

1. introduction

icare dust diseases care, also known as the Dust Diseases Authority (DDA), provides financial and health care support to over 4,000 people affected by work-related dust diseases annually.

icare dust diseases care aims, through funding research into the causes, mechanisms, diagnosis, treatment and prevention of dust diseases, to reduce the risk of people developing a dust disease and to optimise health and care outcomes for people with a dust disease and their families.

More than 95% of the dust diseases managed by **icare dust diseases care** are asbestos related. **icare dust diseases care** only funds research directly related to the dust diseases dealt with by **icare dust diseases care**:

- Aluminosis
- Asbestosis
- Asbestos induced carcinoma
- Asbestos related pleural diseases
- Bagassosis
- Berylliosis
- Byssinosis
- Coal dust pneumoconiosis
- Farmers' lung
- Hard metal pneumoconiosis
- Mesothelioma
- Silicosis
- Silico-tuberculosis
- Talcosis
- and other diseases caused by the same dusts that cause the above diseases.

2. dust diseases research program

discovery grants

Discovery grants provide funding for research projects undertaken by individual researchers or research teams for:

- Basic and translational research that provides the foundation upon which therapeutic discovery can occur and/or deepen our understanding of dust diseases.
- Exploratory, novel studies that break new ground or extend previous discoveries toward new directions or applications.

- High risk, high reward studies (subject to due diligence) that may lead to a breakthrough in a particular area, or result in novel techniques, agents, methodologies, models or applications that will impact biomedical or clinical research.

Collaboration

We encourage collaboration between research groups, with industry partners and across specialties. We will give weight to grant applications that aim to deliver increased research efficiency by sharing knowledge, capacity and resources through collaborative research effort.

translational research grants

Translational Research Grants are available to facilitate the rapid transformation of research discoveries into clinical trials. The grant funds exceptional researchers who have demonstrated the capability to carry out ground breaking research and start to make inroads into treatments.

clinical trial infrastructure support grants

Clinical trials in dust diseases are rare in Australia. **icare dust diseases care** is eager for more pharmaceutical companies to see Australia as a viable location to conduct clinical trials. For Australia to be a candidate for clinical trials, infrastructure must be in place. These grants will fund the infrastructure costs (venue, staff, IT resources and bio-banking facilities) required to run a trial.

3. general provisions

funding

Project grant funding is offered for a maximum of three (3) years. The funding year will commence on 1 July and end on 30 June.

The grant will be offered as a “one line” grant without specification of distribution between salaried, maintenance and equipment. There will be no additional sums paid by **icare dust diseases care** outside of the one line grant.

The grant must be spent wholly for the purposes for which it was requested and so certified by the Chief Investigator and the Administering Institution. In the event that the research is terminated early or completed at a lower than initially envisaged cost, **icare dust diseases care** must be advised and any unspent funds returned.

Payments in respect of any grant will be within the terms and conditions specified in the funding offer and set out in the Funding Agreement.

Funds will not be provided to cover any overhead costs levied by the Administering Institution.

All amounts referred to in the Funding Agreement are exclusive of GST, unless stated otherwise. Administering Institutions are responsible for all financial and taxation implications associated with receiving funds.

administering institution

Applicants must nominate a single Administering Institution that will be responsible for the management of the grant. Applications are to be lodged through the Administering Institution.

The Administering Institution must have in place policies and procedures for the administration of public funds; for the management of intellectual property; and proper conduct of research in relation to ethics. The Administering Institution must have a good scientific practice and will provide appropriate infrastructure to allow the research supported by the grant to be undertaken.

For the purposes of GST arrangements, the institution is defined as the supplier.

research institution

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

chief investigator

Chief Investigators must hold relevant professional qualifications and have the skills, knowledge and resources necessary to carry out the proposed grant.

Obligations regarding previously funded projects must have been fulfilled to the satisfaction of **icare dust diseases care** for all Chief Investigators. The application will not be considered if there is outstanding progress, financial or final reports for any current or previously funded grant.

profile and cv

Profile and CV information must be provided for all Specified Personnel named on an application.

incomplete, false or misleading information

The application is the only source of information available for assessment. As such it must contain all the information necessary for assessment of the project without need for further written or oral explanation or reference to additional information. All details provided in the application must be current, particularly concerning any other successful grants, at the time of application.

It is an offence to provide false or misleading information to **icare dust diseases care**. If an application is found to contain false or misleading information it may be excluded from any further consideration for funding.

certifications

Signatures on applications certify the accuracy and validity of all information submitted.

The Administering Institution signatory is certifying that it will be responsible for the appropriate use of the funds awarded, for the performance of the grant supported project or activities resulting from the application, and all other items as dictated by the funding agreement.

The Administering Institution signatory must have the appropriate authority to sign on behalf of that institution.

Electronic signatures on grant applications are acceptable. Funding agreements must have original signatures.

privacy and confidentiality

Documents containing personal information will be handled and protected in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*.

Applicants are required to consent to the information supplied as part of their application being disclosed for assessment and purposes connected with the making and administration of the Grant. Such disclosure includes, but is not limited to, members of the Dust Diseases Board, independent assessors requested by the Board to provide advice, and relevant employees of Insurance and Care NSW (icare) involved in the grant process.

The announcement of the successful applicants will involve the dissemination of information to the public about the general nature of the Grant funded including the lay description provided in the application, the funding awarded, the applicants involved in the Grant, and the administering institution, and any actual organisations at which the Grant is being carried out.

intellectual property

Applicants must adhere to an Intellectual Property Policy approved by the governing body of the Administering and/or research institutions that is similar with the document 'National Principles of Intellectual Property Management for Publicly Funded Research' released in September 2001: <http://www.arc.gov.au/>, and to the intellectual property requirements set out in the Funding Agreement.

conflict of interest

All parties involved in or associated with the application/project are required to disclose to **icare dust diseases care** any conflict of interest that has the potential to influence, or appear to influence, the project and activities, publications and media reports or request for funding related to the application/project. Such conflicts may be disclosed to **icare dust diseases care** at the time of submission of the application, and in reporting on funded grants as soon as practicable after the conflict of interest is identified.

australian competitive grants register

The **icare dust diseases care** research grants program is included in the Australian Competitive Grants Register (ACGR) as a nationally competitive research scheme. The income that Higher Education Providers receive from schemes listed on the ACGR drives the allocation of Research Infrastructure Block Grants (RIBG).

enquiries

Enquiries can be directed to the Manager, Research & Education, by telephone on (02) 8223 6600 or by email at ddcgrants@icare.nsw.gov.au

4. submission of applications

Applicants must use the **icare dust diseases care** research grant application form, available from the **icare dust diseases care** website at: <http://www.icare.nsw.gov.au/ddc>.

Applications (including all supporting information) must be received by the closing date. Applicants must respond to the questions in the application form and must not amend any of the questions. Applications which omit significant information may not be considered.

Applications must provide a detailed budget and justification for proposed project expenses. The project details will be used in the assessment of the merit of the research and the qualifications and experience of the research group. The budget details will be used to ensure that the appropriate level of budget discipline and accountability will be exercised in the project.

Projects that propose to use **icare dust diseases care**'s data or scheme participants as research subjects must include all the costs associated with these requirements in their research budget. Researchers proposing access to participants as part of their projects must discuss the feasibility of the project with **icare dust diseases care** before submitting the grant applications.

The application must be submitted by email to ddcgrants@icare.nsw.gov.au

The application must be saved as a pdf using the following format and using the following subject line: DDC Research Grant_Surname_First Name.

Applications must be submitted by 5.00pm on **25 January 2018**.

5. assessment of applications

Upon receipt applications will be reviewed for completeness and eligibility.

The Dust Diseases Board will score and rank applications based on an assessment of merit against the Board's research principles, the application criteria and the amount of funding requested.

Applications may be reviewed by additional independent assessors if required.

The submission of an application does not confer any entitlement on the applicant.

The decision to make a grant is totally within the discretion of the Dust Diseases Board and **icare dust diseases care**.

The Dust Diseases Board requires its members and independent assessors to declare conflicts of interest and to withdraw from considering individual applications where such conflict exists.

Applications will be considered in the first instance for adherence to one or more of **icare dust diseases care**'s research principles:

- 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.

Applications meeting **icare dust diseases care's** research principles will be merit assessed against the following selection criteria:

design and methodology (50%)

Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? The assessment includes:

- the clarity of the research question including objectives and literature review
- appropriateness of study design
- rigor of methods including adequacy of sample size and controls and validity of statistical analysis
- feasibility of goal and predicted outcomes, based on duration of project, expertise of applicants, preliminary data and budget

cost vs benefit (20%)

Are there clear details and relevant examples of how the research is relevant to and can benefit **icare dust diseases care** and its customers?

Is there a clear and compelling rationale for why the proposed research is of value and significance? Does the project identify unique and essential attributes in light of the relevant extant literature?

Are there full details and justification regarding expenses and research costs and other financial support provided or sought?

significance (20%)

Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions in dust diseases?

research qualifications, experience and reputation (10%)

Are the investigators, collaborators, and other researchers well suited to the project? If Early Stage Investigators or New Investigators, or in the early stages of independent careers, do they have appropriate experience and training? If established, have they demonstrated a record of achievement that has advanced their field(s)? Track record will be considered in relation to opportunity, accounting for career interruptions, administrative and clinical/teaching load, and typical performance (including publications) for the field in question.

If the project is collaborative, do the investigators have complementary and integrated expertise; are their leadership approach, governance and organisational structure appropriate for the project? Do the investigators have suitable experience in supervising students in research?

notification of outcome

All applicants will be notified directly of the outcome of their application. The details of successful grant applications (i.e. Project title, Chief investigator, Institution and total funding awarded) will be published on **icare dust diseases care's** website and in other publications as considered appropriate by **icare dust diseases care**.

6. grant administration

research funding agreement

If the application for research funding is successful, the Administering Institution will be required to enter into **icare dust diseases care's** standard Research Funding Agreement.

The Research Funding Agreement details the specific conditions for each grant type and each individual grantee including reporting requirements and financial management.

All parties involved in a grant should familiarise themselves with the Standard Agreement conditions, but only the Administering Institution and **icare dust diseases care** will be parties to the document.

By signing the Agreement, the Administering Institution is agreeing to the conditions contained in that Agreement.

A grant will not commence, nor grant funds be expended, prior to:

- The Agreement between **icare dust diseases care** and the Administering Institution having been signed by both parties; and
- Appropriate clearances having been obtained relevant to the project e.g. ethics approval, and provided to **icare dust diseases care**.

Evidence of Research Ethics Committee approval, Institutional Biosafety Committee approval or other regulatory body approvals, as appropriate to the research being conducted, must be forwarded to **icare dust diseases care** upon their receipt. The offer of funding may be withdrawn if the necessary approvals/licences are not received 6 months after the date of the research funding agreement.

Applicants should be aware that the Schedule of Progress Reports and Stage Payments is part of the funding agreement and the Performance Measures are used to evaluate satisfactory progress.

Requests to vary an agreement or schedules must be forwarded in writing. Amendment of any clauses of the Agreement will be at **icare dust diseases care's** absolute discretion. A standard Funding Agreement is available on request from the icare DDC Research & Education Unit

travel expenses

The research grant may include justified travel expenses covering the cost of travel where it is directly related to progressing the research, and achieving the intended objectives and outcomes of the research.

progress reporting

icare dust diseases care requires progress reports and expenditure reports to be submitted according to the *Schedule of Progress Reports* which is part of every funding agreement. Any departure from the approved project and/or the budget must be disclosed in the progress reports.

icare dust diseases care reserves the right to suspend or terminate a grant if progress reports are not supplied by the due date or if progress is considered unsatisfactory by the Dust Diseases Board and/or **icare dust diseases care**. If a project fails to obtain the target number of research subjects **icare dust diseases care** may reduce the grant. If a project fails to obtain sufficient research subjects to produce statistically significant results **icare dust diseases care** may terminate the funding for the project. **icare dust diseases care** will provide notice in writing of any concerns to the Administering Institution.

At the completion of the project, the Administering Institution will be required to arrange for an audit by an accredited auditor of all grant monies expended. Applicants should include financial auditing expenses in their project budget.

Random audits may be conducted during the course of the project. **icare dust diseases care** will provide reasonable notice should a random audit be required. The Administering Institution must ensure documents and other financial records are properly maintained and available if required.

icare dust diseases care withholds the final 5% of grant monies which are not paid until all of the researcher's obligations under the funding agreement are fulfilled.

recognition of funding

All publications, media releases or discussion of results emanating from a grant must acknowledge the support of **icare dust diseases care** with the following wording

*"This project was supported by **icare dust diseases care** competitive grant. The views expressed herein are those of the authors and are not necessarily those of **icare dust diseases care**"*

Use of **icare dust diseases care**'s logo requires approval on a case by case basis.