

2018 Project Grant Application Guidelines

Table of Contents

2018 Project Grant Application Guidelines	1
Funding	2
Application Dates	2
Project Eligibility	2
Applicant Eligibility	2
How to Apply	3
Grant Proposal	4
Biographical Sketch	5
Claims of Career Disruption (during the last 5 years)	5
Application Review and Award.....	6
Application Outcomes	6
Terms and Conditions of Award	7
Grant Payment	7
Grant Acquittal	7
Extension Requests.....	7
Contact	8
Appendix.....	9

The Rebecca L. Cooper Medical Research Foundation (*"The Foundation"*) invites applications from early-career researchers for Project Grants designed to enable recipients of the award to take ownership of a discreet research project and to provide a stepping stone towards independence.

Funding

The award will provide \$50,000 per year (ex GST) for two years, commencing in 2018. Funding cannot be used to fund salary salary-related on-costs, or Institutional infrastructure.

Application Dates

Applications open **1 August 2017** and close at **5pm AEST, 1 September 2017**.

Applicants may only submit one application per year.

Late applications will not be accepted. Difficulties using the Application Portal will not be considered a valid reason for late submission so plan to submit your application ahead of the deadline so that any issues that may arise during the application process can be resolved.

Project Eligibility

Proposals must be for a stand-alone project that can be entirely funded by the award. Projects within in the areas of basic science, applied research and translational research are considered equally. The proposed research must be carried out in Australia and aim to improve our understanding of a disease/condition in one the following areas of medical research:

1. Brain Sciences: Psychiatry or Neurology (excluding Dementias)
2. Endocrinology (excluding Diabetes)
3. Geriatrics (excluding Dementias)
4. Lung Disease (other than Cancer)
5. Rheumatology
6. Vision Sciences
7. Dermatology with an emphasis on Psoriasis

Research projects on public health matters are not eligible for funding.

Applicant Eligibility

To apply, you must:

- be a qualified MD or have a PhD in medicine related field of science (a MBBS or Masters degrees alone will not be recognised);
- have received formal notification of passing your PhD/MD on or after 1 January 2007 and before or on 31 December 2011, unless career disruptions exist. (NB, the date of degree conferral is not to be used);

- be employed by or affiliated with a credentialed Australian Research Institution (the Foundation requires that all funding be administered by an institution listed on the NHMRC's list of approved Administering Institutions);
- work within one of the nominated areas of medical research supported by the Foundation;
- **not** have attained the title of Associate Professor or higher;
- **not** be the CIA on a NHMRC or ARC grant; or a PI on any overseas Federally funded application (includes current and completed grants);
- **not** have received a Project Grant under the current scheme (\$50,000p.a. for a two-year period); and
- **not** have received the Al & Val Rosenstrauss Fellowship from the Foundation.

Applications from researchers working on a part-time basis are accepted on the assumption that this will not impact on the successful completion of the proposed project.

How to Apply

Access the Application Portal

Follow the "Apply Now" link on our website to access the Application Portal.

Register to use the Application Portal

Create a user account (if you do not have an existing account) for the Application Portal.

Applying for a Project Grant

Once logged in to your user account, select "Apply for Project Grant" to access the Application Form.

Complete the six steps in the Application Form by following the prompts.



Should you wish to complete the application form in multiple sittings, you may save your submission as a draft and return to edit it at a later date.

Prior to lodging your application, you must confirm that:

1. your nominated RAO has approved your application and agreed to the terms and conditions of the award;
2. the information you provide in your application is accurate;
3. you agree to the [terms and conditions](#) published on the Foundation's website; and
4. you agree to the terms and conditions as stated in these Application Guidelines.

Successful lodgement of an application

Successful lodgement of your application will be acknowledged by an on-screen confirmation message that you may print for your records. Additionally, an email confirming receipt of the submission will be sent to you and your nominated Research Administration Officer ("RAO"). If you do not receive either of these acknowledgements of receipt, this would indicate that the application was not successfully submitted to

the Foundation. For such an issue to be addressed by the Foundation, it must be notified by email before the closing of applications.

Grant Proposal

Step 4 of the Application Form requires you to prepare a Grant Proposal in accordance with the requirements outlined below.

Proposal content

Your proposal should have the following headings in bold which address the desired criteria:

1. **Background**
 - a. Any preliminary data that has led to the present proposal.
 - b. Why the requested funding is important for your research.
2. **Research Proposal**
 - a. The experimental design and specific aims of your project.
 - b. Your research timeline.
3. **Significance and Outcomes**
 - a. Predicted outcomes.
 - b. How your research will benefit the world we live in.
4. **Salary Costs**
 - a. Details of how your salary costs will be covered for the two-year funding period.

Do not include a reference list, appendices, or quotes for the cost of acquisition of any items included in the proposal.

As any application may be reviewed by the Board of the Foundation it would be advisable to write your proposal in language that is understandable to an informed reader who may not have an in-depth knowledge of your area of research or research methodologies. This does not mean that the content should be oversimplified to the point where details of the rigour of the research methodology are lost.

Inclusion of Figures

You may include a maximum of one figure in your grant proposal. The figure may contain tabulated information, images and diagrams and must be submitted as a jpg, jpeg, png or gif file. The figure size must comply with one of the three options below:

1. Small figure (230 x 331 pixels, width x height)
2. Medium figure (431 x 280 pixels, width x height)
3. Large figure (639 x 241 pixels, width x height)

Please refer to the Appendix for a sample of each image size.

Information included as an image must be legible. The experience of the Foundation is that if the information in the figure is judged unreadable by the Scientific Advisory Committee ("SAC"), this will severely affect the likelihood of the proposal being judged competitive for funding. Please be aware that colour and definition may be lost if the image is printed.

Proposal Length (character limit)

The character limit for your grant proposal is as follows and will vary according to the size of the figure you choose to include:

- No figure – 8400 characters, including spaces.
- With small figure – 7400 characters, including spaces
- With medium figure – 7100 characters, including spaces
- With large figure – 6730 characters, including spaces

Biographical Sketch

Step 5 of the Application Form requires you to provide:

1. a list of your positions and honours held in the past five years, beginning with current (max. 900 characters, including spaces);
2. a list of your education and training beginning with baccalaureate or other initial professional education (include postdoctoral training and residency training if applicable);
3. a Personal Statement briefly describing why your experience and qualifications make you particularly well-suited for your role in the project that is the subject of the application (max. 1200 characters, including spaces);
4. a brief bibliography summarising how many papers you have published; how often they have been cited and your H-index. Provide a brief summary of your top five publications giving the number of times each publication has been cited and the impact factor and rank in field of the Journal in which each paper is published. A link to your Google Scholar page, if public, could be included. (max. 1200 characters, including spaces);
5. details of current grant funding and research support; and
6. details of your proposed mentor and brief details of their expertise (max. 300 characters, including spaces).

Claims of Career Disruption (during the last 5 years)

Should you wish to submit a Claim of Career Disruption, you must complete the relevant subsection in step 2 of the Application Form.

Claims of Career Disruption are used solely to determine an applicant's eligibility for the scheme in circumstances where the applicant has passed their PhD/MD on or after 1 January 2004 and before or on 31 December 2006 (the date of degree conferral is not to be used).

The Foundation uses the NHMRC's definition of Career Disruptions which are prolonged interruption to an applicant's capacity to work due to pregnancy, major illness/injury and/or carer responsibilities.

Claimed interruptions must:

1. not exceed a total three years;
2. involve either a continuous absence from work for periods of more than 27 calendar days and/or a long-term partial return to work that has been formalised with the applicant's employer; and

3. fall within the last five years. Where an interruption commenced prior to the accepted five year period, you may only claim the portion of the interruption that falls within the five year period.

Claims for Career Disruption will be reviewed by the Chair of the Scientific Advisory Committee and the Executive Officer of the Foundation. If these claims are judged invalid, the applicant will be informed and the application disqualified.

To apply for consideration of a Claim of Career Disruption, you are required to submit the following details:

1. A general statement of the impact of interruptions on your research output/productivity (max. 600 characters).
2. Details of each interruption:
 - a. Disruption Type (pregnancy, major illness/injury, carer's responsibilities).
 - b. Full Time Equivalent ("*FTE*") worked during the interruption period.
 - c. Commencement and end dates of the disruption period.
 - d. Brief disruption details
 - e. Supporting evidence in PDF format. Only medical certificates and letters from your employer summarising the duration, % FTE and type of leave taken, will be accepted as evidence.

Application Review and Award

Applications are reviewed by members of the SAC who have expertise in the field of research in which the applicant submits their application. Funding decisions are made by the Foundation's directors at a meeting to be held in December of the application year.

Applications are assessed with respect to three weighted criteria:

1. **Significance and/or Innovation (40%)** – Assesses the impact of the proposed research on knowledge or treatment approaches in the nominated field of research; and/or how innovative the research is in concept or approach.
2. **Feasibility (40%)** – Assesses the likelihood that the applicant will achieve what they are setting out to do and will depend on:
 - the research design
 - the applicant's capabilities and experience
 - selection of a mentor with appropriate capabilities and experience to help the researcher achieve success
3. **Track Record (20%)** – Assesses the applicant's experience, knowledge, achievements and productivity to date, with respect to its relevance for the proposed research.

Application Outcomes

An outcome notification will be emailed to you and your nominated RAO in February of the funding year.

Feedback is not provided to applicants and the Foundation will not enter into discussions concerning the outcome of individual applications.

Terms and Conditions of Award

Any breach of these Application Guidelines or the [Terms and Conditions](#) published on the Foundation's website will result in automatic disqualification for the award.

Applicants who **accept** the award are:

- automatically included in the Foundation's reviewer pool and may be called upon to participate on future Scientific Advisory Committees; and
- precluded from applying for future rounds of the Project Grant scheme.

Grant Payment

The award will be paid in two instalments of \$50,000 on 1 April of each funding year. GST is not payable on the grant.

Grants are paid by EFT to the Institution listed in the grant application for the use proposed by the applicant. The grant is awarded on the condition that infrastructure/administrative levies and on-costs are not deducted by the Administering Institution.

If the grant recipient moves to another institution, authorisation from the Foundation must be sought for a transfer of funds to the new institution.

Grant Acquittal

An acquittal must be submitted to the Foundation via the Application Portal no later than 30 September of the year following the two-year granting period. If an acquittal is not submitted in a timely matter, new applications for funding from the non-compliant Institution may not be accepted. The acquittal must include:

- confirmation that the funds were used for the purpose specified in the grant proposal;
- confirmation that no infrastructure levies/on-costs were deducted from the grant funds;
- a financial statement from the institution's CFO attesting to the full expenditure of the granted sum. Any remaining monies must be returned to the Foundation;
- a one-page lay description of research results and a relevant photo for inclusion on the Foundation's website; and
- copies of any publications that acknowledge the Foundation's contribution to the research.

Extension Requests

Funds must be expended by 30 September of the year following the two-year granting period. Extension requests will not be granted. Any funds that remain unspent after this deadline must be returned to the Foundation.

Contact

Enquiries regarding the application process may be sent to grants@cooperfoundation.org.au.

Appendix

SMALL IMAGE



MEDIUM IMAGE



LARGE IMAGE

