
    - appropriateness of the budget
    - appropriateness of knowledge translation plan
    - appropriateness of input from consumers and/or community members to the submission. Most agencies aim for at least two external reviews for each application.

Each application is usually assigned to one or more member of the review committee/panel who will read the application in detail. One of these will be the spokesperson who introduces and “represents” the application and its external reviews when it is discussed by the committee/ panel. They may or may not be experts in your field. The other members of the review committee may not even receive the entire application and only receive the abstract/summary pages.

At the meeting of the review committee each application generally receives less than 15 minutes of discussion. The primary reviewers introduce each application and give their evaluations. The external reviews are analysed and comments made. The others on the committee then participate in discussion. A Final Score and/or Rating is made, and a rank order decided on the basis of scientific excellence.

Usually, all then participate in the discussion of budget and a final recommendation is made. The members may know the global budget available to their committee. Demands for funding often far outweigh the funds available. Thus, many very good proposals will fall below the cut-off. There will be painful discussion concerning the "trade off" of size of budget per application vs. number of applications funded.

The recommendations of the review committee are then reported to the "higher body" which usually accepts the rank order decided by the review committee but argues further about budget. This becomes most difficult when it is seen that the cutoff is too high, with many very good applications being rejected.

2. Before you begin writing

Read the Guidebooks, Guidelines, and Application Forms carefully and follow them exactly and make sure that you have the latest versions.

Make sure that your proposal "fits" with the mission of the funding body/agency and that your objectives match with those of the agency, as well as ideally matching nationally identified health priorities. Make this "match" explicit in your written application. If you have any doubts or questions, contact the relevant granting agency person, who will welcome your questions and answer them.

Find out the median funding level for the agency. This will allow you to formulate a reasonable budget.

Find colleagues who have served on, or have received grants from, the funding body/ agency.
They can give you "insider" information on how the agency works, and what types of application it favors and what will give your project a "winning edge".

Begin to formulate/clarify your ideas. Do you have a clear, concise and testable hypothesis? Are your objectives and aims coming into focus? What questions are to be addressed?

Can you define and design specific experiments or study designs that will directly test your hypothesis or elucidate your research questions?

Your track record, as judged by publications, is an important criterion in the assessment. To ensure this includes your most recent work, write up what you can and submit it to appropriate peer-reviewed journal(s). Do this well in advance so that the work can appear in your application as "published", "in press" or "a submitted manuscript". Most granting agencies will not accept a manuscript "in preparation".

It is always better to have carried out appropriate preliminary (pilot) studies, so that their results can be included in the application. This is especially important for new applications.

It will also establish for you and for the reviewers, whether the experimental approaches are feasible and where the pitfalls may be.

Find and study previous grant proposals of colleagues that have been successful. Consider these as models. Find out, if you can, who are the members of the review committee and focus accordingly. Identify essential and appropriate investigators who wish to collaborate with you. Discuss ideas with colleagues in the same and relevant fields. Just going through the process of explanation and discussion will help to clarify and focus your ideas, and to identify possible gaps in logic.

Put together a strong team. This must include community/consumer representation. Demonstrate collaboration, multidisciplinary skills and high levels of relevant productivity. Ensure those cited as Chief Investigators have numerous recent first author publications in high impact peer-reviewed journals and a strong track record of high level completed and relevant projects. Ideally present Chief Investigators in rank order of their track record. Do not put investigators with weak track records on the grant who may “drag down” the overall assessment of the team and its ability.

3. Preparing the application

3.1. General issues

Read the general instructions CAREFULLY and follow them EXACTLY. Successful applications must be "a joy to read" and must stand out from the others. Make the presentation pleasant and attractive. Use the recommended font size, spacing and margination. Do not go over the maximum number of pages allowed (some agencies will not accept applications that have one page too many). Send the instructed number of copies. If attachments and/or appendices are not allowed, do not submit them. They will not be distributed to reviewers, potentially resulting in important information being left out of your application. Similarly, if reprints are not required, do not send them (they will be discarded). Do not submit additional information after the deadline (unless explicitly allowed). This does not make for a good beginning. "A sloppy application = a sloppy scientist".

Polish your application extensively. Make the application well focused, clear, well organised and accurate. You want the reviewers to be your enthusiastic champions and advocates. A luke-warm review is fatal.

Remember that reviewers are generally doing the reviews as a task over and above their daily work duties, and are often unpaid. They may be overwhelmed with applications and manuscripts requiring reviews.

They often carry out the reviews under less-than-ideal conditions (evenings, weekends, holidays, at meetings, or even on the way to review committee meetings). They may wait until the last minute to begin their review. Reviewers often do their reading in bits-and-pieces. Have your application organized so that it can be read in this way. Use headings and subheadings as markers. You do not want them to have to go back to the beginning after each break.

Pay special attention to the agency’s funding objectives and criteria. It is a waste of time to apply to the "wrong" agency.

Avoid abbreviations, acronyms and jargon (that the non-expert may not understand). If you use abbreviations, then define them when used for the first time. In general, they are best avoided.

Always use active not passive voice. It comes across as confident and convincing.

Assume that you are writing for a reviewer in a somewhat related field, rather than for an expert directly in your area. Aim the application at both the expert in the field and at the generalist. Also remember that some agencies will also send applications for review overseas, so use language that will be easily understood by those for whom the language or nationally understood acronyms may be foreign.

It is always a good idea to seek extensive and intensive internal peer-review. Allow time for this to occur. Ensure that a late draft (not an early one) is examined by at least two colleagues who have experience with, and are successful in, the peer review process:

a) in your direct scientific area to check relevance, accuracy, ambiguities and quality of science,

b) a "generalist" to check for clarity, and

c) someone who is a good editor!

Make sure that the (late) version they receive is free of mechanical errors (spelling, typos, grammar, etc.); it is not their task to make these kinds of corrections. If they are distracted by mechanical errors, they may fail to identify fundamental problems. Give the internal reviewers enough time to do a thorough job. Your institution may also be able to point you to useful information about salaries, travel costs, equipment and laboratory test costs, and so on.

3.2. Details of the application itself

3.2.1. First / Title Page

Fill it in completely and accurately and ensure that all signatures are obtained (up to 10% of applications typically have something missing from this page – this gives a poor impression and can mean your application is rejected outright).

The TITLE of your project is really important because a) it sets the first impression, and b) it is often used, with the Abstract, to route the application to the appropriate review committee(s) and reviewers. It should be descriptive, specific and appropriate, and should reflect the importance of the proposal(s). Ideally it should be catchy. Phrasing it as a question can be useful. It should not be so specific as to require changes with each renewal (it helps to maintain the same title for renewals).

One way to achieve this is to have a two-part title; the first general and the second more specific (e.g. "The control of secretion of growth hormone: mechanism of action of somatostatin"). The phrase after the colon may then change in subsequent renewals, while the part before the colon will remain unchanged.

3.2.2. Abstract / Summary of Proposal

THE ABSTRACT SHOULD SERVE AS A SUCCINCT AND ACCURATE DESCRIPTION OF THE PROPOSAL EVEN WHEN IT IS SEPARATED FROM THE APPLICATION.
IT MUST BE ABLE TO STAND ON ITS OWN.

This is probably the most important section in your application. Along with the title, the abstract/summary is generally the first thing a reviewer reads. It may be the ONLY thing read by a reviewer, so ensure it is clear and has impact.
It is often used to route the application to the appropriate external reviewers, grants committee, and to the primary reviewer(s) in the grants committee.
It is also the part of the application the reviewer will return to repeatedly to ascertain what your project is about. So… Take it seriously. Write it last.

Work on it extensively after the bulk of the proposal has been fine-tuned.

The abstract must be understood by both experts in your field and by "generalists". The primary reviewer(s) read the entire application for which they are responsible, but others on the review committee **may only read the abstract**. The abstract may be the only part of the application that is read by all the members of the grants committee who are not primary reviewers, even though ALL members may have to give their independent scores (given equal weight to the scores of the primary reviewer(s)).

Review committee members often study the application (and prepare written reports, if required) weeks or months before the meetings. They then quickly review all the abstracts just before the meetings in order to recall the essentials.

The required headings within the abstract usually include hypotheses, objectives, approaches/methods, research plan, and significance.

- State the hypotheses to be tested. Give the long-term objectives.
- State the specific aims.
- Make reference to how the proposal is directly related to the mission and objectives of the agency to which application is being made.
- Describe concisely the research design and methods.
- Explain why the proposal is unique, important, significant, and worth supporting.
- Stay within the allotted space. But it is not necessary to fill this space. When you have nothing more to say, then stop.

3.2.3. Recommended External Reviewers (if requested)

Give this careful thought. They are often used. Who you recommend needn't be the world expert in the field but they should be nationally recognized experts. Also, they should be tolerant of, and sympathetic to, your hypothesis but, of course, must have an "arms-length" relation with the applicant (as usually defined by the guidelines of the granting body).

Most agencies will also honour a request by the applicant that certain named reviewers NOT be used. They will usually do this without requiring specific reasons.

3.2.4. The Proposed Research

Keep the proposal confined to the space allotted. The proposals must be focused, original, novel, innovative, and of course feasible. Aim for a balance, in the proposal, between something "sure" and something new, innovative and/or risky. Set out alternative strategies in case the original ideas fail. Write and rewrite: work and rework the application. Use of diagrams and figures is often helpful (a picture is worth a thousand words) - but note that photocopies will not appear in colour. Aim to make it easy to read and understand. You want the reviewers to become your advocates and not your adversaries. Never state or imply that a study will be carried out "because it has never been done" or "there are no data on …". This may be so because it is trivial. State clearly what is novel, and what is merely confirmatory. State explicitly how the proposal relates to the mission, objectives and priorities of the agency. It is useful to organise the presentation with appropriate headings and sub-headings, using a simple and obvious numerical classification. You can think about discretely citing potential external reviewers and committee reviewers where this is appropriate.

A useful plan is to break the proposal into the following headings:

Hypothesis and Long-Term Objectives: A testable hypothesis-driven proposal is best; a proposal that is primarily descriptive is less favourably received. Begin with the stated hypothesis, and tie this in with the long-term objectives. What is the proposed specific research intended to accomplish? What is the significance and relevance of the research?

Specific Aims: The Specific Aims are the specific projects, studies and items that will be undertaken in order to fulfill the long-term objectives. Put them in a logical and sequential order. Indicate priorities.

Background and Significance: Current State of Knowledge: This should answer three questions: a) what is known? b) what is not known, and c) why is it essential to find out?

Begin with a brief outline of the highlights in the background review. State where your own previous contributions (if any) fit in. Then critically evaluate the relevant literature: not just an uncritical compendium or list. Discuss fairly all sides of a controversy, disagreement, and/or discrepancy in published results. But be careful since a participant in a controversy may be your reviewer. Identify specifically the gaps and contradictions that you will clarify. Carry this into the rationale for your proposal. Emphasise the importance and relevance of your proposal in bridging your hypotheses and long-term objectives to the background review. Integrate your previous findings within the background to give the reviewers a sense of your relevant contributions.

Preliminary Data / Pilot studies: These should be included either in the Background, in Progress, or as a separate section, and are of great importance. Tie this information directly to your hypotheses and long-term objectives. Describe preliminary data that are relevant and pertinent.
Show the actual data. This is especially important in a new application in order to document the credibility, experience and competence of both the proposal and the proposer.

Research Design and Methods: The Specific Aims have stated what you propose. Now you must describe how you propose to fulfill the Aims. Be focused and clear. Put the Aims in a logical and sequential order. Also consider a brief opening paragraph describing the relationship of each Specific Aim to each other and to the overall Objectives. It is useful to break this section down, beginning with each stated Specific Aim (plus a one-sentence rationale for each aim). Then outline the design and methods to accomplish each Specific Aim and explain why the proposed approach was chosen. Then develop the plan with attention to the following points:

- Number the research designs and methods to correspond to the numbers of the Specific Aims.
- Use sub-numbering within each part when describing several methods applicable to the same Specific Aim.
- Distinguish clearly between overall research design and specific methods.
- Do not repeat identical procedures that apply to more than one Specific Aim.
- Reference, but do not describe well-known or standard procedures. But do describe procedures that are new or unlikely to be known to reviewers.

- For new methods, explain why they are better than existing methods.
- Discuss relevant control experiments (This is often lacking).
- Explain the processes for data collection, analysis and interpretation.
- Discuss potential difficulties and limitations of the proposed procedures and give alternative procedures to achieve the aims. This will prevent potential criticisms by reviewers and may, in fact, "save" your application. State clearly possible weaknesses and/or ambiguities and respond (i.e. preempt the criticisms).
- Provide a brief tentative sequence and timetable for the project. List them in order.
  Be realistic. Consider doing this using a diagram or table. Clearly define priorities.
- Document all proposed collaborative arrangements, including letters from collaborators confirming the specifics of the arrangement.
- The role of collaborator(s) should be clearly defined. Biographic sketches (if allowed) are useful. Otherwise relevant experience and expertise should be included in the collaborator's letter.
- Timelines may be part of the research plan or under a stand-alone heading.

> Budget: The budget generally stands alone; separate from the rest of the application. Unlike the research proposal, everyone on the review committee is now an "expert", and all participate actively in discussing the appropriateness of the proposed budget. However, this is usually considered last, after the merits of the proposal have been decided, and a score has been given. Often, review committee members are under an obligation to reduce the budget. Therefore, make sure the budget is well documented, realistic, appropriate and justified.

- Do not inflate, over budget, or under budget.
- Check carefully whether the agency supports certain items (e.g. administrative assistance, computer equipment, travel, purchase of special software, etc.).
- Do not request items that are not allowed.
- Give sufficient details for each item to make it difficult and unreasonable for the reviewers to arbitrarily suggest major cuts.
- For equipment, document convincingly why the piece is essential (not just "nice to have" or "faster and better"), and why the specified model is required.
- For personnel: Make sure they are allowed and specify the unique and essential role that each will play, and state how their qualifications are matched with the role.
- For travel, specify who will travel and whether they will be presenting a paper. Also justify a request for more than one meeting per year for any one person.

Other Grants Received and/or Pending: Be honest and complete. The agency can, and usually does verify this information from independent sources. Be careful if stating "no overlap with an existing project". It may be more accurate to state "There are certain similarities in the systems and/or methods but there is no overlap in specific aims or objectives".

Appended Documents: Make sure that all that are required are included. If allowed, include material that is supportive but not integral to the contents of the application. But the application, without appendices, must stand alone. Do not include documents if they are not required: They will not be distributed to the reviewers. A common ploy is to attempt to extend beyond the page limit for the "Proposal" or the "Summary of Progress" by including an Appendix. This Appendix, unless specifically allowed, will not be distributed to the reviewers. This may leave a "gap" or "hole" in your application if you refer to the Appendix in your text.

Publications: Unfortunately, many reviewers tend to "weigh" or "count" publications, rather than assess the quality, significance and contribution of the applicant. Aim for a good number of first authored publications in first-order peer-reviewed journals. A high ratio of abstracts / full-length papers is not well received.

Other kinds of publications (books, chapters, reviews, non-peer reviewed articles) may not impress the reviewers.

3.2.5. Some tips

Significance is the most important aspect of your application. If it doesn't grab them you've got no hope. Keeping the study design simple makes it easier for the reviewer to follow than a highly complex application that tries to answer too many questions.

Your track record matters, including others within your research team, so choose your team wisely. Demonstrating collaboration, community involvement and multi-disciplinary skills within your team convinces reviewers that you have the expertise to complete the study, as well as improving the quality of the application.

Including pilot data in your application is advantageous, demonstrating that the research questions raised in your application are already on their way to being answered.

Don't be vague! Be clear and logical in your application.

Don't try and cram too much information into your application. Keep it succinct, specific and objective. Use language that is accessible to any potential reviewer.

Anticipate criticisms toward your application and deal with the criticism immediately and up front. Prepare your grant budget last. Don't let the budget guide your grant application.

4. Project managing your application

(The following section is adapted from Tutis Vilis' Survival Skills which is available on-line at: http://www.tutis.ca/SurvivalWeb/frame.htm

You should plan well ahead, schedule and quarantine the time required for properly preparing the many different components of the application. This can make a world of difference to the quality and success of the application - and the quality of your life!

Draw up a Gantt Chart itemizing all the various tasks needed, their logical sequence and the period when they will need to be done. To work this out begin with the end in mind (i.e. submitting your completed grant) and then backwards map all the things which you will need to do to have the application complete two days before the submission deadline.

Note that internal (institute/university etc.) closing dates may be several weeks earlier than the application closing date. This time is required by the institution to process and check your application including the budget before it is submitted to the funding agency.

4.1. Timeline for large projects

1 year before the deadline

Start thinking of interesting projects that fit with the over-arching research agenda of your institution. Try to find a balance between something "sure" and something truly innovative and even risky.

- These might be side issues of what you are currently working on.
- Imagine what the possible outcomes might be.
- Start reviewing the literature.
- Discuss your ideas with others. Just going through the process of trying to explain things to others is a great way to clarify things for yourself. Don't be disappointed if they do not share your enthusiasm. But listen to their criticisms.

Complete as many of your current experiments or preliminary work as possible; write up the papers and submit them for publication. It can easily take 6 months to have a submitted paper accepted, longer if there are several revisions. A most important element of your application is your track record. What counts most in your track record is published papers in peer-reviewed journals.

9 months before the deadline

Obtain preliminary data. These will greatly strengthen your proposal. A reviewer can think of a hundred reasons why something that you propose will not work. These objections vanish if you can show that you have done it. You may need to submit a small application to your local institution to obtain funds to do the preliminary experiments. Getting this support will enhance your application.

6 months before the deadline

Write an initial draft of the main proposal section. This can take a month of very intensive work. This section may best be done in one continuous block of time; 3 to 6 hours per day each day of the week. In your work diary block out the time you will need to reserve over the next six months for working through all the different things

needed for a well-polished and complete application. You will get nowhere, if you leave things too late and have to rush the process in the last several weeks.

5 months before the deadline

Obtain comments from your colleagues! These are people who are willing to spend hours reading and rereading your grant, not someone who returns it with the word "fantastic" on the front cover. Sit down and talk to them about their comments. Pay attention to what they failed to understand. Revise. Get more comments. Get input from Ethics and Governance if needed. Revise, etc.

4 months before the deadline (even earlier for some institutions)

Submit your proposed study/experiments for approval to local committees where appropriate: human ethics etc.

2 months before the deadline

Re-read the guidelines and your application. Take the instructions seriously. Do exactly what they ask. Work on the other parts of the application. Get quotations for the costs of resources and equipment. Get letters of confirmation from collaborators. Work out and have someone else check the budget.

1 month before the deadline

Put together what looks like the final version: on the official forms, with figures and references. Give this to your colleagues for additional review. There is nothing like seeing the whole package in its entirety.

Obvious flaws suddenly become apparent at this stage.

2 weeks before the deadline

Complete the final version - this now increasingly needs to be done by means of on-line research grant management systems (RGMS). If you are not familiar with the RGMS have someone from the research office walk you through the on-line application process. Proof-read the final version carefully. Also have it proof-read by someone who has not seen it before. Do not trust the spell checker. *Get all the necessary signatures.*

1 week before the deadline

Get the necessary copies duplicated if these need to be available. Allow for problems like power-failures, computer crashes, and back-up files going missing, the photocopier jamming or being occupied by others with the same deadline.

2 days before the deadline

Submit the application electronically or send it out by express mail / courier.
Celebrate - then get some sleep!

5. Responding to reviewers' comments

Not all funding agencies provide feedback. Find out from the funding body if you can expect to receive reviewers' comments, and if so whether you are required to provide a written response or go to interview. For written or verbal responses, there is often a very brief turnaround time (e.g. 1-2 weeks), so you will need to plan to make sure you have sufficient time to give a properly considered response.

On first reading, the reviewers' comments can be very discouraging - but this is what the reviewers have been asked to do i.e. identify weaknesses in the proposal, draw these to your attention and give you an opportunity to address them. Very often the most critical reviews are the most helpful.

For written responses, it always helps to begin by thanking the reviewers for their thoughtful and helpful comments. Then list each of the key issues that are raised by each reviewer and provide a succinct response to each in turn. There may be a space limitation for your reply (e.g. 2 pages). Your aim should be to reassure your principal reviewer (or your project spokesperson) that you have understood the points made by the reviewers and have provided an appropriate account of how these can be appropriately addressed.

Seek advice from experienced researchers as to the best ways of framing your responses and avoid being overly defensive. Where you receive a review where it is obvious that the reviewer has clearly misunderstood the proposal or made an obviously incorrect comment, then it is acceptable to tactfully say that you feel that the specific comment is unwarraed or not relevant. Make sure you get input from your colleagues. Ensure your responses are returned before the due date.

6. Preparing for the final outcome

Anticipate what will happen: a) if you are funded; and b) if you are not. Celebrate and get ready to do the paperwork which will be entailed in accepting the offer of award if your application is successful. If your application was not successful, don't lose heart, wait for the feedback of final comments from the funding agency (if available) and then review what can be learned from the experience. This should enable you to further refine the proposal to submit somewhere else or to re-submit in the next application round. It's always handy to have a well-developed application in a drawer as you never know when a new funding opportunity may unexpectedly become available.

7. Reasons why grants are unsuccessful

From "The Watch Points – Writing a Research Proposal" Regis Williams. With thanks.

The following are the most commonly cited reasons for not funding a research proposal:

1. Submission deadline not met.
2. Prescribed guidelines for proposal not followed exactly.
3. The proposed research was not innovative, was predictable or uninspiring.
4. Research methodology was flawed
5. The proposal was not absolutely clear in describing one or more elements of the study.
6. The project title and summary did not accurately convey instantly the research focus.
7. The proposal was written with too much jargon and too technical for reviewers to understand.

8 The statistical analysis component of the proposal was not clearly detailed.
9 The role of the investigators or how their skills would be used on the project was not clearly defined.
10 The significance and innovation of the project was not effectively sold within the national and international context and appeared as a rehash of work that had already been done. What makes this project unique?
11 The author simply did not "know the territory" as revealed in the Background and review
of the literature.
12 The proposed study appeared to be beyond the capacity of the author in terms of training, experience and available resources.
13 The proposed method of study was unsuited to the purpose of the research.
14 The budget was unrealistic in terms of estimated requirements, or the amount of funds available, time commitment and project duration.
15 The cost of the proposed project appeared to be greater than any possible benefit to be derived from its completion.
16 The quality of writing was poor - ambiguous objectives, sweeping claims, convoluted reasoning, excessive repetition, unreasonable length.
17 The proposal contained an unreasonable number of mechanical deficiencies that reflects carelessness or unwillingness to attend to practical details. The reviewers may well feel that this attitude will extend to the implementation of the proposed study.

8. Useful resources

8.1. Putting a grant application together

- A basic guide to writing effective applications and proposals for peer-reviewed grants. Though targeted toward faculty-level science researchers, it does contain some useful general advice for applications in any discipline
  https://www.hfsp.org/sites/default/files/webfm/Communications/The%20Art%20of%20Grantsmanship.pdf

- How to write a research grant application
  https://www.ninds.nih.gov/Funding

- The Original How to Write a Research Grant NIH
  http://www.bumc.bu.edu/facdev-medicine/files/2011/01/The-Original-How-to-Write-a-Research-Grant-Application-Vanderbilt99.pdf

- Writing Grant Applications. University of Adelaide
  https://www.adelaide.edu.au/research-services/funding-application-process/writing-grant-applications

- Consumer and Community Involvement: Writing Grant Applications
  https://www.web.uwa.edu.au/__data/assets/pdf_file/0003/1567371/Fact-Sheet-M10---Writing-Grant-Applications.pdf

8.2. Key references

- The Watch Points - Writing a Research Proposal. Regis Williams, Telethon Kids Institute. *(Attached at the end of this document).*

  This Guide provides an overview of the expectations and traps during proposal development. The information in this guide has been extracted from interview notes with grant review panel members, grant writing workshops/ presentations and reviewer comments from grant applications.

- Reif-Lehrer, Liane: Grant Application Writer's Handbook, Jones and Bartlett Publishers, Boston MA, USA, 1995.

8.3. Grant opportunities

- **Future Health Research and Innovation (FHRI) Fund and Co-Funding Partnerships Program *NEW***

  Expressions of Interest (EOIs) are invited for the Future Health Research and Innovation (FHRI) Fund Co-FPP. Prospective Funding Partners may submit an online EOI to co-fund a FHRI Fund Program or Initiative at any time and assessment of co-funding proposals will occur throughout the year. The Co-FPP is open continuously.

  The purpose of the Co-FPP is to establish collaborations and funding partnerships to bring genuinely new non-government funding for health and medical research and innovation to WA, and to build a culture that supports co-operation and interconnectedness.

  The Co-FPP Guidelines and Conditions and online EOI form can be accessed from the FHRI Fund website.

- **GrantConnect**

  Sign up for GrantConnect, an Australia Government initiative to create an information hub on funding for Medical Research: https://www.grants.gov.au/

- **NHMRC**
  https://www.nhmrc.gov.au/funding/find-funding

- **Perth Children's Hospital Foundation grants**
  https://pchf.org.au/

- **WA Department of Health: Research Development Unit**
  https://www.health.wa.gov.au/Health-for/Researchers-and-educators

- **WA Child Health Research Fund**
  https://ww2.health.wa.gov.au/Articles/U_Z/WA-Child-Research-Fund

- **WAHTN**
  https://wahtn.org/funding-resources/funding/

- **UWA**

  Office of Research Enterprise
  http://www.research.uwa.edu.au/staff/contact/ore

  Research Services
  https://www.research.uwa.edu.au/staff/rgf
  Enquire about their monthly newsletter of funding opportunities

  Subscribe at the following site for grant announcements:
  https://www.research.uwa.edu.au/staff/rgf/find-funding

  - UWA also subscribes to a search engine called PIVOT that anyone attached to UWA can use for grant searches
  - UWA Research Grants Office: (08) 6488 1776 or visit: https://www.research.uwa.edu.au/staff/contact

- **Stan Perron Charitable Foundation**
  https://www.perronfoundation.org.au/
  Specifically for the health and well-being of children in WA.

- **Raine Medical Research Foundation**
  http://rainefoundation.org.au/funding/
  Opportunities for fellowships, priming grants, research collaboration funding. Usually closes around March every year

- **Royal Perth Hospital have the Medical Research Foundation**
  http://www.rphmrf.org.au/

- **Sir Charles Gairdner Hospital - Charlies Foundation for Research**
  http://charliesfoundation.org.au/

- **St John of God - St John of God Foundation**
  https://sjog.org.au/foundation

- **Fiona Stanley Hospital - Warren Jones Institute for Community Health & Medical Research**
  https://fsh.health.wa.gov.au/research/foundations

- **Hollywood Private Hospital - Hollywood Private Hospital Research Foundation** https://www.hollywoodprivate.com.au/Research-Foundation/Research-Foundation

- **King Edward Memorial Hospital - Women & Infants Research Foundation**
  https://wirf.com.au/Our-Research/Scholarships-and-Grants

8.4. The Kids Institute Information and support

Contact the Grants Team on
ResearchDevelopment@thekids.org.au

8.5. CAHS / PCH Information and support

Support is available via the CAHS Research Coordinator by appointment
CAHSResearchGrantsOfficer@health.wa.gov.au
Contact the CAHS Research Support team to be added to upcoming emails.
cahs.researchsupport@health.wa.gov.au

📌 Please read - Applying for Funding – CAHS requirements for grant submission process

For all external grant application please follow the below process. This **applies to both CAHS led and non-CAHS led applications** where CAHS staff, resources and any in-kind commitments are made:

a) Discuss your proposal with CAHS research grants CAHSResearchGrantsOfficer@health.wa.gov.au. **We are here to help** to provide advice and guidance on your proposal, budget, funder or CAHS requirements, Intellectual Property matters, letters of support, etc.

b) Your proposal should be discussed with your Head of Dept to ensure they support your proposal. **You must obtain their approval PRIOR to any submission**. Please allow sufficient time (see below).

c) Complete the CAHS FTE Costing calculator (for WA Health employees) only and seek support from the CAHS.ResearchBusinessSupport@health.wa.gov.au .

d) Complete the grant coversheet CAHS Grants coversheet.

e) Your full application and required documents and information are required by the CAHS Research Grants Team **at least 2 weeks PRIOR to a funder deadline** (3 weeks for major schemes). We will review your application and seek the **required CAHS delegated authorisations** prior to the submission on behalf of CAHS. We normally submit the proposal on your behalf.
Please allow time for the following:

- HoD approval normally requires 7 working days
- CAHS Finance normally requires 4 working days
- CAHS EDMS normally requires 7 working days

For further details please visit: Funding Opportunities (health.wa.gov.au)

The CAHS website is regularly updated and we encourage you to please browse the website and available resources for an answer to your query before contacting the CAHS Department of Research. For further information regarding CAHS research support services visit the CAHS Research website: **https://cahs.health.wa.gov.au/Research/For-researchers**

"The Headlines" email newsletter for CAHS Staff

Sent:	Every Monday to PCH staff, every second Monday for Community and Mental Health staff
What's inside:	A brief and factual email that covers the week under headings such as 'Things you need to know', 'Things you need to do', 'What's happening'.

"CAHS Research News" email newsletter for CAHS Staff

Sent:	Fortnightly by CAHS Communications
What's inside:	News and information from CAHS Research.

9. Where else to look?

Community of Science
Database of national/international funding opportunities and alerts
https://pivot.proquest.com/

GrantCONNECT
Find relevant Australian Government grants
https://www.grants.gov.au/

GrantSearch
Australia's most comprehensive funding database
http://www.grantsearch.com.au/

NHMRC Tracker
Fortnightly email bulletin
https://www.nhmrc.gov.au/about-us/news-centre

10. Additional training opportunities

UWA Research Training
Research skills and writing workshops (accessible if non-UWA in most cases)
http://www.research.uwa.edu.au/staff/training

General Funding Applications through CAHS

>1.5 months: Identify a relevant Funding Body to suit the project

Government
(State, National*)

Not-for-profit
(e.g: PCHF, Stan Perron Charitable Foundation)

* Category 1 Funding
e.g NHMRC and MRFF have to go through Universities or Medical Research Institutes. Contact CAHS Research Grants Coordinator for more details.

>1 month: Discuss with relevant Head of Department (HoD) to ensure support and approval

HoD needs to sign CAHS grant coversheet

HoD may need to provide a Letter of Support

4 weeks prior to deadline: Complete Grant Funding Coversheet

Prepare application

Complete FTE costing to capture in-kind contribution or requested salary for WA Health personnel

4 weeks prior to deadline: Review process

Finance Business Officer reviews and approves the applicable costing and budget

CAHS Research Grants Coordinator reviews the application and relevant approvals

Applicants to review the required Letter of Support (LoS) prepared by the Research Department

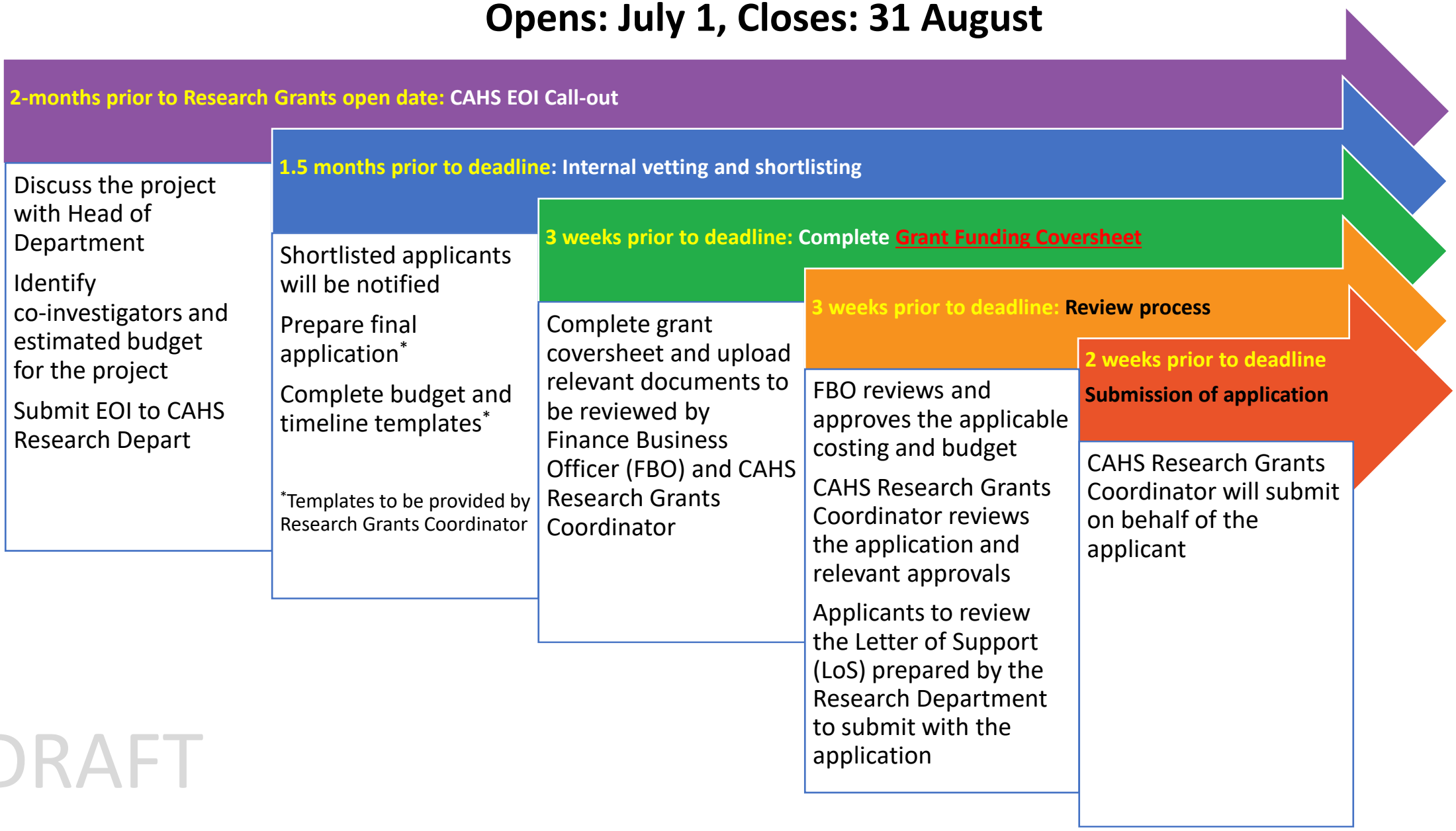
2 week prior to deadline

Submission of application

Submit application

Or if required, CAHS Research Grants Coordinator will submit on behalf of the applicants

Telethon Trust Research Grant Rounds through CAHS
Opens: July 1, Closes: 31 August



CAHS Grant funding coversheet

The CAHS Grant funding coversheet is to be used for all grant applications completed by:

1. CAHS staff or

2. Collaborators who propose to use CAHS resources (CAHS staff time, clinics, equipment, data).

Please complete all sections of the form. You are required to source Head of Department or Co-Director signoff to ensure their support/approval for this work to be conducted in their delegated areas if your funding application is successful.

Finance and CAHS Executive (if needed) signoffs will be sourced by the Research Office following review of this Coversheet and your application.

For any questions contact CAHSResearchGrantsOfficer@health.wa.gov.au

Thank you!

Project title

_____

Is a CAHS Letter of support required for this funding application? Please note a minimum 5 working day is required for the Research Office to review applications for CAHS Exec signoff.

◯ Yes ◯ No

Project team and administration details Chief investigator should be listed first in the table below.

If more rows are needed please complete the 'Additional investigators' document available on the CAHS website and upload at the end of this form.

Investigator name Institution name CAHS Dept or Directorate Other affliliation

1. _____ (Chief investigator) _____ _____ _____
2. _____ _____ _____ _____
3. _____ _____ _____ _____
4. _____ _____ _____ _____
5. _____ _____ _____ _____

Additional investigator form used?_____

Contact email address

_____

Chief investigator email address

_____

Chief investigator phone number

_____

Administering institution

◯ CAHS
◯ TKI
◯ UWA
◯ Curtin University
◯ ECU
◯ Notre Dame
◯ Other

Name of administering institution

_____

Funding application details

Plain language summary (250 words)

Name of funder

◯ Perth Children's Hospital Foundation ◯ Perron Charitable Trust ◯ Telethon Trust ◯ Healthway WA
◯ WA Dept of Health ◯ Other _____

Is the Funder a registered charity?

◯ Yes
◯ No

PCHF funding stream

◯ Project ◯ Teaching and training ◯ Equipment

Criteria to be considered for PCHF funding - please select all that apply to your application

☐ Child & Adolescent Health Service (CAHS) employee (mandatory field)
☐ Application outcomes reflect transformative change in paediatric health
☐ Application outcomes address critical areas of unmet need (as identified by executive and/or research advisory committee)
☐ Application outcomes promote the control or prevention of disease in children
☐ Application outcomes will impact services delivered by CAHS

Perron funding stream

◯ People ◯ Platforms ◯ Programs ◯ Partnerships

Telethon Trust funding stream

◯ Project ◯ Program

Type of application

◯ Project funding ◯ Fellowship (research) ◯ Fellowship (non-research) ◯ Expression of interest
◯ Other _____

EOI applications will require investigators to notify the Research Office if invited. The Research Office will release access of this coversheet for you to upload your full application at that time. Please continue to complete the rest of this online form and upload your EOI at the end of this document.

I agree to contact CAHSResearchGrantsOfficer@health.wa.gov.au when I am invited to submit a full application to the funder to facilitate this process.

◯ Yes ◯ No

Submission date

_____

CAHS Strategic alignment

CAHS Values

☐ Compassion ☐ Respect ☐ Collaboration ☐ Equity ☐ Accountability ☐ Excellence

CAHS Strategic objectives

☐ Care for children, young people and families ☐ Promote teaching, training and research
☐ Collaborate with key support partners ☐ Provide high value healthcare ☐ Value and respect for our people

CAHS Research priorities

☐ Aboriginal health ☐ Mental health ☐ Vulnerable population ☐ Clinical excellence
☐ First 1,000 days ☐ Use of technology to enhance care

CAHS Risk assessment
Access the CAHS risk assessment tables to determine your project risk rating by clicking on this link (contact CAHSResearchGrantsOfficer@health.wa.gov.au if you are unable to access this document).

◯ Low ◯ Medium ◯ High ◯ Extreme

Risk mitigation strategy

Project year Total budget request ($) CAHS in-kind contribution ($) CAHS cash contribution ($)

Year 1 _____ _____ _____
Year 2 _____ _____ _____
Year 3 _____ _____ _____
Year 4 _____ _____ _____
Year 5 _____ _____ _____
_____ _____ _____

Application descriptors Identifying the Type of research activity, Field of Research (FOR) and Socio-economic (SEO) codes allow us to identify the proposed impact area for funding activity. This information assists CAHS to build evidence for future funding opportunities (hover over FOR and SEO to access code choices).

Type of research activity

◯ Pure basic research ◯ Strategic basic research ◯ Applied research ◯ Experimental research

FOR code (6 digit) FOR percentage of project (must add to 100%) SEO code (6 digit) SEO percentage of project (must add to 100%)

_____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____
_____ _____

Documents to upload Upload documents in PDF format.

Please do not select "Remove file".

CAHS FTE calculator (located on CAHS Healthpoint, click here to access)

Funding application

Expression of interest

Additional investigators list.

Approvals

CAHS Head of Department or CAHS Co-Director email address:

_____

Please provide any notes of the signee.

ADMINISTRATOR TO COMPLETE

TO BE COMPLETED BY ADMINISTRATOR

Name:

_____

The Applicant's documents have been checked and are placed in the W drive. ◯ Yes ◯ No

Please specify the file location(s) within the W drive.

Finance Delegated Authority email

_____
(cahs.researchbusinesssupport@health.wa.gov.au)

CAHS Research Education Program

REDCap Research Electronic Data Capture Workshop Series

REDCap Workshop 8: Basic Walkthrough

15th October 2024 1.00 - 3.30pm

An introduction to project set-up - encore

Workshops aim to directly build user skills in a guided environment, with time to ask questions and work on your own project.

This workshop offers an introduction to building databases in REDCap and covers basic concepts and best practices to equip researchers in building a database for their research project.

Basic Walkthrough is most useful to anyone building a new project in REDCap and those who have been tasked with managing an existing database. Open to all WA Health and TKI staff only.

Meet the presenter

Perth Children's Hospital

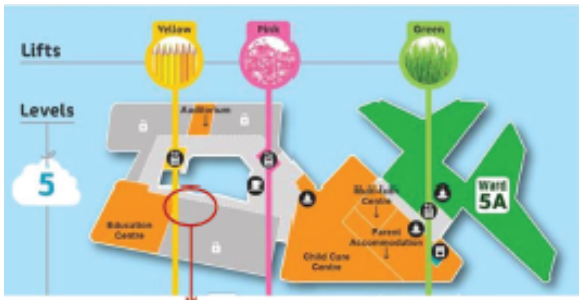
Dr Giulia Peacock

CAHS Research Education Program Research Fellow

Giulia graduated medical school from the University of Notre Dame Fremantle in 2014. She supplements her clinical work as an Advanced Paediatric Trainee by conducting and publishing research in paediatric cardiology and through active involvement in medical education.

She is currently completing her Masters in Clinical Science, Child Health Research at the University of Western Australia. She hopes to ensure easy accessibility to research education and support, to create best outcomes for all patients.

PCH, The Kids Seminar Room



Level 5, accessible via the yellow or pink lifts

Register via Trybooking.com

View recorded workshops online

Subscribe to our mailing list

Places are capped at 40. Laptops are available if required

☎ (08) 6456 0514 ✉researcheducationprogram@health.wa.gov.au

Government of **Western Australia**
Child and Adolescent Health Service

Perth Children's Hospital **Foundation**

The KIDS RESEARCH INSTITUTE AUSTRALIA

The CAHS Research Education Program REDCap Workshops are proudly supported by the Perth Children's Hospital Foundation and Telethon Kids Institute.

CAHS Research Education Program

2024 Research Skills Workshop Series

Oral Presentation of Research Results Workshop

22nd October 2024 2.00 - 4.00pm

Dissemination of research findings is integral in knowledge translation and clinical practice change. Oral presentations provide rapid dissemination of research findings to a target audience.

We invite you to a practical session that will provide useful tips, practice sessions and personalised feedback to help deliver an adequate depth of your research findings to various research stakeholders.

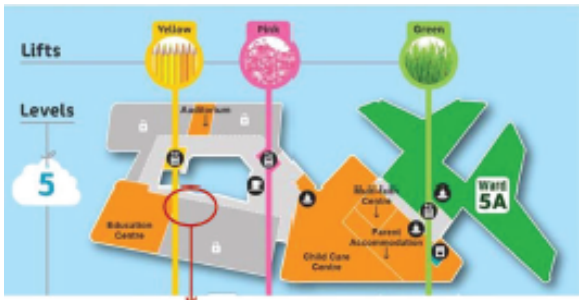
Meet the presenter

Dr Giulia Peacock
Research Fellow
CAHS Research Education Program

Perth Children's Hospital

Giulia graduated medical school from the University of Notre Dame Fremantle in 2014. Giulia supplements her clinical work as an Advanced Paediatric Trainee by conducting and publishing research in paediatric cardiology and through active involvement in medical education. She is currently completing her Masters in Clinical Science, Child Health Research at the University of Western Australia. She hopes to ensure easy accessibility to research education and support, to create best outcomes for all patients.

PCH, The Kids Seminar Room



Accessible via the yellow or pink lifts.

Register via Trybooking.com

View recorded seminars online

Subscribe to our mailing list

In-person places capped at 40. Online option available

☎ (08) 6456 0514 ✉ researcheducationprogram@health.wa.gov.au

Government of **Western Australia**
Child and Adolescent Health Service

Perth Children's Hospital **Foundation**

The KIDS RESEARCH INSTITUTE AUSTRALIA

The CAHS Research Education Program REDCap Workshops are proudly supported by the Perth Children's Hospital Foundation and Telethon Kids Institute.

Government of **Western Australia**
Child and Adolescent Health Service

Perth Children's Hospital **Foundation**

Perth Children's Hospital

CAHS Research Education Program

Research Skills Seminar Series

A free, open-access resource designed to upskill busy clinical staff and students and improve research quality and impact.

2024 Seminar Schedule

Interactive in pdf format
Last updated 8/10/24

#	DATE	TOPIC	PRESENTER	ENROL	WATCH
1	9 Feb	**Research Fundamentals**	Dr Kenneth Lee, UWA	-	2024
2	16 Feb	**Introductory Biostatistics**	Michael Dymock, The Kids	-	2024
3	8 Mar	**Social Media in Research**	Dr Amy Page, UWA	-	2024
4	22 Mar	**Introduction to Good Clinical Practice**	Alexandra Robertson, CAHS	-	2024
5	19 Apr	**Research Governance**	Dr Natalie Giles, CAHS	-	2024
6	3 May	**Scientific Writing**	A/Prof Tony Kemp, UWA	-	2024
7	17 May	**Project Management**	Melanie Wright, SMHS	-	2024
8	7 Jun	**Research Impact**	Dr Tamika Heiden, Vic	-	2024
9	21 Jun	**Consumer & Community Involvement in Research**	Belinda Frank, The Kids	-	2023
10	19 Jul	**Getting the Most out of Research Supervision**	Dr Timothy Barnett, The Kids	-	2024
11	26 Jul	**Enrolling Incapacitated Patients into Medical Research in WA**	Prof Daniel Fatovich and Mark Woodman, EMHS	-	2024
12	2 Aug	**Sample Size Calculations**	Michael Dymock, The Kids	-	2024
13	9 Aug	**Rapid Critical Appraisal of Scientific Literature**	Dr Natalie Strobel, ECU	-	2024
14	16 Aug	**Conducting Systematic Reviews**	Prof Sonya Girdler, Curtin Uni	-	2024
15	23 Aug	**Knowledge Translation**	Prof Fenella Gill, Curtin/CAHS	-	2024
16	30 Aug	**Media and Communications in Research**	Peta O'Sullivan, CAHS	-	2024
17	6 Sep	**Survey Design and Techniques**	Dr Giulia Peacock. CAHS	-	2024
18	11 Oct	**Grant Applications and Finding Funding**	Dr Tegan McNab, The Kids	-	2023
19	22 Oct	**Oral Presentation of Research Results Workshop**	Dr Giulia Peacock, CAHS	REGISTER	2023
20	25 Oct	**Statistical Tips for Interpreting Scientific Claims**	Michael Dymock, The Kids	REGISTER	2023
21	1 Nov	**Involving Aboriginal Communities in Research**	Cheryl Bridge and co., The Kids	REGISTER	2023
22	15 Nov	**Ethics Processes for Clinical Research in WA**	Dr Natalie Giles, CAHS	REGISTER	2023
23	22 Nov	**Qualitative Research Methods**	Dr Lorna Davin, Uni Notre Dame	REGISTER	2023
24	29 Nov	**Innovation and Commercialisation**	Lindsay Rowe, CAHS	REGISTER	2022
25	6 Dec	**Data Collection & Management (REDCap)**	Dr Giulia Peacock, CAHS	REGISTER	2023

Register via Trybooking.com

View recorded seminars online

Subscribe to our mailing list

(08) 6456 0514
researcheducationprogram@health.wa.gov.au
cahs.health.wa.gov.au/Research/For-researchers/Research-Education-Program

Seminars are held from 12:30-1:30pm at Perth Children's Hospital Auditorium and are broadcast live online through Teams.
Seminars are recorded and uploaded to our website within a week of presentation. Topics are subject to change with appropriate email notice provided.
Handouts are revised and updated regularly. Attendance certificates are available on request.

CAHS Research Education Program

Research Skills Seminar Series

A free, open-access resource designed to upskill busy clinical staff and students and improve research quality and impact.

Statistical Tips for Interpreting Scientific Claims

25th October 2024 12.30 -1.30pm

To accompany the Rapid Critical Appraisal of Scientific Literature seminar, this seminar tackles critical appraisal from a statistical literacy point of view based on the 2013 Nature paper by Sutherland *et al.* It uses examples from the medical literature to "help non-scientists interrogate advisers and grasp the limitations of evidence" and will indicate when it is time to consult the statisticians.

These tips are highly relevant for those looking for a refresher in statistical literacy or struggling to understand the seemingly unlimited sources of bias and confounding.

Meet the presenter

Michael Dymock
Biostatistician – The Kids Research Institute Australia

Michael is a biostatistician and PhD candidate based at the Telethon Kids Institute. His research interests involve the use of Bayesian methods in adaptive clinical trials, computational statistics, and novel methods for vaccine safety surveillance. He aims to bridge the gap between clinical research design and decision-making by enhancing research methodology and encouraging statistical literacy and communication.

Perth Children's Hospital Auditorium

Level 5, 15 Hospital Ave Nedlands
Accessible via pink or yellow lifts
or
Access online via Teams or
Watch from a hosted video-conferencing site

- Fiona Stanley Hospital
- Lions Eye Institute
- Pathways in Shenton Park
- Royal Perth Hospital

Register via Trybooking.com

View recorded seminars online

Subscribe to our mailing list

☎ (08) 6456 0514 ✉ researcheducationprogram@health.wa.gov.au

Government of **Western Australia**
Child and Adolescent Health Service

Perth Children's Hospital **Foundation**

A light lunch is provided for our in-person attendees. Bookings are essential.

The CAHS Research Education Program is proudly supported by the Perth Children's Hospital Foundation.

CAHS Research Education Program

Research Skills Seminar Series

A free, open-access resource designed to upskill busy clinical staff and students and improve research quality and impact.

Involving Aboriginal Communities in Research

1st November 2024 12.30 -1.30pm

This seminar provides an overview of important considerations for engaging Indigenous people in research, including understanding cultural differences, ethical considerations, and the importance of community consultation.

Meet the presenters

Cheryl Bridge - Head Kulunga Aboriginal Unit

Cheryl is a proud Gija woman. She plays a senior role in the full integration of Aboriginal health & wellbeing research as a core focus of The Kids. Cheryl leads her team in providing support to research teams, cultural awareness and Aboriginal Standards training. She has been at the Institute since 2020.

Dr Jessica Buck - Senior Research Fellow

Dr Jessica Buck is a Kamilaroi woman and an early career researcher with a background in neuroscience, imaging, and laboratory cancer research. She is using her skills in cancer research to start a new research program aiming to close the gap in childhood cancer outcomes for Aboriginal and Torres Strait Islander kids.

Elizabeth Wilkes - Aboriginal Community Engagement Coordinator

Elizabeth Wilkes is a Wadjuk/Ballardong Nyoongar Woman employed as the Childhood Cancer, Aboriginal Community Engagement Coordinator with The Kids Institute Australia.

Perth Children's Hospital Auditorium

Level 5, 15 Hospital Ave Nedlands
Accessible via pink or yellow lifts
or
Access online via Teams or
Watch from a hosted video-conferencing site

- Fiona Stanley Hospital
- Lions Eye Institute
- Pathways in Shenton Park
- Royal Perth Hospital

Register via Trybooking.com

View recorded seminars online

Subscribe to our mailing list

☎ (08) 6456 0514 ✉ researcheducationprogram@health.wa.gov.au

Government of **Western Australia**
Child and Adolescent Health Service

Perth Children's Hospital **Foundation**

A light lunch is provided for our in-person attendees. Bookings are essential.

The CAHS Research Education Program is proudly supported by the Perth Children's Hospital Foundation.

Government of **Western Australia**
Child and Adolescent Health Service

Perth Children's Hospital

proudly supported by The KIDS RESEARCH INSTITUTE AUSTRALIA

Perth Children's Hospital **Foundation**

Monday 4 Nov

17:00-19:00
collegiate lounge

Opening Event
Poster session
Join us in opening our 2024 CAHS Symposium

Perth Children's Hospital
Various locations on Level 5 and Level 6

Tuesday 5 Nov

10:00-12:00
teaching rooms

Workshop 1 - Lived Experience with Shannon Calvert
Advancing practice and improving outcomes – co-producing research design and implementation with lived experience

12:30-13:30
auditorium
Keynote presentation A/Prof Campbell Paul
Inner World of the Baby

13:30-14:45
auditorium
Aboriginal Health, Early Intervention and Prevention
Plenary session 1

15:00-18:00
The Kids Seminar Room
Allied Health Satellite Session

15:00-16:15
auditorium
Partnering for Impact
Plenary session 2

Wednesday 6 Nov

8:30-10:45
auditorium
Early Career Researchers

10:00-12:00
The Kids Seminar Room
Workshop 2 - Project Management with Melanie Wright
Fundamentals of project management in research projects

11:00-12:00
auditorium
Lightning Talks

12:30-13:30
auditorium
Keynote Presentation Dr Joseph A. Carpini
Teamwork and Communication: Insights and Strategies for Effective Collaboration

13:30-14:30
The Kids 'Manda' level 6
The Kids lunch session
RSV Immunisation - lessons and impact from the first year of the WA RSV Immunisation Program

14:00-16:00
The Kids Seminar Room
Workshop 3 - Grants with PCHF, The Kids and CAHS
An introduction to grant writing for competitive and philanthropic funders

13:40-16:00
teaching rooms
Nursing Satellite Session

14:00-16:30
auditorium
CAMHS Satellite Session

Thursday 7 Nov

8:30-10:15
auditorium
Innovation and Advancing Child Health Outcomes
Plenary session 3

9:00-12:00
The Kids Seminar Room
CACH Satellite Session

10:30-12:00
auditorium
Clinical Trials
Plenary session 4

12:30-13:30
auditorium
Keynote Presentation Professor Steve Webb
The biggest advance in trial science in 75 years

13:30-14:25
auditorium
Panel Discussion
Clinical Trials

13:30-14:30
The Kids 'Manda' level 6
The Kids lunch session
Artifical Intelligence

14:30-15:30
auditorium
Great Debate
followed by Awarding of Prizes

Friday 8 Nov

12:00-13:30
auditorium
RACP Trainee Research Awards

Child Health Research Symposium

Empowering Futures: Advancing Child Health

register here

4 - 8 November 2024

CAHS Research Education Program

Research Skills Seminar Series

A free, open-access resource designed to upskill busy clinical staff and students and improve research quality and impact.

Grant Applications and Finding Funding

Thank you for your interest in this seminar

Please complete this 1-minute evaluation.
Your feedback will help guide future presentations and educational activities.

How did you attend the seminar?

- ○ Live seminar at Perth Children's Hospital
- ○ Hosted video-conference on-site (e.g. FSH, Lions Eye, RPH etc.)
- ○ Online via Teams
- ○ Viewed online recording

Please rate your agreement with the following statements:

	N/A	Strongly Disagree	Disagree	Neither	Agree	Strongly Agree
The aims and objectives were clear	○	○	○	○	○	○
The session was well structured	○	○	○	○	○	○
Presentation style retained my interest	○	○	○	○	○	○
The speaker communicated clearly	○	○	○	○	○	○
The material extended my knowledge	○	○	○	○	○	○
The additional resources were helpful	○	○	○	○	○	○

What were the best aspects of the seminar?

What changes or improvements would you suggest?

How did you hear about the seminar?
(you can select multiple answer)

- ☐ Email invitation from Research Education Program
- ☐ CAHS Newsletters e.g. The Headlines, The View, CAHS Research Newsletter
- ☐ "Health Happenings" E-News
- ☐ Healthpoint Intranet Upcoming Events
- ☐ Collegiate lounge screen or other posted promotional material
- ☐ Telethon Kids Institute screen or other posted promotional material
- ☐ Telethon Kids Institute Newsletter
- ☐ Other

Thank you!

cahs.health.wa.gov.au/ResearchEducationProgram