



dust diseases care

research grant application form

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 *Application Guidelines 2018* before completing the application.

disclaimer

The submission of your application does not guarantee funding. The costs for producing the application are borne by the applicant. **icare dust diseases care**, also known as the Dust Diseases Authority (DDA), can withdraw funding in described circumstances and dates can be changed. Applicants should read the *Guidelines for Applicants 2018* 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 the **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 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 **icare dust diseases care's** funding programs.

Printed name

Position title in organisation

Date

1. title of the research project

The short name (less than ten words)

2. name of the administering institution

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

Street address

ABN

Website URL

3. name of the research institution

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

Street address

ABN

Website URL

4. authorised officer

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

Name

Position title

Department

Postal address

Telephone

Email

5. chief investigator for the research project

Name

Position title

Department

Postal address

Telephone

Email

6. project coordinator

Name

Position title

Department

Postal address

Telephone

Email

7. short description of the research project (in plain english)

Maximum 10 lines.

8. proposed start date

Anticipated start date of Stage 1 of the research project (must be between 1 January–30 June).

9. duration

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

10. icare dust diseases care research priorities

Which of the following **icare dust diseases care** research priorities apply to this project? (please tick)

Benefits NSW workers with dust diseases and their families and contributes to a better quality of life of workers with dust diseases

Develop a better understanding of dust diseases in NSW, including epidemiology and etiology, support sustainability of dust diseases research

Contributes to the effective administration of the dust diseases scheme in NSW

Advances and accelerates the translation of basic and clinical science into clinical practice

Aims to discover new and more effective curative treatments for dust diseases

Prevents the development of dust diseases among people at risk

Facilitates a shift to early diagnosis

Makes treatments more effective and optimises outcomes including cures

Supports the translation of outcomes into policy and practice

Fosters research collaboration to develop and broaden expertise and impact

Develops dust disease researchers of tomorrow.

How do the proposed outcomes of the project relate to the identified research priorities?

11. project goals/objectives

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

12. justification

Why should this research project be funded?

13. literature search If there is not enough space, please attach your answer separately (maximum of 3 pages)

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.

14. project design/methodology If there is not enough space, please attach your answer separately (maximum of 7 pages)

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.

15. 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.

16. preliminary work

Describe any preliminary work you have done on this project.

17. lead time

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

18. 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).

19. previous icare dust diseases care research grants

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

20. referees

Nominate one referee each for the Chief Investigator and the Project Coordinator who are familiar with their research 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.

21. 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.

22. 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.

23. partnerships

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

24. other funding

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

25. in-kind support

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

26. will any employer groups or unions be involved in this project?

If yes, please provide details.

27. ethical issues

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

28. publication

How will the project results be published/disseminated?

29. funding agreement

Have you examined **icare dust diseases care**'s Standard Research 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 Research Funding Agreement is available upon request from the icare DDC Research & Education Unit*

30. itemised budget

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

31. total grant requested

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

32. justification of budget

Include salary range for each position as specified in the relevant award or agreement or quotes to support bid amounts.

33. staging

All **icare dust diseases care** funded research grants 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 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)