



**Australian Government**

**Department of Industry, Science and Resources**

**Department of Health and Aged Care**

## Sample application form

### Medical Research Future Fund – Frontier Health and Medical Research Initiative

### 2022 Frontier Health and Medical Research Grant

### Full Application

Version October 2023

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

# Instructions

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The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

## Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk \* indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

## Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

## Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

## Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

## Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

## Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

## A. Program selection

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### A.1. Program selection

You will be notified if your EOI has been successful and be invited to apply to submit a full application.

*When you select the apply hyperlink the page will populate your organisation details and the program you have been invited to apply to.*

- Field 1 select – MRFF 2022 Frontier Health and Medical Research
- Field 2 select - MRFF 2022 Frontier Health and Medical Research Application

You should read the [grant opportunity guidelines](#) and [sample grant agreement](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the MRFF 2022 Frontier Health and Medical Research grant opportunity.

Does your research project align with your expression of interest? \*

*Yes or No*

*If yes*

*You can proceed to the next section.*

Does your proposed research duplicate research previously or currently being undertaken in Australia? \*

*Yes or No*

*If no*

*You can proceed to the next section.*

Do you have evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding? \*

*Yes or No*

*If yes*

*You can proceed to the next section.*

## C. Applicant address

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### C.1. Applicant street address

You must provide your street address

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

### C.2. Applicant postal address

You must provide your postal address

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

Sample

## D. Indigenous organisation

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Is your organisation Indigenous owned?

*An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.*

Is your organisation Indigenous controlled?

*An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.*

Sample

## E. Project information

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On this page you must provide the detailed information about your proposed project.

*If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:*

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

### E.1. Project title and description

Provide a project title.

*Your response is limited to 75 characters including spaces and does not support formatting.*

Provide a brief project description.

*Your response is limited to 750 characters including spaces and does not support formatting.*

*Ensure your project description focuses on your key activities and outcomes for this project (i.e. maximum five years), within your overall program of research.*

### E.2. Detailed project description and key activities

*This information will be included in your grant agreement if your application is successful.*

Provide a detailed description of your project including the project scope and key activities.

*Your response is limited to 5000 characters including spaces and does not support formatting.*

### E.3. Project outcomes

*This information will be included in your grant agreement if your application is successful.*

Provide a summary of the expected project outcomes.

*Your response is limited to 5000 characters including spaces and does not support formatting.*

### E.4. Chief Investigators

*Details of all members of the research team (Chief Investigators) must be submitted as part of the application.*

*You must nominate a Chief Investigator A (CIA), that will take the lead role in completing the application, conducting the project and report on project outcomes.*

*You must use the mandatory excel template available on [business.gov.au](#) to list up to 15 Chief Investigators (including identified CIA), who have shared authority and responsibility for leading and directing the design, conduct and reporting of the proposed project, including the affiliations of each person listed.*

*If you include more than 15 team members, your application will be deemed ineligible.*

*You will also be asked to attach CVs for each investigator later in the form.*

Have you confirmed that no member of your research team (including CIA) is named on any other active expression of interest or full application being considered for funding under this grant opportunity? \*

*If they are identified in another active EO/full application, both applications will be deemed ineligible.*

*Select from drop down*

Yes

No

## **E.5. Existing Funding**

Detail the source, duration and level of funding (if any) already held by the research team for research in the particular area of your application.

*Your response is limited to 1000 characters including spaces and does not support formatting.*

## **E.6. Project duration**

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

*The project length will be calculated by the start and end dates you enter. Your project must be completed within five years from the execution of the grant.*

## **E.7. Project milestones**

Provide details on the project milestones including the key activities occurring at each milestone.

*The milestone start and end dates must be between the project start and end dates. You can add up to 10 milestones*

- Milestone title

*Your response is limited to 100 characters including spaces and does not support formatting.*

- Description

*Your response is limited to 750 characters including spaces and does not support formatting.*

- Estimated start date
- Estimated end date

## **E.8. Project location**

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

*A project site must be a street address. Do not provide a postal address, institution or building name.*

- Project site address
- Estimated percentage of project value expected to be undertaken at site



## F. Project budget

### F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

*If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.*

*You will also be required to attach a detailed project budget later in the application form.*

|  |                         |         |    |
|--|-------------------------|---------|----|
|  | Equipment (Up to \$80K) |         | \$ |
|  |                         | 2023/24 | \$ |
|  |                         | 2024/25 | \$ |
|  |                         | 2025/26 | \$ |
|  |                         | 2026/27 | \$ |
|  |                         | 2027/28 |    |
|  | Labour                  |         | \$ |
|  |                         | 2023/24 | \$ |
|  |                         | 2024/25 | \$ |
|  |                         | 2025/26 | \$ |
|  |                         | 2026/27 | \$ |
|  |                         | 2027/28 |    |
|  | Labour on-costs         |         | \$ |
|  |                         | 2023/24 | \$ |
|  |                         | 2024/25 | \$ |
|  |                         | 2025/26 | \$ |
|  |                         | 2026/27 |    |
|  |                         | 2027/28 |    |
|  | Contractors             |         |    |
|  |                         | 2023/24 | \$ |
|  |                         | 2024/25 | \$ |
|  |                         | 2025/26 | \$ |
|  |                         | 2026/27 | \$ |
|  |                         | 2027/28 |    |

|       |                            |         |    |
|-------|----------------------------|---------|----|
|       | Travel and Overseas        |         | \$ |
|       |                            | 2023/24 | \$ |
|       |                            | 2024/25 | \$ |
|       |                            | 2025/26 | \$ |
|       |                            | 2026/27 | \$ |
|       |                            | 2027/28 |    |
|       | Other eligible expenditure |         | \$ |
|       |                            | 2023/24 | \$ |
|       |                            | 2024/25 | \$ |
|       |                            | 2025/26 | \$ |
|       |                            | 2026/27 | \$ |
|       |                            | 2027/28 |    |
| Total |                            |         |    |

## F.2. Source of funding

In this section you must provide details of how you will fund the project.

*The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:*

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

## F.3. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

*The maximum amount available for a single grant opportunity is \$25 million.*

*The maximum cumulative amount for all grants under each program of research is \$25 million.*

## F.4. Contributions

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

*Contributors are divided into the following types*

- *Your contribution*

- *Other Commonwealth government grants*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

*You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.*

*Where you are receiving other government funding you will need to provide details.*

Sample

## G. Assessment criteria

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Applications will be assessed against the assessment criteria described below. You must address all relevant assessment criteria in your application. We will assess your application based on the weighting given to each technical criterion and against the non-weighted (non-technical) assessment criterion.

The full application form requests information that directly relates to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your responses to each criterion.

*To support your responses you must include mandatory attachments later in the application.*

### Assessment criterion 3 (40 % weighting)

*Your response is limited to 10,000 characters including spaces and does not support formatting.*

#### Project Impact

This criterion measures the potential impact of the 10 year program of research. You should:

- a. describe how the proposed solution has the potential to lead to significant and measurable improvements in outcomes for patients, their families and carers, the health system, and the economy
- b. articulate how the proposed program of research will provide an innovative technological solution to a major unmet clinical need that could be applied nationally or internationally within the next 10 years and become 'best practice'
- c. demonstrate how the views and values of consumers, the community, health providers and/or other end users have informed the proposed research, including how the needs and priorities of consumers (particularly those with lived experience and their carers) have informed the research question
- d. describe how the anticipated outputs will contribute to meaningful advances in health outcomes, practice and/or policy for priority populations and therefore reduce inequalities in health outcomes
- e. clearly articulate the identified place in the market and/or clinical practice for the proposed solution, including consideration of clinical and regulatory pathways and market access, where applicable.

You should also demonstrate how the outcomes or results you have identified against the MRFF Measures of Success are relevant and meaningful to the goal and aims of the Initiative.

### **G.1. Assessment criterion 4 (30 % weighting)**

*Your response is limited to 10,000 characters including spaces and does not support formatting.*

#### **Project methodology**

This criterion measures the progress of the program of research towards implementation after up to five years of funding for the proposed project. You should demonstrate this by:

- a. providing a project plan that includes:
  - i. a description of the activities you will undertake
  - ii. a description of how the proposed solution draws ideas and concepts from multiple disciplines to create new strategies, methods, approaches and/or tools
  - iii. appropriate milestones, performance indicators and timeframes for delivery that will be used to inform ongoing disbursement of grant funds
  - iv. the governance structures required to successfully deliver the project
  - v. a description of how consumers and other end users will be involved in the proposed research, including their contributions throughout the life of the project
- b. providing a project feasibility analysis.

### **G.2. Assessment criterion 5 (30 % weighting)**

*Your response is limited to 10,000 characters including spaces and does not support formatting.*

#### **Capacity, capability and resources to deliver the project**

You should demonstrate this by providing details of:

- a. your proposed research team, with proposed key project personnel and their skills and experience clearly articulated
- b. your team's track record in managing similar projects, including experience in involving consumers and managing large interdisciplinary or multidisciplinary projects
- c. your access, or future access, to any required infrastructure, land, capital equipment, technology, and regulatory or other approvals
- d. how any infrastructure funded through this project will be maintained beyond the life of the grant opportunity.

### **G.3. Assessment criterion 6 (non weighted)**

*Your response is limited to 10,000 characters including spaces and does not support formatting.*

#### **Overall Value and Risk of the Project**

Your application should demonstrate the overall value and risk of the project, including that you have robust risk identification and management processes. This should include consideration of risks related to COVID-19 restrictions.

You should provide:

- your Measures of Success statement
- your proposed budget and justification
- a risk management plan.

Applications must clearly justify the requested duration and budget and how they will support the proposed outcomes of the research.

Our assessment will also take into consideration:

- the outcomes of the scientific review and due diligence report of your full application and your presentation to the Committee
- the relative contribution of the outcomes or results you have identified against the MRFF Measures of Success to the goal and aims of the Initiative
- the suitability of your proposed budget to complete all project activities
- how well the requested budget has been detailed and justified
- the value and type of any partner contributions to your project
- how soundly your risk management approach is demonstrated
- any risks identified as part of the assessment of your full application
- the appropriateness of the submitted risk management plan in documenting key risks to the completion of the project, including your plan to manage those identified risks
- how you propose to monitor and report risks (both those identified in your submitted risk management plan and those which may arise during your project).

## H. Project partners

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You must provide details about your project partners.

*For details about project partner contributions refer to the grant opportunity guidelines.*

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached.

Letter to include details of partner contributions.

Sample

# I. Bank account details

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## I.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

*We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.*

## I.2. Account details

Account name

BSB

Account number

## I.3. Payment contact

Given name

Family name

Email address

Phone number

Sample



## J. Application finalisation

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You must answer the following questions and add any supporting documentation required.

### J.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

*Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.*

If yes, describe the perceived or existing conflicts of interest.

*Your response is limited to 750 characters including spaces and does not support formatting.*

If yes, describe how you anticipate managing this conflict.

*Your response is limited to 750 characters including spaces and does not support formatting.*

### J.2. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

*The total of all attachments cannot exceed 20 MB.*

*Individual files must be smaller than 2.0mb, and be one of the following types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.*

*Filenames should only include letters or numbers and should be fewer than 40 characters.*

- **Project plan \***

*A detailed project plan, including project methodology and a project feasibility analysis (maximum 25 pages)*

- **Project budget \***

*A detailed and itemised project budget (template available on [business.gov.au](http://business.gov.au)), including but not limited to disaggregation by project component and Financial Year (FY), and your related fee card*

- **Measures of Success for the MRFF \***

*Statement of how your project will contribute to the Measures of Success for the MRFF described in the MRFF Evaluation, Monitoring and Learning Strategy (see [www.health.gov.au/mrff](http://www.health.gov.au/mrff)) in a table format with the following headings: MRFF Measure of Success; How the project will contribute towards the measure of success; Description of outcome or result against which the contribution will be evaluated (maximum 2 pages)*

- **Risk management plan \***

*A detailed risk management plan, and any supporting documentation, describing how you propose to monitor, manage and report identified risks including risks that may arise during your project (maximum 2 pages)*

- **Evidence of support for your Board \***

*You must provide evidence from your board (or chief executive officer or equivalent if there is no board) that your project is supported and that you can complete the project and meet the costs of the project not covered by grant funding.*

- Audited Financial statements or Annual Reports \*

*Reports from Lead Organisation from the last 3 years (see section 6.2.2) or, if this is not possible, the parent company/organisation of the Lead Organisation. If audited financial statements or annual reports cannot be provided, you should explain why this is the case via an uploaded statement.*

- Intellectual property (IP) arrangements (where applicable)

*Details of intellectual property (IP) arrangements as an attachment - only if this is not included within the written content of the application*

- Letter/s from research facilities (where applicable)

*Letters from research facilities to evidence support and use of the facilities.*

- CV for each Chief Investigator (where applicable)

*CVs (maximum of 2 pages per Chief Investigator)*

*If this has changed since the submission of your EOI. Include a summary of the CIs expertise and/or research achievements relevant to the proposed research, the CIs top 5 publications relevant to the proposed research and details of successful grants for the last 10 years that are relevant to the proposed research including: grant title, short description, funding organisation, dollar value.*

### **J.3. Program feedback**

How did you hear about the grant opportunity? \*

Did you read the grant opportunity guidelines?

How satisfied were you with the process of applying for this grant?

## **K. Primary contact**

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You must provide the details of a primary contact for your application.

*The primary contact is the person authorised to act on behalf of the applicant. We consider them our primary contact point for all aspects of this application. We will send all email correspondence to this person. If these details change, you must inform us as soon as possible so automated emails can be redirected. The details include*

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

## L. Application declaration

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In order to submit your application you will be required to agree to the following declaration.

### L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

### L.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this [program/grant opportunity], has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.