



Government of **Western Australia**
Department of **Health**



Western Australian
Future Health Research
& Innovation Fund

Research Translation Projects 2021

Guidelines and Conditions

Closing Date: 1.00pm, Monday 8 March 2021

fhrifund.health.wa.gov.au

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The Research Translation Projects 2021 program is administered by the [Research and Innovation Office \(RIO\)](#) (formerly the Research Development Unit), Department of Health. Queries regarding the program and the application process can be submitted to RIO.DOH@health.wa.gov.au

1. Introduction

The Research Translation Projects (RTP) program supports high-quality research projects that have the potential to identify efficiencies and cost savings, which can be translated into policy and/or practice in the WA public health system, while maintaining or improving patient outcomes.

This program is funded by the [Future Health Research and Innovation \(FHRI\) Fund](#).

The program aligns with the priorities set out in the Department of Health's [Sustainable Health Review](#), which guides the delivery of patient-centred, high-quality and financially sustainable health care across the State.

2. Eligibility

Projects in the areas of clinical, health services and public health research are encouraged and may involve the undertaking of new research, proof-of-concept and/or pilot-studies.

Projects that are solely quality assurance, clinical audit (including chart review), needs analysis or literature review are ineligible.

Research projects must:

- Address contemporary challenges faced by the WA public health system.
- Be linked to WA health system priorities, such as the recommendations of the *Sustainable Health Review*.
- Investigate and evaluate efficiencies and cost savings that can be achieved for health care provided by the WA public health system and must include:
 - (a) An outline of potential efficiencies and cost savings along with a comprehensive plan for an economic analysis; and
 - (b) Identification of the source of economic expertise. This may be provided by a business manager, health economist, research team member with health economic expertise or equivalent. The grant application should be written in conjunction with this person.
- Demonstrate the potential pathway(s) for translation and implementation of research findings into improved policy and/or practice in the WA public health system.
- Include relevant multi-disciplinary and cross-institution collaborations.
- Be no more than 24 months' duration. This timeframe must include the obtaining of governance approvals, data collection, data analysis and report writing.

The Coordinating Principal Investigator must:

- Be an Australian citizen or permanent resident of Australia.
- Hold at a minimum, a bachelor degree or equivalent, in a health-related field or clinical science or a postgraduate research degree.
- Continue to be employed in the nominated administering institution for the period of the project.

Applications

- Applications can be made by an individual researcher or team led by a Coordinating Principal Investigator (CPI), through an administering institution in WA.
- A CPI may submit more than one application.
- In the event that similar proposals are selected for funding the Department of Health will liaise with the CPI(s) to discuss the situation.

3. Consumer and Community Involvement

In line with the NHMRC's definition, consumers are people who have lived experience of a health issue. They include patients, their friends, families, carers and members of the general public. Consumers can also be people who represent the views and interests of a consumer organisation, a community or a wider constituency.

There is increasing recognition of the benefits of involving consumers in the research process. Effective consumer involvement can ensure research is relevant to the WA community and improves the uptake of findings.

Applicants should engage with health consumers during both the development of the proposal and for the ongoing project by including them in the research team where appropriate and providing a detailed description of their role and contribution.

Consumer involvement should incorporate:

- Clearly defined relationships with health consumers or community groups who have 'lived experience' of the research project issue being investigated.
- Demonstrated understanding of the benefits derived from involving people with a lived experience in research.
- Willingness to include consumers in the research team where appropriate.
- Plans to involve consumers in the project throughout the research timeline.
- Budget strategy with funds allocated to support, implement and acknowledge consumer involvement (e.g. stakeholder training opportunities, honoraria and payments, additional time to support involvement activities, administration support and consultations and events associated with involvement activities).

Guidance on consumer involvement can be found at the [Consumer and Community Involvement Program website](#) and the [NHMRC's Statement on Consumer and Community Involvement in Health and Medical Research 2016](#).

4. Economic Analysis

Projects must investigate and evaluate efficiencies and cost savings that could be delivered to the WA public health system while maintaining or improving patient outcomes.

Projects are required to have solid economic justification of the potential benefits to the WA public health system, substantiated by rigorous economic analysis. Please refer to the [Economic Protocol information sheet](#) provided on the FHRI website.

The person providing economic expertise for the project must provide certification that they fully understand the project and agree to provide the economic analysis at Section 14 of the Application Form.

A comprehensive plan for an economic analysis must be included in the application. The plan must identify units of measure that allow for cost comparisons. Additionally, an estimate of the predicted efficiencies and cost savings resulting from the project should be provided in dollar value. Where there is the possibility for roll-out of the research findings to other suitable areas, a prediction of cost savings that may be achieved through the roll-out should be included.

Applications should address the following questions:

- What is the cost of the current practice?
- What is the per-patient cost of the innovation?
- What are the indirect costs associated with the innovation and current practice? For example, cost of travel, patient time and provision of informal care.
- What is the contribution that the lead healthcare organisation and collaborating partners will make towards the cost of implementing research findings?
- How will the cost of the innovation be sustained beyond the end of the grant funding period?
- Is there an opportunity to disinvest an element of current practice? If so, what is the dollar value of this potential disinvestment?

5. Funding

Grant Monies

Projects may be awarded up to \$270,000 (GST exclusive). Funding may be awarded to an individual researcher or to a research team led by a CPI, at an appropriate administering institution in WA. Grants above \$50,000 will be released in two instalments:

1. The first instalment will be subject to relevant approvals (see section 7) having been provided to the Research and Innovation Office (RIO) by the research team.
2. The second (and final) instalment will be subject to satisfactory progress being achieved against the project milestones, demonstrated in a mid-project progress report.

A project may receive additional funds from other sources to meet budget requirements. Additionally, a project can be part of a larger research program or application to an external funding body provided the project has its own discrete objectives, and these can be completed within the 24-month period. In both cases, it must be clearly outlined how the RTP grant will contribute to the project's outcomes. Relevant external funding information should be included in the budget Section 10 and 11 of the Application Form.

Budget Requests

Applicants should calculate budgets accurately, as requests for additional funding will not be considered. Budget requests should be adequately described and justified.

It is intended that funds will be spent in WA only. An exception to this may be considered in the case where specific expertise or equipment is required and is not available in WA. When this situation occurs, adequate justification must be provided by the applicant.

Funding is only made available for the scope of work described in the application (or with any modifications requested by the Department of Health). The Department of Health is not obliged to underwrite any recurrent or capital costs beyond the funding awarded through this Program.

Partial Payment or Suspension of Funds

RIO reserves the right to:

- pay Instalments in parts based on milestone achievement to date and risk assessment of future milestones
- suspend payment of Instalments or part-Instalments where project feasibility has become uncertain.

Termination of Funds

Funds shall revert to, or be recoverable by, the Department of Health in instances where:

- the project is terminated by RIO as a result of insufficient progress being made at the time of the mid-point progress report or any interim progress report
- funds are not fully spent at the conclusion of the project, unless an extension has been agreed to by RIO
- funds are used for purposes other than those for which they were awarded
- the recipient is successful in obtaining funding for the project from another source.

Funding is offered subject to budget availability, which could be varied in the event of unforeseen circumstances.

Funding for the Employment of Research Personnel

The grant may be used to fund personnel working on the research project. Funds allocated towards staffing should be outlined in the proposed budget. Applicants should indicate whether the position to be funded is i) a new position; or ii) an existing position (filled or to be filled). The timeframe required for the creation and filling of positions should be factored into the research activities timeline in the Application Form.

Funding will generally not be provided for the salary of the CPI and Principal Investigators. However, in exceptional circumstances, the panel may consider requests where funding for these salaries is crucial to the success of the project.

6. Selection Process

Funding will be awarded on merit, based on a process of evaluation and selection. The assessment process shall be conducted by an independent panel comprising of experienced researchers, experts and consumer representation.

Conflicts of interest that may arise will be treated in accordance with the WA Health [Managing Conflict of Interest Policy and Guidelines](#).

RIO reserves the right to:

- request further information from applicants in the event that the reviewers assess an application to be of particular benefit to the WA community but require further clarification before a final decision is made
- negotiate lower funding amounts than requested
- request modifications to research proposals/plans.

Applications must meet defined eligibility requirements and will be assessed based on the criteria and weightings set out in the tables below:

Assessment Criteria	%
Significance of the project Relevance and significance of the research to the WA public health system	15
Novelty Novel approach and distinction from similar or related research in this area Potential benefit and value of novel approach	15
Partnerships Appropriate level of engagement and collaboration, especially with healthcare providers, policy makers, and other relevant stakeholders during both the development of the research proposal and the conduct of the research	10
Consumer Involvement Appropriate levels of consumer involvement throughout the research project timeline including project design	5
Research Plan Quality of research plan including well defined: <ul style="list-style-type: none"> • hypothesis, research questions and objectives • methodology, including objective measurement of outcomes • achievable timeline 	15
Economic Analysis Plan Potential for cost savings for the WA public health system. Include a detailed plan for economic analysis which identifies relevant units to be collected and analysed in order to assess predicted benefits in dollar amounts	15

Research Translation Potential for translation and implementation of research findings into policy and/or practice	15
Budget Appropriate budget request and justification of expenditure	5
Capacity Qualifications and availability of the Investigator(s) to conduct the project, based on individual expertise and experience, and the collective gain of the team to the project	5

7. Approvals and Agreements

Research Governance

All relevant research governance approvals (when required) shall be obtained and provided to RIO, before any funding is provided to successful project applications.

Research Governance approvals can include:

- (a) Ethics approvals, from relevant Ethics Committees (human and/or animal).
- (b) Research governance authorisation (also known as site specific authorisation) from each relevant institution/site conducting the project or providing access to data, participants or tissue samples.

For information on ethics and governance submission requirements please refer to the following websites:

- <https://rgs.health.wa.gov.au/Pages/Research-Ethics.aspx>.
- <https://rgs.health.wa.gov.au/Pages/Research-Governance.aspx>.
- <https://rgs.health.wa.gov.au/Pages/Multi-centre-Research.aspx>.

Data Linkage

A project that includes a request for linked data from the [Department of Health WA](#) requires the team to demonstrate feasibility to obtain, and adequate expertise to analyse, the requested data.

Where linked data are required, the Research Data Services (RDS) Team should be contacted for assistance with the Application for Data process. The RDS Team should provide both i) a cost estimate; and ii) an estimate of time required to obtain the data. All requests should state that the data request is associated with the *Research Translation Projects 2021* Program, which requires the project/research to be completed within a specific period.

The preliminary cost estimate should be included in the proposed project's Budget and the time-estimate built into the project's Milestones against timeline in the application form.

Following confirmation of funding support, the application for data process as outlined on the [Data Linkage WA](#) website should be followed.

Intellectual Property

Intellectual Property (IP) that arises out of the project will generally vest in the CPI's administering institution with an appropriate IP access agreement for other team members' organisations. It is the administering institution's responsibility to ensure that appropriate agreements are in place with the team members' organisations.

When a research team involves more than one institution and includes a member from the WA public health system, then the IP agreement must be authorised by the relevant WA public health system entity and the administering institution.

8. Reporting

The CPI will be responsible for coordinating the project and ensuring its timely execution. The CPI will also be responsible for meeting reporting requirements over the duration of the project and at its conclusion. Projects must be concluded within the allocated period which includes obtaining ethics and governance approvals, employment of research staff, data collection and analysis and submission of the final report.

A member of RIO will be assigned to each project and will liaise with the CPI to assist with grant payments, reporting and other operational issues as they arise. RIO liaison officers will provide researchers with the relevant reporting templates as required.

Progress Reports

A report outlining the progress against the milestones listed in the research plan is required mid-project. Interim progress reports may be requested at any point throughout the funding period. The Department of Health reserves the right to suspend or withdraw funding for a project where insufficient progress has been made.

Final Report and Community Stakeholder Brief

A final report detailing the project outcomes is to be submitted to RIO at the conclusion of the project. Failure to submit the final report at this time may render all investigators on the grant application ineligible for further funding from the FHRI Fund and RIO until the report is received.

In addition, in order to provide feedback to stakeholders, a one-page *Community Stakeholder Brief* which includes an outline of the research project, its outcomes, and next steps is to be provided to all participating consumer groups (including Aboriginal communities) and a copy submitted to RIO.

Financial Acquittal Statement

An acquittal statement outlining the expenditure of funds must be submitted to RIO at the project's conclusion. Acquittal statements must be certified by an authorised finance officer at the administering institution.

9. Acknowledgements

The Minister for Health and/or Department of Health will publicly announce the recipients of the *Research Translation Projects 2021*. As such, all other parties must withhold announcement/media coverage promoting their association with the selected projects until after RIO advises that the announcement of recipients has occurred. Full acknowledgment of FHRI Fund support must be made as opportunities arise in publications, conference presentations, public discussion, press statements etc.

The suggested citation is: “*this project was/is funded by the Future Health Research and Innovation Fund scheme through the Research Translation Projects 2021 Program.*”

10. Complaints

Applicants who feel that their interests have been adversely affected by a decision made by the Review Panel and/or RIO may lodge a complaint. Complaints can only be considered when they refer to the administrative process and not to the actual outcome of a particular decision. Complaints must be submitted in writing to:

Executive Director, Clinical Leadership and Reform
Clinical Excellence Division, Department of Health
PO Box 8172
Perth Business Centre WA 6849

11. Confidentiality

Lay summaries and researcher statements provided on applications or reports may be used for publicity purposes as stated on the relevant templates.

All other information provided in applications and reports will be maintained confidentially by the Department of Health and the selection panel. If requests are received by the Department of Health to make public any aspect of funded projects, the authorisation of the CPI will be sought.

Applicants should be aware that the Department of Health is subject to the *Western Australian Freedom of Information Act 1992*. This provides a general right of access to records held by State Government agencies. In addition, information pertaining to the receipt of State Government financial assistance is tabled in the Parliament of Western Australia.

12. Publications

Researchers are requested to forward copies of publications resulting from the funded project to RIO. In order to maximise knowledge exchange, researchers are asked to comply with the NHMRC’s ‘Publication and dissemination of research: a guide supporting the Australian Code for the Responsible Conduct of Research’, which can be downloaded from the [Australian Code for the Responsible Conduct of Research page](#).

13. Evaluation

The Department of Health will undertake an evaluation of the *Research Translation Projects 2021* Program and funded projects will need to participate in this.

The evaluation will focus on matters such as the extent of implementation of the research findings into practice and health policy, product development, commercialisation, contribution to capacity building, knowledge transfer, publications and further research funding/grants received as a result of activity funded by the *Research Translation Projects 2021* Program.



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