

WESTERN SYDNEY
UNIVERSITY



APPLICATION GUIDE

Translational Health
Research Grants Scheme

TRANSLATIONAL HEALTH RESEARCH GRANTS SCHEME

Introduction

The Translational Health Research Grants Scheme (THRGS) aims to generate high impact health research that is directly relevant to clinical, health service and population health outcomes in Western Sydney— and to translate this research into policy and practice.

Western Sydney University will provide grants totalling \$100,000 to support research projects under the THRGS. This is expected to fund two to four research projects.

These guidelines provide information to support you in submitting a high-quality application for funding.

TRANSLATIONAL RESEARCH PROJECTS

Grant Scheme Objectives

Western Sydney University is developing a strong translational research focus across its research disciplines.

The THRGS is a health-focussed internal grant scheme designed to accelerate the development of translational research skills and experience and to augment researchers' current approaches to research translation. Priority will be given to applications that address a specific health issue in Western Sydney and are translational—that is, the end result is designed to change policy or practice. External partners will be critical to ensure a successful translation process.

The THRGS will be run through the Translational Health Research Institute (THRI), a new Institute at Western. THRI has been established to support health research translation—through collaborative partnerships—and improve policy and practice across a range of health priorities in Western Sydney and beyond.

THRGS has three main objectives:

- supporting researchers in developing translational skills and expertise
- establishing long-term partnerships
- investing in improvements to health policy and practice in Western Sydney.

For this initial THRGS round, research projects need to target completion within 12 months. While translational research projects can justifiably take several years or more to complete, projects with a shorter timeframe will assist Western Sydney University in building momentum and success in translational research, which will support longer-term projects in the future.

What is Translational Research?

The creation of knowledge through research underpins improvements in Australia's health service delivery and intervention. This research can be of the most fundamental nature or can be applied, directly addressing clinical problems, public health issues or how health services are provided.

The creation of knowledge does not, of itself, lead to widespread implementation and positive impacts on health. The knowledge must be translated into changes in practice and policy for the benefits to flow to Australians.

However, one of the most consistent findings from clinical and health services research is a failure to translate research into practice and policy. As a result of these evidence, practice and policy gaps, patients fail to benefit optimally from advances in healthcare and are exposed to unnecessary risks of iatrogenic harms; healthcare systems are exposed to unnecessary expenditure resulting in significant opportunity costs.

To improve the success rate of translation, knowledge translators need to identify the key messages for different target audiences and to fashion these in a language and in products that are easily assimilated by different audiences. The relative importance of knowledge translation to different target audiences will vary by the type of research, and appropriate endpoints of knowledge translation may vary across different stakeholder groups.

Research on human cognition has demonstrated that overcoming well-practiced rules to incorporate new information is one of the great challenges in learning. However, these cognitive processes have been largely ignored in health translational research to date. Understanding and adapting this approach in the health context is crucial to translational research, guideline implementation, quality improvement, and continuing medical education; indeed, to all attempts to change health practices.

One particular approach, specific to translational health research, proposes that physicians must shift the new research from the explicit declarative information they are given into a procedural mode—where the knowledge is encapsulated into well-rehearsed procedural rules—in three key stages:

- Declarative stage: construct a memory representation of new information.
- Procedural stage: translate declarative knowledge into action rules.
- Autonomous stage: rehearse procedural rules to function automatically.

APPLYING

Partnerships

Researchers will need to identify and engage relevant external partners who are essential for the effective delivery of the research project and implementation of the outcomes. These partners may include Primary Health Networks; Local Health Districts and other NSW Health organisations such as Specialty Health Networks and the Ambulance Service of NSW; commercial partners; and other similar organisations in Western Sydney.

Partner engagement should occur throughout the research project, for example:

- Prior to and during research, key policy and practice partners should be included in the development of the research question and participate in relevant stages of the project.
- Partners will need to be committed to the translational process including undertaking and monitoring the implementation steps required to change practice in their organisation.
- Researchers and key partners may wish to continue to follow through on translation activities at the conclusion of the grant funding and the application should consider further funding opportunities to do so.

The Selection Criteria include a weighting for applications where external partners have committed to matching or greater cash funding. Generally, this commitment should reflect the partner's ability to contribute and the anticipated benefit accruing to the partner from the research project's anticipated outcomes.

Applications must include a detailed description of the collaborative arrangements proposed: how the partner is to be involved in the research project; and how the research project fits into the organisation's strategic plan and its value to the company. Adequate arrangements for dealing with intellectual property used in and produced by the proposed research must also be explained.

Funding for a successful research project application will not commence until a written agreement has been entered into detailing the roles of the partners to the research project, including: their respective cash and in-kind contributions; administrative arrangements; intellectual property arrangements; and publication plans. Researchers are encouraged to establish formal arrangements about authorship prior to the research commencing.

Selection Criteria

- 1.** The extent to which the project addresses a specific health issue in Western Sydney, including any issue identified by a Local Health District, Primary Health Network, from the Ideas Lab on Taking Healthcare Home (February 2016) or from any of our other health partners (15%).
- 2.** The extent to which the project has a translational focus e.g. the end result is designed to change policy or practice; and likely effectiveness of the results of the project (35%), including:
 - proposed activities for research translation and knowledge exchange
 - consideration of sustainability and scalability, including an economic evaluation or costing component
 - clear approach to measuring success of the translation activities
 - capacity of the project to advance researcher knowledge and experience in research translation.
- 3.** Quality of partnerships and collaboration in the project (25%), including:
 - at least two Schools or Institutes from Western Sydney University and an external partner
 - matching cash funding or greater from the external partner
 - potential for future sources of funding, particularly prospects for a new long term collaboration with the partner organisation
 - evidence of partnerships and consultation in the development of the proposal, including clear links to the stakeholders that will likely implement the outcomes from the research.
- 4.** Strength, rigour and appropriateness of the research team and design (25%), including:
 - ability of the research team to carry out the proposed project within a 12 month timeframe
 - a clear governance structure for the project, including confirmation that grant funds will be quarantined for the purposes of the specified research project (e.g. through a trust account or a dedicated cost centre)
 - commitment to report on research progress and expenditure.

Selection Panel

The THRGS Selection Panel, chaired by the PVC Research and Innovation, will rank applications according to the weighted selection criteria. The number of approved applications will be determined by the amount of funding provided to the top ranked applications i.e. projects will be approved based on ranking until the \$100,000 total funding is depleted.

Western Sydney University reserves the right to alter the total amount of funding available and to refine project budgets. All panel deliberations are fully minuted and form part of the official records of the University.

The Panel's recommendations are approved for funding by the Deputy Vice-Chancellor and Vice-President (Research and Development).

The DVC's decision is final.

Reports

Grantees will be required to submit a final report no later than three months after funding ceases to the Research Committee, via THRI. A template will be provided to successful applicants for this purpose.

Successful applicants may be requested to participate in promotional activities for THRI and THRGS.

Evaluation

The THRGS will be evaluated to ensure it meets its objectives and for refinement in the event of future funding rounds.

Meetings with Schools, Institutes and individual applicants will facilitate feedback and inform future directions for the THRGS.

Application and Submission Process

The application comprises:

- Application form
- Project Proposal
- Data Management plan (if required)
- Letter of support from each partner organisation.

Other documents relevant to the application may be included, but are not compulsory.

The Application Form is available at www.westernsydney.edu.au/thri

DEADLINE FOR SUBMISSIONS

The Application Form and all required documents must be emailed to THRI@westernsydney.edu.au by **30 April 2016**.

INFORMATION SESSIONS

THRI will hold two information sessions on the THRGs. The sessions will be available in person and via Zoom. The information sessions will provide an opportunity to clarify the intent and scope of the scheme and to answer questions about the application process.

Details on the information sessions are available at www.westernsydney.edu.au/thri

KEY DATES

Applications close 30 April 2016

THRGs Selection Panel assessment May 2016

All applicants notified of outcome June 2016

Funding will be allocated effective from 1 July 2016

ELIGIBILITY

All academic staff members, including postdoctoral fellows, employed at 0.5 or above are eligible to apply, provided that participation in the program does not interfere with other research. The University's Adjunct Fellows and Professors, and Conjoint Appointments and Professors, are eligible to apply.

Professional staff and Higher Degree Research students are ineligible to apply. However, these staff may be engaged to work on the proposed project.

Staff on contract must demonstrate that they will be employed by the University for the nominated term of the grant to be eligible to apply.

Joint applications involving investigators from another higher education institution will be considered provided the Western Sydney University investigator is nominated as the first-named Chief Investigator on the research project.

Research projects already commenced with early stages successfully completed will be considered.

ETHICS, RISK AND RESEARCH INTEGRITY

All research at Western Sydney University is carried out under the Research Code of Practice and the Australian Code for the Responsible Conduct of Research.

Any collaborative research project with external partners must satisfy the usual ethics requirements regarding:

- human participants
- animal experimentation
- recombinant DNA
- ionising radiation
- other safety hazards.

For more information contact:

Human Ethics: humanethics@uws.edu.au

Animal Ethics: animaethics@uws.edu.au

Biosafety and Radiation Safety: BioSafetyRadiation@uws.edu.au

INTELLECTUAL PROPERTY

The Research Committee will expect the applicants and partners to explain how matters of intellectual property associated with and arising from the research project will be dealt with. Applicants should be aware, however, that the University approaches intellectual property matters on a case-by-case basis, and favours flexible arrangements that provide the best opportunity for the research to make an impact, such as Easy IP. Other arrangements may entail the University owning the intellectual property generated from the project and partners being able to use the results of the research for their own internal purposes. Partners may also have an option to commercialise the project's intellectual property in return for a royalty stream returning to the University.

Western Sydney University always seeks to ensure the right to publish in peer review media the research arising from such collaboration, mindful of any commercialisation or confidentiality constraints.

FUNDING DETAILS

Applications must identify all costs associated with the research project and all sources of funding, including in-kind and cash contributions from partners.

Grant funding may be used for costs associated with the research project and translation activities, but cannot be directed towards capital works, general maintenance costs, telephone/communication systems, basic office equipment such as desks and chairs, rent and the cost of utilities.

Funds will not be made available until all appropriate ethics clearances have been obtained.

APPLICATION INFORMATION

An Application Form will be available at www.westernsydney.edu.au/thri

APPLICATION FORM

To use the editable PDF form: a) save the form to your computer and b) use Adobe Acrobat Pro or Adobe Reader to enter the requested information. The form allows you to save your entered information and to add or delete rows in the included tables. The document automates budget calculations.

PROJECT PROPOSAL

You should present your proposal in a clear and concise manner, using the selection criteria as a guide.

To ensure equity for all applicants, applications must follow the guidelines below:

- **Layout:** The application must be in portrait orientation on A4 paper.
- **Font:** The font to be used for the Proposal must be either minimum of 10 point Arial or 11 point Times New Roman in black only.
- **Size:** The project proposal must be a maximum of six pages, excluding publications. Pages exceeding this limit will not be forwarded to the review panel.

Your proposal should clearly outline the project objectives and the methods by which those objectives are to be realised. The following broad headings should be used:

a) Aims and Significance of the Research Project (approx. 2 pages)

This section should clearly introduce the aims of your research project in the context of a specific health issue in Western Sydney:

- what is the extent and / or importance of the health issue; which aspect are you targeting?
- what is the impact or change you are hoping to achieve?
- what are the expected benefits to the strategic objectives of your partner organisation?

b) Research Plan, Method and Techniques (approx. 2 pages)

This section should provide a clear plan to achieve the project aims, including both the research methodology and the implementation process in the partner organisations.

Particular attention should be paid to the translational aspects of the project, including:

- clear articulation of your translational approach and how this approach is expected to change a policy or practice
- consideration of sustainability and scalability
- clear approach to measuring success of your translation activities.

This section should also address data analysis methodology, the governance structure for the project and any relevant ethical issues.

Applicants should specifically comment on their capacity to deliver the project within 12 months. For example, projects with early stages successfully completed and/or ethics approval received or underway will have a strong case to demonstrate project completion within the timeframe.

c) Timetable (approx. ½ page)

This section should provide a progressive and logical schedule of your research plan identified in Part B. Minute details are not required—you should focus on the key milestones of your project. If applicable, you should nominate the researcher / partner responsible for each step.

d) Summary of Applicant/s Background (Approx. ½ page)

The Committee will consider the ability of the applicants to carry out their nominated research project to successful completion, and in particular the relevance of their skills and training. It is in the applicant's best interest to provide evidence of such capacity. Please do not include a lengthy Curriculum Vitae but instead provide a judicious description of your most pertinent career achievements.

e) Collaboration and Partnerships in the Proposed Research (Approx. 1 page)

This section should clearly describe the role of each partner in the conduct of the research, including external partners and each Western School or Institute nominated.

You may wish to elaborate on the governance structure identified in section B, including a description of how the partnership arrangements will be managed across the life of the project.

This section should also address funding contributions from each partner—both cash and in-kind— and discuss prospects for a new long term collaboration with external partners.

f) Publications

Note: This section is additional to the 6-page limit of the project proposal.

List all refereed publications by the Chief Investigator(s) published in the period (2012-2014), followed by publications submitted or accepted for publication. Indicate with an asterisk any publications of specific significance to this project.

Please clearly delineate categories of publications/disseminations from past research as follows: Books; Book chapters in edited collections; Refereed journal articles. Applicants may also wish to provide a summary of other public research outputs relating to exhibition, production (e.g. audio/video recordings), performance, architectural design, computer software, patents, technical drawings etc. Please highlight whether these outputs have been critically reviewed or have been subsequently cited.

DATA MANAGEMENT

Chief Investigators are responsible for the management of all data for the life of the research project and beyond. Data management planning involves making decisions about how you will collect, organise, manage, store, back-up, preserve and share your data. Planning and implementation should begin at project development stage to enable:

- End-to-end data management, including computational, storage and archiving requirements
- Increased research impact by ensuring data is both preserved and citable
- Long-term access to data through well-described and retrievable data sets
- Datasets to be retrieved for reuse and/or future research projects and collaborations.

For more information concerning data management planning, please see the University's [Research Data Management Policy and associated Guidelines](#).

Please submit a Data Management Plan with your Application form and Proposal if required.

LETTERS OF SUPPORT FROM PARTNER ORGANISATIONS

A letter of support is required from each partner organisation. An appropriate delegate within the partner organisation must sign the letter. The letter must detail that the partner has sighted the application, agrees to its content and confirms (by restating) their budget contribution. Letters of support should be addressed to Mr James Kemp, Chief Operating Officer, Translational Health Research Institute.

APPLICATION CHECKLIST

Please ensure you submit all of the following documents as incomplete applications will not be forwarded to the Selection Panel for assessment:

- Application form (please ensure you have all of the required signatures)
- Project Proposal
- Data Management form (if required)
- Letter of support from each partner organisation

FURTHER INFORMATION

Please contact James Kemp, Chief Operating Officer of THRI, for more information concerning the THRGS.

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