

INSTRUCTIONS TO APPLICANTS

GRANT PERIOD 2013

The Channel 7 Children's Research Foundation of South Australia invites Expressions of Interest (EOI) from universities, research institutes, health services and other organisations in South Australia and the Northern Territory for research projects into conditions that may affect the health, education and welfare of children.

Step 1 - USER PROFILE

The first step of the process involves visiting the [Online registration page](#) and creating a secure user profile, including login and password details. If you have previously created a user profile, update your online registration.

Expressions of Interest and Grant Applications are registered to the user profile and the email address of the user will be used for all correspondence regarding the EOI; the user profile should therefore be that of the Chief Investigator.

Step 2 - EXPRESSIONS OF INTEREST

OPENING DATE	Online Expressions of Interest (EOI) open 27 February 2012
CLOSING DATE	29 March 2012 at 5pm
LODGEMENT	Online EOI form is to be completed
ACKNOWLEDGEMENT	CRF will acknowledge receipt of the EOI via email. The acknowledgement email will include a Reference number, which should be used in all future correspondence.
SHORTLIST	Shortlisted applicants will be notified by end of May 2012

Step 3 - FULL GRANT APPLICATIONS

OPENING DATE	Online Grant Applications open 29 May 2012 (TBC)
CLOSING DATE	6 July 2012 at 5pm
LODGEMENT	The full Grant Application is completed online. The applicant must liaise with the recipient's Research Office to deliver, via post or courier, a hard copy of all completed and signed documentation (1 original and 7 copies) by 5.00PM on the next business day following the closing date.
CORRESPONDENCE	All correspondence regarding successful applications will be conducted between CRF and the recipient's central Research Office. Please liaise with your Research Office, prior to submitting your EOI, to ensure you provide the correct contact details.

GUIDELINES FOR 2013 FUNDING

ELIGIBILITY

Applications are sought from the fields of Medicine, Education, Dentistry, Nursing, Social Sciences, Environment, Mental Health and Allied Health Professions.

The Chief Investigator and Administering Institution **MUST** be located in South Australia and/or the Northern Territory.

Research **MUST** be conducted in South Australia or the Northern Territory.

National and/or International collaboration may be allowed where special skills are not available in South Australia or the Northern Territory, in order to ensure the application attains 'world standard'.

It is preferable that all members of the research team are located in South Australia and/or the Northern Territory.

APPLICATION TYPE

Applications for research grants can be made in **one** only of three categories.

1. *Basic Science*: Research to acquire or confirm new knowledge by testing a hypothesis using scientific methodology in a primary laboratory environment.
2. *Clinical Studies*: Research conducted with human subjects or human material in which the investigator interacts directly with human subjects. Such research may include the mechanism of human disease, clinical trials, therapeutic intervention, the development of new technology and epidemiology.
3. *Community-based Studies*: Research based in a community setting with the objective of providing the community with the tools and information necessary to enact change.

Reviews of patient care or studies in the nature of peer review **WILL NOT** be supported. Minor modifications of previous studies or replications in Australia of studies completed overseas receive very low priority for support.

EARLY CAREER GRANTS

A sub-category is available for

- medical applicants who are undertaking a PhD or MD
- non-medical applicants who have honours, masters or are undertaking a PhD
- applicants with a PhD of no more than five years' duration
- applicants who have not been the Chief Investigator of a significant peer reviewed grant application in the past for organisations such as NHMRC, ARC, CRF, Cancer Council etc.

Shortlisted Early Career researchers must submit their curriculum vitae with their full Grant Application.

GRANT PERIOD

The 2013 grants are funded from 1 January to 31 December 2013. The research may be conducted over a 2 year period, to 31 December 2014.

If a one year period was elected and the applicant requires an extension of the project period, an application must be made in writing to the Executive Director of CRF, within 60 days of the completion of the grant period (when the grant acquittal is due) to request an extension by no more than twelve months.

GRANT AMOUNT	<p>The maximum funding per grant will be \$75,000, irrespective of whether the research is completed over 1 year or 2 years.</p> <p>The maximum funding per grant for Early Career researchers (those applying for the first time as Chief Investigator) is \$35,000.</p>
BUDGET	<p>Funds cannot provide salary for an investigator on the project, nor for stipends for postgraduate students; however, consideration will be given in special circumstances, if full justification is provided within the application.</p> <p>Only travel directly associated with the project can be supported. Travel for attendance at conferences or for consultation with other experts will not be supported.</p>
ASSESSMENT	<p>Each application is assessed on scientific merit and relevance to the health, education or welfare of children.</p> <p>The Research Committee will seek comment from independent referees to aid in their deliberations. The Research Committee will nominate referees, but applicants are asked to also nominate 2 suitable referees (who may or may not be contacted).</p> <p>Applicants should therefore <u>name any person who should not be approached</u> for a reference and state their reasons.</p>
DECISION NOTIFICATION	<p>The decisions on the outcome of applications will be announced in October 2012, following the recommendation from the Research Committee and ratification by the Board of Directors.</p> <p>The Committee's decision is final and no correspondence will be entered into. Due to the number of applications received, it is not possible to give individual feedback. If available, de-identified referee comments will be forwarded to relevant applicants.</p>
ETHICS APPROVAL	<p>Evidence of Ethics Approval must be received by the CRF before any grant payments can be processed.</p> <ol style="list-style-type: none">1. If the project involves experiments on human subjects, a letter or certificate of approval from the relevant institution's ethics committee is required.2. If the project involves experiments on animals, a letter or certificate of approval from the relevant institution's ethics committee is required.3. If the project involves the <i>in vitro</i> production of recombinant DNA molecules, a letter or certificate of approval from the Chair of the relevant institution's Biosafety Committee (or equivalent) is required.
ACQUITTAL	<p>Within 60 days of the conclusion of the project, recipients are required to forward a Grant Acquittal Report to CRF. This consists of:</p> <ol style="list-style-type: none">1. a one-page summary, in layman's terms, on the key outcomes achieved2. a signed reconciliation statement verifying expenditure of grant monies received.

3. a list of publications, clearly identifying whether (a) published, (b) in press, (c) submitted for publication or (d) in preparation), unpublished papers and conference presentations arising from this research project, acknowledging the support of The Channel 7 Children's Research Foundation of SA
4. a refund of any unexpended funds.

The [Grant Acquittal Report form](#) is available to download from the CRF website.

PUBLICATIONS AND REPORTS

The support of The Channel 7 Children's Research Foundation of SA should be appropriately acknowledged in any publications or reports resulting from projects funded by CRF. A copy of these papers and reports should be forwarded to the CRF following their publication, so that records can be kept regarding the results of CRF funding.

MEDIA RELEASES

Recipients must be prepared to appear on media nominated by Channel 7 to describe their research work if requested. Any media release of information regarding research findings must be forwarded to the Executive Director of the Channel 7 Children's Research Foundation at least 48 hours prior to general release, so that Channel 7 can be given first option to release the story.

ROYALTIES AND INTELLECTUAL PROPERTY

Recipients may be required to licence to the CRF any intellectual property rights arising from the funded project. These terms will be negotiated and agreed between the Foundation and successful applicants on a case-by-case basis at the time each applicant is notified that their application has been successful.

Recipients may also be required to pay royalties to the CRF following commercialisation of any part of the Research Project Outcomes.

Successful applicants are expected to inform the CRF of any major discoveries made during the project and provide the CRF with a written final report. This report should state all outcomes of the research conducted, as well as possible future outcomes should the project be continued at a later point in time.

HOW TO APPLY

TO LODGE AN EXPRESSION OF INTEREST

Download and read this 'Instructions to Applicants' document.

Visit the [Online registration page](#) of the CRF website to create a secure user profile, including login and password details. If you have previously created a user profile, update your online registration.

The email address of the user will be used for all correspondence regarding the EOI; the user profile should therefore be that of the Chief Investigator.

Complete the online Expression of Interest Form using the link found on the website after logging in to the [Online registration page](#).

Once submitted, a Project Registration number and a pdf of the EOI form will be sent to the nominated email address.

Shortlisted applicants will be invited to submit a full Grant Application from 29 May 2012.

Expressions of Interest will be accepted from 27 February 2012 and close on 29 March 2012.

Late or incomplete applications cannot be considered.

The Committee's decision is final and no correspondence will be entered into.

TO LODGE A FULL GRANT APPLICATION

Shortlisted applicants will receive an email from 29 May 2012, inviting them to complete a full Grant Application.

Log in to the [Online registration page](#) using the relevant user profile to access the successful EOI online. The successful EOI will display 'shortlisted' in the status column of the applications table; clicking on it will display the Grant Application Form.

Complete the online Grant Application Form and submit.

One original signed copy of the full Grant Application, together with 7 copies thereof, must be posted or delivered to the Executive Officer by 5.00PM of the next business day after the closing date.

Full Grant Applications will be accepted from 29 May 2012 (TBC) and close on 6 July 2012.

No changes can be made to the application once it has been submitted.

Late or incomplete applications cannot be considered.

The Committee's decision is final and no correspondence will be entered into.