

# HCF

## THE HCF HEALTH AND MEDICAL RESEARCH FOUNDATION

### *Policy and Guidelines*

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## 1. INTRODUCTION

In June 2000, The Hospitals Contribution Fund of Australia (HCF) established The HCF Health and Medical Research Foundation.

The Foundation is a not for profit charitable trust established to encourage medical research of all kinds, and research and enquiry into the provision, administration and delivery of health services in Australia for the benefit of HCF contributors and the public generally.

## 2. ADMINISTRATIVE STRUCTURE

The Foundation is administered through a Board of Trustees, which currently comprises:

Mr G J Gardiner  
Mr R J Schneider  
Mr T J Smith  
Me G W Wright

Mr I McDonald (Honorary Secretary)  
Mrs S Jack (Honorary Accountant)

An Assessment Sub-committee will be appointed from the above and other persons as required.

## 3. OBJECTIVES

The objectives of the HCF Foundation are:

- (a) The promotion and support of research into:
  - diseases affecting human beings;
  - improvement in methods of preventing, diagnosing; and treating those diseases and afflictions
- (b) The promotion and encouragement of research into the provision of medical and other health services in Australia so as to assist and improve the prevention, treatment and cure of diseases in the general community
- (c) The encouragement of:
  - excellence in health and medical research throughout Australia
  - applied research into the prevention and cure of disease in human beings
- (d) Advancement of knowledge of medicine and science by promoting the conduct of research in those fields

***Research must be designed to provide information that can be applied. The transmission of the results to HCF are important components of this research program.***

## **4. FUNDING**

HCF has established the HCF Foundation with contributions to date of \$11,000,000.

The Board of Trustees, when determining funding for projects, will consider the following categories within an application as fundable:

### **4.1 Employment of Personnel**

Hourly rates of pay will be determined from the relevant Award Rates of pay for administrative and technical support.

### **4.2 Travel**

Contribution towards travel will hinge on the nature of the project. In general, funds for travel will only be considered when they form an integral part of the project, i.e. data collection. Modes of travel must be indicated.

### **4.3 Meals and accommodation**

Claims for meals and accommodation will be approved under the present funding structure provided they form part of the project. They will not be allowed in the resident work setting.

### **4.4 Technical Services and Supplies**

#### **4.4.1 Computer Services**

Reasonable expenses for computer services, or purchase of software of permitted. Budgets must include information of the facility to be used, rates per hour, and number of hours required. Generally the purchase of hardware is not allowed.

#### **4.4.2 Equipment**

In general, funding will not be provided for equipment. However, the purchase of items specifically required for the project may be allowed if such items are normally not available and deemed essential. Any equipment so purchased will remain the property of the institution. Where expensive equipment owned by the institution will be used to carry out the research, maintenance costs for such equipment may be permitted.

#### **4.4.3 Consumables**

Funds may be provided for laboratory supplies such as films, gases, etc

## 5. APPLICATIONS

### 5.1 General Applications

These will be received from interested researchers after a call for applications.

The HCF Foundation will seek applications from interested parties and may advertise specific topics deemed priorities in keeping with the Mission and Objectives noted above.

### 5.2 Commissioned Research

Researchers with a demonstrated interest, expertise and a proven track record may be invited by the HCF Foundation to submit a proposal on a selected topic.

## 6. APPLICATION PROCEDURE

(a) Researchers interested in the application of scientific principles to the Mission noted above can apply for funding when a call for General Applications is made.

(b) Application forms may be obtained from the Honorary Secretary, HCF Health and Medical Research Foundation.

(c) All application must include the information requested in accordance with the application form, including the purpose of the study, methods, budget summary, timeline, and final approval from the appropriate institution's Ethics Committee.

(d) One copy of the final clearance from the Ethical Committee of the administering institution must be attached to the original application form, or forwarded as soon as possible thereafter.

## 7. TYPES OF PROJECTS

Applications will be considered for research projects within or across specific areas of priority as identified by the Trustees from time to time. These research areas will be aligned with the Objectives noted above.

Projects within or across identified research areas may include:

- Preventative practice
- Risk modification strategies for common morbidities
- Evidence based practice
- Clinical outcome measurement and improvement
- Cost-effective sub-acute care

## 8. SELECTION PROCESS

### 8.1 Preliminary Review

The HCF Foundation will conduct a preliminary review of all applications to determine those which fall within the guidelines and which will provide significant practical benefits for the Australian community.

### 8.2 Scientific Review

The Assessment Sub-committee members will review the selected applications. They will be assessed according to the following criteria:

- Demonstrated depth of insight into the problem
- Scientific merit, design and methodology of the project
- Feasibility of the study
- Appropriateness of the budget
- Potential of the research results to be readily applied
- External assessment to be used when required

### 8.3. Recommendations

The recommendations of the Assessment Sub-committee will be reviewed by the full Board of Trustees prior to a final recommendation being made. Final recommendations will be based upon:

- The direct benefit to the Australian community
- The scientific review
- The available budget

***The HCF Foundation will have final approval of funding of recommended projects. Priority may be given to those topics as commissioned by the HCF Foundation.***

## 9. POST-DECISION PROCESS

### 9.1 Notification

Once the HCF Foundation has approved funding, applicants will be notified of decisions regarding funding by the HCF Foundation.

### 9.2 Research Agreement

An agreement will be executed between the HCF Foundation, the principle researcher and the administering institution. The agreement will detail payment structures.

### 9.3 No appeals

The HCF Foundation is committed to the fair and equitable exercise of its powers.

The decisions of the HCF Foundation regarding approval of funding will be final and no correspondence will be entered into with unsuccessful applicants.

## 10. RESPONSIBILITY OF THE RESEARCHER

On or before the specified completion date of the research project, the researcher should submit the following:

- Three copies of the scientific report
- A practical or lay summary of the report
- An outline of papers to be published or presentations to be made resulting from the research findings

Subject to HCF Foundation approval satisfactory completion of the project will be determined by:

- The scientific report being favourably reviewed by the Trustees
- A satisfactory audited statement from the researcher or the administering institution being received by the HCF Foundation

Intellectual property resulting from HCF Foundation funded research shall be owned equally between the parties as tenants in common.

In the event that the commercial application of any consequent intellectual property produces a return to a party, the other party shall be entitled to a share of that return upon terms to be agreed in good faith in recognition of each party's contribution to the intellectual property.

The Principal Researcher must immediately notify the HCF Foundation of any patentable discoveries, inventions, processes or improvements arising from Foundation supported research,

## 11. WHERE TO APPLY

All applications should be sent to:

Mr Ian McDonald  
Honorary Secretary  
HCF Health and Medical Research Foundation  
c/o The Hospitals Contribution Fund of Australia Limited  
GPO Box 4242  
SYDNEY NSW 2001

[imcdonald@hcf.com.au](mailto:imcdonald@hcf.com.au)

## 12. CONCLUSION

The HCF Foundation supports and encourages research that will make a direct contribution to the health of all Australians. It is envisaged that much of the information gained through this program will be applicable at many levels of the Australian health system, public and private.