

Grants program application form FY21/22

This form contains the questions to be answered by applicants. Responses should be typed below each question using a standard font and font size of at least 11 point. Applicants must read the *Grants Program Application Guidelines FY21/22 before completing the application.*

Please note that word limits are strictly enforced. Any information provided beyond the word limit will not be considered.

Disclaimer

The submission of your application does not guarantee funding. The costs for producing the application are borne by the applicant. The Dust Diseases Board and icare can withdraw funding in described circumstances and dates can be changed. Applicants should read the Grants Program Application Guidelines 2020 to be fully informed of requirements.

Freedom of information

Information received in applications and in respect of applications is treated as confidential. However documents held by icare dust diseases care are subject to the *Government Information (Public Access) Act 2009*. This means that the information contained in application forms and other relevant information may be released in response to a request lodged under the Act.

Declaration by applicant

Please sign the following declaration. Sign off should be by the person who has delegated authority to sign on behalf of the Administering Institution/ Organisation such as CEO, General Manager or other authorised officer.

I/We certify that the information given in this application is true and correct. I/We agree the information disclosed in this application may be disclosed to other government agencies, reviewers and staff assisting with the administration or promotion of the Dust Diseases Board's grants programs.

Printed name

Position title in organisation

Signature

Date

1. Grant application

Which of the following Dust Diseases Board grant program are you applying to?
(please tick)

- Discovery Grant
- Translational Research Grant
- Focus Grant- Occupational Exposure to Silica - please indicate which problem statement(s) you are addressing:
- How can we create greater awareness around the dangers of working with silica containing materials?
 - How can we reduce the incidence of silica related occupational diseases?
 - How can we best support workers who are diagnosed with a silica related disease?

2. Title of the project

The short name (ten words or less)

3. Name of the administering institution/ organisation

The university/research organisation/institute which will sign the funding agreement and take responsibility for managing the grant funds.

Institution/ organisation name

Street address

ABN

Website URL

4. Name of the research institution

The institution where the research/project will be undertaken. The Administering Institution and Research Institution may be the same.

Institution name

Street address

ABN

Website URL

5. Authorised officer

The person who will sign the funding agreement on behalf of the Organisation, including:

Name	Position title	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address	Telephone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Chief investigator for the project

Name	Position title	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address	Telephone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Project coordinator

Name	Position title	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address	Telephone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Short description of the project

Maximum 250 words in plain English.

Wordcount:

9. Proposed start date

Proposed start date of Stage 1 must be between 1 January 2022 - 30 June 2022.

10. Duration

How long will the project take to complete? This time period will be written into the funding agreement and cannot easily be changed (Maximum 3 years).

11. Dust Diseases Board grant strategy guiding principles

Which of the following icare Dust Diseases Board grant strategy guiding principles apply to this project? (please tick)

- | | |
|---|---|
| <input type="checkbox"/> Benefits NSW workers with dust diseases and their families and contributes to a better quality of life for workers with dust diseases. | <input type="checkbox"/> Develop a better understanding of dust diseases in NSW, including epidemiology to prevent the development of dust diseases among people at risk. |
| <input type="checkbox"/> Contributes to the effective administration of the dust diseases scheme in NSW. | <input type="checkbox"/> Provides funding for novel and innovative benchtop research, new treatments and pilot programs to improve health outcomes and quality of life. |
| <input type="checkbox"/> Supports early stage innovations and ideas that can be turned into impact. | <input type="checkbox"/> Advances and accelerates the translation of research into policy and practice, delivering meaningful outcomes to workers. |
| <input type="checkbox"/> Fosters collaboration to develop and broaden expertise and leverage investment to increase impact. | <input type="checkbox"/> Builds capacity and capability; developing dust diseases researchers of tomorrow. |

How do the proposed outcomes of the project relate to the identified research priorities? (maximum 300 words)

Wordcount:

12. Project goals/objectives

Please list dot points. Ensure the goals/objectives are specific and measurable.

13. Justification

Why should this research project be funded? (Maximum 300 words)

Wordcount:

14. Literature search

Outline relevant literature and/or related work done in the nominated area. This is to assess the significance of the project in the context of the international academic literature and/or current projects underway. Please attach your answer separately (maximum of 3 pages)

15. Project design/methodology

This is the most important section. It will give the assessors an understanding of the validity and feasibility of the project design, methodology and implementation. Please attach your answer separately (maximum of 7 pages)

16. Subject recruitment

Does the project require human subjects? If so, please describe in detail the number of subjects required, how they will be recruited and evidence to support the feasibility of the recruitment targets.

17. Preliminary work

Describe any preliminary work you have done on this project.

Please attach document if greater than space provided.

18. Lead time

How much lead time do you anticipate between signing the funding agreement and commencing Stage 1 of the project? (consider ethics approval, recruitment of staff, lab access, setting up equipment, obtaining supplies etc.)

19. Specified personnel

Please provide the names, roles, responsibilities, qualifications, relevant experience and record of achievement for all proposed project team members, including the Chief Investigator and Project Co-ordinator. Attach Curriculum Vitae for each team member (Please limit each CV to a **maximum of 4 pages** and include publications from the **past 5 years only**).

20. Previous icare dust diseases research grants

Has any member of the proposed project team previously received an icare dust diseases research grant or other icare grant?

21. Referees

Nominate one referee each for the Chief Investigator and the Project Coordinator who are familiar with their research/project work. Provide the following details: Name, Position, Organisation, Address, Telephone and Email. icare dust diseases care may, at its discretion, ask the nominated persons for a reference.

22. Advisory or reference group

Will an advisory or reference group be established for this project? If yes, briefly describe what you consider this group's role to be and provide membership details, including job titles, organisations and names, if known at this stage. (max 250 words)

Wordcount:

23. Sub-contracting

Will any of the research activities be sub-contracted out to external organisations or individuals? If so, please give full details including the scope of proposed financial commitments.

24. Partnerships

Will the applicant partner with another organisation to undertake the project? If so, please provide full details.

25. Other funding

What other sources of funding are you seeking for this research project?

26. In-kind support

List any in-kind support your organisation will be providing.

27. Will any employer groups or unions be involved in this project?

If yes, please provide details.

28. Ethical issues

Does the project entail any risks that may be ethically contentious?
If so, provide details and proposed safeguards. (max 250 words)

Wordcount:

29. Publication

How will the project results be published/disseminated? (max 250 words)

Wordcount:

30. Funding agreement

Have you examined icare dust diseases care's Standard Funding Agreement? Will you accept the funding agreement without amendment if your application is successful? If not, provide details of requested variations. *A copy of the standard Funding Agreement is available upon request from the icare DDC Research & Education Unit.*

31. Itemised budget

List all the expenditure that will be paid for with grant funding.

32. Total grant requested

What is the total funding amount being requested in this application?

33. Justification of budget

Include salary range for each position (including on-costs) as specified in the relevant award or agreement or quotes to support bid amounts.

34. Staging

All DDB grants administered by icare dust diseases care are staged. The payment for each stage is made when the previous stage is successfully completed. Please provide a staged project plan indicating for each stage:

- The time length of the stage (maximum 9 months)
- A description of the research/project activities to be undertaken in the stage
- The performance measures which will indicate satisfactory completion of the activities and stage
- The funding payment (instalment) required (maximum 30% of total grant) (max 4 pages)

To obtain the project staging template, please email: ddcgrants@icare.nsw.gov.au

35. Risk management plan

Please provide a risk management plan for your project. This plan should be written in conjunction with your project plan and attached to your application. In the plan please identify and record any potential risks to the project (e.g. not meeting recruitment target, data collection errors, unfeasible outcome measures, material shortage, key staff turnover, force majeure). Please also outline mitigating strategies and provide a residual risk rating. The below table and instructions can be used as a guide.

- Score Likelihood and severity of risk [H=High (3) M=Medium (2) L=Low (1)].
- Calculate level of risk by multiplying likelihood by consequence.
- Is this level acceptable/unacceptable?
- Provide solutions/ strategies to minimise risks in second table and calculate the adjusted level of risk.

		Consequence		
		low	medium	high
Likelihood	low	1	2	3
	medium	2	4	6
	high	3	6	9

Risk register

Risk ID	Risk	Likelihood H M L	Consequence H M L	Level of risk 1-9	Comment (Acceptable / Unacceptable)
1					
2					
3					
4					

Risk mitigation strategies

Risk ID	Mitigating Actions	Residual Risk Likelihood H M L	Residual Risk Consequence H M L	Residual risk Level 1-9	Comment (Acceptable / Unacceptable)
1					
2					
3					
4					