Australian Government

Department of Industry, Science and Resources

Department of Health and Aged Care

Sample application form

Medical Research Future Fund – Research Data Infrastructure Initiative
2022 Research Data Infrastructure Grant

Version September 2022

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

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

Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)

   or

- Australian Company Number (ACN)
- Indigenous Corporation Number

A.1.   Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select – MRFF 2022 Research Data Infrastructure
- Field 2 select - MRFF 2022 Research Data Infrastructure

When you have selected the program, the following text will appear.

The grant opportunity provide grants of financial assistance to support Australian medical research and medical innovation projects that use novel methods to **harness multiple existing data infrastructure types** in developing and implementing new approaches for addressing an unmet medical need.

You should read the grant opportunity guidelines and sample grant agreements 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.

You may submit your application at any time up until 5.00pm AEDT on 13 February 2023. Please take account of time zone differences when submitting your application.

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B.   Eligibility

We will ask you the following questions to establish your eligibility for the MRFF 2022 Research Data Infrastructure grant opportunity.

Questions marked with an asterisk are mandatory.

Is your organisation incorporated in Australia? *

A legal entity is an entity in its own right that has capacity to enter into legally binding agreements or contracts, assume obligations, incur and pay debts, sue and be sued and be held responsible for its actions.

Select your entity type? *

- a medical research institute
- a university
- a corporate Commonwealth entity
- a corporation (including businesses and not for profits)
- none of the above

You must select one of the entities to proceed to next section.

C. Applicant address

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.

D.   Indigenous organisation

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.

E.   Project information

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 project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

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

You must use the mandatory template available on [business.gov.au](#) to list up to 15 Chief Investigators 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.

The Chief Investigator A must be identified in the mandatory excel document.

You must list all of your research team in the mandatory excel document.

Chief Investigator A (CIA)

The CIA must take a lead role in the project and report on project outcomes.

The Chief Investigator must not be named on any other projects within this grant opportunity.

Have you confirmed that your Chief Investigator A is not named on any other applications within this grant opportunity? *

If they are identified in any other application all applications that identify them will be deemed ineligible.

Select from drop down

Yes

No

Research Team (Chief Investigators)

Have you confirmed that no member of your research team are listed or part of any other applicant research team within this grant opportunity? *

If they are identified in any other application all applications that identify them will be deemed ineligible.

Select from drop down

Yes

No

▪ List of Chief Investigators

You must use the mandatory template available on business.gov.au list up to 15 Chief Investigators 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.

E.5. 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 four years from the execution of the grant.

It is expected you will commence your project by 30 June 2023

E.6. 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 15 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.7.   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 (Minimum 10K and up to 80K)		$
		2022/23	$
		2023/24	$
		2024/25	$
		2025/26	
		2026/27	
	Labour		$
		2022/23	$
		2023/24	$
		2024/25	$
		2025/26	$
		2026/27	$
	Labour on-costs		$
		2022/23	$
		2023/24	$
		2024/25	$
		2025/26	$
		2026/27	
	Contractors		$
		2022/23	$
		2023/24	$
		2024/25	$
		2025/26	$

		2026/17	$
	Travel and Overseas		$
		2022/23	$
		2023/24	$
		2024/25	$
		2025/26	$
		2026/27	$
	Other eligible expenditure		$
		2022/23	$
		2023/24	$
		2024/25	$
		2025/26	$
		2026/27	$
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.

This is no minimum grant amount under this grant opportunity. The maximum grant amount under this grant opportunity for a single grant is $2.5 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

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- *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.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score satisfactorily against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

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

Your response is limited to 10000 characters for each criterion including spaces and does not support formatting.

G.1. Assessment criterion 1 (40 % weighting)

Your response is limited to 10000 characters including spaces and does not support formatting.

Project Impact

Project Impact is the extent to which the project's research outputs will contribute to meaningful advances in health outcomes, practice and/or policy, consistent with the objectives and outcomes described in section 1.3. The assessment of Project Impact will also consider the project's contribution to the objective of the Initiative as described in section 1.2 and your statement against the MRFF Measures of Success

In your response to this criterion, you should ensure that you:

- describe how the project builds upon existing knowledge to progress the area of research and how the research outcomes will contribute to meaningful advances in health outcomes, practice and/or policy in Australia.

- clearly outline how the proposed project will produce knowledge and outcomes that address an area of unmet medical need.

- 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.

- demonstrate the involvement of academic, industry, state/territory, and/or other partners in the project and how their needs and views have informed its conceptualisation, development and planned translation and implementation.

In addition, projects that specifically focus on the health of priority populations (e.g. Aboriginal and/or Torres Strait Islander people, older people experiencing diseases of ageing, people with rare or currently untreatable diseases/conditions, people in remote/rural communities, people with a disability, individuals from culturally and linguistically diverse communities, LGBTIQ+ people, youth) should:

- describe how the anticipated outputs will contribute to meaningful advances in health outcomes, practice and/or policy for the priority population

- demonstrate how the proposed research focuses on interventions that will be acceptable (e.g. culturally appropriate) to the priority population

- demonstrate leadership by, and involvement of, the priority population in the project, and how their needs, views and values have informed its conceptualisation, development and planned implementation.

Further instructions are in section 6.1.

G.2.   Assessment criterion 2 (30 % weighting points)

Your response is limited to 10000 characters including spaces and does not support formatting.

Project methodology

Project Methodology is a description of the design and conduct of the proposed research in the form of a project plan. The assessment of Project Methodology will consider the scientific quality and feasibility of the project plan and its ability to deliver on the project's intended outcomes. Projects are expected to be original and build on (rather than duplicate) research that has already been undertaken.

In your response to this criterion, you should ensure you clearly:

- articulate the research question and the proposed approach for addressing it, including (as appropriate) tools and techniques, participants (e.g. diversity of participants), interventions, controls, statistical approaches, and strategies for data collection and use, including:

- demonstrate new linkage and/or use of data from multiple (at least two) existing research data infrastructure sources of different types (e.g. administrative and biobank data, registry and biobank data, wearables and use artificial intelligence); and/or

- outline novel methodologies and approaches that leverage and enhance existing linked research data infrastructure of at least two different types

- articulate how consumers will be involved in the proposed research, including their contributions throughout the life of the project

- articulate arrangements for project governance and oversight to support its successful delivery

- articulate appropriate milestones, performance indicators and timeframes.

In addition, projects that specifically focus on the health of priority populations should also articulate how the proposed methodology includes strong and meaningful leadership and involvement of the priority population, including its people, communities and organisations.

Grantees will be required to report on project progress at 12 month intervals.

Further instructions are in section 6.1.

G.3.   Assessment criterion 3 (30 % weighting)

Your response is limited to 10000 characters including spaces and does not support formatting.

Capacity, capability and resources to deliver the project

Capacity, Capability and Resources is the relevant skills, knowledge, experience and resources the research team and any partners are contributing to the project. The assessment of Capacity, Capability and Resources will consider the overall composition of the research team, the contribution of individual researchers to the project, and the involvement of partners in the successful delivery of the project.

In your response to this criterion, you should ensure that you demonstrate:

- the research team has an appropriate mix of skills (scientific, project management, etc) to undertake the proposed research

- the research team includes individuals that bring diverse experiences and expertise (e.g. across disciplines, genders, cultures, lived experience relevant to the research question, career stages and research sectors)

- the research team has the skills, experience and capacity to involve and support consumers (including those with lived experience) in the proposed research, and ensure that this is done appropriately and effectively

- the commitment of partners to the project and how they will support (through financial and in-kind contributions) its successful delivery.

In addition, projects that specifically focus on the health of priority populations should demonstrate that the research team includes leadership by the priority population, and that the research team has experience in delivering research that has positively impacted health policies and programs of relevance to the priority population.

Each Chief Investigator should provide an example from within the last 5 years of how their research has contributed to meaningful advances in health outcomes, practice and/or policy through the translation or implementation of research findings.

Further instructions are in section 6.1.

G.4. Assessment criterion 4 (non weighted)

Your response is limited to 10000 characters including spaces and does not support formatting.

Overall Value and Risk of the Project

Overall Value and Risk is the extent to which the project's research outputs will meaningfully contribute to the objective and intended outcomes of the grant opportunity, the Research Data Infrastructure Initiative, and the MRFF more broadly. Your response to this criterion will consist of your Measures of Success statement, proposed budget, and risk management plan submitted with your application.

The assessment of Overall Value and Risk will consider:

- the relative contribution of the outcomes or results you have identified in your Measures of Success statement to the intended outcomes of the grant opportunity, the goal and aims of the Research Data Infrastructure Initiative, and the MRFF

- the appropriateness of the requested budget (including the value and type of any contributions from partners) to support successful delivery of the project, including whether it is sufficiently detailed and justified and represents value for money

- the appropriateness of the risk management plan, including strategies for identifying, documenting, monitoring and reporting on key risks to the completion of the project.

Refer section 6.1 and to the *Rating Scale for Overall Value and Risk* for further information.

H. Project partners

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.

I.   Bank account details

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
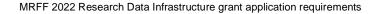
Account name

BSB

Account number

I.3.   Payment contact

Given name

Family name

Email address

Phone number

J.   Application finalisation

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.   Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

J.3.   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

You must attach a project plan with a maximum of 12 pages excluding appendices, including your project methodology and feasibility analysis.

- Project budget

A detailed and itemised project budget, 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.ay/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 one page)

- 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 two pages)

- 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

- Trust deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

- 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.

K.   Primary contact

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

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 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.