



Industry &
Investment

Spinal Cord Injury and Related Neurological Conditions Research
Grants Program

Paul Brock Fellowships for Cross Disciplinary Research in Neurological Conditions Funding Guidelines 2011



Supported by the Spinal Cord Injury Network

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Section 1

Overview of the Fellowships

1. Introduction

The 2010-11 round of funding for the Spinal Cord Injury and Related Neurological Conditions Research Grants Program has been developed to support research and development in the field of spinal cord injury and / or related neurological conditions. There are two components of the 2010/2011 Program: The Paul Brock Fellowships for Cross Disciplinary Research in Neurological Conditions; and the Applied Spinal Cord Injury Research Fellowships. The Program is designed to support research excellence and to promote rapid technology commercialisation and excellent knowledge transfer and support systems within and between the public and private sector, and between NSW research and the rest of the world. The Program also addresses the promotion of research translation, supports efforts that drive critical mass, and promote excellence in research and skills development.

As indicated above, one component of the 2010/11 program is funding of the Paul Brock Fellowships for Cross Disciplinary Research in Neurological Conditions such as Motor Neurone Disease and Parkinson's Disease. Joint applications are sought from NSW research institutions or publicly funded research institutions and medical researchers, medical graduates, allied health professionals, nurses and other health professionals with doctorate or post doctorate degrees. The quantum of funds to be allocated to each fellowship will be determined by a Fellowships Committee taking into account the amount required and the strength of applications against the selection criteria. The maximum amount available is \$300,000 for up to three years. It is a condition of the Fellowships that a host/partner institution matches the amount awarded either by directly funding the project or obtaining a grant for the proposed research project. The Fellowship may be used to meet the costs of salary and project costs.

2. Objectives

The Paul Brock Fellowship for Cross-disciplinary Research in Neurological Conditions will support research projects that will contribute to research outcomes in neurological disorders such as Motor Neurone Disease and Parkinson's Disease.

3. Awarding a Fellowship

The Fellowships are awarded on behalf of the NSW Government after consideration of the recommendations of the Fellowships Committee, which is responsible for assessing all applications.

4. Use of Funds

The funding provided will be a contribution to a research program including salary and project costs. Funding will be in the form of a grant paid by instalments conditional upon the provision of required reporting. Host and collaborating organisations will be permitted to use the funding flexibly to create the most attractive package for the recipient. The Fellowships Committee must be informed in writing of all the details of the total package that the research organisations offer to the applicant.

5. Duration of Funding

The Fellowship will be for a period of up to three years.

6. Number of Awards

There is no specified limit on the number of Fellowships that will be offered. The Committee will determine the number based on the level of funding available, the quality of the applications and the extent to which the applicants meet the selection criteria. No more than one application will be considered from each applicant.

An individual organisation may hold more than one Fellowship funded by the Spinal Cord Injury and Related Neurological Conditions Research Grants Program.

Each Fellowship is intended for a single researcher. Where an application for a team of researchers is made, each member of the team would be assessed individually for a separate Fellowship.

Two or more organisations in NSW may collaborate in submitting one application e.g. the package offered to the applicant includes a joint appointment. One organisation, however, must be designated as the “administering institution” (i.e. the host). Funding will be paid only to the designated administering institution. Collaborating organisations will need to make their own internal arrangements for the disbursement of funds.

7. Application and assessment process

7.1 Types of applications and forms

Applicants must use the relevant application form available at:

<http://www.business.nsw.gov.au/innovation-and-research/grants-and-assistance/spinal-cord-injury-and-related-neurological-conditions-program>. The form must indicate the level of matching funding for the Fellowship.

7.2 Overview of the application process

One application should be lodged by the administering institution on behalf of the applicant and any collaborating organisations.

The application will be judged by the Committee against the selection criteria as outlined in these guidelines.

Applicants must meet all of the selection criteria. Applicants who fail to meet any one of the eligibility criteria will be deemed to be ineligible.

The Fellowship Committee is responsible for scoring and ranking the applications and recommending eligible applicants for funding approval.

The applicant and senior staff in the research organisation may be interviewed by the Committee members under two circumstances:

- (i) Where the committee requires clarity or seeks to explore points in the application and it is not expedient to do so in writing
- (ii) Where the committee wants to choose between two equally ranked applications, being unwilling to recommend both for a Fellowship

The Fellowships Committee requires its members to declare conflicts of interest and to withdraw from considering applications where such conflict exists.

7.3 All applicants

The lodging of an application for a Fellowship does not confer any entitlement upon the applicant. The making of a recommendation for a Fellowship is totally within the discretion of the Committee. If none of the applications meet the standard of excellence required, the Committee reserves the right not to make a recommendation and the NSW Government reserves the right not to award a Fellowship.

7.4 Closing date and where to submit forms

The application for a Paul Brock Fellowship for Cross Disciplinary Research in Neurological Conditions must be received by 5pm on **31 March 2011**.

Applicants must:

- (i) Submit six (6) hard copies of the completed application by mail or courier to:
The Secretariat
Fellowships Committee
Office for Science and Medical Research
Industry and Investment NSW
GPO Box 5477 Sydney NSW 2001 Australia
- (ii) Provide an e-mail copy of their application to lindsey.cox@business.nsw.gov.au.
This is designed to ease distribution to Committee members.

8. Offer of a Fellowship

Following approval the successful administering institution (and applicant) will be advised in a letter of offer. The signed letter of offer must be returned to Industry & Investment NSW by 31 May 2011.

The provision of a Fellowship is conditional upon the administering institution having entered into a written agreement with the Department of Industry and Investment on behalf of the NSW Government. The agreement will cover the role of the institution and collaborating organisations if any, including:

- Contributions by all collaborating organisations
- Intellectual property arrangements
- An undertaking by the research organisations to abide by the conditions of the Fellowship as detailed in this document

9. Commencement of an Award

It is expected that the Fellowship will commence in the 2011/12 financial year. Any commencement beyond this date may result in a loss of funds available.

10. Acknowledgment of support from the NSW Government

All publications carried out with the assistance of a Fellowship must acknowledge the support from the NSW Government.

Successful applicants must indicate their status as recipients of a NSW Government Fellowship support in scientific publications, programs of scientific meetings and in any other public announcement or forum.

11. Contact point for further information

Enquiries may be addressed to:
Lindsey Cox
Office for Science and Medical Research

Industry and Investment NSW
GPO Box 5477 Sydney NSW 2001 Australia
E-mail: lindsey.cox@business.nsw.gov.au
Telephone 02 9338 6938

Section 2

Administration of the Paul Brock Fellowship for Cross Disciplinary Research in Neurological Conditions

1. Reporting requirements

The administering institution is required to submit a progress report no later than six weeks (42 days) prior to the end of the 2011/2012 financial year and subsequent financial years under which the funding is provided. The report must include¹ progress made in the research, including:

- Project aims
- Project progress over the past 12 months in the form of a one page simple media summary
- A breakdown on how funds have been expended (i.e. item and amount)
- A breakdown on other funds attracted for the research project, if any
- Any media coverage for the project research outcomes, progress in building a research team/laboratory, other funding secured, evidence of mentoring activities, publications and patents (submitted and/or approved) and other relevant commercialisation activities and
- Ethical compliance statements (see section 3.1.4 of these guidelines).

Funding for the next instalment of the Award will not be provided unless a report is submitted by the due date

The Fellowships Committee reserves the right to recommend the suspension of an Award if progress is unsatisfactory. Research organisations will also be asked to contribute to any evaluation of the Fellowships Program.

2. Failure to provide a report

Where an administering institution fails to submit a satisfactory report, as required, the Department may determine that funds have not been used in accordance with conditions applicable to the Fellowship, and that all or part of the Fellowship must be repaid. In this case, the remainder of the administering institution's Fellowship payments may be withheld and/or action taken to recover funds.

3. Financial management — payments

Subject to appropriations and the amount of support offered, regular payments will be made to the administering institution in accordance with NSW Industry and Investment arrangements. Funds must be used only for approved purposes.

A Fellowship is regarded as a "taxable supply" and therefore a Goods and Services Tax is payable. The Fellowship will be increased by the GST amount and the administering institution will be required to collaborate in the recovery of the GST component. The written agreement with the NSW Industry and Investment will therefore include the following clauses.

- The Award is subject to the GST. Gross funding for the Award has been increased by 10% to reflect this and the Funded Organisation is liable to pay the GST on this

¹ A reporting pro forma will be provided.

funding. The Funded Organisation must forward its Australian Business Number (“ABN”) to the Department of Industry and Investment at the commencement of this Agreement.

- The Funded Organisation warrants that at the time of funding it is registered under GST legislation. The Funded Organisation will forward to the Department a tax invoice prior to the release of each quarterly payment in respect of the GST component. This will enable the NSW Industry and Investment, where entitled under the GST law, to claim an input tax credit in respect of such GST. The quarterly payment, inclusive of GST, will be made shortly after receipt of the tax invoice.

4. Privacy of individuals

Documents containing personal information will be handled and protected in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*. Personal information would be disclosed only with permission of the individual to whom it relates or where the Act allows.

Successful applicants and research organisations consent to the information supplied as part of their application being disclosed for the purposes of the assessment of their application and for purposes connected with the making and administration of the Fellowship. Such disclosure includes, but is not limited to, disclosure to members of the Fellowships Committee, independent readers/assessors requested by the Committee to provide advice, and relevant representatives and employees of Government involved in the Fellowships process.

Successful applicants and research organisations acknowledge that announcement of the Fellowship will involve the dissemination of information to the public about the general nature of the research or capacity building program being funded and the applicants involved in the program and the research organisations at which the program is being carried out.

Please refer to our website www.business.nsw.gov.au for more information on our privacy policy and your rights to access or correct your personal information.

5. Confidentiality

Information contained in applications will be regarded as confidential unless otherwise stated by the Committee or Industry and Investment NSW officers.

6. Intellectual property

Organisations must adhere to an intellectual property policy approved by their governing bodies that is congruent with the document “National Principles of Intellectual Property Management for Publicly Funded Research” released in September 2001.²

² These Principles were developed by a working group comprising: The National Health and Medical Research Council (NHMRC); the Australia Research Council (ARC); the Australian Tertiary Institutions Commercial Companies Association (ATICCA); the Australian Vice-Chancellors’ Committee (AVCC); the Department of Education, Training and Youth Affairs (DETYA); the Department of Industry, Science and Resources (DISR); and IP Australia.

7. Incomplete or misleading information

It is the responsibility of the applicant to ensure that applications are complete and accurate. If an application is incomplete or inaccuracies are detected, the Committee will exclude it from further consideration.

If any application is found to have been intentionally completed (or failed to be completed) in such a way as to mislead the Committee, or is otherwise false or misleading in any material respect, the applicant will be disqualified from the Award. The Committee may also refer the application to relevant authorities for consideration of appropriate action under State or Commonwealth law.

Examples of the provision of false or misleading information that would result in an application being disqualified include providing fictitious track records and falsifying claims in publications records (such as describing a paper as accepted for publication when it has only been submitted).

If a publication relevant to an application is retracted after the application has been submitted, applicants should advise the Department of Industry & Investment of the retraction at the earliest opportunity with an appropriate explanation regarding the retraction. The Research organisation and/or research institution must also be notified.

Section 3

Application for a Fellowship

1. Selection Criteria

The Fellow will be engaged in research and if engaged in a public clinical practice or linked to a clinical research team, the time to be spent on research and clinical practice will need to be specified in the application. Any clinical practice of the Fellow must be relevant to the research activities of the award.

Applications will be considered only if they are joint applications by a researcher and a NSW research institute or publicly funded research. Eligible researchers include health and medical researchers, health and medical graduates, allied health professionals, nurses and other health professionals with an appropriate doctorate or post doctorate degree.

In awarding a Paul Brock Fellowship Grant, the application must satisfy the following criteria.

1.1 The Researcher must:

- Possess an excellent research or academic record demonstrated by a recommendation from their clinical supervisor or research institute as being outstanding in their field. The recommendation should be attached to the application form
- Demonstrate high level written and verbal communication skills
- Have undertaken a doctoral thesis or postdoctoral research in a field relevant to or with potential to impact on neurological conditions such as Motor Neurone Disease and Parkinson's Disease
- Demonstrate significant contribution (or the potential) to impact on research and the wider body of knowledge on neurological conditions
- Demonstrate a strong research track record
- Be a resident of New South Wales and conduct research in NSW for the term of the fellowship
- Be currently employed by a NSW research institute or publicly funded research organisation.

1.2 The Research Proposal must include information that demonstrates that:

- **A cross disciplinary approach.** The project must incorporate a cross-disciplinary approach that will contribute to research outcomes in neurological conditions such as Motor Neurone Disease and Parkinson's Disease
- **Scientific Quality.** The proposal must include detailed aims and objectives including details of the strengths and benefits of research. The extent to which the conceptual framework, design methods, and analyses are properly developed, well-integrated, and appropriate to the aims of the Fellowship research program will be taken into account
- **Significance and/or Innovation.** The Committee will examine what important and original contribution the proposal will make to neurological research if successfully carried out.

- **Research Approach.** Applicants need to demonstrate how the research proposal will:
 - Facilitate rapid translation of research findings to clinical practice and policy
 - Promote, enhance or complement existing outstanding research strengths in NSW in the field of neurological disorders
 - Build scientific depth through collaboration and/or co-location, with existing research programs or focuses on research involving a number of research or clinical disciplines
 - Contribute to commercialisation opportunities
 - Foster a research culture within the NSW health system and
 - Respond to National and State priorities and community opinions concerning research relating to neurological disorders.

In addition the proposal must have been agreed between (or among) the applicant and the research organisation(s) and include a mature research plan.

1.3 The research organisation(s) must

- Be a publicly funded research organisation in New South Wales, Cooperative Research Centre(s) or NSW-based business in formal partnership with publicly funded organisations
- Be prepared to negotiate with the applicant a package matching the covering her/his remuneration and funding for the agreed program of research
- Have nominated an administering institution

1.4 Research organisation contribution and support

The research organisation(s) and the administering institution must give a firm commitment to:

- Match the funding granted under the Fellowship either by directly funding or by having obtained an additional grant for the proposed research project
- Provide the facilities and services necessary for the efficient conduct of the program.
- Meet the normal overhead expenses and normal institutional maintenance charges.
- Ensure that the holder of the Fellowship will in no way be prejudiced in having access to such assistance as is normally provided by that institution to members of staff employed at a similar level.
- Provide annual Statements of Compliance in relation to human and animal ethics matters and certification in relation to the Joint NHMRC/AVCC Statement and Guidelines on Research Practice.

Applicants should be aware that support from the research organisation(s) and others are a fundamental part of Fellowships. The Fellowships Committee will not recommend an applicant where it judges the level of support is not adequate, even where the calibre of the applicant and the intended program of work are excellent. Preference will be given to applications that document strong support for the applicant and the program.

2. Application Format

The NSW Paul Brock Fellowship for Cross Disciplinary Research in Neurological Conditions Application form must be used.