



EPWORTH RESEARCH INSTITUTE

2012 Application Guidelines for Research Grants

The Epworth Research Institute was founded in 2009 to promote health care research across the Epworth organisation and to provide competitive grant funding for research proposals to be conducted at Epworth HealthCare.

All Epworth HealthCare staff, students and affiliates are encouraged to apply.

In 2012, the ERI will be providing funding in two categories:

Major Grants of up to \$50 000

Small Grants of up to \$10 000

Research proposals for funding consideration should be appropriately designed and structured to enable valid outcomes of the projects. Each research proposal must be able to demonstrate that it will add to health care related knowledge and may lead to improved patient care and/or outcomes either directly or indirectly.

Applications for ERI funding close on **Friday 30 March 2012**.

Requests for research funding must be received electronically by the Clinical Trials and Research Centre by 5pm on the closing date to be considered for funding. No late applications will be considered.

Application Procedure

1. All potential Applicants should check the **“Criteria for Grant Eligibility and Conditions of Funding”** to ensure that both the applicant and the project are eligible for ERI funding.
2. Complete the ERI **“Application Cover Sheet”** as attached.
3. Provide the current **Curriculum Vitae of the Principal Investigator** including relevant experience (limited to 4 x A4 pages). If the PI is a student, also provide current Curriculum Vitae of the Supervisor including relevant experience (limited to 4 x A4 pages).
4. Provide a description of the **Research Proposal and an associated Protocol**
 - 4.1 Explain the aims, objectives, rationale, and how the aims of the proposal will be achieved and measured by the project design.
 - 4.2 **Include the following headings where applicable:**
 - Background

Aim
Hypothesis
Primary/Secondary endpoints
Setting
Participants
Recruitment strategy
Study methodology, eg observational, interventional, specify interventions
Data collection techniques
Statistical and other analyses

4.3 Proposals need to be prepared in a standard format as follows:

Maximum length 4 pages A4 size PLUS one page of references.

Times New Roman font at 10-12 size.

Page margins at 2.5cm throughout.

5. All applications must be discussed with the **Clinical Trials and Research Centre Biostatistician** prior to submission for assessment of study design and statistical validity. Applications must be reviewed at least 2 weeks prior to submission closure date. Applications that are not reviewed as above will be deemed ineligible. Contact CTRC Biostatistician via email address: sean.mcguigan@epworth.org.au
6. **All applications must be received electronically**, via email, at the CTRC email address: zoe.campbell@epworth.org.au
7. All applications to be named as electronic files according to the following standard: Applicant Surname, Initial, ERI 2011
8. Provide a **timeline for proposal completion**. Projects should be completed within 12 months or have clearly defined outcomes at 12 months.
9. Provide a **proposed budget** for the research proposal.
10. Provide a statement regarding whether the project has been approved, submitted or not yet submitted to the Epworth HealthCare Human Research Ethics Committee.
11. Provide a statement regarding the project's significance to the Applicant's professional development, eg is the project part of a higher degree or other qualification.
12. Provide a statement as to how the applicant proposes to facilitate the findings of the research project being adopted by Epworth HealthCare or further advancing patient care and/or outcomes.
13. Provide **names, positions, addresses and email addresses of three professional referees**, including your present supervisor/manager if applicable.

Please ensure that all requested documentation is enclosed with the Application.

Enquiries regarding Applications can be emailed to:

Dr Megan Robertson

Executive Director of Research

Epworth HealthCare

Megan.robertson@epworth.org.au

Ms Louise Lyons

Research and Business Manager

Clinical Trials and Research Centre

Epworth HealthCare

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