

# FULL APPLICATION

## INSTRUCTIONS SUMMARY

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- 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](mailto: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

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	Format	File name	File name example
<b>Full Application</b>	Supplied pdf file	PISurnameFirstname_Application	SmithJohn_Application.docx
<b>Budget</b>	Excel	PISurnameFirstname_Budget	SmithJohn_Budget.xlsx
<b>Reviews</b>	Supplied pdf file	PISurnameFirstName_Review_ReviewerSurname	SmithJohn_Review_Jones.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

## THE IMPORTANT STUFF

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- On submission of a full application researchers acknowledge that they have had the agreement reviewed and that the agreement can be signed with no amendments.
- Applicants must nominate 2 reviewers familiar with the topic area, and provide them with the application and referee form.
  - No more than 1 reviewer can be international.
  - No more than 1 reviewer can be internal to the institution of the investigators.
  - Reviewers must submit reports directly to the HCF Research Foundation by email by the due date for applications.
  - It is the responsibility of the researcher to follow-up reviewer reports.

### Budget Considerations:

- Employment of personnel: Hourly rates of pay are to be determined from the relevant Award Rates of pay for administrative and technical support.
- 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. Mode of travel must be indicated.
- Meals & 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.

- **Computer services:** Reasonable expenses for computer services, or purchase of software is 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.
- **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.
- **Consumables:** Reasonable funds may be provided for consumable supplies related to the project.
- **Infrastructure Fees:** Infrastructure fees will not be funded.
- **Software development:** Software or app development will not be funded.

## TIPS FOR SUCCESS

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- **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.

## NO APPEALS

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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 regarding specific applications.**

## CHECKLIST

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<b>Hard copies</b> <ul style="list-style-type: none"><li>• 4 copies of Application and Budget</li><li>• Double sided</li><li>• <b>Not stapled</b></li></ul>	<input type="checkbox"/>
<b>Electronic copy:</b> <ul style="list-style-type: none"><li>• Word format</li><li>• Named with the Principal Investigator SurnameFirstname and "_Application".</li></ul>	<input type="checkbox"/>
<b>Electronic budget:</b> <ul style="list-style-type: none"><li>• Excel format</li><li>• Named with the Principal Investigator SurnameFirstname and "_Budget".</li></ul>	<input type="checkbox"/>
<b>Ethics clearance</b> <ul style="list-style-type: none"><li>• Attached if available</li></ul>	<input type="checkbox"/>
<b>Reviews:</b> <ul style="list-style-type: none"><li>• Application has been sent to two (2) relevant reviewers<ul style="list-style-type: none"><li>◦ In time to be received by HCF Research Foundation by the application due date.</li></ul></li><li>• Follow-up of reviews is the responsibility of the applicant. Applications will not be considered if 2 reviews are not received.</li></ul>	<input type="checkbox"/>
<b>Research Grant Agreement:</b> <ul style="list-style-type: none"><li>• Has been reviewed by the institution and</li><li>• Will be signed without amendments should the application be successful.</li></ul>	<input type="checkbox"/>