**RPH Research Foundation**

***2025 Nursing and Allied Health Grant Program***

**Guidelines and Conditions**

1. **About the RPH Research Foundation**

For more than 40 years, the RPH Research Foundation has been improving our community’s health by funding leading medical research, ideas, and innovations at Royal Perth Hospital. The Foundation links universities, research centres and researchers with the East Metropolitan Health Service to maximise health research impact.

By providing year-on-year funding and in-house support to researchers across a range of disciplines, the Foundation has become a renowned leader in its field. Its core vision is to champion innovative research that has a real impact on the health and wellbeing of the wider community.

1. **The Nursing and Allied HealthGrant Program**

The Nursing and Allied Health Grant Program provides funding for innovative research projects occurring within the East Metropolitan Health Service. This grant program funds nursing, midwifery, and allied health researchers to translate their ideas into clinical practice that leads to a significant impact on the health and wellbeing of our community, especially within the East Metropolitan Health Service.

1. **Funding Details**

There is a total of $75,000 available for successful applications, which will be distributed among several nursing and allied health research projects.

Of the available funds for this grant program, $15,000 is reserved for nursing or midwifery projects to support innovative nursing research within the East Metropolitan Health Service.

These funds will be allocated to the successful projects as deemed appropriate by an Independent Peer Review Panel.

**Level of funding**: Applicants may apply for a project up to a maximum value of $15,000.

**Duration of funding:** Grant funds must be disbursed within 12 months of the Announcement Date, by the 12 May 2026 (2025/2026 Financial Year). Research projects must be conducted over a 12-18 month duration, effective from the date of confirmation of grant funds release.

**Biostatistical Support:**

The RPH Research Foundation strongly advises applicants to consult a statistician when developing their research project, and prior to submitting the application. The RPH Research Foundation will provide project statistical support (including statistical analysis, assistance with interpretation of results and preparation of a manuscript) from its own team of biostatisticians, where applicable.

The Foundation provides this service free of charge to all East Metropolitan Health Service staff, as well as academic residents of the RPH Research Foundation Building, whose work is tied to the East Metropolitan Health Service.

When completing the grant application, an estimate of biostatistical service utilisation (in hours, costed at $100/hour) must be includedin the project budget under ‘in-kind support’.

**Eligible Costs:**

All requests for funding are to be made through the [Project Budget Form](https://www.rphresearchfoundation.org.au/MedicalResearchFoundation/media/Documents/NAHG-Budget-Template-2025_1.xlsx), to be submitted with the Application Form. Requests for funds outside of this process will not be considered.

Project duration is expected to be up to 18 months and funding will not be available until the required approvals (e.g., ethics, governance) have been obtained.

Funds may not be carried forward beyond the 18 months (from the initial funding instalment release date) of the project and all unexpended funds must be returned. Recipients are required to submit a financial acquittal aligned to the application budget within three (3) months of the grant end date.

All budget items must be justified in detail. Requests for additional funding will not be considered.

Funding recipients must retain all receipts, invoices, accounts and other relevant documents relating to expenditure of the grant funding and must submit annual financial reports, as outlined in the research grant agreement.

**Ineligible Costs:**

The RPH Research Foundation will not pay for:

* Salary recovery costs for senior research team members (Coordinating Principal Investigator, Principal Investigator(s) and/or Co-Investigator(s)) or staff already funded by the employing institution.
* Infrastructure costs – such as basic services, and utilities (i.e., postage, photocopying and stationery, unless justified as essential to this project)
* Organisational overheads and indirect costs (i.e., building and premises, technical and administrative staff whose time is shared across several projects)
* Equipment costs that exceed 50% of the total grant amount Non-research related activities i.e., catering, room, team-building events (note: funds required for community involvement activities are considered eligible costs)
* Office furniture such as chairs, desks, filing cabinets
* Clothing such as lab coats, shoes, PPE, and laundry services
1. **Eligibility and Suitability Criteria**

To be eligible, the lead applicant must meet the following criteria:

* Be eligible to work in Australia for the entire duration of the grant.
* Be a registered nurse, midwife, or allied health science university graduate and assume a lead role (Co-ordinating Principal Investigator or Principal Investigator) within the research project.
* Be undertaking the majority of their research within the East Metropolitan Health Service (EMHS) network (i.e., Royal Perth Hospital, Bentley Hospital, Armadale Health Service, Kalamunda Hospital, St John of God Midland Public Hospital, Population and Community Health Programs).
* Be employed within the EMHS with demonstration of ongoing employment for the duration of the project.
* Submit only ONE application to the program and must not be a current recipient of a RPH Research Foundation Nursing and Allied Health grant.
* Have specified all investigators involved in the research project as well as their primary location.
* Have obtained the relevant manager (e.g. Head of Department, Director of Nursing) approval to conduct the proposed project. The Certification Letter template to be used for this purpose can be found [here](https://rphresearchfoundation.org.au/MedicalResearchFoundation/media/Documents/HOD-Authorisation-Letter-Template_FINAL.docx) and must be included on the Certification page of the application.
* Have no overdue reports for any RPH Research Foundation grant funding programs from any year (excluding authorised extensions).
1. **Consumer Involvement**

In line with the NHMRC definition, consumers are people who have lived experience of a health issue. They include patients and potential patients, carers, and people who use health care services. Consumers can also be people who represent the views and interests of a consumer organisation, a community or a wider constituency.

Guidance on consumer involvement can be found at the [Consumer and Community Involvement Program website](https://cciprogram.org/) and the NHMRC Statement on Consumer and Community Involvement in Health and Medical Research 2016.

Applicants are encouraged to complete the free online 30 minute [Consumer and Community Involvement in Health Research](https://www.retprogram.org/training/consumer-and-community-involvement-in-health-research) course.

Applicants are encouraged to describe how consumers can and will be involved in the research and to detail the plan for ongoing engagement.

1. **How to Apply and Key Dates**

Applications must be submitted using the RPH Research Foundation’s electronic Grants management system Blackbaud Grantmaking™. Please click on the following link to begin a new application: [RPH Research Foundation Grant Applications Portal](https://www.grantrequest.au/application.aspx?sid=6034&fid=35105)

To continue with an application that has already been started, please access the [RPH Research Foundation’s Grantmaking portal](https://www.GrantRequest.com/SID_6034?SA=AM).

If you require any assistance or have any queries about the electronic grants system, please email research@rphresearchfoundation.org.au. Nurses and midwives are invited to discuss their grant application with the Royal Perth Hospital Nursing Research Unit prior to its submission.

|  |  |
| --- | --- |
| **Stages of Application** | **Key Dates** |
| Call for applications open | 24 January 2025, 9:00 AM AWST |
| Application submission deadline | 21 February 2025, 12:59 PM AWST |
| Application Review Process Start | 24 February 2025 |
| Announcement of successful applicants | 12 May 2025 |

Applications must be complete, include all requested documentation and be submitted by the closing deadline. Late applications will not be accepted.

1. **Assessment Criteria**

Applications will be assessed by an Independent Review Panel according to the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| Scientific Merit | 30 |
| Significance, novelty, and innovation of the proposed project | 30 |
| Feasibility of the project (considering team, budget, achievability of aims and timeline) | 20 |
| Relevance and impact to Royal Perth Hospital/East Metropolitan Health Service and the community it serves | 10 |
| Consumer and Community Involvement – Consulting, being informed and collaborating with the community and those with lived experience | 10 |
| **TOTAL** | **100** |

1. **Application Review Process**

The RPH Research Foundation will establish that the application meets the Eligibility and Suitability Criteria. Proposals that have not met the Eligibility and Suitability Criteria or have not completed the online Application Form in full by the due date will not be considered by the Independent Review Panel. Late applications will not be accepted.

A minimum of two members of an Independent Review Panel will assess each application on its merit and score the application against each assessment criterion.

The Independent Review Panel reserves the right to make the final decision and the right to seek further information from applicants in its deliberations. The decision of the Independent Peer Review Panel is final.

1. **Doreen McCarthy Nursing Research Award**

The top-ranked nursing or midwifery application to the 2025 Nursing and Allied Health Grant Program will receive the *2025 Doreen McCarthy Nursing Research Award* at the RPH Research Foundation’s Awards Day in October 2025.

The Doreen McCarthy Nursing Research Award recipient will receive an additional $5,000 in prize money that will be issued in the form of a reimbursement to fund activities strictly related to their research work. Further details about this award will be provided to the recipient prior to the RPH Research Foundation’s Awards Day 2025.

1. **Conditions of Grant**
* The Grant Offer must be accepted in writing by the recipient.
* The applicant must occupy a lead role within the research project e.g., Co-ordinating Principal Investigator (CPI) or Principal Investigator (PI).
* Where required, evidence of ethics and research governance approvals must be submitted to the Foundation within 12 months of the Announcement Date. The RPH Research Foundation may terminate the grant offer if approval(s) is/are not granted within this timeframe.
* The named applicant will be the contact person for all administrative matters in relation to the project and is responsible for financial administration and internal reporting requirements.
* The funded research project must be conducted in accordance with the [Australian Code for Responsible Conduct of Research](https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018), [The National Statement on Ethical Conduct in Human Research (2023)](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023?utm_medium=email&utm_campaign=National%20Statement%20on%20Ethical%20Conduct%20in%20Human%20Research%202023&utm_content=National%20Statement%20on%20Ethical%20Conduct%20in%20Human%20Research%202023+CID_8776405ec1becf93027ee0c6f5bac12d&utm_source=Mailbuild&utm_term=National%20Statement%20on%20Ethical%20Conduct%20in%20Human%20Research%202023), [The Australian Code For The Care And Use Of Animals for Scientific Purposes 8th edition (2013)](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) and requirements of the [Gene Technology Act and Regulations](https://www.ogtr.gov.au/about-ogtr/legislative-documents). No project may proceed unless the appropriate ethical or other required clearances have been obtained.
* The recipient must ensure compliance by the research team in relation to any instructions or conditions in the Offer of Grant relating to approved items of expenditure.
* The recipient will be required to provide a written report on the outcomes of the project (see: Section 11).
* The recipient will be expected to actively participate in the RPH Research Foundation’s promotional activities by providing content for its communication platforms and presenting at events upon request.
* Summaries of projects funded, and project final reports may be published.
* Recipients must return funds to the RPH Research Foundation in the following situations:
* Grant funding is unspent within three (3) months of the project end date.
* Grant funding is used in breach of the Terms and Conditions, and/or due to unjustified interruption to the research project
1. **Project Delivery, Reporting and Approvals**

Applicants are not required to have [Human Ethics](https://rgs.health.wa.gov.au/Pages/Home.aspx), [Animal Ethics](https://medicalresearch.health.wa.gov.au/Research-in-WA/Research-Governance) or [Biosafety Committee approval](https://www.agric.wa.gov.au/genetic-modification/institutional-biosafety-committee) for their project (if required) before lodging an application. However, approvals must be submitted to the RPH Research Foundation within 12 months of the award Announcement Date. Evidence of the approval(s) must be provided for funds to be released.

Grant recipients will actively engage and communicate with the RPH Research Foundation Research Grants Manager on the progress of the funded project and address any requested changes to the approved project, including project budget, in writing, to the RPH Research Foundation. A formal Final Report on the outcomes of activities must be submitted within three (3) months of the project’s completion. Summaries of projects funded, and final project reports may be published.

Recipients are required to submit a financial acquittal aligned to the application budget within three (3) months of the grant funding end date. All receipts, invoices, accounts, and other relevant documents relating to the research project must be retained as proof of expenditure and made available to the RPH Research Foundation upon request.

Guidelines, templates and due dates for reports will be provided to recipients by the RPH Research Foundation as required.

Grant recipients are responsible for delivering the Final Project Report and Financial Report. Failure to meet reporting requirements may result in a breach of the terms and conditions of the grant and may affect the recipient’s prospects of receiving future funding from the RPH Research Foundation.

1. **Intellectual Property**

Grant recipients must inform the Chief Executive Officer of the RPH Research Foundation promptly in writing as soon as they become aware that the outcomes arising from the funded research may comprise intellectual property and/or have potential commercial use.

1. **Acknowledgement**

Acknowledgment of RPH Research Foundation support must be made as opportunities arise in publications, conference presentations, public discussion, press statements etc, as appropriate. The required citation will be set out in the grant contract.

1. **Liability**

The RPH Research Foundation does not accept any responsibility for financial or other liability incurred by the applicants, any organisation, or any participant in the project, that may arise out of the grant activities.

1. **Further Information**

Prospective applicants can contact the RPH Research Foundation’s research grants team with queries via email to research@rphresearchfoundation.org.au . Please use the subject header: “Nursing and Allied Health Grant enquiry”.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name of Contact** | **Email contact** |
| Research Grants Manager | Gemma Walker | [research@rphresearchfoundation.org.au](file:///C%3A/Users/NikitaThomas/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/5OLEZM8M/research%40rphresearchfoundation.org.au) |

To keep up to date with our grant program, sign up for RPH Research Foundation’s [Cygnet Researcher Newsletter](https://rphresearchfoundation.us14.list-manage.com/subscribe?u=a11908034e3ce0aaa0021f5a1&id=59a8b861c4).

1. **Feedback**

All applicants are encouraged to provide feedback to the Research Grants Manager on how the grant application process can be improved.