



**WESLEY MEDICAL  
RESEARCH.**

THE WESLEY HOSPITAL | ST. ANDREW'S HOSPITAL  
BUDERIM PRIVATE HOSPITAL | ST. STEPHEN'S HOSPITAL

# Clinical Research Grant Application Guidelines

**2020**



Applications open at 9am on **Monday 24 February 2020** and close at 5pm on **Wednesday 25 March 2020**. Late applications will not be accepted.

Refer to [Appendix A](#) for all key dates for the 2020 Clinical Research Grant Round.

Please direct all queries to [research@wesleyresearch.com.au](mailto:research@wesleyresearch.com.au).

## 1.0 About Wesley Medical Research

Established in 1994, Wesley Medical Research is a not-for-profit organisation that focuses on improving patient care and quality of life through clinical research. Our vision is to be recognised as a world leader in clinical research and be acknowledged for achieving excellence and innovation in patient care.

As the official research organisation for UnitingCare Health, the research activity undertaken by Wesley Medical Research aims to span all UnitingCare Health hospitals including The Wesley Hospital, St Andrew's War Memorial Hospital, Buderim Private Hospital and St Stephen's Hospital (Hervey Bay). Wesley Medical Research collaborates with other UnitingCare agencies, industry, research organisations and academia to impact the health of all Australians and beyond.

## 2.0 About the 2020 Clinical Research Grant Round

### 2.1 Eligible Research

Wesley Medical Research funds translational research projects and activities that primarily fall within the T3 to T5 phases of the translational research pathway (refer to Figure 1) – clinical trials, translation to clinical practice and translation to public health.

Clinical research that improves healthcare delivery and access to care within the T4 to T5 phases of the translational research pathway may be considered health services research projects (clinical innovation). These research activities aim to improve the way healthcare is delivered, ensuring systems and processes are effective and efficient.

All research activities funded by Wesley Medical Research must focus on improving health outcomes for patients within UnitingCare Health hospitals.

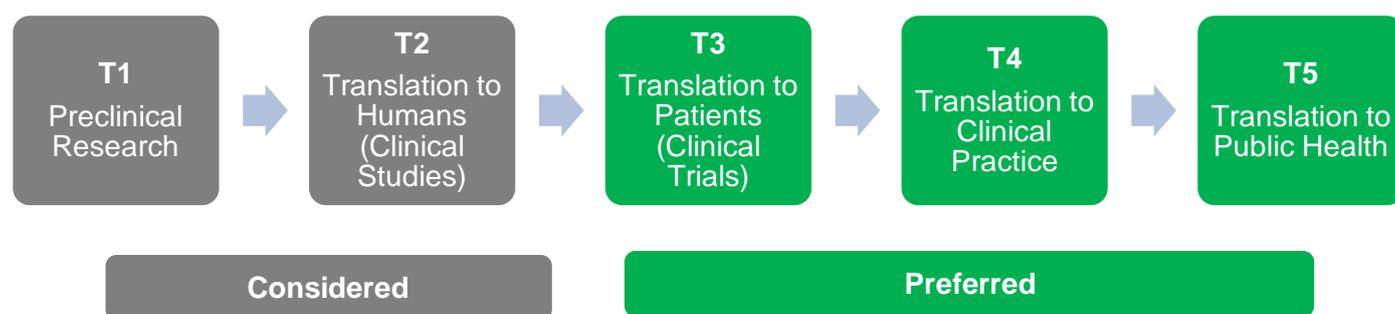


Figure 1: Translational Research Pathway

### 2.2 Available Funding Opportunities

In the 2020 Clinical Research Grant round, Wesley Medical Research has **\$2.165 million** available for allocation to projects in **defined research areas** and **UnitingCare Health Hospitals**. This amount is available for the entire applicant pool, **not** per applicant.

The amount of funding available for each research area or UnitingCare Health Hospital is dependent on the amount of **tied funding** that **Wesley Medical Research has received in support of these areas or hospitals**.

A maximum funding duration of **2 years** applies to all grant types.

Research Area / Facility	Total Funding Available	Maximum Funding Available per Grant
Neurology and Neurosurgery	\$700,000	Seeding Grant: \$50,000 Project Grant: \$200,000
Cardiology and Cardiac Surgery	\$250,000	Seeding Grant: \$50,000 Project Grant: \$100,000
Cancer (breast and gynaecological cancer highly regarded)	\$165,000	Seeding Grant: \$40,000 Project Grant: \$80,000
Research conducted at St Andrew's War Memorial Hospital	\$300,000	Seeding Grant: \$50,000 Project Grant: \$100,000
Research conducted at Buderim Private Hospital	\$300,000	Seeding Grant: \$50,000 Project Grant: \$100,000
Research conducted at The Wesley Hospital	\$300,000	Seeding Grant: \$50,000 Project Grant: \$100,000
Dollar-for-dollar match funding available for cash contributions (any discipline or UnitingCare Health facility)*	\$150,000	Seeding Grant: \$50,000 Project Grant: \$100,000
<b>Total Funding Available for 2020 Grant Round</b>	<b>\$2,165,000</b>	

**Table 1.** Funding available per grant by research area or UnitingCare Health Hospital

\*Proposals for research projects that fall outside of the areas/hospitals defined in Table 1 are eligible to be submitted if a cash contribution (from any source) is confirmed in the application (please refer to "Additional Funding" on page 5 of the application form). Wesley Medical Research will provide dollar-for-dollar match funding (up to \$150,000 available) for projects with confirmed cash contributions that are approved for funding. Please note that funding will be offered subject to Wesley Medical Research receiving the cash contribution.

### 3.0 Eligibility Criteria

Applications submitted in the 2020 Clinical Research Grant Round are subject to the eligibility criteria provided below.

#### 3.1 Research Team

- The **Primary Applicant** must be a **healthcare professional (e.g. doctor, nurse, pharmacist, physiotherapist, etc.)** who works at one or more of the UnitingCare hospitals in Queensland (The Wesley Hospital, St Andrew's War Memorial Hospital, Buderim Private Hospital or St Stephen's Hospital (Hervey Bay));
- The research team must include a **strong and genuine partnership** between the Primary Applicant (healthcare professional) and an **experienced researcher**, where the clinical problem is better identified and understood by the healthcare professional through first-hand experience, and the experienced researcher can support and advise on best methods for data collection, analyses and presentation of results. A single person cannot act as both the healthcare professional and the experienced researcher. A genuine collaboration must exist between both investigators. Multidisciplinary clinical and academic collaborations are also encouraged.
- The Primary Applicant may be listed on more than one grant application as a Co-Investigator but cannot be the Primary Applicant (Chief Investigator) on multiple grant applications;

- The Primary Applicant must ensure that his/her Direct Line Manager / Employer is aware of, and supports the application;
- The Primary Applicant must have completed Good Clinical Practice training within the previous 3 years prior to the commencement of the project OR be willing to complete Good Clinical Practice training prior to the commencement of the project as a condition of funding;
- The Primary Applicant must be the project leader and be responsible for the successful completion and outcomes of the research project;
- The Primary Applicant must have fulfilled obligations from any previous Wesley Medical Research awards, including submission of required progress/final and financial reports;
- The Primary Applicant must have the appropriate type and level of indemnity insurance for the activities that are the subject of the grant application;
- The Primary Applicant must obtain and submit a Letter of Support from the General Manager of the UnitingCare Health facility/facilities at which the research will be conducted;
- The experienced researcher must obtain written support from his/her line manager and authorised person from his/her institution.

### 3.2 Research Proposal

- The proposed research must be clinical (including health services research). Basic / preclinical (laboratory-based) scientific research is unlikely to be funded;
- The research must be aligned with the mission and aims of Wesley Medical Research and focused on the improvement of healthcare delivery, health outcomes and/or quality of life of patients at UnitingCare Health hospitals;
- The research must be aligned with the translational research pathway and a translation and collaborative plan must be included in the application;
- Only one project per grant application can be submitted;
- The grant application, including a research proposal of 1500 words, is to be submitted online via SmartyGrants;
- At least 80% of the research activity must occur in a UnitingCare Health hospital in Queensland.

### 3.3 Budget

Funding must **not** be requested for any of the following items:

- Chief Investigator or Co-Investigator salaries;
- Infrastructure (such as capital works, general maintenance costs, office telephone systems);
- Basic office equipment, rent, utilities, etc;
- Retrospective funding;
- Recurrent administrative costs;
- Direct funding for individuals, including travel expenses, personal study or attendance at conferences;
- Institutional overheads.

### 4.0 Assistance with your Application

Wesley Medical Research will provide the following assistance with applications:

- General enquiries regarding your application;
- Up to two hours of study design, methodology and statistics support per Primary Applicant from an expert researcher;
- A Grant Writing Workshop to provide guidance to potential applicants in preparing a successful grant application.

To access the above assistance, please visit the Wesley Medical Research website at [www.wesleyresearch.org.au/grant-round](http://www.wesleyresearch.org.au/grant-round) or contact [research@wesleyresearch.com.au](mailto:research@wesleyresearch.com.au)

## 5.0 Submitting an Application

Please read the following guidelines and instructions carefully before completing an application form via SmartyGrants. Please note the following:

- Applications must be submitted online via the SmartyGrants website at <http://wesleyresearch.smartygrants.com.au/>
- Applicants must first create an account with SmartyGrants. Account details are used for the purpose of completing the application form and for ongoing communications from Wesley Medical Research relevant to our research program. Applicants may choose to delegate the submission of their applications to support staff with registered SmartyGrants accounts.
- Applicants can return to <http://wesleyresearch.smartygrants.com.au/> at any time to view their application. Please note your application cannot be changed once it has been submitted.
- Please note that word limits apply to the application form as specified. Although SmartyGrants will allow applicants to enter additional words above the word limit, the system will not allow the application to be submitted.
- Applications must be submitted before 5pm (AEST) on the due date. Applications that are late, or do not adhere to the instructions will not be considered further. Hard copy (paper) applications or Word documents submitted via email **will not be accepted**.
- Receipt of a submitted application will be acknowledged via a confirmation email from SmartyGrants.

### Page 1 – Application Instructions

Confirm that the Primary Applicant and proposal complies with the key eligibility criteria specified. If the response is “no”, the application should not be submitted.

### Page 2 – Research Team

Section	Guidance
Primary Applicant	Provide all details as requested for the Primary Applicant (equivalent to Chief Investigator / CI-A / Principal Investigator). Provide details regarding all career disruptions (refer to <a href="#">Appendix B</a> ). Applicants will be assessed based on research performance relative to opportunity. This ensures that the assessment process accurately evaluates the applicant’s track record relative to stage of career and opportunities available. Circumstances taken into consideration include: time spent as an active researcher; career disruption (e.g. prolonged periods of illness/injury, maternity leave/carer’s responsibilities); available resources; clinical, administrative or teaching workload; restrictions on research productivity due to time spent employed in other sectors.
Experienced Researcher	Provide all requested details for the experienced researcher. The research team must include a strong and genuine partnership between the Primary Applicant (healthcare professional) and an experienced researcher.
Research Team	Provide details of the research team who will collectively conduct the research to ensure the stated aims are achieved.
Collaborative Plan	In 500 words or less, please provide an overview of the quality and capability of the proposed research team. This section must demonstrate a strong collaboration between healthcare professionals and experienced researchers. Please also provide an overview of the expertise that team members will bring to the project and how the team members will work together to achieve the proposed project aims.
Advisory support from Wesley Medical Research	Consider the skills and expertise of your team and any gaps that may exist in delivering the proposed research. Provide details of the key areas of <b>advisory support</b> that you may require from Wesley Medical Research – e.g. protocol development, patient recruitment strategies, database development, preparation of participant materials, ethics approval processes etc. Wesley Medical Research will

	<p>attempt to connect you with experts who will provide advisory support in the areas identified.</p> <p>Applicants can also request <b>direct support</b> for preparing/submitting applications to the UnitingCare Health Human Research Ethics Committee, developing your statistical analysis plan and conducting final data analysis. Costs for direct support will need to be built into your budget on page 5 of the application.</p>
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## Page 3 – Project Overview

Section	Guidance
Project Title	Provide a succinct project title, in both lay and scientific terms.
Project Synopsis	Summarise your project in lay terms and describe the impact your research will have on patients.
Hypotheses and Objectives	Clearly articulate/define the hypothesis / hypotheses for the project (click 'add more' as required). List up to three primary translational objectives of the proposed project.
Milestones	Provide four key milestones and the estimated date of completion of each milestone.
Research Impact	In no more than 40 words, the applicant must provide a statement outlining the intended impact of the proposed research. Note the Impact Statement may be modified by Wesley Medical Research and used for public release. Describe how the research will improve current best practice, patient care and/or quality of life at UnitingCare Health within 5 years of initiation of the project. Specify the target patient population and the number of patients who will benefit from this research.
Project Duration	Estimate when the funding period of the project will start and finish (i.e. the period during which all funds will be expended). Provide an estimate of the time that will be needed for data analysis and dissemination/publication of the research.
Project Location	Provide the locations where the research will take place. This must include one of the UnitingCare Health Hospitals in Queensland.
Project Risks/Constraints and Mitigation Measures	Identify the risks and constraints of your project and the mitigation measures you will put in place to minimise these risks. Consider the risks within the following areas as they pertain to your project: <ul style="list-style-type: none"> <li>• Study setting</li> <li>• Patient population, recruitment and follow up</li> <li>• Experience of investigators to conduct the project</li> <li>• Investigational drug or device to be used</li> <li>• Nature of endpoints</li> <li>• Complexity of procedures or measurements</li> <li>• Engagement of stakeholders</li> </ul>

## Page 4 – Research Proposal

In 1500 words or less, provide an overview of your research proposal that addresses the items outlined below:

Section	Guidance
Background and Rationale	This should be a concise summary of the current knowledge relating to each aim, justifying the need for the project and identifying the specific contribution it will make. Include your own contribution to the area and / or the contribution of the co-investigators listed on the application.
Methods and Analysis	Include a description of the proposed study intervention, research design, measurement issues, sampling procedures, sample size calculations / statistical power, and how the data will be analysed. It should be clear how each aim will be

	<p>addressed and each research question tested.</p> <p>Describe how the research proposal aligns with the translational research pathway and how the following will be achieved at UnitingCare Health within 5 years of project commencement:</p> <ul style="list-style-type: none"> <li>• Improved patient outcomes and/or quality of life</li> <li>• Improved healthcare practice or behaviours</li> </ul> <p>Provide details of stakeholder engagement and other activities that will assist in the successful translation of the research results.</p> <p>Wesley Medical Research acknowledges that some applications may have commercial outcomes and that in some instances commercially sensitive information may not be included in a grant application to protect the Intellectual Property (IP) of the project. However, applications must include sufficient information pertaining to the scientific rationale and principles underpinning the research for it to be rigorously assessed. As all applications are kept Commercial-In-Confidence and Wesley Medical Research adheres to the Australian Code for the Responsible Conduct of Research, which protects any IP in the application, the provision of sufficient detail for peer review will not jeopardise their commercialisation potential.</p>
Anticipated Outcomes and Impact	Describe the expected outcomes based on the project's objectives and the translation of research into improved health outcomes for patients and improved healthcare practices and behaviours at UnitingCare Health.
Systematic Review	Indicate whether a systematic review of the proposed research topic / question has been performed. The systematic review should confirm that the proposed project does not duplicate existing research. Although a systematic review is not mandatory, applications indicating that a review has been conducted will be highly regarded.
Reference List	The 1500 word count for the Research Proposal should not include references. A list of all references cited in the Research Proposal should be uploaded by clicking on "choose files". References should be listed in a standard journal format. Only cited references are to be listed.

## Page 5 – Milestones and Budget

Section	Guidance
Type of Grant	Indicate the type of grant that is being applied for in the application. If 'Match funding seeding grant (max \$50,000)' or 'Match funding project grant (max \$100,000)' is selected in the application, applicants must indicate the amount of the confirmed cash contribution in the question 'Additional Funding'.
Budget for Requested Funding	<p>Please provide a high-level budget for your project by completing the <a href="#">WMR Project Budget Template</a>. Upload the completed template by clicking on "choose files". Please refer to <a href="#">Appendix C</a> for acceptable funding requests.</p> <p>For salaries listed as budget items, please ensure that the appropriate salary level, on-costs (e.g. superannuation) and FTE are specified.</p> <p><b>Please note: The support services below can be provided by Wesley Medical Research. Please build these costs into your budget if you require these services:</b></p> <ul style="list-style-type: none"> <li>- <b>Initial ethics application preparation/submission to UnitingCare Health HREC: \$1,500</b></li> <li>- <b>Statistics support (development of statistical analysis plan, data analysis): \$110/hour (allow approx. 5 days for data analysis = \$4,400)</b></li> </ul>
Budget Justification	Provide the rationale for the funding requested, and any supporting information.
Additional Funding	Indicate whether you have applied for funding for this project from any other source/s. Include the funding type (e.g. government or philanthropic grant, donation, earned income, etc.), the amount (\$), whether the funding has been confirmed or not, and how it will contribute to the project

## Page 6 – Supporting Documents

Attach a letter of support for the Primary Applicant from the General Manager of the UnitingCare Health Hospital at which the research will be conducted. Please use the [GM Letter of Support Template](#).

While it is not mandatory to upload evidence of written support for the experienced researcher named on the Application Form, the Primary Applicant must confirm that the experienced researcher has consulted his/her line manager or other authorised person at his/her institution, and that written approval has been obtained. Wesley Medical Research may seek evidence of the written approval during the eligibility screening process.

Attach Curriculum Vitae for the Primary Applicant **and** experienced researcher (maximum 5 pages each) which expands on the information provided in the application form. These may be used by the Research Committee during the assessment process to obtain further information about the experience and expertise of the applicants. Include all significant research outputs over the last five years (ordered by type of publication e.g. Scholarly Books; Edited Research Books; Book Chapters; Peer-Reviewed Journal Articles; Refereed Conference Papers; Other Publications), awards / prizes, a summary of competitive grant funding awarded over the last five years and any other aspects of the applicant's research career that are relevant to the current application that have not been described elsewhere.

## Page 7 – Privacy Statement, Consent and Certification

Wesley Medical Research records your personal information to assist with the provision of services related to research and grant funding opportunities available to you. We would also like to keep you up to date about Wesley Medical Research-related activities. We respect your privacy and embrace the principles contained in the Privacy Act. A copy of our Privacy Policy is available at <https://www.wesleyresearch.org.au/privacy-policy/>

Indicate whether the investigators consent to this application, supporting documentation and associated assessments being referred to donors/external agencies for funding consideration if approved by Wesley Medical Research. Information provided in the project application will be used by the Wesley Medical Research Fundraising Department to: apply for relevant external funding opportunities where applicable (all application information will be treated in strict confidence) and/or undertake other fundraising activities in relation to the proposed project.

The applicant must certify that all Investigators agree to abide by the Award terms and conditions if the research project is funded by Wesley Medical Research (refer to [Appendix D](#)).

## Reviewing and Submitting an Application

The last page of the application opens a review screen that includes the seven application pages collated onto a single page. An error message at the top of the review page indicates that some changes to the application are required before submission – these will be highlighted in red on the application form and the applicant will be directed to the relevant section/s of the application. The applicant should study the content for accuracy before submission.

## 6.0 Assessment of Grant Applications

### 6.1 Assessment Process

All research undertaken or funded by Wesley Medical Research undergoes a rigorous peer review process by an independent Research Committee (RC). This RC is comprised of independent experts to ensure the review process is credible and transparent, and adheres to the highest scientific standards to achieve a significant impact on patient health outcomes. The RC reviews and considers grant applications against the following assessment criteria.

## 6.2 Assessment Criteria

### **Research Proposal**

- The proposal has well-defined, achievable goals / objectives, key milestones and deliverables;
- The objectives / hypotheses of the research are well supported by an existing evidence-base (i.e. preliminary data, clinical studies, information in the literature);
- The strategy, methodology, and analyses defined in the proposal are well-reasoned and appropriate to accomplish the specific aims of the project;
- The research aligns with the translational research pathway and provides an acceptable translation plan to demonstrate how improved patient outcomes can be achieved;
- The research team has adequate access to facilities, equipment, patients, stakeholders, staff/volunteers, etc. to conduct the proposed research.

### **Research Team**

**Please note: in this grant round, more emphasis is placed on a “good idea” rather than the track record of the Primary Applicant alone.**

- The Applicant possesses the expertise, experience and ability to implement the proposed research, as demonstrated by track record;
- The research is a collaborative effort between healthcare professionals and researchers (e.g. academics, scientists) to ensure the project team collectively possesses the skills and qualifications that lead to the delivery of translational project objectives on time and within budget.

### **Budget**

- The budget is sufficient for the proposed research and represents value for money;
- Confirmed additional funding (co-funding/co-contributions) will be highly regarded.

## 7.0 Awarding Funds

Following the assessment of submitted applications, the RC shortlists those applications it deems eligible for an interview. Following applicant interviews, the RC makes recommendations to the Wesley Medical Research Strategy and Development Committee regarding whether the shortlisted applications merit funding.

Applications recommended for funding by the RC will be presented to the Strategy and Development Committee for approval. Applications approved for funding will be sent a Letter of Offer and Funding Agreement for execution. It is a condition of funding that all required ethical clearances are obtained prior to project commencement.

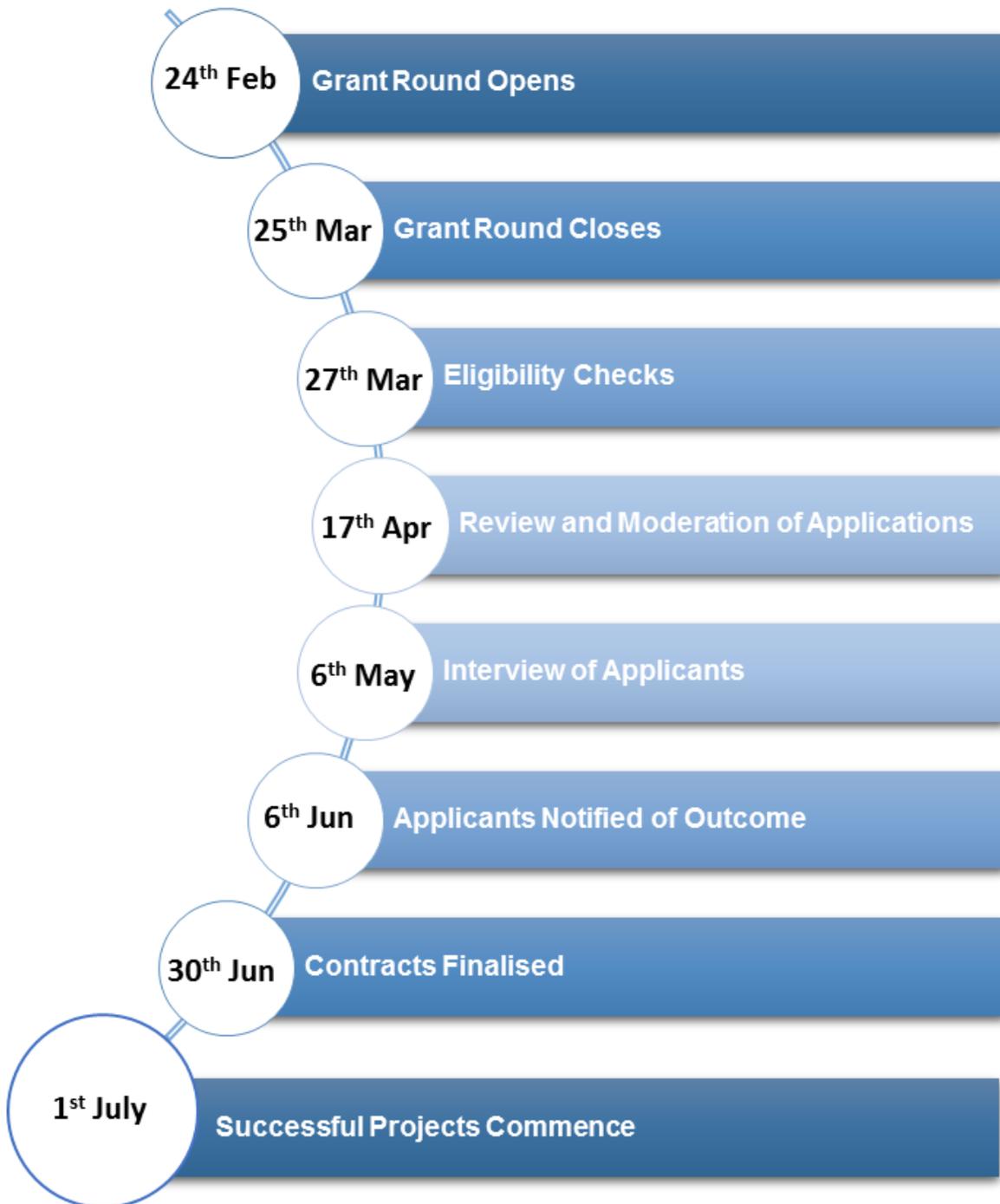
## 8.0 Monitoring and Evaluation of Approved Projects

Wesley Medical Research has a strong focus on the translational impact of research and utilises the *Performance, Outputs, Engagement and Translational Impact (POET)* framework as a measurement tool.

The POET framework enables objective monitoring and evaluation of research funded by Wesley Medical Research in accordance with defined performance indicators for each criterion. [Appendix E](#) provides greater detail about the POET framework and associated performance indicators. **Please consider these criteria before submitting an application.**

Wesley Medical Research requires progress reporting to be completed at defined time points during the funding period. An annual review of the research project will be conducted by Wesley Medical Research which reserves the right to discontinue funding should it deem that the research conducted does not comply with the submitted proposal and/or the assessment criteria. A final report will be required to evaluate the research project's successful completion against the POET framework.

## Appendix A – Key Dates: 2020 Clinical Research Grant Round



## Appendix B – Glossary of Terms

In this document, unless the contrary intention appears,

1. **Administering Institution** means the institution that is responsible for all aspects of administration of the grant including the financial aspect.
2. **Award Period** refers to the period of time when Wesley Medical Research funding is available for obligation by the recipient.
3. **Career Disruption** involves a prolonged interruption to an applicant's capacity to work, due to:
  - Pregnancy;
  - Major illness/injury; or
  - Carer responsibilities.

Interruptions must involve either a continuous absence from work for periods of 28 calendar days or more and/or a long-term partial return to work (with the absence amounting to a total of 28 calendar days or more) that has been formalised with the applicant's employer. Evidence of career disruption does not need to be submitted to Wesley Medical Research. In signing Letters of Support, Administering Institutions are confirming that career disruptions claimed in an application are true and correct, and supported by adequate evidence.

4. **Eligibility Criteria** means the statements of the standards that applicants/institutions must meet in order for their grant application to be assessed by the Research Committee.
5. **Equipment** means any non-consumable item or group of items of tangible property purchased in whole or in part with Award Money.
6. **Funding Agreement** means the legal instrument of financial assistance between Wesley Medical Research and the Recipient or the Administering Institution.
7. **Primary Applicant** means the person (Chief Investigator) responsible for the conduct and reporting of the proposed research. The Applicant has ultimate responsibility over all aspects of the research grant and reporting.
8. **Recipient** means the entity that receives a Wesley Medical Research Award and is responsible for the completion and reporting of the research stipulated in the corresponding application as per the Funding Agreement.
9. **Research Committee (RC)** refers to the group of eminent and pre-eminent research scientists and clinicians that assesses the scientific merit and feasibility of research proposals and makes recommendations to the Wesley Medical Research Strategy and Development Committee for funding. This group is independent of Wesley Medical Research. The Research Committee conducts annual progress review of research Award activity and makes recommendations for funding continuation or termination.
10. **SmartyGrants** is the online grants management system used by Wesley Medical Research to manage the entire project grant cycle from application to evaluation.
11. **Strategy and Development Committee** refers to a sub-committee of the Wesley Medical Research Board making strategic investment decisions on behalf of Wesley Medical Research for budgeted commitments.
12. **Wesley Medical Research Board** means the Board members of Wesley Medical Research.

## Appendix C – Budget Examples

### Acceptable funding requests:

Direct Costs	Description
<b>Personnel</b>	Personnel specifically employed for conducting the project, e.g. research nurse, research assistant, etc. Hourly rates of pay are to be determined from the relevant Award Rates of pay for administrative and technical support. Oncosts are to be listed separately.
<b>Consumables</b>	E.g. investigational drug, blood collection tubes, syringes, etc.
<b>Diagnostic tests and interventions</b>	E.g. MRI/PET/CT scans, blood tests, doctor's time to conduct the test or intervention (as long as they are not an investigator)
<b>Pharmacy fees</b>	Fees for dispensing, storage, destruction, etc. of an investigational product
<b>Equipment</b>	Equipment must be mandatory for a proposed study to achieve its objectives. All purchased equipment will remain property of WMR. <a href="#">Refer to Appendix D, Clause 10</a> for more detail.
<b>Software</b>	Software specifically required for the conduct of the project, e.g. the use of a database.
<b>Licenses for outcome measures</b>	Required for the access and use of outcome measures during the project.
<b>Participant travel reimbursement</b>	Reimbursement or payment incentive to research participants (e.g. parking), as long as payment is ethically acceptable (see the NHMRC document 'Using the National Statement I: Payments to participants in research, particularly clinical trials').
<b>Travel for Research Staff</b>	Funding for travel is only available if it is an integral part of the project, i.e. data collection, multi-site collaborations. The mode of travel must be indicated.
<b>Initial Ethics Application Preparation/ Submission</b>	Please include \$1500 for Wesley Medical Research to provide this service, if required.
<b>Statistics Support</b>	Please include \$110/hour for Wesley Medical Research to provide this service, if required. Please allow approximately 5 days (\$4,400) for Wesley Medical Research to conduct the final data analysis.

## Appendix D - Award Terms and Conditions

In submitting this grant application, we the Investigators agree that should this research project be funded by Wesley Medical Research we will abide by the following terms and conditions in conducting the research:

1. We certify that all the information given in this application is correct, and we will accept the decision of the Wesley Medical Research Strategy and Development Committee as final.
2. A funding agreement will be prepared by Wesley Medical Research for successful applications. No amendments to the agreement template will be permitted. Upon an offer of funding from Wesley Medical Research the recipient's administering institution will have 30 business days to return a signed funding agreement to Wesley Medical Research, or the offer of award may be forfeited.
3. The Funding Agreement outlines all conditions of the Award, including provisions for the protection and ownership of Intellectual Property and commercialisation interest, in line with the Wesley Medical Research Privacy Policy, which is available on the Wesley Medical Research website.
4. If any of these documents are not provided within 30 business days, the offer of award may lapse, and applicants may re-apply in the next funding round.
5. The project start date may be delayed by up to 6 months, providing a letter requesting a variation to the start date is submitted to Wesley Medical Research in advance and in writing that clearly sets out the reason for doing so, e.g. delay in obtaining ethics approvals, etc. and Wesley Medical Research approves the request.
6. The research project will be conducted as described in the proposal submitted for review, unless Wesley Medical Research is advised otherwise in advance in writing, and approves the changes.
7. The research project will be conducted by those Investigators named in the proposal submitted for review, unless Wesley Medical Research is advised otherwise in advance in writing, and approves the changes.
8. Ethical and site specific Governance approvals will be sought from the UnitingCare Health Human Research Ethics Committee and any additional Ethics Committees, and followed, in conducting the research. Initial Funding will be contingent on all Ethics and site specific Governance approvals being obtained. Continued funding will be contingent on all Ethics and site specific Governance approvals being adhered to.
9. The Chief Investigator and the Institution at which the Wesley Medical Research funded project is conducted are responsible for safe-guarding the rights and welfare of human subjects involved in research during the term of an award from Wesley Medical Research. The research project must be carried out in a manner that complies with all relevant legislation governing research in Australia, including but not limited to: *National Health and Medical Research Council Act 1992*; *National Statement on Ethical Conduct in Human Research (the National Statement)*, *NHMRC (2007) Updated 2018*; *Australian Code for the Responsible Conduct of Research*, *NHMRC (2018)*; *Integrated Addendum To ICH E6(R1): Guideline For Good Clinical Practice E6(R2)*; *Privacy Act 1988*; *Archives Act 1983*; *Public Health Act 2005*; *Transplantation and Anatomy Act 1979*.
10. Wesley Medical Research will own any equipment purchased with grant monies. The Recipient will be fully responsible for, and bear all risks and costs relating to the use or disposal of the equipment both during the project and subsequent to the project's completion. If the equipment is sold or disposed of at any time, the Recipient must pay Wesley Medical Research a proportion of the market value at the time of sale or disposition, which is equal to the proportion to which Wesley Medical Research funded the original acquisition of the equipment by the Recipient.
11. The research project must be completed within the time specified in the Funding Agreement from the date of execution of the Funding Agreement, unless a no-cost extension request is submitted to Wesley Medical Research in writing prior to the end of this term, and the request is approved.
12. At agreed milestones and upon completion of the research project the Recipient shall provide a progress report and/or presentation to Wesley Medical Research, in a format as prescribed by Wesley Medical Research, regarding the conduct of the research, and the results and findings. Periodic review of the research project will be conducted by Wesley Medical Research which reserves the right to terminate funding should the research outcomes fail to meet the assessment and evaluation criteria.
13. A brief summary of the project, including results, will be published on the Wesley Medical Research website.
14. Awardees must be available on occasion during the project to present the findings of their project to an audience at, or external to, Wesley Medical Research. This may include presentations at donor functions, fundraising events, or other public relations activities such as being interviewed or featured in Wesley Medical Research media promotions.

## Appendix E – Monitoring and Evaluation POET Framework

