



Research Grants

Policy and Guidelines for Applicants

Purpose

Huntington's NSW ACT places a high priority on research into Huntington's disease. We fund projects that meet our criteria, within the limits of our research budget, at our discretion. This policy describes how we manage our research grants program and includes guidelines for applicants.

Vision

We support people affected by Huntington's disease to live their best possible life, while striving to eliminate the factors that make our organisation necessary.

Mission

Provide leadership in Huntington's disease information, education, awareness, support and advocacy

Types of Grants

Grants are offered for a range of purposes related to enhancing research into Huntington's disease. They can be used to undertake research into the many facets of HD, or for travel to seminars or conferences. Grants may be small, or up to a maximum of \$50,000.

Research Priorities

We favour research that is likely to produce positive outcomes for Huntington's disease families in NSW and ACT. Current areas of interest include, but are not limited to:

- Developing better models of care
- Improving the circumstances of children and young people impacted by Huntington's disease
- Improving the quality of life of people with Huntington's disease and their carers
- Supporting family relationships
- Enhancing the effectiveness of advocacy.

Eligible Applicants and Projects

Note: Applicants must be Australian residents.

Those eligible for funding must be capable of conducting suitable research projects. Likely recipients will be employed as allied health or medical professionals but may come from other backgrounds. Ideally, the research project will have the support of the applicant's employing organisation or academic institution and must relate directly or indirectly to improving the lives of those in the Huntington's disease community.

Grants may be made for research commissioned and designed by the Association. In this case, the advice of independent third parties should be sought to ensure the validity of research design, methods, analysis and application.

Projects eligible for consideration are those that can demonstrate that they are consistent with the research priorities described above and that represent "value for money" in terms of the anticipated outcomes for Huntington's disease families.

Application Process

Applications for grants may be made at any time.

There will be a two-stage evaluation process.

In the first instance, the applicant should contact the CEO to discuss their proposal. They should complete the Expression of Interest form, outlining their proposal – see Attachment A. The CEO will distribute this document to the Board for discussion. The Board will then decide whether to encourage the applicant to submit a formal application – see Attachment B.

On receipt of the Research Grants application form, the CEO will distribute it to the Board, which will decide whether to take the proposal further. Successful applications will be referred to at least two independent referees for evaluation prior to the Board making a final decision.

Selection Criteria

In making its decision, the Board will have regard to the following criteria:

- Whether the project will benefit the Huntington's disease community
- Whether the project has well-defined objectives and anticipated outcomes
- The quality of the research strategy and the competence of the research team
- Whether the research plan has well-defined milestones, the accomplishment of which can be objectively demonstrated
- The degree of institutional support given to the project
- The degree to which the application demonstrates how the research results will be communicated to the relevant stakeholders
- Where relevant, whether ethics committee approvals have been given

- Whether the applicant has provided a clear rationale for seeking funding from the Association, and clearly described the source and value of other funding
- Whether the project represents value for money where value refers to potential positive outcomes for Huntington's disease families

Conditions that apply to all applicants for grants

The intellectual content of any research application submitted will remain the property of the applicant. However, all applications must contain a "plain English" (lay) summary for use and publication as the Association sees fit.

In lodging an application, an applicant is acknowledging that the application may be referred to independent referees for advice as to its quality.

A "plain English" progress report must be submitted by the grant recipient to the Association no later than 2 weeks after the investigation has been in progress for 6 months. In this regard, the investigation will be considered to have commenced when the grant is approved.

The progress report must address the project milestones, and detail how the grant has been spent. This report must be countersigned by the project supervisor and the financial officer, or relevant official of the organisation to which grant money is paid.

A final report (including a plain English summary which may be published by the Association) must be submitted no later than 1 month after the end of the grant period. This report must be countersigned by the project supervisor and the financial officer, or relevant official of the organisation to which grant money is paid.

The Association requires documentary evidence of outlays reported in progress reports and the final report, such as a declaration from the financial officer confirming the expenditure.

All published papers, abstracts and oral presentations resulting from the research must acknowledge the Association's support, and one copy of any published paper or report must be lodged with the Association.

Approval

Version:	Date:	Name and Title:	Signature:
1	March 2005	Mark Bevan President	
2	April 2012	Don Ayres President	
3	November 2020	Brian Rumbold Chairman	

Appendices

- A. Initial expression of interest
- B. Research Grant Application Form
- C. Research Grant Applications – Referee Scoring Sheet

Research Grant – Expression of Interest (EoI) Form

Section 1 – Applicant Information

Name	
Address for correspondence	
Telephone no.	
Email address	
Educational Qualifications	
Educational Institution or Employer/Name of supervisor (as appropriate to where the research is undertaken)	
Brief description of the project	
Total amount sought	\$

Research Grant Application Form

(Do not complete until EoI form accepted.)

Section 1 – Applicant Information

Name	
Title or position held	
Research Organisation/Employer	
Applicant's email address	
Abbreviated Title of Research Project	
Period for which funding is sought	
Total amount sought:	\$

Section 2 – Research Summary. Plain English Description

Full Title of Your Research Project:

Using plain English suitable for a lay reader, provide a short description of the overall nature and scope of the project. This should include the proposed research focus, the composition of the research team and the key activities and benefits of the project. In particular, describe how your project will benefit the HD community.

Section 3 – Academic Research Plan

The plan should not exceed ten A4 pages. No specific format is required, and a pre-existing plan may be submitted provided that it addresses all of the following:

- The background and significance of the research
- The project rationale, including details of preliminary studies
- The research strategy
- The objectives and anticipated outcomes of the project
- Project management and evaluation, including the project milestones
- Institutional support for the project
- Ethics committee approvals
- Communication of results to stakeholders

Section 4 – How Would the Grant be Spent

Please describe how this funding will be used in your project.

Notes:

- You may use additional pages if necessary.
- Huntington's NSW ACT provides only direct costs (i.e. not overheads) for research support.
- Justify any unusual or large items or expenditures.

- Include Superannuation Guarantee component under salary

Section 5 – More information about yourself – Research and Professional and Personal Experience

Please describe how your experiences and personal qualities will allow you to conduct this research. You should describe relevant work experience, previous research you have conducted and any relevant publications. You should tell us about your personal qualities and what you hope to add to the research into Huntington's disease. Explain why you are doing this research.

Section 6– Supervisors/Co-investigators

Please provide details of supervisors, co-investigators and others who may be involved in this study. Include academic affiliations, previous research and publications.

Section 7 - Other Financial Support

Please outline any other financial support that you have applied for or obtained for this project.		
Support Item <i>(Type, Source, Value \$)</i>	Status <i>(Approved/Requested)</i>	% of Total Project Budget

Section 8 - Terms and Conditions

In the event of accepting a grant, we agree to:

- Use the grant for the purposes stated in this application;
- Submit a progress and final report as specified in our current Policy & Guidelines;
- Acknowledge the support from Huntington's NSW & ACT in any publication resulting from the grant;
- Provide a copy of any such publication to the Association.

Signature of Applicant:

Date:

Signature of Work or Academic
Supervisor:

Date:

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Attachment C

Research Grant Applications – Referee Scoring Sheet

Criterion	Importance Weighting	Score (1-10, where 10 is the highest score)	Weighted Score
The project has well-defined objectives and anticipated outcomes			
The quality of the research strategy and the competence of the research team			
Whether the research plan has well-defined milestones the accomplishment of which can be positively demonstrated			
The degree of institutional support given to the project			
The degree to which the application demonstrate how the research results will be diffused to those stakeholders that are in a position to utilise them			
Whether the applicant has provided a clear rationale for seeking funding from the Association, and clearly described the source and value of other funding			
Whether the project represents value for money where value refers to potential positive outcomes for Huntington's Disease families			
Where relevant, whether ethics committee approvals have been given	The absence of a required ethics committee approval will disqualify an application from consideration.		
Total Weighted Score			