



# Spinnaker Health Research Foundation Grants 2024

## Guidelines v1.0

### Stage 1: Expression of Interest (EOI)

**Stage 1 Open: Wednesday 15<sup>th</sup> May 2024 at 12:00 noon (AWST)**

**Stage 1 Close: Wednesday 19<sup>th</sup> June 2024 at 12:00 noon (AWST)**

## Table of Contents

1. About Spinnaker Health Research Foundation .....	3
2. About Spinnaker Health Research Foundation Grants .....	3
2.1 Funding streams.....	3
2.2 Round objectives.....	3
3. Requirements .....	4
3.1 Location.....	4
3.2 Administering Institution .....	4
3.3 Eligibility Requirements for Chief Investigators .....	5
3.4 Incomplete, False or Misleading Information .....	6
3.5 Terms and Conditions for Funding.....	6
4. Funding .....	7
4.1 Funding Amount .....	7
4.2 Salary Support.....	7
4.3 Direct Research Costs.....	7
5. Application Stages and Assessment.....	8
5.1 Stage 1: Expression of Interest (EOI) .....	8
5.2 Stage 2: Full Application (by invitation).....	8
5.3 Stage 3: Further Information / Interview.....	9
5.4 Funding Decision.....	9
6. How to Apply .....	9
7. Round Timetable .....	10
APPENDIX A – Assessment Criteria .....	11
APPENDIX B – Administering Institution Endorsement Details .....	14
APPENDIX C – Example Funding Terms and Conditions .....	15

## 1. About Spinnaker Health Research Foundation

Spinnaker Health Research Foundation has a proud 28-year history, first established in 1996 as the Fremantle Hospital Research Foundation through the vision of Warren Jones, Fremantle resident and manager of the successful 1983 America's Cup syndicate. In 2016, following an expanded partnership with Fiona Stanley Hospital, it was renamed the Spinnaker Health Research Foundation, as a nod to Jones.

Since the inception of its grants program in 1999, Spinnaker has been committed to supporting world-leading research, providing more than \$6 million in grant funding towards research undertaken within the South Metropolitan Health Service (SMHS) community. Spinnaker remains guided by the needs of our community to back pioneering health research, game-changing equipment and other transformational solutions.

Spinnaker Health Research Foundation joined The Hospital Research Foundation (THRF) Group in 2023. THRF Group consists of 12 charities whose combined purpose is to "Together, Fight" for better health and wellbeing for our community through life-changing medical research and improved healthcare. THRF Group will be the entity administering this round.

## 2. About Spinnaker Health Research Foundation Grants

### 2.1 *Funding streams*

Grants in support of early-stage researchers and/or projects are often difficult to come by. In recognition of our desire to drive research growth and excellence in the South Metropolitan Health Service research community, and our belief that innovation begins with supporting research at these critical early stages, Spinnaker/THRF Group invites proposals across the following two streams:

#### **Stream 1: ECR-led proposals**

Early Career Research grants are offered to encourage people at the beginning of their career to undertake a research project for the benefit of prevention, diagnosis and/or treatment of known health conditions. See definition of "Early-Career" at 3.3.

#### **Stream 2: Seed funding**

Seed Grants are our commitment to supporting research seeking to pioneer innovative responses to health and wellbeing by testing a theory, exploring a new idea, or preparing a novel project for a larger funding application.

### 2.2 *Round objectives*

Within those two streams, Spinnaker/THRF Group seeks proposals that address unmet need for the health and wellbeing of the South Metropolitan Health Service community in line with the following strategic objectives:

- **Family Health**  
Equal access for every child to world-leading public health services through evidence-based interventions.
- **Men's Health and Wellbeing**  
Improved health outcomes for West Australian men and boys through addressing one (or more) of the goals and priority populations of the [Western Australian Men's Health and Wellbeing Policy \(2019\)](#).
- **Aboriginal Health**  
Collaborative, translational research aimed at improving the health and wellbeing of WA's diverse Aboriginal population in line with the [WA Aboriginal Health and Wellbeing Framework 2015-2030](#).

- **Melanoma Research**  
Improved patient outcomes through ground-breaking advancements in the diagnosis, treatment and care of melanoma.
- **Education and Advocacy**  
Initiatives that facilitate the translation of research and/or inform the community, funding bodies, policy makers and health providers of advancements in medicine, to improve Western Australia's public health services and provide equitable access.

In addition to the near-term activities that the funding may enable, proposals are expected to describe potential “next steps” whereby the anticipated outcomes from the research could be progressed and implemented for beneficial health and wellbeing impacts for the community of south metropolitan Perth, as well as the WA community more broadly.

Spinnaker particularly encourages proposals incorporating:

- Early career researchers.
- Research teams combining suitably experienced research and clinical personnel.
- Transdisciplinary research approaches combining ideas and techniques from different fields. This could be via the involvement of personnel or technologies from engineering, computer science, or other suitable “non-medical” disciplines, and/or suitable industry organisations.
- Effective and meaningful consumer participation and engagement in the research design, conduct, and/or translation pathway.
- Collaborative research across organisations.

Proposals **must not duplicate or substantially overlap with** existing projects or pending proposals.

### 3. Requirements

As an aid for applicants when reading these Guidelines, Spinnaker/THRF Group has developed a set of general FAQs. These are available at [www.hospitalresearch.org.au/research-and-services/grants/information-for-researchers/](http://www.hospitalresearch.org.au/research-and-services/grants/information-for-researchers/).

However, please note that in the event of inconsistency between these Guidelines and the FAQs, these Guidelines will prevail.

#### 3.1 Location

The primary focus of the research must be for or at Fiona Stanley Fremantle Hospitals Group (FSFHG), Rockingham Peel Group, and/or within the [south metropolitan region of Perth as represented by South Metropolitan Health Service \(SMHS\)](#). The proposed research must either

- be primarily undertaken within the South Metropolitan Health Service (SMHS); or
- be able to demonstrate significant and meaningful connection with the SMHS.

#### 3.2 Administering Institution

Applications must be submitted via one of the following Administering Institutions:

- Curtin University
- Edith Cowan University
- Murdoch University
- University of Notre Dame Australia
- University of Western Australia
- South Metropolitan Health Service

The Administering Institution (AI) is responsible for ensuring the provision of the general facilities and supporting resources necessary for the project's conduct, as well as ensuring compliance with the *Australian Code for the Responsible Conduct of Research*, the *National Statement on Ethical*

*Conduct in Human Research*, the *Australian code for the care and use of animals for scientific purposes* and any other relevant policy concerning the conduct of research. If an application is approved for funding, Spinnaker/THRF Group will enter into a funding agreement with the nominated AI detailing appropriate management and administration requirements for the approved project. The AI must also be able to commit and manage the time contribution of the Chief Investigator A (CIA) to the project.

### 3.3 Eligibility Requirements for Chief Investigators

The first-named investigator on an application – Chief Investigator A (CIA) – will be considered the Project Leader, who has the primary responsibility to run and report on the project (if approved). The CIA must be a salaried staff member of the nominated Administering Institution. A CIA with more than one formal appointment must only nominate one of the above organisations to be the Administering Institution (AI) for the purposes of this round.

The CIA must hold either:

- a) a Higher Degree by Research (HDR) (either a Masters by Research or a PhD) in line with Australian Qualifications Framework Levels 9 or 10 (see [www.aqf.edu.au/framework/aqf-levels](http://www.aqf.edu.au/framework/aqf-levels)) from a recognised institution; or
- b) an equivalent combination of relevant skills, training, and/or experience. Evidence for claims of equivalence is to be provided in the CIA biosketch. Completion of Good Clinical Practice (GCP) training will be favourably viewed in assessment of HDR equivalence for clinical staff.

For the purposes of this scheme “Early-Career” will be defined up to 10 years post HDR conferral (where held) or equivalent research experience. This timing requirement will be considered relative to any career disruption in line with [NHMRC Relative to Opportunity policy](#) principles. Evidence for claims of equivalence is to be provided in the CIA biosketch.

For this round:

- The project team must include at least one Chief Investigator with an appointment at, or a formal collaboration with, SMHS.
- An applicant may only submit a maximum of one (1) application as CIA, regardless of stream.
- CIs can be involved in no more than two (2) applications (including involvement as CIA), regardless of stream.
- Up to three (3) additional Chief Investigators (*i.e.* CIB – CID) may be included on each application.
- CIs that have received more than three (3) grants (excluding travel awards) from Spinnaker (or the Fremantle Hospital Medical Research Foundation) in the last five years are not eligible to apply.

Spinnaker/THRF Group reserves the right at its sole discretion to exclude from further consideration any application(s) contravening these limits or in breach of eligibility requirements.

All CIs must:

- be able to demonstrate a track record relevant to the field of this round;
- provide a meaningful contribution and time commitment to the proposed project over its entire duration; &
- have met their obligations regarding all previous Spinnaker/THRF Group-funded projects, including submission of satisfactory reporting and financial acquittal as per the relevant funding agreement/s.

For the avoidance of doubt, provided their primary supervisor eligibly applies as CIA, a currently enrolled HDR student may be listed as one of the additional CIs (*i.e.* CIB – CID). Other investigators

playing a minor role in the project and/or with an intermittent/low time commitment should be indicated as Collaborators/Associate Investigators.

Researchers (i) located outside Western Australia, and/or (ii) whose **only** appointment with the organisations listed under section 3.2 is by a non-salaried honorary, visiting or affiliate appointment, cannot be CIA, but may be listed as an additional Chief Investigator (CIB – CID) or included as a member of the broader project team.

### 3.4 *Incomplete, False or Misleading Information*

All information submitted to Spinnaker/THRF Group (including EOIs, full applications and reports) must be complete, current and accurate at the time of submission, and free of false or misleading information.

Examples of false or misleading information include, but are not limited to, providing:

- dishonest statements regarding time commitments to the research for which support is being sought;
- incomplete or inaccurate facts regarding other sources of funding;
- inaccurate claims in publication records; or
- incomplete or misleading information of ethics and governance requirements or other factors that may impact the researcher's ability to commence the research program in a timely manner.

If Spinnaker/THRF Group becomes aware of omissions or inclusion of misleading information in an application, it may choose to exclude an application from assessment, withdraw funding, and/or refer the matter to the AI.

### 3.5 *Terms and Conditions for Funding*

If a project is selected for funding, Spinnaker/THRF Group will enter into a formal funding agreement with the AI detailing funding terms and conditions. An example of these funding terms and conditions is provided at Appendix C. Before applying, applicants and the AI should ensure they have read, understood and are comfortable with their obligations as they will stand under this Funding Agreement.

Unless otherwise agreed, the project must commence within six (6) months of receiving notification of the award, but not before the funding agreement is fully executed and all relevant ethics approvals and collaborative agreements are in place.

The funding agreement between Spinnaker/THRF Group and the AI will include provisions that Chief Investigators must:

- provide regular reports on the progress of the research through SmartyGrants as requested. Progress will be monitored against agreed milestones, and evidence of outputs and outcomes will be required;
- report any unexpected delays or changes to the research plan to Spinnaker/THRF Group in a timely manner;
- acknowledge Spinnaker/THRF Group funding support in all presentations of the work, as per the identification requirements stipulated in the agreement;
- provide updates upon request to Spinnaker/THRF Group Communications and Marketing teams;
- participate in media opportunities coordinated by Spinnaker/THRF Group where necessary, including local radio and local and national media announcements. Relevant media advice and preparation will be available via Spinnaker/THRF Group's

Communications team;

- seek in advance Spinnaker/THRF Group's approval regarding the content, timing and release of public announcements, media releases, and/or online information relating to the project; &
- assist in future grant reviews if requested by Spinnaker/THRF Group (where reasonably practicable).

In addition to the formal obligations, Spinnaker/THRF Group expects that:

- The Chief Investigator A will attend the annual Spinnaker Health Research Foundation Awards Ceremony, usually held in late November (2024 ceremony details TBC).
- If invited, the Chief Investigator A will make themselves available to present the results of their research at Spinnaker/THRF Group events for donors and supporters.
- Report content (including photographs or videos where provided) may be used by Spinnaker/THRF Group for fundraising and communication purposes.

## 4. Funding

### 4.1 *Funding Amount*

The maximum funding that can be requested is up to \$20,000 (total) over one (1) year.

Funding can be requested to support salaries and direct research costs as further described below. A detailed budget will only be required if a proposal progresses to Stage 2: Full application (by invitation).

Funding cannot be requested to support organisational indirect costs, infrastructure levies, or administrative costs. Further exclusions are indicated below.

Spinnaker/THRF Group reserves the right to vary the available funding in this round at its sole discretion.

### 4.2 *Salary Support*

Salary support may be requested for Cis and/or other personnel needed for the project. The need for any such salary support must be well-justified. For the avoidance of doubt, salary support may be requested for Collaborators/Associate Investigators, but such requests must be very well-justified.

Salary support requests should include the base salary and direct on-costs, such as leave accruals and the superannuation guarantee contribution. Such on-costs are limited to a maximum 30% of the base salary request. Applicants must verify their AI's base salary scales and rate of on-costs before finalising budgets in the application form. Project staff are to be appointed at standard award conditions, commensurate with experience, as determined by the AI.

Due to the limited term of project funding, stipends for Higher Degree by Research students should not be included in proposal budget requests.

### 4.3 *Direct Research Costs*

Direct research costs are those directly related to the conduct of the project and may include research reagents, consumables, services, software, minor equipment (<\$5,000-unit cost), and travel for the purposes of conducting the research program.

Conference attendance and associated travel, publication, open access fees, patenting and/or IP protection costs are not considered direct research costs and should not be included in proposal budget requests.

## 5. Application Stages and Assessment

This round will follow a three-stage process as outlined below. Spinnaker/THRF Group reserves the right to modify or amend these stages at its sole discretion.

- Stage 1. Expression of Interest (EOI)
- Stage 2. Full Application (by invitation based on EOI assessment)
- Stage 3. Further Information / Interview

These stages are described in further detail below.

### 5.1 *Stage 1: Expression of Interest (EOI)*

Using Spinnaker/THRF Group's online platform, applicants will submit a short EOI incorporating a two-page CIA biosketch and Administering Institution (AI) endorsement on the prescribed forms.

EOIs submitted by the due date will be reviewed for eligibility, before evaluation by assessors. Top-ranked EOIs will then be shortlisted for invitation to submit a full application.

If two (2) or more submitted applications are, in Spinnaker/THRF Group's opinion, substantially similar in scope or project team composition, Spinnaker/THRF Group reserves the right to progress the assessment of only one (1), some, all or none of the applications through the round. In the case that no eligible EOI is considered of sufficient merit to progress to Stage 2, Spinnaker/THRF Group may close the round without awarding funding.

Further details on the assessment scoring system are provided in Appendix A. All assessment criteria will be considered in the context of the Round Objectives, and Spinnaker's Purpose more broadly. Please note that assessors will follow the NHMRC Relative to Opportunity policy ([www.nhmrc.gov.au/about-us/policy-and-priorities#download](http://www.nhmrc.gov.au/about-us/policy-and-priorities#download)), and will be required to deal with applications and assessment matters confidentially.

It is the CIA's responsibility to ensure that the nominated AI certifies the EOI in the specified format as part of the submission (refer Appendix B for details).

### 5.2 *Stage 2: Full Application (by invitation)*

Shortlisted applicants will be invited to submit a full application in the specified format through Spinnaker/THRF Group's online application platform SmartyGrants. Full applications must provide further detail on scientific merit, feasibility and budget considerations, and expand on how project outcomes can deliver beneficial impacts. Using the prescribed forms, full applications must also include biosketches for CIB-CID (as applicable) and AI endorsement.

Full applications will normally be expected within approx. 4 weeks of the notification of shortlisting and must include endorsement by the AI in the specified format. Spinnaker/THRF Group expects applicants to provide all necessary information to make evaluation possible via the full application form but reserves the right to request additional information if needed.

Changes to the composition of the CI team between Stage 1 and Stage 2 will not normally be accepted, unless exceptional circumstances apply, or if otherwise advised by Spinnaker/THRF Group. Requests for changes to CI team composition must be provided by the AI for Spinnaker/THRF Group's consideration at least 10 business days before the Stage 2 closing date.

Eligible full applications will be reviewed against the relevant assessment criteria. In the case that none of the invited submissions is deemed worthy of funding, Spinnaker/THRF Group may close the round without awarding funding or return to the EOI pool and issue further invitations. If Spinnaker reasonably considers any applications to be similar or complementary to other applications received, Spinnaker may request that the applicants consider some or greater cooperation between the

researchers (where appropriate). There is no obligation imposed on applicants under this condition. Any cooperation that might arise from such a suggestion by Spinnaker/THRF Group would be voluntary.

Lay language components of the invited submissions may be used to engage consumers in aspects of the decision-making process.

It is the CIA's responsibility to ensure that the nominated AI certifies the full application in the specified format as part of the submission (refer Appendix B for details).

### 5.3 *Stage 3: Further Information / Interview*

Before the final decision is made, Spinnaker/THRF Group may request further information or detail from applicants and/or the AI. Shortlisted applicants may also be interviewed by a panel convened by Spinnaker/THRF Group.

### 5.4 *Funding Decision*

Following evaluation of all eligible applications, the Scientific Advisory Committee will make recommendations for award to Spinnaker/THRF Group executive for approval. The right to accept, reject, or otherwise modify grant recommendations will be retained by Spinnaker/THRF Group executive at their sole discretion. Spinnaker/THRF Group reserves the right not to fund any application for any reason, including where the relevant project personnel and/or Administering Institution have not fulfilled their obligations under previous Spinnaker funding agreement/s, including but not limited to reporting, financial acquittal, and acknowledgement requirements. Spinnaker/THRF Group's funding decision will be final, and no further negotiations will be entered into.

If an application is awarded funding, Spinnaker/THRF Group will enter into a funding agreement with the nominated AI.

## 6. How to Apply

EOIs must be completed and submitted online through Spinnaker/THRF Group's online platform: SmartyGrants. Please note:

- **Only electronic submission through the SmartyGrants system will be accepted.**
- **Applicants must click on the "Submit" button when the application is finalised.**
- **Applicants will then receive a confirmation of application submission by email.**
- **If the email is not received (after checking junk/spam folders), applicants should assume that the submission has not occurred and re-attempt submission.**

Please also note:

- The SmartyGrants PDF download/preview may not reflect all required questions within the application form as some sections may be conditional. We strongly recommend working through the online form within the SmartyGrants system well before the deadline to ensure you understand all of the information that will be required to complete the submission.
- Unless otherwise specified in the application form, all uploaded files should be provided in PDF format. File names should include a short description of the item followed by the CIA's family name, for example "Transcript\_Smith.pdf".
- Unless otherwise requested by Spinnaker/THRF Group, information additional to that requested in the application form will not be considered for assessment.
- Applications will be reviewed by a broad range of people, including Advisory Committee members who will not be expert across every possible field. Applications should maximise readability and the use of lay language wherever possible.

**Apply at:**

<https://hospitalresearch.smartygrants.com.au/2024-SHRFgrants>

**Stage 1: EOI Close Wednesday 19<sup>th</sup> June 2024 at 12:00 noon (AWST)**

All queries should be directed to [grants@hospitalresearch.org.au](mailto:grants@hospitalresearch.org.au)

Incomplete, late or incorrectly submitted applications will not be considered

## 7. Round Timetable

<b>Stage 1 Opens</b>	Wednesday 15 <sup>th</sup> May 2024 at 12:00 noon (AWST)
<b>Stage 1 Closes</b>	Wednesday 19 <sup>th</sup> June 2024 at 12:00 noon (AWST)
<b>Stage 2: Invitation to Full Application for shortlisted EOIs</b>	Indicatively 4 weeks after Stage 1 closes <i>EOIs not shortlisted will be notified at this stage</i>
<b>Stage 2: Full Applications Close</b>	Indicatively 4 weeks after Invitation to Full Application
<b>Final Outcomes</b>	Indicatively 6 weeks after Stage 2 closes

Please note that dates for stages noted as 'indicative' above are estimates and may be subject to change without notice.

## APPENDIX A – Assessment Criteria

All Assessment Criteria will be considered in the context of the Round Objectives, and THRF Group's Purpose to: "Together, fight for better health and wellbeing for our community through life-changing medical research and improved healthcare".

### Unmet Need (20%)

<b>The proposal addresses an unmet need that is, particularly in the SMHS and Western Australian context:</b>		
Category	Band	Descriptor
5	Top 5%	<p><b>Critically important</b></p> <p>The proposal compellingly articulates:</p> <ul style="list-style-type: none"> <li>the urgency/criticality of the unmet need;</li> <li>its significance to consumers; &amp;</li> <li>describes how, if addressed and resolved, it would be extremely significant in improving clinical care and health outcomes.</li> </ul>
4	Next 10%	<p><b>Highly important</b></p> <p>The proposal provides a very strong case for:</p> <ul style="list-style-type: none"> <li>the importance of the unmet need;</li> <li>its strong relevance to consumers; &amp;</li> <li>describes how, if addressed and resolved, it would significantly improve clinical care and/or health outcomes.</li> </ul>
3	Next 15%	<p><b>Important</b></p> <p>The proposal provides a good case for:</p> <ul style="list-style-type: none"> <li>the importance of the unmet need;</li> <li>its relevance to consumers; &amp;</li> <li>describes how, if addressed and resolved, it would improve clinical care and/or health outcomes.</li> </ul>
2	Next 20%	<p><b>Reasonably important</b></p> <p>The proposal provides reasonable justification for:</p> <ul style="list-style-type: none"> <li>an unmet need in the field;</li> <li>its relevance to consumers; &amp;</li> <li>describes how, if addressed and resolved, it would have some significance in clinical/healthcare settings.</li> </ul>
1	Bottom 50%	<b>Not competitive</b>

### Approach, Innovation and Feasibility (30%)

<b>The project's approach to addressing the defined area of unmet need, relative to the field, is:</b>		
Category	Band	Descriptor
5	Top 5%	<p><b>Outstanding</b></p> <p>The project's approach:</p> <ul style="list-style-type: none"> <li>convincingly addresses the defined unmet need;</li> <li>is highly innovative, bringing together ideas, methodologies and technologies in ground-breaking new ways;</li> <li>clearly and meaningfully engages consumers across all project elements;</li> <li>is extremely cost-effective and of high value for money; &amp;</li> <li>will almost certainly achieve its stated aims.</li> </ul>
4	Next 10%	<p><b>Very good</b></p> <p>The project's approach:</p> <ul style="list-style-type: none"> <li>clearly addresses the defined unmet need;</li> <li>displays very good methodological and/or technological innovation;</li> <li>meaningfully engages consumers very well in key project elements;</li> <li>shows high cost-effectiveness or value for money; &amp;</li> <li>is highly likely to achieve its stated aims.</li> </ul>

3	Next 15%	<p><b>Good</b></p> <p>The project's approach:</p> <ul style="list-style-type: none"> <li>clearly addresses the defined unmet need;</li> <li>displays sound methodological and/or technological innovation;</li> <li>engages consumers in key project elements;</li> <li>shows good cost-effectiveness or value for money; &amp;</li> <li>is more likely than not to achieve most stated aims.</li> </ul>
2	Next 20%	<p><b>Reasonable</b></p> <p>The project's approach:</p> <ul style="list-style-type: none"> <li>addresses the defined unmet need to some degree;</li> <li>displays elements of innovation;</li> <li>reasonably engages consumers in some project elements;</li> <li>is reasonably cost-effective; &amp;</li> <li>should achieve some stated aims.</li> </ul>
1	Bottom 50%	<b>Not competitive</b>

### Impact (30%)

***The case for the project's ability to advance the field and deliver its stated outcomes, and the credibility of its pathway for translation to positive patient/healthcare impacts, particularly with respect to SMHS and Western Australia, are:***

Category	Band	Descriptor
5	Top 5%	<p><b>Outstanding</b></p> <p>The project will almost certainly:</p> <ul style="list-style-type: none"> <li>strongly advance the field (e.g. extremely substantial shift in the current paradigm or highly significant breakthrough);</li> <li>deliver outstanding and critical outcomes; &amp;</li> <li>the project has a highly credible and clearly articulated future translation pathway to sustainably deliver strongly positive patient/healthcare impacts.</li> </ul>
4	Next 10%	<p><b>Very compelling</b></p> <p>The project is likely to:</p> <ul style="list-style-type: none"> <li>markedly advance the field (e.g. substantial shift in the current paradigm or significant breakthrough);</li> <li>deliver excellent and valuable outcomes; &amp;</li> <li>the project has a well-described future translation pathway to sustainably deliver positive patient/healthcare impacts.</li> </ul>
3	Next 15%	<p><b>Compelling</b></p> <p>The project has good potential to:</p> <ul style="list-style-type: none"> <li>measurably advance the field (e.g. move the current paradigm or deliver an important breakthrough);</li> <li>deliver good and beneficial outcomes; &amp;</li> <li>the project has outlined future translation steps which could lead to positive, longer-term patient/healthcare impacts.</li> </ul>
2	Next 20%	<p><b>Moderately compelling</b></p> <p>The project has some potential to:</p> <ul style="list-style-type: none"> <li>add to the field (e.g. expand the current paradigm or add important new knowledge);</li> <li>deliver outcomes of some significance; &amp;</li> <li>the project has identified some of the steps to take towards positive patient/healthcare impacts beyond the funding period.</li> </ul>
1	Bottom 50%	<b>Not competitive</b>

## Project Team (20%)

<b>Relative to opportunity, the demonstrated quality and relevance of the skills, experience and capability of the CIA and team to deliver the project is:</b>		
Category	Band	Descriptor
5	Top 5%	<p><b>Outstanding</b></p> <p>Relative to opportunity, there is no doubt the CIA and team have the combined capacity and capabilities to execute the project and deliver outcomes, with:</p> <ul style="list-style-type: none"> <li>• clearly demonstrated access to all necessary resources, infrastructure and technologies; &amp;</li> <li>• an outstanding mix of expertise and experience.</li> </ul>
4	Next 10%	<p><b>Very good</b></p> <p>Relative to opportunity, there is very high confidence the CIA and team have the combined capacity and capabilities to execute the project and deliver outcomes, with:</p> <ul style="list-style-type: none"> <li>• very good access to necessary resources, infrastructure and technologies; &amp;</li> <li>• a very good mix of expertise and experience.</li> </ul>
3	Next 15%	<p><b>Good</b></p> <p>Relative to opportunity, there is good confidence the CIA and team have the combined capacity and capabilities to execute the project and deliver outcomes, with:</p> <ul style="list-style-type: none"> <li>• good access to most supporting resources, infrastructure and technologies; &amp;</li> <li>• a good mix of expertise and experience.</li> </ul>
2	Next 20%	<p><b>Reasonable</b></p> <p>Relative to opportunity, there is reasonable confidence the CIA and team have the combined capacity and capabilities to execute the project and deliver outcomes, with:</p> <ul style="list-style-type: none"> <li>• reasonable access to resources, infrastructure and technologies; &amp;</li> <li>• a reasonable mix of expertise and experience.</li> </ul>
1	Bottom 50%	<p><b>Not competitive</b></p>

## APPENDIX B – Administering Institution Endorsement Details

### Stage 1: Expression of Interest (EOI) Endorsement

At EOI stage, the prescribed form (to be provided) will require sign-off by the CEO/DVCR of the Administering Institution (or their authorised delegate), to confirm that the signatory:

- Has read, understood and complied with the relevant Spinnaker Grant Guidelines (the grant guidelines) and, to the best of their knowledge, all details provided in this application form and in any supporting documentation are true and complete in accordance with the grant guidelines.
- Consents, on behalf of all the parties, to this application being referred to third parties for confidential assessment purposes.
- Consents, on behalf of all the parties, to Spinnaker/THRF Group copying, modifying and otherwise dealing with information contained in this application for the purpose of conducting the funding round.
- Certifies that the application is being submitted with the support of, and on behalf of, the Administering Institution, and acknowledges that if found to be in breach of any requirements the application may be excluded from consideration by Spinnaker/THRF Group.

### Stage 2: Invited Full Application Endorsement

At Full Application stage, the prescribed form (to be provided) will require sign-off by the CEO/DVCR of the Administering Institution (or their authorised delegate), to certify and confirm the following:

- They have read, understood and complied with the relevant Spinnaker Grant Guidelines (the grant guidelines) and, to the best of their knowledge, all details provided in this application form and in any supporting documentation are true and complete in accordance with the grant guidelines.
- Proper enquiries have been made and they are satisfied that the participants and organisations listed in this application meet the requirements specified in the grant guidelines.
- The listed participants are responsible for the authorship and intellectual content of this application, and have appropriately cited sources and acknowledged significant contributions to this application.
- To the best of their knowledge, all personnel contributing to the project activity have familiarised themselves with the *Australian Code for the Responsible Conduct of Research*, the *National Statement on Ethical Conduct in Human Research*, the *Australian code for the care and use of animals for scientific purposes* and other relevant policies concerning the conduct of research, and have agreed to conduct themselves in accordance with those policies.
- To the best of their knowledge, all material personal and financial interests and Conflicts of Interest relating to parties involved in or associated with this application have been disclosed to the Administering Institution, and, if the application is successful, they agree to manage all Conflicts of Interest relating to this application in accordance with the *Australian Code for the Responsible Conduct of Research*, and any relevant successor documents.
- They have obtained sufficient written agreement of all the relevant persons and organisations necessary for this application to be submitted. This written evidence has been retained and will be provided to Spinnaker/THRF Group if requested.
- They consent, on behalf of all the parties, to this application being referred to third parties for confidential assessment purposes.
- They consent, on behalf of all the parties, to Spinnaker/THRF Group copying, modifying and otherwise dealing with information contained in this application for the purpose of conducting the funding round.
- The application is being submitted with the full authority of, and on behalf of, the Administering Institution, and they acknowledge that if found to be in breach of any requirements the application may be excluded from consideration by Spinnaker/THRF Group.
- If this application is successful:
  - The project can be carried out as set out in this application and in accordance with the terms and conditions of the grant guidelines and the relevant funding agreement.
  - The project can be accommodated within the general facilities of this Institution and if applicable, within the facilities of other relevant organisations specified in this application, and sufficient working and office space is available for project personnel.
  - This Institution and relevant participating organisations will make the financial and/or in-kind contributions to the project as set out in this application.
  - Access to privileged data or resources, such as patient data or patient samples, or workspaces, such as clinics, can be accommodated by this Institution or by other relevant organisations specified in this application.
  - Approval of the project activity by relevant institutional committees or approval bodies (such as for ethics and biosafety) will be sought and obtained prior to the commencement of the project, or the parts of the project that require such approval.
  - Arrangements for the management of the project will be agreed in writing between all participating organisations associated with the application before the project can commence.
  - In carrying out the project, the Administering Institution will comply, and require any other participating organisations to comply, with the provisions of any applicable laws, regulations, by-laws and requirements of any applicable Commonwealth, State, Territory or local authority.

## APPENDIX C – Example Funding Terms and Conditions

### TERMS AND CONDITIONS

1. THRF will provide \$[#] (Funds) + GST to the AI to be used for the Project. Subject to these Terms and Conditions including any applicable Payment Conditions, the Funds will be paid in instalments as follows upon receipt of appropriate invoices by THRF:

Instalment #	Funds Instalment Amount (+GST)	Payment Conditions	Required Project Reports	Due date for Required Project Reports
1	40% of total funds	Full execution of this Agreement	N/A	N/A
2	40% of total funds	Following submission and acceptance by THRF of the Required Project Reports	<ul style="list-style-type: none"> <li>• Progress Report</li> <li>• Statement of income and expenditure to date</li> </ul>	dd/mm/yyyy
3	20% of total funds	Following submission and acceptance by THRF of the Required Project Reports	<ul style="list-style-type: none"> <li>• Project Completion Report</li> <li>• Certified final acquittal of income and expenditure for the total Funds received and expended</li> </ul>	dd/mm/yyyy
N/A	N/A	N/A	<ul style="list-style-type: none"> <li>• Project Follow-up Report</li> </ul>	dd/mm/yyyy
<b>\$[#]</b>		<b>Total THRF Funds</b>		

2. The AI agrees that:
  - i. The Project will be conducted in accordance with the proposal attached at Annexure A, any Special Conditions and the budget and milestones specified in the proposal;
  - ii. Unless otherwise agreed, the Project cannot commence, nor Project Funds be expended, until all relevant collaborative agreements and required ethics and biosafety approvals are in place;
  - iii. The Project must be conducted in accordance with all applicable laws, regulations, industry codes, and requirements of any regulatory authority;
  - iv. The Funds must be used solely for the purpose of the Project;
  - v. The AI will ensure the Required Project Reports are provided by the due date set out in Clause 1 above.
  - vi. The Project must not be varied without THRF's explicit approval. Any unexpected delays or proposed changes to the Project must be advised to THRF immediately upon the AI becoming aware of the delay or change; and
  - vii. THRF may, at its sole discretion, approve a variation request, or request any reasonable modification to the proposed variation.
3. The AI acknowledges and agrees that:
  - i. The content, timing and release of any public announcement, media release, update and/or online publication by the AI relating to this Agreement or the Project, including publications or presentations in relation to the Project or its inventions, discoveries, progress reports or findings, must be approved by THRF in advance of release, and where practicable, must include representation from THRF;
  - ii. Notwithstanding Clause 3.i. above, the AI is entitled to publish or present the results of the Project in professional and scholarly publications or forums provided the material appropriately acknowledges the funding contribution by THRF; and
  - iii. Project personnel must assist with and where practicable participate in media opportunities coordinated by THRF, including local and national media announcements or fundraising promotion relating to the Project.
4. THRF reserves the right to request further reports and to conduct progress reviews in relation to the Project at any time.
5. Upon the Project Completion Date the AI will reimburse THRF any portion of the Funds that have not been expended for, or which have not been committed to, the Project.
6. This Agreement will remain in force until the AI has completed all of its obligations under this Agreement.