

2021 – 2022 CABRINI FOUNDATION RESEARCH & QUALITY IMPROVEMENT GRANT APPLICATION GUIDELINES

PART A – GENERAL INFORMATION

1. DEADLINES

Type	Description	Date/Time
Applications open	Applications can now be lodged via http://scholarshipsandgrants.cabrini.com.au	1 April 2021
Deadline 1: Completed application submitted. Cabrini support requested.	Completed application and supporting documentation lodged. <i>No further rewrites permitted</i> unless instructed by a Cabrini Approver.	12 noon Friday 30 April 2021
Deadline 2: Cabrini-supported applications lodged.	This deadline allows Group Directors (GDs) 1 week to review applications in which they have been nominated to provide support or endorsement. Once approved, the applicant must lodge their final, supported application. If GDs have requested revisions or more information, applicants will be given access to edit their applications prior to final submission. (See <i>PART B – THE APPLICATION, section 6</i>) for more info.	12 noon Friday 7 May 2021

Late applications will not be accepted.

2. LODGING YOUR APPLICATION

Submit your application online at <http://scholarshipsandgrants.cabrini.com.au/>

A WORKSHEET containing a copy of the application questions is provided in the Resources – Grants section http://scholarshipsandgrants.cabrini.com.au/Pages/resources_grants.aspx, enabling you to prepare draft answers to populate in the online application later. You MUST NOT upload this worksheet as part of your final submission.

The portal allows you to save and print a copy of your application. If you do not receive an email acknowledgment of receipt within 24 hours, contact Cabrini Research.

****Feedback from previous rounds****

We appreciate all the user feedback received from previous rounds. While all feedback was recorded, competing priorities for Cabrini's software development services meant that not all feedback was able to be addressed for this current iteration. Outstanding issues will be addressed in a future upgrade. New feedback and suggestions on how portal usability can be improved are always welcome.

3. BACKGROUND

Cabrini Research introduced an annual grant funding round in 2015 with support from the Cabrini Foundation. The aim of this process was to provide a single, centralised mechanism for accessing funds from the Foundation for research and quality improvement activities. Cabrini Research encourages innovative research projects and collaborative studies that align with its research themes, and fosters the sharing of skills and expertise.

The three funding categories are:

- Research projects (4 grants of up to \$30,000 each)
- Quality improvement projects (2 grants of up to \$15,000 each)

- Special purpose research projects (amounts and areas are listed on the portal)

4. ABOUT CABRINI FOUNDATION

Cabrini Foundation is part of Cabrini Health Ltd. The Cabrini Foundation raises funds to support the work of Cabrini Health. The Foundation is supported by the generosity of hundreds of donors, and donated funds are used to support major building projects, purchase of equipment for diagnostic and treatment purposes, medical and health services research and health promotion/illness prevention. Cabrini Foundation is governed by the Cabrini Foundation Board, a sub-committee of the Cabrini Health Board. Ms Sylvia Falzon serves as Chair of both the Cabrini Board and Cabrini Foundation Board.

5. ABOUT CABRINI RESEARCH

Established in 1996, Cabrini Research supports a wide range of education and research activities across Cabrini. Senior medical staff and researchers oversee a diverse research program, as well as developments in clinical education. The research program has included allied health, arthritis, back pain, cancer, care of the elderly, health literacy, medical education, nursing, palliative care, patient safety, psycho-oncology and surgery. With the evolution of Cabrini Research's (*previously Cabrini Institute*) strategic plan in 2021, new research priorities have been established to address:

- Clinical Research
- Translational Research
- Health Informatics

6. GRANTS PROGRAM OBJECTIVES

Cabrini Research is committed to supporting prospective research and quality improvement activities and to facilitating the goals articulated in Cabrini's Strategy. The objectives are to:

- Facilitate a high quality research culture across the organization that addresses Cabrini Research's research priorities;
- Encourage multidisciplinary research;
- Encourage research partnerships with external organisations; and
- Contribute to quality and safety in healthcare.

7. WHO IS ELIGIBLE

All Cabrini employees working in a discipline that impacts clinical outcomes and visiting medical officers (VMO's) are eligible. Projects previously funded by the Cabrini Foundation Research and Quality Improvement Grant Round will not be considered.

1. THE PROJECT TEAM

The chief investigator / lead applicant must be a Cabrini employee or VMO.

Applicants must ensure all potential members of the project team can commit the required time to the project if successful, and provide written approval to be included in this application. Group Directors (GDs) will be asked to provide support of their team members to participate in this project.

The applicant must detail the level of expertise of each team member, relative to opportunity, to undertake the proposed research. We encourage novice researchers to apply and recommend they seek mentoring to achieve optimal outcomes.

Cabrini Health and Cabrini Research are not responsible for sourcing or providing any administrative support and resourcing e.g. such as access to medical records, organising of catering etc. The applicant must budget for all stakeholder contribution, whether monetary or in-kind.

2. PROJECT PROTOCOL

ALL sections of the research protocol must be completed in order to proceed to the following section. Tabs are located on the *left-hand-side* of the screen in **Section 3 'Protocol'** to assist you in navigating **down** through the protocol sections.

Methods

Methods should utilise appropriate study design subheadings. Novice researchers needing guidance can access checklists for various study designs via numerous educational sources online. Researchers must ensure a conversation is had with biostatistician Wei Wang prior to submission to ensure methodology appropriateness.

Budget

The budget requires an accurate representation of expenditure over the grant period. If the project cost has the potential to exceed the value of grant funding, the applicant must detail how any surplus expenses will be funded. All projected expenses should be itemised including salaries and on-costs (ensure 25% on-costs for Cabrini employees and up to 40% for Monash employees are factored in), travel related to data collection at multiple sites, patient resources essential to the project, software development, survey subscriptions, organisational data (e.g. business intelligence and clinical governance units), printing, expert consultations (e.g. \$75 per hour for Cabrini biostatistician Wei Wang; weiwang@cabrini.com.au, economic evaluations), pathology, transcription of data, journal publishing, registration and travel for conference attendance and other such items (subject to approval). Ensure all internal and external contributors and experts have been consulted and their correct rates applied. Applicants may be asked to provide evidence of this.

Catering that is essential to project execution must not exceed \$15pp for lunch and \$10pp for morning or afternoon tea, or \$25pp for dinner. All costs to be featured as GST net values. **Note: Additional documents other than lit references and GANTT charts will NOT be read.**

Expenses the grant will not cover include (but are not limited to) equipment, infrastructure, permanent salaries, operational costs and alcohol.

Applicants should apply in advance to carryover funds for journal publishing, conference presentation and community engagement activities for financial accrual purposes. Retrospective requests to carryover funds may not be approved.

Journal publication fee budgets should not exceed \$3000, however, where funds may be more effectively spent on direct project outcomes, Cabrini Research strongly encourages investigators source free, peer-reviewed journals to submit papers. Cabrini Research does acknowledge the unpredictable nature of journal publication acceptance and will apply flexibility within reason.

An international travel budget for conference presentation should not exceed \$3000, while domestic travel should be capped at \$1000 although exception may be made if a conference has unusually high registration fees. Only economy flights will be covered.

Any funding provided by Cabrini must be spent on achieving activity outcomes as specified in the project protocol and not on seeking further grant monies or other activities and items not previously specified.

If successful, funding will be available in accordance with the project's executed timeline and scheduled budget.

Refer to *PART D – GRANT RECIPIENT INFORMATION, section 2. Cost Centre / Accessing The Funds* for important information about cost centres and the coding of project expenses if successful. Applicants must reference the approved cost centre in the budget section of the application.

Timeline

Although the recommended funding period is 12 months, Cabrini Research will consider 24 month applications if the project schedule and protocol accurately reflect a legitimate need for the extended duration. Applicants are encouraged to use project management tools such as GANTT charts to track project deliverables and upload these to support their application. The timeline must record key project delivery dates e.g. ethics submission, recruitment, data collection, analysis, publications, abstract submission / conference attendance etc.

Ethics

It is recommended that ethics applications are made early so as not to deplete the funding period. The ethics approval timeframe should be factored into the project schedule. Projects may not commence and funding will not be accessible until ethics is approved. Visit <https://www.cabrini.com.au/research-and-education/research-ethics/> to determine the ethics requirements for your proposed project. Utilise the 'Level of Risk Checklist' (attachment 4) to distinguish whether your project is deemed low or high risk.

For low risk projects, follow the prompts on <https://www.cabrini.com.au/research-and-education/research-ethics/> to complete the requirements. Email any enquiries to research@cabrini.com.au or call Tel: 9508 3412

Applications for high risk ethics approval can be obtained through Monash Health HREC or Alfred Health HREC.

Monash Health

<https://monashhealth.org/research>

Contact: Manager, HREC and Research Support Services

Telephone: (03) 9595 4605

Email: research@monashhealth.org

Alfred Health HREC

<https://www.alfredhealth.org.au/research/ethics-research-governance>

Contact: The Office of Ethics and Research Governance

Telephone: (03) 9076 3619

Email: research@alfred.org.au

3. ALIGNMENT WITH CABRINI'S RESEARCH PRIORITIES

Funding proposals will only be considered from teams who have the capacity to deliver completed quality improvement or research projects that align with Cabrini's Strategy. Key areas of focus should include one or more of Cabrini Research's research themes:

Innovation is a central tenet of Cabrini Research and the application should address if the project is identifying innovative treatments and methods of care for patients.

4. MISSION, VISION AND VALUES

Applicants must demonstrate how their project fosters Cabrini's mission and values – the promise Cabrini employees make to their patients and residents, their families and colleagues. View these missions and values in the 'Our promise' booklet on the Resources page http://scholarshipsandgrants.cabrini.com.au/Pages/resources_grants.aspx.

5. COLLABORATION

Multidisciplinary projects are encouraged. This includes collaboration:

- between departments;
- between campuses; and
- between clinical/business and research departments.

Applicants should first explore clinical/business and research expertise relative to discipline within Cabrini when establishing their project team. A significant goal of this program is to nurture multidisciplinary collaboration and break down work silos. Applicants are encouraged to demonstrate how this is being achieved in their proposed projects. Similarly, partnerships with external organisations such as universities, hospitals, and other institutions (government or otherwise) are encouraged. In all instances, the chief investigator must be a Cabrini employee or VMO.

6. CABRINI SUPPORT – GROUP DIRECTORS (GDs)

Applicants must obtain project support from their respective Group Directors (GDs) prior to submission. **Should Group Directors wish to apply for a grant, they may do so with a non-Cabrini email ID as their Cabrini email is attached to their role as an approver.**

Support needs to be requested via the online application by **Deadline 1: 12 noon Friday 30 April 2021** latest. GDs then have 1 week to review, provide feedback and approve or deny support. It is recommended you contact your relevant GD in advance to discuss your project and determine if they may be away during this approval period. It is the responsibility of the applicant to communicate such absences to Cabrini Institute so alternate arrangements to obtain support can be made.

Prof Gary Richardson OAM – OAM; Executive Director, Cabrini Research; Director, Szalmuk Family Department of Medical Oncology; Director, Oncology Clinics Victoria; Professor of Medicine, Monash University.

Group Directors

Anne Zandegu – Nursing and Clinical Education

Mary-Anne Gallagher – People and Culture

Louise O'Connor – Chief of Health Operations

Julie Fleming – Acting Group Director Mission and Identity

Stephen Butler – Information Technology

Tim Staker – Cabrini Technology Group

Fergus Kerr – Medical Services and Clinical Governance

Kirby Young – Allied Health and Ambulatory Services***

Where potential conflict of interest arises, the applicant should contact Cabrini Institute for further advice if alternate project endorsement is required.

Support from Cabrini's GDs is required to:

- Endorse the merit of the project and its need, priority and alignment with Cabrini's strategic research plan;
- Approve the ability for the project to be conducted in the areas (wards and campuses) that it involves and permit use of resources (time, equipment and consumables) related to the project within those areas;
- Provide guidance and support in the project as required;
- Endorse the scientific rigour of the protocol and its ability to answer the research question; and
- Approve progression of the application to the grant review panel.

Approval does not indicate preferential support of the project. The applicant can seek advice from Cabrini Research if they feel their project does not fall under a specific academic department or directorate.

Section 8 'Cabrini Support' in the application prompts the applicant to request support from their GD. From this point on, the application cannot be edited or altered and once approval is received, must be submitted in its current state unless more information has been requested. Once approved, the applicant will receive email notification and must submit their final application before Deadline 2.

PART C – REVIEW AND NOTIFICATION

1. APPLICATION REVIEW

Submitted applications will undergo a preliminary administrative assessment to ensure that:

- All questions have been answered fully, and required or supporting documentation is attached;
- Correct directorate and research support has been obtained, as has participation approval from each investigator;
- An ethics application is underway or approved; and
- The project is strategically aligned to Cabrini Strategy priorities.

Those applications meeting the above criteria will progress to the grant review panel, which is comprised of the following personnel:

1. Chair, Cabrini Foundation Board & Cabrini Board
2. Group Director, Cabrini Research
3. Director, Cabrini Foundation (or representative)
4. Director of Cabrini Research Infrastructure, Cabrini Research
5. Cabrini Research Committee representative
6. Director of Research
7. Biostatistician

Grant review panellists will receive applications a week after Deadline 2 and score them based on key assessment criteria (Appendix 1 – page 9). Applications meeting the minimum required points will be shortlisted for further review, ranking and final selection at the grant review panel meeting held in late May. It is the prerogative of the panel if they choose to award an alternate grant they deem more appropriate to that which an applicant selected. This may only occur where a parity of budget applies and the intent of the grant is met. For example, an applicant may apply for the '\$50k Jane Smith Rheumatology Research Grant' however if unsuccessful in their preference, their application may only be considered for another \$50k grant if it specifies use for rheumatology or general research.

2. ASSESSMENT CRITERIA

The 2021/2022 Research & Quality Improvement Grant Assessment Criteria is provided in Appendix 1 (page 9). This outlines the rationale behind the scoring and stipulates the minimum points per section required to be eligible for shortlisting.

3. NOTIFICATION

All applicants will be notified by early June of the outcome of their application.

4. FEEDBACK

Unsuccessful applicants can contact Cabrini Research for feedback via bnoble@cabrini.com.au.

PART D – GRANT RECIPIENT INFORMATION

1. AVAILABILITY OF FUNDING

The funding period will commence on 1 July 2020 and cease on 30 June 2021 for projects spanning 12 months, unless special cases have been approved. Funding for successful projects with a 24 month duration will cease on 30 June 2022. Appropriate ethics must first be approved before any funding can be accessed.

2. FINANCIALLY MANAGING YOUR GRANT

A. Coding:

Applicants must obtain pre-approval from the appropriate department head to use a Cabrini department cost centre (4 digit number) against which project costs can be coded. The project will remain **cost neutral** i.e. any project expenses charged against the cost centre will be paid off by the grant. Successful projects will be assigned a unique subledger code for the purposes of financially managing and reporting the project. Finance will also provide a list of expense accounts against which project expenses can be matched and coded.

The CIA or their delegate (i.e. a member of their research team) must ensure invoices reference the CIA name, project name / nickname, cost centre, appropriate expense code and subledger coding prior to being sent to the Cabrini Research for processing. Invoices coded incorrectly will not be processed. Income, up to the amount awarded, will be recognised in the subledger as the grant is acquitted/spent.

Sample coding below:

Dr John Citizen

'X Project' Cabrini Foundation Research Grant

9015 (cost centre) – 7340 (radiology services) – STO15 (unique project subledger code)

B. Frequency of invoicing:

- Cabrini Research prefers quarterly, 6-monthly or annual invoicing of collated expenses. A master invoice must be evidenced by supporting documentation from subcontractors and suppliers.
- Should the CIA hold dual positions at both Cabrini and a partner institution (i.e. university or research institute), the partner institution may wish to settle invoices first and invoice Cabrini at agreed intervals or during grant acquittal.
- Cabrini Research does not have capacity to process payment of large numbers of invoices individually.
- Cabrini's standard payment terms are within 30 days from month end (i.e. up to 60 days), unless otherwise advised by the supplier.
- Invoices will not be paid prior to a service being delivered or an item received.
- All travel must be booked via FCM Services to comply with Cabrini's Corporate Travel Policy.

C. New Suppliers:

The CIA (or delegate) must determine if the supplier is an existing Cabrini supplier by emailing Cabrini Accounts Payable at accountspayable@cabrini.com.au. If new, the CIA (or delegate) must arrange completion of a new supplier request form and email this to Procurement Director Gary Eden geden@cabrini.com.au for approval. Ensure all form fields are completed (including ABN number). Once approved, email the invoice to Bianca Noble (bnoble@cabrini.com.au) and cc Janine La'Brooy – Finance (jlabrooy@cabrini.com.au) for processing.

D. Budget / Timeline Adherence:

- Equipment is not considered an eligible grant expense and will not be paid.
- Expenses must align with those itemised in the approved grant application budget. Invoices that deviate significantly will not be honoured.
- Funding is accessible from 1 July 2020 until the project's conclusion as per the project timeline.

E. Salaries:

If your project budget requires Cabrini employee salaries to be allocated to the grant, please indicate the following to the Accountant and Payroll (payroll@cabrini.com.au) so Kronos can reflect the research hours:

- the employee's name;
- project hours to be worked per fortnight;
- duration of salary; and
- project coding (list cost-centre if different to employee's contracted cost centre and subledger code).

3. REPORTING AND KNOWLEDGE DISSEMINATION

Recipients are required to:

- Produce an interim progress report;
- Produce a final report and grant acquittal;
- Submit an abstract for Cabrini Research Week within 12 months of completing their project;
- Submit ethics reports (as required);
- Present project outcomes to the organisation and / or project donors through an agreed forum;
- Present project outcomes in a suitable peer review journal within 12 months of completion; and

- Present project outcomes at an appropriate conference or scientific meeting.

Completed manuscripts should also be submitted on completion for distribution to Cabrini Foundation and its donors.

4. CONTACT

For all enquiries, contact Bianca Noble, Administration Assistant – Scholarships, Grants and Communications
Cabrini Institute - Level 2, 154 Wattletree Rd, MALVERN VIC 3144
ph 03 9508 3451 fax 03 9508 3406 e bnoble@cabrini.com.au

APPENDIX 1 ASSESSMENT CRITERIA - 2021/2022 RESEARCH & QUALITY IMPROVEMENT GRANT ROUND

CATEGORY	CRITERIA	SCORING	LOCATION	CONSIDERATIONS FOR REVIEW PANEL
MANDATORY CRITERIA – ADDITIVE SCORING out of 28 points. Must score ≥ 16pts to be shortlisted.				
Scientific Rigour	<ul style="list-style-type: none"> comprehensively addresses the objectives and will deliver against all desired outcomes has highly coherent and strongly developed research objectives is exemplary in design uses best practice in science methods including robust measures for monitoring and evaluating outcomes or generating long term economic efficiencies to the health system is highly feasible and will provide outcomes that represent outstanding value for money includes highly effective milestones and performance indicators. 	? / 7pts total (Must achieve at least 4/7 to be shortlisted.)	Section 3: Protocol	Is the project well-articulated? Does the protocol represent research of the highest quality? Has the applicant followed an appropriate methodology or study design checklist? (Samples from the Equator network to be provided to grant review panellists.)
Innovation, Translation, Impact / Significance,	<ul style="list-style-type: none"> innovative and includes a robust plan for research translation that will fundamentally advance the field will translate rapidly into outcomes that significantly influence policy and/or practice will result in outcomes that will be the subject of invited plenary presentations at national meetings includes highly appropriate consumer, community or end-user involvement throughout all stages of the research involves highly effective engagement with the delivery sector to ensure a very high likelihood of uptake and integration of research outcomes <p>If has Partner/s:</p> <ul style="list-style-type: none"> involves collaborations that demonstrate excellent team integration and cohesiveness and outstanding future promise 	? / 7pts* total (Must achieve at least 4/7 to be shortlisted.)	Section 3: Protocol Sub-section k.	Is the research project ambitious, creative and innovative? Will it break new ground? Where does it sit in the context of the current state of knowledge and other projects currently underway in this field? Does it complement other research in this area? Is the research transformative and will it result in a significant advancement in knowledge that will have a major impact on this research area? Will it advocate for its area of health? Is it relevant to Australian healthcare practice, policy and/or health outcomes? Will it influence policy makers? Is the research project sustainable beyond the lifetime of the grant? Have the pathways to impact and knowledge dissemination been adequately identified? <i>*A project may not meet all 3 criteria however if it is strong enough in 2, and has the potential to meet the 3rd longer term, the reviewer may score enough points that the project remains eligible for shortlisting.</i>
Feasibility	<ul style="list-style-type: none"> budget well detailed and covers costs; has the potential to attract large future funding timeline outstanding 	? / 7pts (Must achieve at least 4/7 for each item to	Section 3: Protocol Sub-sections d., e., f.,	Has adequate detail been provided for each expense item? Will the budget cover the entire cost of the project? How will any shortfall be covered? Is this an application for seed funding and does this pilot study have the potential to attract larger future funding?

	<ul style="list-style-type: none"> project management outstanding ethical and aligns closely with Cabrini mission 	be shortlisted.)	Section 6: Cabrini Outcomes & Collaboration Sub-section a	Is there a clear project management plan (including GANTT charts and other PM tools) ensuring that all resources and manpower are deployed in the most effective way to deliver high quality research in the projected timeframe? Does the timeline include ethics submission / approval and knowledge dissemination? Does this project align with the one or more of the research themes established to assist in the delivery of Cabrini's organisational strategic plan? (Strategic plan and research priorities will be provided to grant review panellists.) Does this project address any of the National Safety and Quality Health Services Standards administered by the Australian Commission on Safety and Quality in Health Care? (National standards will be provided to grant review panellists.)
Team Capability and Diversity	<p>Relative to opportunity, the applicant team:</p> <ul style="list-style-type: none"> has high level expertise in all aspects of the research has a combined record of research achievement that is outstanding by international standards commensurate with their field of research: <ul style="list-style-type: none"> research achievement including contributions to research activities and translation research quality as exemplified in the publications of each CI research productivity as exemplified by total outputs for the team has some members with outstanding national and international reputations in the relevant research fields <p>In relation to partners:</p> <ul style="list-style-type: none"> demonstrates extensive experience and success in drafting health policy or delivering a health program or health service is highly likely to integrate outcomes into a health system or clinical practice, with minimal ongoing follow-up is well placed to engage support from stakeholders including end-users and the wider community, and facilitate high uptake at all levels 	? / 7pts total (Must achieve at least 4/7 to be shortlisted.)	Section 2: Project Team	Rate the team quality and capability relevant to the application i.e. leadership capacity, management strategy, appropriate skill set within the team. Has an effective leader been identified to drive the project forward and ensure all team members are focussed on the overall vision?
TOTAL SCORE = _____ / 28 points				
Admin preliminary assessment	<ol style="list-style-type: none"> Completeness GD support HREC progress or approval 			<p>Has the applicant provided adequate, relevant, concise content and fully answered the question?</p> <p>Has the applicant sought written commitment from each investigator and project stakeholder?</p> <p>Has support from correct GD been sought and received?</p> <p>Has an approved cost-centre been sought? At what stage of ethics submission is this project?</p>