



Western Australian
Future Health Research
& Innovation Fund

Translation Fellowships 2021: Mental Health

Guidelines and Conditions

**Application Period Closes:
1:00pm (AWST), Tuesday 8 February 2022**

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1. Introduction

The *Translation Fellowships 2021: Mental Health* is a Program of the Western Australian (WA) [Future Health Research and Innovation \(FHRI\) Fund](#).

The FHRI Fund provides a secure source of funding to drive health and medical research, innovation and commercialisation and through these activities, improve the health and prosperity of all Western Australians. It also provides an opportunity to diversify the economy, create jobs, improve the sustainability of the health system and position WA as a leader in research and innovation.

This Program contributes to the following FHRI Fund Priorities:

- Rapidly and sustainably build mental health research and/or innovation capacity in WA.
- Support the development of early- and mid-career researchers, helping them to achieve an independent and self-sustaining career.

The expected outcomes are in alignment with the following objectives of the *Western Australian Future Health Research and Innovation Fund Act 2012*:

- improving the health and wellbeing of Western Australians
- improving the economic sustainability of the WA health system.

The Program is administered by the Research and Innovation Office (RIO), WA Department of Health (Department of Health). Queries may be directed to RIO.DOH@health.wa.gov.au.

2. Purpose

Translational research can be described as research that aims to facilitate the practical application, or translation, of scientific discoveries to the development and implementation of new ways to prevent, diagnose, and treat health conditions, and improve the health and wellbeing of the community.

The purpose of this Program is to support translational research in the area of mental health.

The expected outcomes of the Program include:

- increased WA translational research expertise and capacity
- increased WA translational research applications to competitive funding programs
- translation of research findings into policy and/or practice
- engagement between the academic and health service sectors.

3. Program description

Fellowships are being made available to high-quality early- and mid-career researchers.

The proposed research will be led by a Coordinating Principal Investigator (CPI) who will be the Translation Fellow if the application is successful.

To ensure relevance to the WA health system, a WA provider of mental health services (See [Section 10](#)) must be involved in scoping and preparing the application and commit to working with the CPI in facilitating the deliverables of the translational research project. The involvement of additional providers of mental health services is also encouraged where appropriate.

Deliverables of the Fellowship include:

- Complete within the term of the Fellowship a substantial research project addressing contemporary challenges or needs faced by the WA health system in the area of mental health. This includes obtaining governance approvals, data collection, data analysis and report writing.
- Apply for other competitive grant funding, such as from the National Health and Medical Research Council (NHMRC), to support further translational research, the Fellow's longer-term career and broader research program.
- Work with the other Translation Fellows (appointed through this round and the previous round of the Program) and Implementation Science Fellows to report on critical enablers and barriers for translation of research across the WA health system and inform system-wide opportunities to enhance research translation and implementation. This work will be captured in a report to the FHRI Fund Advisory Council, co-authored by FHRI Fund Translation Fellows and Implementation Science Fellows.

4. Eligibility

To be eligible for this Program the following criteria apply:

- Applications can be made by a WA administering institution that is a WA university or WA research institute with a registered Australian Business Number.
- Applications must involve partnership with at least one WA provider of mental health services.
- The CPI must:
 - be an Australian citizen or permanent resident in Australia
 - reside in WA for the period of the Fellowship
 - be employed by the WA administering institution for the period of the Fellowship
 - undertake the Fellowship at a minimum of 0.5 FTE for the period of the Fellowship
 - hold at a minimum a postgraduate research degree (PhD or Masters by Research), or have equivalent research experience in a health-related field or clinical science
 - be at the early- or mid-career stage of their research career. For the purposes of this Program, an early-career researcher is equivalent to the NHMRC Emerging Leadership Level 1 and a mid-career researcher is equivalent to the NHMRC Emerging Leadership Level 2 as defined in [Appendix A](#).
- The application must include a support package (cash and in-kind contributions) that:
 - is to at least the same value as the requested Fellowship funding
 - includes at least one linked PhD scholarship.
- The total funding for research project costs must be at least \$90,000 per annum cash (minimum \$60,000 Fellowship funding plus minimum \$30,000 from the support package).
- Applications must include only one project and one CPI. Additionally a CPI can only be named on one application to this Program.
- Applications must be complete, include requested certifications, and be submitted by the closing date/time as per the application instructions provided in [Section 7](#).

RIO reserves the right to request further information and make final decisions on the eligibility of applicants.

5. Fellowship funding

Fellowships will be funded, each to the value of up to \$200,000 per annum for three years, to support the CPI's salary and the costs of a substantial research project.

If the CPI is part-time the duration of the Fellowship period is still limited to three years.

The requested FTE must reasonably reflect the proposed research activity.

Funding may be requested for:

- Fellowship Salary
 - Fellowship salary will be paid to the CPI by the administering institution in accordance with their employment conditions and the applicable FTE.
 - The Fellowship salary funding can be used to cover salary on-costs to a maximum of 24% which includes annual leave and long service leave entitlements that accrue during the Fellowship term.
 - Severance and termination payments and extended leave payments (leave entitlements accrued in non-Fellowship roles) are not supported and must not be paid for with Fellowship funding.
- Research Project Costs
 - Research project costs drawn from the Fellowship grant must be at least \$60,000 per annum.
 - Research project costs may include funding for additional personnel working on the research project, minor equipment (up to \$10,000), consumables, and other additional expenses directly related to the research project.
- Indirect/infrastructure costs of up to 10% of the Fellowship funding request.

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.

Funding will only be made available for the scope of work described in the application, or with any modifications approved 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.

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

RIO reserves the right to negotiate the amount and timing of the funding awarded on a case-by-case basis for selected applications.

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

6. Fellowship support package

Applications must describe a suitable support package for the Fellowship, to be provided by the administering institution and/or other parties, which must be at least equal to the value of the Fellowship funding request.

The support package must:

- be sufficient to support additional research project costs, not included in the Fellowship funding request

- include a minimum \$30,000 per annum cash contribution for research project costs
- include at least one linked PhD scholarship (may be part of the cash contribution).

The support package may also include additional cash and in-kind contributions, for items such as:

- additional linked PhD scholarships
- supporting team
- other enabling resources.

The cash contribution must be 'new' cash for the purposes of conducting the Fellowship. Therefore, previous funding received by the CPI and/or any of the team members for research, including funding received through other FHRI Fund and the Department of Health funding programs, cannot be included as a cash contribution in the support package.

7. Application instructions

The instructions below must be followed when making a submission:

- The Application Form available from the [FHRI Fund website](#) must be utilised.
- The Application Form must be typed in Arial font 11 point or larger.
- Applicants must submit their applications through the administering institution grant administration office and are responsible for checking for internal deadlines.
- All required certifications must be completed in the application at the time of submission.
- Electronic signatures are acceptable. The onus is on the applicant to ensure approval to use an electronic signature has been obtained.
- The application is to be emailed to RIO.DOH@health.wa.gov.au by the administering institution as a **single** Adobe Acrobat PDF or Microsoft Word file, not exceeding 2MBs, including CVs, and bibliographic references (if applicable). The application email subject line should be titled as follows:

CPI SURNAME, First name – Translation Fellowships MH 2021

e.g. SMITH, John – Translation Fellowships MH 2021

Acknowledgment of receipt of application will be provided via e-mail to the administering institution and CPI within five working days of the closing date.

Queries regarding the application process should be directed by email to RIO.DOH@health.wa.gov.au.

8. Selection process

Assessment process

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

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

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

Assessment criteria

The review panel will consider the assessment criteria outlined below.

Assessment criteria	%
<p>Significance of the research project</p> <p>Significance of the research project proposal in the area of mental health including:</p> <ul style="list-style-type: none"> • the issue and its significance to the WA health system • how the proposed research will address the issue • expected benefits to the WA health system • impact on existing programs operating in this area. 	15
<p>Research plan</p> <p>Quality of the research plan including well defined:</p> <ul style="list-style-type: none"> • hypothesis, research questions and objectives • methodology, including objective measurement of outcomes • approvals and agreements that will be required • achievable timeline. 	15
<p>Consumer involvement</p> <p>Appropriate levels of consumer involvement (refer to Section 9) throughout the project timeline including:</p> <ul style="list-style-type: none"> • how consumers have been involved in the development of the research proposal • plan for ongoing engagement 	10
<p>Partnership with provider(s) of mental health services</p> <p>Evidence of the provider(s) of mental health service's (refer to Section 10) capacity, plan and commitment to:</p> <ul style="list-style-type: none"> • integrating the work and outputs of the Fellow into policy and/or practice • achieving translational outcomes • achieving benefits to WA health system. 	10
<p>Fellowship support package</p> <p>Feasibility and attractiveness of the Fellowship support package (refer to Section 6) including:</p> <ul style="list-style-type: none"> • cash and in-kind contributions • relevance and strength of qualifications and availability of the team to conduct project • collective gain of the team to the project • access to required resources, including expertise. 	20
<p>Track record and potential of the CPI</p> <p>Track record of the CPI which must be consistent with an early- or mid-career stage and include:</p> <ul style="list-style-type: none"> • contribution to translational research • track record of influencing policy and/or practice • career plan, including key milestones for achieving an independent and self-sustaining career and broader translational research interests • capacity and plan for meeting the Fellowship deliverables. 	10
<p>Translation and implementation</p> <p>Potential for translation and implementation of research findings into policy and/or practice including:</p> <ul style="list-style-type: none"> • planned steps for translation and or implementation • knowledge, expertise and experience of the team • future plans for the research activity. 	20

Selection of recipients

Based on the review panel assessments, grants will be approved and awarded in accordance with the Department of Health financial and procurement processes and delegation authorities.

RIO reserves the right to negotiate lower funding rates than requested, the timing of the funding awarded or to request modification to research proposals/plans on a case by case basis.

9. Consumer 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 research proposal and for the ongoing project(s) 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
- inclusion of 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](#).

10. Partnerships with providers of mental health services

Effective research translation involves collaborative research and, therefore, the skills needed to build and maintain policy and practice partnerships are a critical consideration. Therefore, applications to the Program, must involve a partnership with at least one WA provider of mental health services.

A provider of mental health services includes any public or private organisation that provides mental health services.

Each provider of mental health services named on the application must:

- partner and be involved in the application
- commit to working with the CPI and administering institution in supporting the translation of the research project's outputs (subject to these outputs being found to be useful).

There is no limit on the number of partnerships that can be involved in supporting the Fellowship.

11. Funding conditions

Payment instalments

Funding will be provided in three equal instalments:

- The first instalment will be paid upon execution of a Grant Funding Agreement between the administering institution and the Department of Health.
- The second instalment will be paid upon the provision of a satisfactory Progress Report.
- The third instalment will be paid upon the provision of a satisfactory Progress Report.

Seeking alternative funding sources

Applicants are permitted, and encouraged, to seek additional sources of funding for the duration of the Fellowship, providing this complements, but does not duplicate, the activity for which the Fellowship funding was awarded.

Partial payment or suspension of funds

The Department of Health reserves the right to:

- provide funding instalments in parts based on milestone achievement to date and risk assessment of future milestones
- suspend payment of funding 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 recipient relocates and is no longer a resident in WA
- the recipient is no longer employed by a WA administering institution
- the project is terminated by RIO as a result of insufficient progress being made at the time of Progress Reports or any interim Progress Report, a request for variation is not approved or it has been determined by either the recipient or RIO that the project is no longer viable
- the recipient is successful in obtaining funding for the project from another source
- funds are used for purposes other than those for which they were awarded
- funds were spent on activities that require ethics and/or governance approvals and such approvals were not obtained before undertaking the activities
- funds are not fully spent at the conclusion of the Fellowship (including any extensions).

12. Approvals and agreements

Research ethics and research governance

The administering institution, and any participating entity, will be responsible for obtaining any research ethics and governance approvals that might be required for undertaking funded activities.

Research ethics approvals must be obtained from appropriate ethics committees (human and/or animal). Research governance authorisation (also known as site specific authorisation) must be obtained from each relevant institution/site conducting the project or providing access to data, participants or tissue samples.

For information on research ethics and governance submission requirements for the WA public health system please refer to the following websites: [Research Ethics](#); [Research Governance](#); [Multi-centre Research](#).

Use of data collections

A project that requires access to WA public health system data collections requires review and approval for this access in accordance with the [Health Services Act 2016](#) and the [Health Services \(Information\) Regulations 2017](#). In addition to research ethics and governance approval, accessing these data may include feasibility assessment and approval for data release. Preliminary cost estimates should be included in the proposed project budget and the time estimate incorporated into the project milestones in the Application Form.

If the use of Department of Health data collections is proposed please review the [Research Data Services website](#) and contact the [Research Data Services Team](#).

Should your application for funding be successful, we recommend you immediately begin the request and approval process.

13. Contractual arrangements

Grant Funding Agreement

Grants to entities external to the WA public health system are offered in accordance with the Department of Health Grant Funding Agreement (and its Terms and Conditions) which is a legal agreement between the Department of Health and the administering institution.

Where research is a component of the activity, this must be conducted in accordance with the [Australian Code for the Responsible Conduct of Research 2018](#), and must have any required ethics and governance approvals.

The Department of Health reserves the right to withdraw an offer of award if the Grant Funding Agreement and/or Grant Funding Agreement Terms and Conditions cannot be agreed.

Insurance

The administering institution will be required to demonstrate appropriate levels of insurance as a condition of the Grant Funding Agreement.

Note that recipients who require site governance approval will be required to demonstrate appropriate levels of insurance during this process, which may vary depending on the site.

Intellectual property

Intellectual Property (IP) that arises out of the project will vest with the administering institution. However, consideration will be given to the provisions of the [Western Australian Government Intellectual Property Policy 2015](#), that IP rights should be allocated to optimise the economic, social or environmental benefits for WA from the use, commercialisation and disposal of the IP.

The administering institution must establish appropriate sub-agreements with any participating 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.

Any questions regarding such IP matters should, in the first instance, be directed to RIO (RIO.DOH@health.wa.gov.au).

Requests for variation

Approval for variations to a Grant Funding Agreement, such as activity timing and duration, administering institution, or CPI, will be at the discretion of the Department of Health. Note if variations are not approved this could result in termination of an activity with associated funding reverting to, or being recoverable by, the Department of Health.

14. Reporting

The CPI is responsible for meeting reporting requirements over the duration of the Fellowship and at its conclusion.

All reports are to be completed on template forms provided by RIO.

Progress Reports

A report outlining the progress against the milestones listed in the research plan is required annually.

RIO reserves the right to request additional progress activity reports at any point during a project.

RIO 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 activities and outcomes is to be submitted to RIO at the conclusion of the Fellowship. Failure to submit the Final Report at this time may render all investigators/team members on the grant application ineligible for further funding from the FHRI Fund and RIO until the Final 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.

FHRI Fund Advisory Council Report

The Fellow will work with the other FHRI Fund Translation Fellows and Implementation Science Fellows to inform system-wide opportunities to enhance research translation and implementation. This work will be captured in a report to the FHRI Fund Advisory Council, co-authored by FHRI Fund Translation Fellows and Implementation Science Fellows.

Financial Acquittal Statement

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

RIO reserves the right to request interim acquittal statements at any stage during the funding period.

Any unexpended funds must be returned to the Department of Health. Any over-expenditure is the responsibility of the administering institution and no claim may be made against the Department of Health.

15. Acknowledgements

The Minister for Health and/or the Department of Health will publicly announce recipients. The administering institution, CPI and other participating parties must withhold announcement/media coverage promoting their association with the selected projects until authorised by RIO.

Acknowledgment of FHRI Fund support should be made as opportunities arise in publications, conference presentations, public discussion, press statements etc, as appropriate. The preferred citation is: "This work is/has been supported by the Western Australian Future Health Research and Innovation Fund, which is an initiative of the WA State Government".

16. Complaints

Applicants who feel that their interests have been adversely affected by an action taken by RIO in administering a funding round may lodge a complaint. Complaints can only be considered when they refer to the administrative process and not to the funding decision. Complaints must be submitted in writing to:

Executive Director, Clinical Leadership and Reform
CLR.CED@health.wa.gov.au

17. Confidentiality

Plain language summaries and funding applicant/recipient 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 RIO and review panels. If requests are received by RIO to make public any aspect of the project, other than the plain language summaries or statements, the authorisation of the administering institution will be sought.

Applicants are advised that the Department of Health is subject to the *Freedom of Information Act 1992 (WA)*. 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 may be tabled in the Parliament of Western Australia.

18. Publications

Funding recipients are requested to forward copies of publications resulting from the Fellowship activities to RIO. In order to maximise knowledge exchange, funding recipients 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.

19. Program Evaluation

RIO will evaluate the Translation Fellowships 2021: Mental Health Program and funding recipients, partner organisations, team members and consumers will be required to contribute to this.

20. Appendix A

From the [NHMRC](#) Investigator Grants 2021 Peer Review Guidelines (Appendix H Statement of Expectations):

Emerging Leadership Level 1 (EL1)

It is expected that EL1 Investigator Grant recipients will typically be between **0 and 5 years post-PhD** (or equivalent) and will be beginning to gain recognition in their research area with demonstrated:

- original contribution(s) in their field of expertise
- ability to contribute to the conception of research projects
- scientific contributions within their region, state or territory (e.g. community leadership, state level contribution to a professional society)
- limited but developing supervision of research staff and students
- contributions within their department, centre, institution or organisation e.g. organising journal clubs, seminar series etc.

It is also expected that Emerging Leadership applicants will be working within a larger team under the mentorship of more senior researchers.

Emerging Leadership Level 2 (EL2)

It is expected that EL2 Investigator Grant recipients will typically be between **5 and 10 years post-PhD** (or equivalent) and appointable at **Academic Level B (or equivalent)**, and be recognised for their expertise in their research area with demonstrated:

- original contributions of influence in their field of expertise
- ability to contribute to the conception and direction of research projects, while developing independence
- experience in supervising a small research team
- national contributions to their scientific discipline (e.g. public advocacy, community leadership, peer review and professional societies)
- contributions within their department, centre, institution or organisation e.g. organising journal clubs, seminar series etc.

It is also expected that Emerging Leadership applicants will be working within a larger team under the mentorship of more senior researchers.



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