EXPRESSION OF INTEREST

INSTRUCTIONS SUMMARY

- Four (4) copies of applications must be submitted by post, printed double sided, not stapled.

  Post: HCF Research Foundation, PO BOX 4242, Sydney, NSW, 2001

- An electronic version must be submitted by email – **hcf_foundation@hcf.com.au**

- Both versions must be received by the submission date.

- Cover letters will not be taken into consideration.

FORMATS AND FILE NAMING

	Format	File name	File name example
EOI	Word	PISurnameFirstName_EOI	SmithJohn_EOI.docx

- The email subject for electronic submission should be the same as the file name.

- Word formats accepted are .doc or .docx, Excel formats accepted are .xls or .xlsx

CHECKLIST

Hard copies • 4 copies of EOI form • Double sided • **Not stapled**	☐
Electronic copy: • Named with the Principal Investigator SurnameFirstname and "_EOI".	☐

FREQUENTLY ASKED QUESTIONS

Q. What if I am not sure if my research is aligned to an EOI topic:

A. Due to the potential volume of enquiries, we would prefer if you made sound judgement when applying, rather than contacting the Foundation. The topics are clearly defined. Importantly your application must be focused on health services research (not clinical, biological etc)

Q. Can an Institution submit multiple applications on behalf of researchers?

A. Yes, but it is important that all applications are aligned to the EOI topics and related to Health Service Research. Failure to do so could jeopardise consideration of applications.

Q. How will I know if I was successful in round one and need to submit a full application?

A. If you are successful you will be contacted directly by phone. Unsuccessful applicants will be notified by email. Please note some email filters block our email communications. **If you are not contacted by phone then you have not been successful.**

Q. When is the closing date for Full Applications?

A. Applicants that are successful in the first round and offered the opportunity to submit a full application will be contacted directly and notified of the closing date for Full Applications.

Q. Can you tell me why I was not successful, or what I could improve on for future applications?

A. Unfortunately due to the volume of applicants we are unable to provide any feedback on your application.

TIPS FOR SUCCESS

- **EASY TO UNDERSTAND**: Use plain language, do not use acronyms, jargon or buzz-words.

- **EASY TO READ**: Use headings, bold, underline, bullets to make the text readable and easy on the eye. Separate background information from the details about your research (e.g. use a heading or paragraph break). Avoid large blocks of text without paragraph breaks.

- **RESEARCH CLARITY**: Make your hypothesis clear, clearly describe the intervention, and clearly describe what is being evaluated and the study end-points

- **METHODOLOGY**: If participants are involved, describe how they will be recruited. Clearly list metrics that will be measured and how that data will be collected. State where data measurements will come from, e.g. specific hospitals, patient surveys or government data sources. Be clear about the study methodology (i.e. RCT, qualitative etc)

- **TRANSLATION**: The HCF Research Foundation Board are interested in funding research that has good opportunity in achieving change. Highlight how your study will advance thinking/approaches. Contrast your approach with current best practice

- **WHAT?**: Don't repeat yourself.

- **FUNDING**: We do not fund software development. Your research should not be service provision with minimal evaluation. We do not fund staff salaries providing in or out of hospital services. We do not fund overheads!

- **BUDGET**: Ensure your budget reflects the size and scope of your proposal.

- **ON TOPIC**: Please do not waste our time, yours or your institutions. If your research does not explicitly meet the Foundation's advertised topics, then we do not want to see it.

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NO APPEALS

The decisions of HCF Research Foundation regarding approval of funding will be final.

HCF Research Foundation will only provide general feedback to unsuccessful applicants.

No feedback will be provided on specific applications.