Australian Government
Department of Industry, Science, Energy and Resources
Department of Health

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Sample application form

Medical Research Future Fund
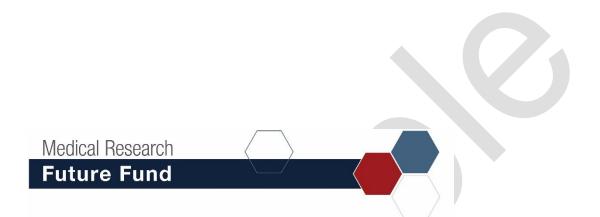
Medical Research Future Fund – Emerging Priorities and Consumer Driven Research Initiative

2021 Health and Wellbeing of Aboriginal and Torres Strait Islander Mothers and Babies Grant Opportunity

Version July 2021

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.

This is a sample only and may be subject to minor changes.

Do not use this document as your application form. You will need to submit an application using the online form once the grant opportunity is open to applications

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 and Google Chrome
▪ 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 - 2021 Improving the Health of Aboriginal and Torres Strait Islander Mothers and Babies

- Field 2 select - 2021 Improving the Health of Aboriginal and Torres Strait Islander Mothers and Babies

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

The grant opportunity provides funding to researchers to support Indigenous-led Australian medical research projects that translate existing knowledge through culturally safe care for pregnancy, birthing and the post-natal period, for example on-country birthing and continuity of family and midwifery care.

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 25 November 2021. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the MRFF 2021 Improving the Health and Wellbeing of Aboriginal and Torres Strait Islander Mothers and Babies 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.

Is your organisation one of the following bodies? *

- a medical research institute
- a university
- a corporate Commonwealth entity
- a corporation (including businesses and not for profits)

You must select one of the eligible options from a drop down menu to proceed to next question.

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. About your organisation

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. $1 million should be presented as $1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering $0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

D.3. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

D.4.   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.

E.1.   Stream

Under what stream are you applying for?

Select stream

>   Stream 1

>   Stream 2

If you are applying under Stream 1 is your lead organisation based in an area located under the Modified Monash Model Locator MM1-7[1]?

Yes

No

If you applying for stream 2:

- Is the lead organisation located within an MMM3-7 location, including having sufficient and identifiable staffing, resources, infrastructure, facilities and services on site to lead and deliver the proposed project? <u>and</u>
- does your Chief Investigator A and more than 50% of all Chief Investigators primarily reside in an MMM3-7 location (i.e. have been residing in an MMM3-7 location for at least 12 months prior to the grant application)?

Yes

No. If no you will not be considered for funding under Stream 2.

E.2.   Project title and description

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.*

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.

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[1] https://www.health.gov.au/health-workforce/health-workforce-classifications/modified-monash-model

E.3. 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.

You must also provide a project plan which you should attach later in your application.

E.4. 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.5. Project duration

- Estimated project start date
- Estimated project end date

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. Projects must start between 1 March 2022 and 30 June 2022.

E.6. Chief Investigators

You must use the mandatory template available on business.gov.au to list all 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.

E.7. 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 in the same stream within this grant opportunity.

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

If they are identified in any other application within the same stream, all applications will be deemed ineligible.

Select from drop down

Yes

No

E.8. Research Team (Chief Investigators)

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

If they are identified in any other application within the same stream, all affected applications 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 all 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. If applying for Stream 2, you should identify the primarily residence of all CIs listed in the MMM3-7 location.

E.9. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. 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.10. 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.

The minimum project expenditure for this grant opportunity is $2 million.

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

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Equipment (up to 80K)		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024-25	
	Labour		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024-25	
	Labour on-costs		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024-25	
	Contractors		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024-25	

Type of expenditure	Head of expenditure	Financial Year	Cost
	Travel and Overseas		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024-25	
	Other eligible expenditure		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024-25	
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

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 10,000 characters for each criterion including spaces and does not support formatting.

G.1. Assessment criterion 1 (40 points)

Project impact

Project impact is the potential to increase knowledge of and provide direct benefit of importance to Aboriginal and Torres Strait Islander people and communities. You should demonstrate this by providing details of how your research proposal will be directly relevant to the objectives and intended outcomes of this grant opportunity.

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

Assessment criteria as per the guidelines

In your application you should:

a. articulate how the proposed program of research addresses a systemic and significant health care or health system need that is of value to the community, health service providers, and health system managers.

b. describe how your project will contribute to a substantial or transformative shift in health policy and/or practice to address the articulated need.

c. demonstrate how the proposed research is informed by existing and ongoing studies in the field, with relevance to national and/or global health priorities.

d. demonstrate leadership of Aboriginal and/or Torres Strait Islander individuals, communities and organisations in the conceptualisation, design, and implementation of your research, including:

 ▪ how the proposed program of research focuses on culturally appropriate interventions that are acceptable to the community your research is intended to benefit

 ▪ the extent to which your research will deliver outcomes that are a priority for Aboriginal and/or Torres Strait Islander people

 ▪ the involvement of health service delivery partners (e.g. education, community, industry and/or healthcare) that will support implementation of study findings into culturally safe practice, programs and/or policy for Aboriginal and/or Torres Strait Islander people, as quickly as possible

 ▪ how your research will strengthen capacity within the health sector for research, innovation and knowledge exchange.

e. describe how your research will provide outcomes (health outcomes or validated surrogate health outcomes) within 12 months of the grant period ending.

f. how your project builds on and supports other initiatives, if applicable.

You should 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.2. Assessment criterion 2 (30 points)

Project methodology

In responding to this criterion you should demonstrate your proposed methodology, encompassing the strengths and weaknesses of the study design and the scientific quality and feasibility of the proposal. You are required to provide information on appropriate milestones, performance indicators and timeframes.

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

Assessment criteria as per the guidelines

You should also demonstrate that the proposed program of research:

a. applies evidence from foundational or proof of concept research to justify and inform the feasibility of the proposed approach

b. facilitates multidisciplinary partnerships across the health sector private sector and industry to establish a broad and inclusive program of research under a strong governance structure

c. demonstrates evidence of Aboriginal and/or Torres Strait Islander leadership and community and consumer engagement and participation from the project's inception through to implementation

d. describes stepwise, measurable benchmarks and indicators for project and program progress to inform ongoing disbursement of funds.

G.3. Assessment criterion 3 (30 points)

Capacity, capability and resources to deliver the project

This criterion is used to assess whether the research team named in your application has the appropriate mix of research skills and experience to undertake the research project. You should articulate the research team's cultural competence and/or relevant experience in research on Aboriginal and Torres Strait Islander health.

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

Assessment criteria as per the guidelines

Your application must include clear evidence of prior capacity and impactful research conducted in partnership with Aboriginal and Torres Strait Islander people or communities and also clearly demonstrate that:

a. the research team has demonstrated experience in delivering research that has impacted Aboriginal and/or Torres Strait Islander health policies and programs.

b. the research team has Aboriginal and/or Torres Strait Islander leadership embedded in all aspects of the project.

c. the members of the research team have the capability and expertise to successfully deliver the proposed program of research, including program management, where relevant.

d. the team has the capacity and experience to implement an innovative and transformative program of work.

e. the members of the research team have access to the resources necessary for completion of the project.

f. the team has access to the required institutional and governance support required to monitor project and program progress

g. the research team builds capacity by including researchers across career stages.

G.4. Assessment criterion 4 (non weighted)

Overall value and risk of the project

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

You should demonstrate the overall value and risk of the project, including that you have robust risk identification and management processes.

You should provide:

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

Our assessment will also take into consideration:

- the relative contribution of the outcomes or results you have identified against the MRFF measures of success to the goal and aims of the Fund
- whether the project offers the potential for transformative change for the Aboriginal and Torres Strait Islander community and Government
- whether the overall strategy, methodology and analyses are well-reasoned, appropriate and feasible to accomplish the specific aims of the project.
- 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 application
- the appropriateness of the submitted risk management plan in documenting key risks to the completion of the research proposal, 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.   Application finalisation

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

H.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.

H.2.   Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

H.3.   Additional documentation

You must attach the following supporting documentation.

- 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

- Letters of support (where applicable)

- 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.

I.   Primary contact page

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

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

J.   Application declaration

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

J.1.   Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy 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.

J.2.   Applicant declaration

I declare that I have read and understood the [program/grant opportunity] guidelines, including the 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 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.