



Sample application form

Medical Research

Future Fund



Medical Research Future Fund – Preventive and Public Health Research Initiative 2020 Targeted Translation Research Accelerator Grant Opportunity Sample Application form

Version March 2020

This document shows the questions included in the online application form for the 2020 Targeted Translation Research Accelerator 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.

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.

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.

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

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

We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

A.3. Australia and New Zealand Standard Industrial Classification (ANZSIC) details

You must select 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](#))

A.4. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select MRFF – 2020 Targeted Translation Research Accelerator
- Field 2 will automatically populate with: MRFF – 2020 Targeted Translation Research Accelerator

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

The Preventive and Public Health Research Initiative (the Initiative) aims to enable or support research to test innovative public health approaches, such as through exercise and nutrition, to address the risk factors associated with the prevalence and persistence of chronic and complex diseases in Australia; fund health system research to identify innovative approaches to treat and manage chronic and complex diseases; generate evidence to support the translation of new preventive and public health measures into practice and to implement innovative approaches to improve the quality and cost-effectiveness of preventive healthcare interventions.

The 2020 Targeted Translation Research Accelerator grant opportunity aims to support the development of novel preventive, diagnostic and therapeutic approaches and products for diabetes and cardiovascular disease.

To achieve this objective, an organisation will be funded to deliver the Accelerator as a comprehensive package of activities to improve outcomes for diabetes and cardiovascular disease.

The successful independent organisation will be responsible for ensuring that the Accelerator:

- establishes through competitive processes two research centres, one for diabetes and one for cardiovascular disease to accelerate therapies for the prevention, early detection and treatment of disease related complications
- supports through competitive processes research projects on the potential common pathways interactions, and complexities for patients experiencing two or more of the following: Type 1 diabetes; Type 2 diabetes; and cardiovascular disease
- targets investment and related support through partnership projects to progress promising drug and device development projects, with a focus on promoting commercialisation of novel therapeutics and devices for diabetes and cardiovascular disease

- sources, nurtures and invests in early stage therapeutic research targets to transform diagnostic and therapeutic care for people with diabetes
- commissions and conducts research to better understand and therefore support the health and commercial sectors to deliver transformations in diabetes and cardiovascular disease.

The expected outcome of the research funded through partnership projects with the independent organisation selected under this Grant Opportunity is to improve knowledge and its translation into practice in order to reduce the burden of diabetes and cardiovascular disease.

You should read the grant opportunity guidelines and sample grant agreement before filling out this application.

You may submit your application at any time up until 5.00pm 20 April 2020.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the 2020 Targeted Translation Research Accelerator grant opportunity.

Questions marked with an asterisk are mandatory.

- Is your organisation incorporated in Australia? *
- 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)
- a state or territory government entity

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

- Do you have the mandatory evidence from your board or CEO that there is support for the project, that you can complete the project and meet the costs of the project not covered by grant funding? *

You will be required to upload this document later in the form

- Do you have a detailed project plan as outlined in section 6.1 of the guidelines? *

You will be required to upload this document later in the form

- Do you have a detailed and itemised project budget as outlined in section 6.1 of the guidelines? *

You will be required to upload this document later in the form

- Do you have a detailed and risk management plan as outlined in section 6.1 of the guidelines? *

You will be required to upload this document later in the form

- Do you have a project feasibility analysis as outlined in section 6.1 of the guidelines? *

You will be required to upload this document later in the form

C. Applicant address

C.1. Business street address

You must provide your business street address (Australian Head Office).

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. Business postal address

You must provide your business postal address (Australian Head Office).

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.

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D. Applicant financials

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.

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](#). 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.

Provide a plain English summary that can be used to describe your project to the general public.

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your organisation.

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

Note: you may also upload your plain English summary as an attachment. This should be limited to 200 words.

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.

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

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. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

- 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 by 30 June 2025.

E.5. 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
- Description
- Estimated start date
- Estimated end date

E.6. 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 not a postal address.

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

The first site listed must be the primary site address irrespective of the percentage of time work is undertaken at that site.

F. Project budget

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

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 costs are limited to a maximum of \$80,000.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Equipment		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Labour		
		20xx/xx	
		20xx/xx	
		20xx/xx	
	Labour on-costs		
		20xx/xx	
		20xx/xx	
		20xx/xx	
	Contract		
		20xx/xx	
		20xx/xx	
		20xx/xx	
		20xx/xx	
		20xx/xx	
		20xx/xx	

Type of expenditure	Head of expenditure	Financial Year	Cost
	Other eligible expenditure		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
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.

F.1. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

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

- Name of contributor
- Type of contributor

Contributors are divided into the following types

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

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. Project partners

Is this a joint application? *

If yes, you must provide details about your project partners.

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

You must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners.

Each letter of support should include:

- *Details of the project partner*
- *an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project*
- *an outline of the relevant experience and/or expertise the project partner will bring to the group*
- *the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)*
- *details of a nominated management level contact officer.*

H. 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.

H.1. Assessment criterion 1

Project impact (40% weighting)

You should demonstrate this by identifying:

- how your project will improve health outcomes by supporting the development of a portfolio of funded partner activities for preventive, diagnostic and therapeutic approaches and products for diabetes and cardiovascular disease
- how your project will apply rigorous review processes to select partner organisations for projects that will deliver outcomes that are a priority for the Australian public, including details of community engagement and involvement during conceptualisation, development and planned implementation of partnership projects
- how you will incorporate criteria in establishing partnerships with academic institutions, health services and commercial partners that will support and accelerate implementation of study findings into practice

- how you will measure the impact of partnership projects funded under this opportunity
- how you will review and report on the outcomes (particularly health) provided by partnership projects funded under this initiative within 12 months of the grant period ending
- how your project includes new and innovative approaches, that can be scaled nationally
- how your project builds on and supports other initiatives, if applicable.

H.2. Assessment criterion 2

Project methodology (30% weighting)

You should demonstrate this by providing:

- your project plan, including:
 - a) an outline of the activities you will undertake
 - b) appropriate milestones, performance indicators and timeframes for delivery
 - c) the governance structures in place for the project (acknowledging the role of the expert board as outlined in section 1.3 of the guidelines, for overall governance and activities of the Accelerator).
- a project feasibility analysis.

H.3. Assessment criterion 3

Capacity, capability and resources to deliver the project (30% weighting)

You should demonstrate this by identifying:

- your access to, and/or a feasible plan to recruit, an appropriate, multi-disciplinary team with a track record overseeing translationally focused research, commercialisation support experience and scientific expertise across relevant technologies and diseases and draw on this expertise for each partnership project delivered. This includes identifying:
 - a) proposed key project personnel, their skills and experience clearly articulated, along with explanations of how their skills and experiences are important to the success of your project
 - b) how you will identify and engage input from expert reviewers as part of the selection of partnership projects delivered under the Accelerator
- previous capacity and impactful research, partner selection, management and acquittals conducted in partnership with diverse partners, e.g. philanthropic or commercial
- your track record in managing similar projects
 - a) consideration should be given to the project team's expertise in all aspects of the proposal, including the team's previous outputs demonstrating a capability to manage research partnership projects ie selection of partnership projects and supporting progress.

H.4. Assessment criterion 4

Overall value and risk of the project (non-weighted)

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

You should provide:

- your proposed budget and justification
- a risk management plan

Our assessment will also take into consideration:

- the suitability of your proposed budget to complete all project activities
- how well the requested budget has been detailed and justified
- 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, and
- 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).

I. Application finalisation

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

I.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 and how you anticipate managing them.

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

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

The following restrictions apply to the attachments:

- each attachment must not exceed 2MB and the total file size of all attachments must not exceed 20MB
- only files with the following file type extensions can be uploaded (.pdf, rtf, .doc, .docx, .xls, .xlsx)

For assistance with any technical issues experienced while completing this form or attaching documents, please [contact us](#).

*You must attach the following supporting documentation:

- Evidence of support from your board

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

- Project plan

A detailed project plan with a maximum of 12 pages excluding appendices

- 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

- 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

- Project feasibility analysis

The following documentation should be provided if applicable:

- Trust deed

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

- Intellectual property arrangements

Details of intellectual property arrangements can be included as an attachment if this is not included within the written content of the application.

- Plain English summary of project

You may also upload your plain English summary of your project as an attachment. This should be limited to 200 words.

I.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.

J. 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

K. Application declaration

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

K.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:

- for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
- 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 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.

K.2. Applicant declaration

I declare that I have read and understood the 2020 Targeted Translation Research Accelerator 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 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 agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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