



Children's Hospital Foundation 2017 Health Services Research Stimulus Grant Application Guidelines

About the Children's Hospital Foundation

The Children's Hospital Foundation is the official charity of the Lady Cilento Children's Hospital, the Centre for Children's Health Research, and for all sick kids throughout Queensland. We work wonders for sick kids by funding life-saving medical research, investing in vital new equipment, and providing comfort, entertainment, family support and care programs for sick kids.

Advances in medical research can replace fear with hope in some miraculous and life-changing ways to improve the quality of life for children everywhere. Through the generosity of our supporters, the Children's Hospital Foundation funds research that has a strong focus on translational outcomes that improve children's health and leads to faster diagnoses, better treatments and ultimately cures for some of the most devastating childhood illnesses and injuries. The Children's Hospital Foundation is also focused on funding Queensland-based research that supports Children's Health Queensland's research strategy and themes.

Together, we can give our kids the best possible healthcare in the world.

1.1 Our vision

For every sick child to have the best possible health care, with access to world-class research and clinical treatment in a healing environment.

1.2 Our mission

We improve children's health by supporting and funding world-class research and clinical treatment, and by providing care and entertainment for sick kids and their families.

1.3 Our values

Everything we do at the Children's Hospital Foundation is driven by our internal values. These values underpin all our work and allow us to continue making a real difference to sick kids and their families.



Accountability

We aim to deliver high impact results, **are accountable for our actions** and resources and communicate this openly and honestly



Recognition & Respect

We are respectful in all our interactions and committed to **recognising others and valuing their contributions**



Care

We care for everyone we impact – **the children always come first**



Working together

We selflessly support and trust each other and our teams, **share our ideas and goals**, work hard, have fun and celebrate our achievements



Excellence & Innovation

We strive for excellence, encourage innovation and **develop our skills to be our best**

1.4 Enquiries

For enquiries about the Children's Hospital Foundation's funding opportunities please email grants@childrens.org.au.

It is important that a research grant applicant not contact anyone directly involved in the assessment of their grant application.

Children's Hospital Foundation Grants Scheme Overview

2. Grants Scheme and Funding Priorities

What matters most is for sick kids to live healthy and happy lives today and tomorrow. The purpose of the Children's Hospital Foundation (the Foundation) is to provide financial assistance that enables the delivery of world-class, evidence-based health outcomes that matter most to sick kids and their families across Queensland.

2.1 Priority areas

As the official charity of Children's Health Queensland (CHQ), the Foundation partners with CHQ to fund research and other grant initiatives that adhere to the research strategies and priorities identified in the [Children's Health Queensland Hospital and Health Service Research Strategy 2013 – 2016](#).

CHQ has identified eight key priority areas for research on the basis that advances in these areas will have the greatest impact on child mortality and morbidity:

Obesity and diabetes	Infectious disease
Infant mortality	Injury and trauma
Cancer	Neuro-development and disability
Respiratory disease	Psychiatric and behavioural disorders.

These eight priority areas reflect national research priorities based on children's mortality data and the burden of disease. The Foundation requires that all research grant applications be aligned to at least one of these eight key priority areas.

2.2 Grant schemes

The Foundation secures funds through a variety of fund-raising activities (e.g. individual giving, community fund-raising campaigns, and corporate and philanthropic gifts) and, as the custodian of donor funds, the Foundation partly discharges these funds *via* two grant-making schemes:

1. The **Competitive Research Grant Scheme** that funds translational research initiatives through the following research opportunities:
 - a. Preclinical and Clinical Research
 - b. Health Services Research (*replaces old clinical innovation grants*)
2. The **Services and Support Grant Scheme** which aims to improve the quality of patient care by supporting:
 - a. Patients and their families
 - b. Health and medical services

The **Preclinical and Clinical Research** funds translational research projects and activities that fall within the T1 to T4 phases of the translational research pathway (i.e. basic and preclinical research, clinical studies and clinical practice). These research activities focus on improving health outcomes for patients within the CHQ priority areas for research.

Health Services Research aims to improve the way healthcare is delivered, ensuring systems and processes are effective and efficient. In this program the Foundation aims to fund clinical research that improves healthcare delivery and access to care. The Health Services Research grants replace the old clinical innovation grants.

The **Services and Support Grant Scheme** funds non-research activities and equipment that support hospital infrastructure for improving paediatric health care services and developing the clinical, research and allied workforces specialising in paediatric care.

The Foundation also receives some funding from donors and supporters directed to specific purposes. These funds may be allocated outside of the schemes outlined above to ensure the Foundation honours its donors’ wishes.

2.3 Grants Governance Structure

The Foundation has a strong commitment to ensuring a strict funding assessment process governs all its grant-making activities. Grant applications undergo scrutiny and challenge *via* a stringent review process to ensure the best outcomes for children’s health in Queensland.

The Foundation Board is responsible for the Children’s Hospital Foundation’s activities, policies and strategies. Board members oversee our operations and affairs on behalf of our supporters, and ensure the expectations of the community are met. Each of our Board members has elected to contribute in an honorary role. The overall governance processes relating to our grants scheme are depicted in Figure 1 below.

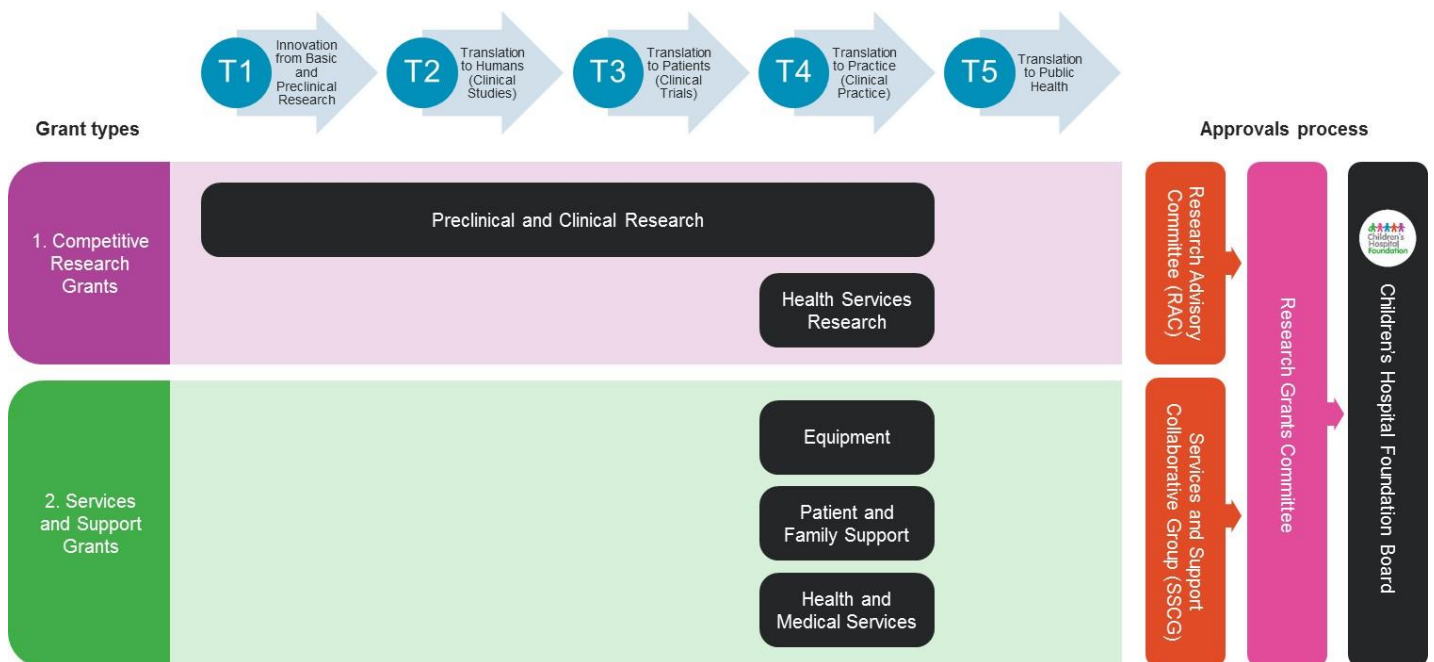


Figure 1: The Children’s Hospital Foundation’s funding scheme

2017 Health Services Research Grant Round

3. Health Services Research

In the 2017 Health Services Research Grant Round, the Foundation is offering **Stimulus Project Grants** which come with **financial assistance as well as up to 3 weeks of support services from the Australian Centre for Health Services Innovation.**

The Foundation has identified the need to improve the way health care is delivered and maximise value for patients by ensuring systems and processes are effective and efficient. **The measure for success is improved value for patients** with value defined as **health outcomes achieved versus the cost of achieving these.**

To facilitate value-based healthcare delivery, the Foundation will be funding projects classified as Health Services Research (HSR) that directly align with CHQHHS' strategic imperatives. The Foundation has therefore established a Research Advisory Committee including HSR experts from the Australian Centre for Health Services Innovation (AusHSI) and CHQHHS who will assess project feasibility.

AusHSI defines *Health Services* as “structures and processes for the organisation and delivery of healthcare; they are accessed by populations and are supplied in a range of locations and settings.”

AusHSI defines *Health Services Research* as “the study of the funding, organisation and delivery of health services. HSR involves multidisciplinary perspectives. Outcomes are usually at the population level rather than the individual. This contrasts with (other) clinical research which emphasises individuals. Strong designs such as randomised controlled trials of novel therapies or technologies are of great interest... but there must be strong emphases on how health services are being improved by the adoption of a novel therapy or technology.”

Health Services Research grants replace the clinical innovation grants previously offered by the Children's Hospital Foundation. In the past, clinical innovation grants were awarded to projects that delivered a new healthcare service, program or initiative developed in response to unmet or emerging needs of patients and/or their families. Although similar to an extent, health services research is more focused on investigating the funding, organisation, management and delivery of these new health care services, programs or initiatives to maximise value for patients whilst ensuring systems and processes are effective and efficient. Health services research projects must have well-defined patient outcomes metrics that accurately measure improved value for patients, with value defined as health outcomes achieved versus the cost of achieving these (see the outcomes measures hierarchy in [Porter, 2010](#)). For a more detailed explanation of health services research, please refer to the [Health Services Research Association of Australia & New Zealand website](#). If you would like advice on whether or not your project can be classified as health services research, please contact one of the Australian Centre for Health Services Innovation staff members at – contact@aushsi.org.au.

The Foundation will be funding **up to 5 Stimulus Project Grants** and is calling for ideas (at all maturity levels) in the HSR field. Grant recipients will receive AusHSI assistance to engage and motivate clinician researchers to undertake high quality HSR; and provide ongoing mentoring and support, thereby building knowledge and strengthening innovation capacity.

All applications are to have a strong focus on **translational research outcomes** including metrics for

- outcomes that matter most to patients and their families
- economic justification

- implementation process measures to help evaluate the acceptability and sustainability of the new/changed process.

Researchers must demonstrate their progress towards impacting behaviours or health care practice as a result of their research. Both quantitative and qualitative tools are expected to be used to demonstrate the value of translational work and may include the following performance indicators:

- Engagement towards policy change
- Improvements in health care practices and behaviours
- Increase in public understanding of science
- Improvement in outcomes and / or quality of life for patients
- Potential to attract further research income
- Likelihood of commercialisation e.g. patents, product development
- New collaborations developed

All grants will be subject to the Foundation's Application Assessment (refer to Section 5 Translation Plan) and the Monitoring and Evaluation Framework (refer to Section 6 Indicators and Metrics).

The HSR Stimulus Project Grants are:

- A one-off grant for up to one year.
- A maximum of \$80,000 per annum. Requests for < \$80,000 are welcome.
- Projects to commence on 1 July 2017.
- Up to 5 grants will be awarded in this round (i.e. total of \$400,000).
- Interview date is 19th May 2017

Upon notification of round outcomes, successful applicants will be sent letters of offer and a standard funding agreement between the Foundation and administering institution. This agreement is not negotiable, and an executed copy must be returned to the Children's Hospital Foundation within 30 business days or the offer of award may lapse. AusHSI support will be offered at no charge to the recipient. It is the responsibility of the recipient to establish relevant agreements with external parties.

3.1 Eligibility criteria

Health Services Research - Stimulus Project Grant applications to the Foundation are subject to the following eligibility requirements:

- The research to be funded must meet all or some of the [Children's Health Queensland Hospital and Health Service Research Strategy 2013 - 2016](#) key priority areas.
- Outcomes from the research project must;
 - (i) Demonstrate support for advancing [Children's Health Queensland Hospital and Health Service Research Strategy 2013 - 2016](#);
 - (ii) Benefit children's health and the healthcare delivery provided by Children's Health Queensland Hospital and Health Services (CHQHHS) or other Qld paediatric HHS's including but not limited to:
 - Lady Cilento Children's Hospital
 - Other Qld Hospitals and Paediatric/Children's Facilities

- Logan Hospital, Gold Coast University Hospital, Redland Hospital, Caboolture Hospital, Redcliffe Hospital, The Prince Charles Hospital, Ipswich General Hospital
 - Child and Youth Community Health Services
 - Child and Youth Mental Health Services
 - Statewide Paediatric Outreach and Telehealth Services (Connected Care Program)
 - Centre for Children's Health Research
- Proposals are for once-off funding and not to be used for operational, recurrent costs. Budget items must exclude capital works, infrastructure, indirect costs. Travel, telephone and computer costs cannot be funded unless justified to be directly related to the HSR project.
- No more than one application per grant round is to be submitted by an applicant. The secondary applicant can act as a collaborator on more than one grant application but cannot be named the primary applicant on multiple grant applications.
- Both the primary and secondary applicant must submit a letter of support from the respective Research Directorate or Research Management Office if affiliated with a NHMRC-Administering Institution.
- The grant application, including a research proposal of 1200 words, is to be submitted *via* SmartyGrants (less emphasis placed on track record and more emphasis placed on a good idea).
- The research team must include a strong partnership between a Qld paediatric HHS professional and an experienced researcher, where the health services challenge is better identified and understood by the health professional through first-hand experience, and the experienced researcher can advise on best methods for data collection, analyses and presentation of results. The researcher need not be based at a university or research institute or be working a set FTE. They can be based in a healthcare setting, although being based within an academic setting may be viewed upon favourably. A single person cannot act as both the Qld paediatric HHS clinical investigator and the research investigator. A collaboration must exist between a clinical and experienced researcher.
- Results of the research must be used to improve health services within a Qld paediatric HHS with improved value for patients (health outcomes versus cost of achieving these) as the measure of success.
- The successful applicant must be located in Australia and at least 80% of the research activity must occur in the state of Queensland.

3.2 Confidentiality

- The Children's Hospital Foundation will treat information contained in a research proposal as confidential. However, the Children's Hospital Foundation may disclose information contained in a proposal to the extent that the information is:
 - disclosed by the Children's Hospital Foundation to its advisers (including external assessors), officers, employees or other third parties in order to assess, evaluate or verify the accuracy or completeness of a proposal;
 - disclosed to the Children's Hospital Foundation's personnel to enable effective management or auditing of the Stimulus Grant scheme or any Funding Agreement;
 - authorised or required by law to be disclosed;

- disclosed in accordance with any other provision of these funding guidelines; or
- in the public domain.
- Where information contained in a proposal is made available to third parties for evaluation or assessment purposes, the Children's Hospital Foundation will require the third parties to maintain the confidentiality of the material.
- The Children's Hospital Foundation may publicise and report offers or awards of funding, including information about the proposed research; the name of the investigators and their organisations; the name of the Administering Institution and any other parties involved in or associated with the project; the title and summary descriptions of the project and its intended outcomes (including the benefits that are expected to arise from the research); and the level and nature of financial assistance from the Children's Hospital Foundation. Administering Institutions should ensure that information contained in the project title and summaries would not, if released, compromise their own requirements for confidentiality (such as future protection of intellectual property).
- In making public information about a proposal which has been approved for funding, the Children's Hospital Foundation may use a project description, including title and summary, which may differ from that provided in the proposal.

To apply

Applicants must submit a Letter of Support from their Administering Institution's research management office or research directorate confirming that the eligibility criteria are met to be considered for funding.

4.1 Eligibility Self-Assessment Checklist

Eligibility Item No.	Eligibility description	Yes	No
1	As the primary applicant, I have provided a Letter of Support from my Administering Institution's Research Management Office (RMO) to submit a grant application. For CHQHHS staff, the support of the CHQ Research Director is essential. Other HHS health professionals will need to be endorsed by their local HHS Director. University staff are to apply with the approval of their RMO.		
2	The secondary applicant has also provided a Letter of Support from their Administering Institution's Research Management Office. For CHQHHS staff, the support of the CHQ Research Director is essential. Other HHS health professionals will need to be endorsed by their local HHS Director. University staff are to apply with the approval of their RMO.		

3	My project is health services research as defined in section 3.		
4	My research aligns with the translational research pathway and I have a translation plan and impact plan as per section 5.		
5	My research aligns with the priorities of CHQHHS as defined in section 2.		
6	I will be located in Australia for at least 80% of the duration of the grant and at least 80% of the funds will be expended on activity conducted within the State of Queensland.		
7	I am not requesting more than \$80K in total for the duration of the award in this funding round.		
8	My research is a collaborative effort between at least one Qld paediatric HHS professional and an experienced researcher.		
9	My budget will not include capital works, infrastructure and indirect costs. I understand that travel, telephone and computer costs will not be funded unless justified to be directly related to the HSR project.		
10	I will make myself available for an interview on 19 th May 2017.		
11	I understand that the results of this research must be used to improve health services within a Qld paediatric HHS and improve value for patients (defined as patient outcomes vs cost of achieving these).		

If you have answered **yes** to all the questions in the above table, you are eligible to apply for the Health Services Research grant scheme.

4.2 How to apply

Applications must be submitted online via the SmartyGrants website.

To apply for a Children's Hospital Foundation Research Grant, please follow the link <https://childrens.smartygrants.com.au>.

Applicants must first create an account with SmartyGrants. Your account details are used for the purpose of completing your application form and for ongoing communications from the Foundation relevant to our research scheme. Please provide your contact details so that the Children's Hospital Foundation can acknowledge your application.

You can return to <https://childrens.smartygrants.com.au> at any time to view your application. Please note your application cannot be changed once it has been submitted.

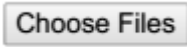
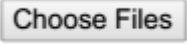
4.4 Application form

Please complete all sections of the application form. Incomplete applications will not be processed. The following notes will assist with completing the online application form.

Page 1 – Research Team Details

- The applicant must submit Primary Applicant details. The Primary Applicant will have ultimate responsibility over the Award Activity and Financial Award under their Administering Institution.
- The applicant must submit Secondary Applicant details.

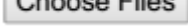
Page 2 – Supporting Documents

- The Primary Applicant must submit a letter of support from their Administering Organisation's Research Management Office or Research Directorate. To upload click the  button.
- The Secondary Applicant must submit a letter of support from their Administering Organisation's Research Management Office. To upload click the  button.

Page 3 – Grant details

- Please refer to Section 2.1 Priority Areas on page four. The applicant must be able to demonstrate that the majority of their research is in one of the **key priority areas** in children's health. More than one priority area may be selected.
- The applicant must include a Project Title.
- In no more than approximately 40 words, the applicant must provide a statement outlining the intended impact of the proposed research. Note the **Impact Statement** may be modified by the Foundation and used for public release.
- In no more than 150 words the applicant must provide a **lay statement** describing their research project and its impact on patients. This may be used for public release.
- The applicant must clearly articulate/define their **hypothesis** / hypotheses for the project (click 'add more' as required).
- The applicant must briefly list the primary translational **objectives** and key **milestones** of the proposed project.
- In no more than **1200 words** the applicant must provide an overview of the grant application, including background, methods, and expected translational outcomes and impacts.
- In no more than 150 words, the applicant must outline the assistance they would require from the Australian Centre for Health Services Innovation. AusHSI specialist skills include; Health Economics, Implementation Science, Epidemiology, Psychology, Behavioural Economics and Decision-Making.

Page 5 – Budget

- The applicant must upload a budget to the application by clicking the  button. A template is not available, please use your own document.

Page 6 – Declaration and privacy statement

The Foundation records your personal information to assist with the provision of services related to research and grant funding opportunities to you. We also like to keep you informed about Foundation-related activities. We respect your privacy and embrace the principles contained in the Privacy Act.

The Foundation can provide further information on request or in our Privacy Policy.

Please familiarise yourself with the Privacy Policy by contacting our Privacy Officer via PO Box 8009 Woolloongabba, QLD 4102, privacy@childrens.org.au or by calling 1300 7425 5437.

Our Privacy Policy sets out and details how you may complain about privacy issues and how we would deal with that complaint. It also explains how you can access, correct or update information we hold about you. A copy of our Privacy Policy is available at <http://www.childrens.org.au/privacy-policy/> or on request.

Review and submit

The last page of the application opens a review screen that includes the six application pages collated onto a single page. The applicant may receive an error message at the top of the review page stating that some changes to the application are required before submission – these will be highlighted in red on the application form and the applicant will be directed to the relevant section/s of the application. The applicant should study the content for accuracy before submission. Applicants may choose to delegate submission of their applications to support staff with registered SmartyGrants accounts.

Once an application has been submitted it cannot be recalled for further editing or amendments.

Assessment, Monitoring and Evaluation

5. Translation Plan

The Foundation has a strong focus on the translation of research into outcomes that improve children's health. The table below outlines the weighting of the three monitoring and evaluation criteria for applicants.

Criteria	Research Grants
Deliver	30 points
Disseminate	30 points
Impact	40 points

5.1 Reporting Requirements

During the course of a research project, progress reporting will be required on agreed milestones and deliverables including Research Delivery, Research Dissemination and Research Impact. These reporting requirements will need to include what the project has accomplished to date and reconfirm its direction. The Foundation reserves the right to discontinue funding should it deem that the research conducted does not comply with the proposal submitted and the assessment criteria. Evaluation on the research project's success on completion is also required to assess its quality and verify its completion.

The following information provides greater detail and context regarding each criterion and associated performance indicators for applicant consideration prior to an application submission. Appendix A provides applicants with a greater detail of information regarding indicators and associated metrics.

5.2 Research Delivery

Research Delivery will be assessed using the following performance indicators:

- Achievement of stated aims, hypotheses, time-dependent milestones and deliverables.
- Delivery of outcomes according to the original project timeline.
- Compliance of the project within the projected budget.
- Identification of sound alternative strategies for problem and issue resolution.
- Compliance with ethical conduct throughout the project.

5.3 Research Dissemination

In order to increase the potential of the research project having the greatest impact on children's health, researchers may need to include key performance indicators and publish and promote their work in:

- Peer reviewed publications;
- Technical papers, research report, policy documents;
- Conference presentations and posters;
- Dissemination workshops, including beneficiary / targeted community engagement activities;
- Dissemination to the general community in order to advance public understanding of science;
- Media coverage;
- Other public engagement activities.

5.4 Research Impact

The Children's Hospital Foundation requires researchers to better understand the specific needs and concerns of their targeted clinical and community groups in order to maximise the impact of their research. Researchers must demonstrate their progress towards impacting behaviours or health care practice as a result of their research. Both quantitative and qualitative tools are expected to be used by

researchers in order to demonstrate the value of their translational work. This may include the following performance indicators:

- Engagement towards policy change
- Improvements in health care practices and behaviours
- Increase in public understanding of science
- Improvement in outcomes and / or quality of life for beneficiaries
- Potential to attract further research income
- Likelihood of commercialisation e.g. patents, product development.
- New collaborations developed

Appendix A

6. Indicators and metrics

Criteria	Indicators	Metrics
Deliver	Aims	<ul style="list-style-type: none"> Percentage of research project completed to plan. Milestones met. Deliverables submitted on time.
	Budget	<ul style="list-style-type: none"> Percentage of planned expenditure disbursed according to original budget.
	Ethical Conduct	<ul style="list-style-type: none"> Approvals are in place and current.
Disseminate	Publications	<ul style="list-style-type: none"> Number and quality (impact factor) of peer reviewed articles. Number of clinical guidelines, policy briefs etc.
	Presentations	<ul style="list-style-type: none"> Academic conference. Dissemination workshops. Presentations and workshops for targeted communities and beneficiaries. Presentations and workshops for general community to make progress towards public understanding of science.
	Media	<ul style="list-style-type: none"> Social media interest. Media releases. Media appearances.
Impact	Health care practice and policy	<ul style="list-style-type: none"> Evidence of uptake of research findings and outcomes. Evidence of impact on beneficiaries e.g. disease outcomes and quality of life. Evidence of impact on policy. Invitations to or participating on, advisory boards, government think tanks etc.

	Commercialisation	<ul style="list-style-type: none"> • Number of patents. • Contract funding.
	Beneficiaries / target group	<ul style="list-style-type: none"> • Presentations to target groups and subsequent questionnaires to measure perceived impact of research. • Evidence of wider awareness of health issue. • Advances made in the public understanding of science.
	Further research and funding	<ul style="list-style-type: none"> • Follow on research. • Potential PhD students. • Subsequent external grants received.

Appendix B

7. The following outlines the key stages in the Health Services Research Grants process.



Appendix C

8. Children's Hospital Foundation – Health Services Research Stimulus Project Grant

Terms and Conditions

In submitting this grant application, we the Investigators agree that should this research project be funded by the Children's Hospital Foundation (the Foundation) we will abide by the following terms and conditions in conducting the research:

1. We certify that all the information given in this application is correct, and we will accept the decision of the Foundation Grants Committee as final.
2. Upon an offer of funding from the Foundation, the recipient's administering institution will have 30 business days to return a signed funding agreement to the Foundation, or the offer of award may be forfeited.
3. The Funding Agreement is not negotiable, and outlines all conditions of the Research Grant, including provisions for the protection and ownership of Intellectual Property and commercialisation interest, in line with the Foundation Privacy Policy, which is available on the Foundation's website.
4. If any of these documents are not provided within 30 business days, the offer of award may lapse, and applicants may re-apply in the next funding round.
5. The research project will be conducted as described in the proposal submitted for review, unless the Foundation is advised otherwise in advance in writing, and approves the changes.
6. The research project will be conducted by those Investigators named in the proposal submitted for review, unless the Foundation is advised otherwise in advance in writing, and approves the changes.
7. All relevant Ethical and site-specific Governance approvals will be sought, and followed, in conducting the research. Initial Funding will be contingent on all Ethics and site specific Governance approvals being obtained. Continued funding will be contingent on all Ethics and site specific Governance approvals being adhered to.
8. The research project must be carried out in a manner that complies with all relevant legislation governing research in Australia, including but not limited to: *National Health and Medical Research Council Act 1992*, *National Statement on Ethical Conduct in Human Research (2007)*, *Australian Code for the Responsible Conduct of Research (2007)*, *Note for Guidance on Good Clinical Practice (CPMP/ICH/135/95)*, *Privacy Act 1988*, *Archives Act 1983*, *Public Health Act 2005*, *Transplantation and Anatomy Act 1979*.
9. The Recipient will own any equipment purchased with grant monies. The Recipient will be fully responsible for, and bear all risks and costs relating to the use or disposal of the equipment both during the project and subsequent to the project's completion. If the equipment is sold prior to the end of the research project the Recipient must notify the Foundation who may require a proportion of the funds be returned.
10. The research project must be completed within the time specified in the Funding Agreement from of execution of the Funding Agreement, unless a no-cost extension request is submitted to the Foundation in writing prior to the end of this term, and approved.
11. At agreed milestones and upon completion of the research project the Recipient shall provide a written report and/or presentation to the Foundation, in a format as prescribed by the Foundation, regarding the conduct of the research, and the results and findings. Periodic review of the research project will be conducted by the Foundation who reserves the right to

terminate funding should the research outcomes fail to meet the assessment and evaluation criteria.

12. A brief summary of the project, including results, will be published on the Foundation website.
13. The Foundation may request that the Recipient present project results at relevant conferences and forums, the Recipient shall make all reasonable endeavours to honour these requests.
14. It is the responsibility of the researchers (primary and secondary applicants) to establish a suitable collaborative research agreement between themselves.

Appendix D

9. Glossary of Terms

In this document, unless the contrary intention appears,

1. **Administering Institution** means the institution that is responsible for all aspects of administration of the grant including the financial aspect.
2. **National Health and Medical Research Council (NHMRC) Administering Institution** means the administering institution affiliated with NHMRC. A list of NHMRC affiliated institutions is available [here](#).
3. **Applicant** means an individual who submits an application on their own behalf. This is usually the Primary Applicant who is the responsible for the research project. A user registered with SmartyGrants may also be referred to as an applicant if they are submitting a proposal on their own behalf. SmartyGrant users may submit applications on the behalf of applicants with the approval of the applicant.
4. **Recipient** means the entity that receives a Children's Hospital Foundation award and is responsible for the completion and reporting of the research stipulated in the corresponding application as per the Funding Agreement.
5. **Funding Agreement** means the legal instrument of financial assistance between the Children's Hospital Foundation and the Administering Institution.
6. **Eligibility Criteria** means the statements of the standards that applicants/institutions must meet in order for their grant application to be assessed by the Research Advisory Committee.
7. **Research Advisory Committee** means the group of reviewers responsible for assessing the scientific validity and feasibility of the research project.
8. **The Foundation Board** means the Board members of the Children's Hospital Foundation.
9. **Primary Applicant** means the applicant responsible for the conduct and reporting of the proposed research. The Primary Applicant has ultimate responsibility over all aspects of the research grant and reporting.
10. **Secondary Applicant** means the associate investigator responsible for the research outlined in the proposal.

11. **SmartyGrants** is the online grants management system used by the Children's Hospital Foundation to manage the entire grants cycle from application to evaluation.
12. **Research Management Office (RMO)** refers to the administering institution's governance structure responsible for research funding administration, management and strategy. The RMO provides support for research awards and incorporates compliance with animal welfare and human ethics requirements.
13. **Grant Period** refers to the period of time when Children's Hospital Foundation funding is available for obligation by the recipient.