



# Health Research Cluster

## Strategic Research Project 05 Proposals

### Educational initiatives for the primary prevention of NCDs

#### *Guidelines for Applicants*

#### Key Dates

**Call Open:** 1 September 2017

**Call Closes:** 11.59PM Wednesday 27 September 2017

**Successful applicant announcement:** 11 October 2017

**Project commencement and agreements signed:** No later than 8 November 2017

#### How to Apply

To apply email your completed application including all relevant links and attachments to [health@australiaindonesiacentre.org](mailto:health@australiaindonesiacentre.org).

**For all queries and information relating to AIC Health Cluster contact:**

Christianne O'Donnell, AIC Health Cluster Coordinator, via [health@australiaindonesiacentre.org](mailto:health@australiaindonesiacentre.org)

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#### **Important Note**

The AIC Health Cluster current has three streams of funding under application:

- **Educational Initiatives** (Strategic Research Project 05) – use this document
- **Youth-led** project applications – *to be announced*
- **Tactical Research Projects** - refer to <http://australiaindonesiacentre.org/health-cluster-opens-applications-tactical-research-project-funding/>

# 1 STRATEGIC RESEARCH PROJECT 05 FUNDING

## Strategic Research Project 05 - Fund Allocation

A total budget of \$91,456 is available with an expectation that between 2-3 projects will be funded. Consideration will be given to proposals that request AIC Health Cluster funding between \$10,000-\$40,000 AUD and the funds allocated to successful applicants may be different.

## Strategic Research Project 05 - Description

Strategic Research Project 05 funding is:

- For innovative approaches toward educational initiatives and building health literacy in areas such as: medical education; inter-professional education; community and public health; and
- That are focused and aligned to the AIC Health Cluster's research strategy that is focused on the primary prevention of Non Communicable Diseases (NCDs) early in the life course (children and adolescents).

The AIC Health Cluster has not pre-determined the types of approaches or methodologies, but strongly encourages **innovation across the breadth of educational initiatives towards the development of scalable, sustainable interventions**. Proposals could include but not limited to activities such as:

- Building health literacy to better enable timely access to and uptake of health information and services;
- medical education for building the capacity of the future Indonesian and Australia health; workforce (including the clinical and public health workforce) to address NCD risks early in life;
- use of online technologies (eg Massive Open Online Course);
- engagement in innovative partnerships (eg. with consumers such as adolescents, and professional associations);
- evaluation of educational initiatives.

As with the AIC Health Cluster's broad aims, the academic outputs from each Strategic Research Project are also expected to inform stakeholders in relation to the importance of education and health literacy for the primary prevention of NCDs. Stakeholders may include policy or government decision-makers, industry, stakeholders, professional associations, and communities, including young people themselves as well as others.

## Strategic Research Project 05 - Period

Applications are sought for Strategic Research Projects with a duration of 6 months. Applications for Strategic Research Project 05 proposals with a projected duration of 8 months may also be considered on a case-by-case basis at the discretion of The University of Melbourne (on behalf of the AIC Health Cluster).

Project must commence and have agreements signed by no later than 8 November 2017.

## Strategic Research Project 05 - Criteria

### AIC RESEARCH INVESTMENT PRINCIPLES

**Applicants for AIC Strategic Research Project Funding should be familiar with the AIC's aims and objectives and make note of the Research Investment Principles which are that projects should:**

- demonstrate potential to deliver outputs and outcomes with mutual benefits to Indonesia and Australia - moving to achieve the AIC research goal of shared solutions to shared challenges;
- align to the approved Health Cluster Investment Plan, and deliver outputs which include the preparation of high quality publishable reports or other academic products;
- be delivered through a collaborative partnership involving at least one Australian and one Indonesian research partners;
- engage the input of academic leadership and primary expertise from the existing Australian and Indonesian AIC partners;
- demonstrate how it will help build research or academic capacity and the capacity to utilise the outputs of the research/project ;
- demonstrate the involvement of key stakeholders and end-users of research results in the process.

**Projects must be distinct from existing Health Cluster strategic projects. Yet, applications that demonstrate how leverage can be achieved from existing AIC research investments or other research projects will be warmly considered.**

### AIC CLUSTER STRATEGIC RESEARCH PROJECT 05 - SELECTION CRITERIA

If in doubt, applicants are encouraged to discuss their proposal with the AIC Health Cluster Coordinator to ensure their proposal fits with the cluster research priorities, which are focused on the primary prevention of NCDs.

**Strategic Research Project 05 funding will be competitive and proposals will be assessed against:**

- complementarity of the proposal to the Cluster priority (primary prevention of non-communicable diseases early in the life course);
- appropriateness of the proposed educational initiative's methodology to attaining the proposed outcomes;
- clearly identified target audience/participants of the proposed educational initiative and stakeholders;
- opportunity to inform the development of scalable, sustainable interventions;
- level of innovation and uniqueness of the education approach;
- appropriateness of the proposed collaboration arrangements to support the research methodologies;
- demonstration that conflicts of interest are limited;
- appropriateness of the budget expenditure to best achieve the proposed research objectives in line with the AIC budget guidelines;
- capacity to mobilise the research team quickly to ensure realisation of impact within the 2017-2018 timeframe (feasibility);
- clear realistic milestones which can be feasibly delivered within projected timeframes;
- capacity to sign the funding agreement with four weeks' of project award;
- capacity to leverage the funding to attract external support (cash or in-kind);
- capacity to contribute to the cluster and work towards sustainability of the cluster beyond 2018.

In addition to funding highly targeted academic activity in support of the cluster, we are also interested in supporting academic innovation within projects and across the participating institutions.

## **AIC HEALTH CLUSTER PRIORITIES**

Strategic Research Project proposals must be aligned with the Health Cluster's strategic aims and objectives and complement rather than duplicate existing investment, as follows:

### **Strategic research vision**

To reduce the burden of Non-Communicable Diseases (NCDs) through innovative approaches which address primary prevention of NCD risks.

### **Cluster Priorities**

- To increase understanding of the importance of reducing NCD risk factors in the early years (childhood and adolescence) in both Australia and Indonesia; and
- To influence policy and practice in effective primary prevention of NCDs in Indonesia and Australia.

### **Strategic Research Projects Funded**

The Cluster has funded research activities in the following areas:

1. Evaluation of NCD risks, NCDs and NCD monitoring frameworks in Australia and Indonesia
2. Improving nutritional outcomes in infants
3. Exploring potential impacts of family empowerment and NCD prevention
4. Assessment of risk factors in Indonesia adolescents

This Strategic Research Project 05 funding is focused on educational initiatives and health literacy for the primary prevention of NCDs early in the life course.

### Conditions of funding

The SRP05 proposal meets the requirements of the AIC Investment Principles.

The SRP05 proposal meets the requirements of the key priorities of the Health Cluster.

The Australian and Indonesian Principal Investigators have attached a letter of endorsement for the proposed project from their respective Head of Department or institutional research office official which must include the following declaration:

*"On behalf of [insert organisation] name I am authorised to commit funds/resources as outlined in this project application form.*

Additional certification statement by Australian Lead Institution:

*"I certify that our institution:*

- *that to the best of its knowledge and belief, the information provided in the application is true and correct.*
- *that the submitting institution is financially viable to undertake the project for the term of the agreement.*
- *agrees to enter into a Project agreement with The University of Melbourne within four weeks of award."*

### Additional eligibility requirements

Due to the short timelines, only applications that do not require ethics approval or will seek low-to-

negligible ethics approval will be considered. Applications which require higher risk ethics applications will not be considered for funding.

AIC Health Cluster Strategic Research Project 05 proposals will conform with the definition of research and related research activities as set out under the Australian Education Department's Higher Education Research Data Collections (HERDC) specifications (see Section 1.3.10 [http://docs.education.gov.au/system/files/doc/other/2014herdcspecifications\\_education\\_settings\\_included.pdf](http://docs.education.gov.au/system/files/doc/other/2014herdcspecifications_education_settings_included.pdf))

AIC Health Cluster Strategic Research Project 05 - Applicants/Principal Investigators will need to demonstrate a level of prior experience in supervising projects of this type. Prior experience in delivery of international collaborative research or demonstrated capability in delivery of projects with an equivalent level of complexity will be expected.

#### Project Diversity and Opportunity

Strategic Research Project Principal Investigators are asked to ensure they can demonstrate how their overall planning has considered diversity and opportunity for participation. For example, in some cases teams may need to actively address gender participation and transparent processes for nomination of project participants.

A balance of experienced and early career researchers is strongly encouraged in project teams. The roles, recognition and remuneration (as appropriate) for Research Higher Degree students who actively participate and contribute to the project outcomes must be demonstrated by the project leads.

#### Strategic Research Project 05 - Applicant Criteria

##### Principal Investigators (also known as Principal Applicants)

Strategic Research Project 05 proposals must be led by a principal investigator from each country, ie one from Indonesia and one from Australia.

One principal applicant must be an employed academic staff member (at least 40% full time equivalent\*) at one of the four (4) participating institutions in Australia; Australia National University, Monash University, University of Melbourne or University of Sydney.

The other principal applicant must be an employed academic staff member (at least 40% full time equivalent) from one of the seven (7) participating institutions in Indonesia; Institut Pertanian Bogor, Institut Teknologi Bandung, Institut Teknologi Sepuluh Nopember, Universitas Airlangga, Universitas Gadjah Mada, Universitas Hasanuddin or Universitas Indonesia.

The Principal Applicant cannot be a Cluster Lead or Cluster Co-Lead.

##### Co-applicants

Proposals with co-applicants from two additional AIC Partner Institutions - ie one in Australia and one in Indonesia – will be considered favourably.

Co-applicants will be employed academic staff members of their respective institutions (at least 40% full time equivalent). They will be based at recognised higher education institutions other than those of the Principal Applicants.

The AIC encourages applicants to consider collaborating with partner institutions who have partnerships with institutions outside of the partner institutions where/if this assists in bringing

specialist or particularly innovative knowledge/skills/facilities to the research project team.

#### Other Project Participants

Where Project Participants are included in a proposal they should bring specific expertise of direct relevant to the proposed project. They should have an organisational affiliation.

#### General Note on Project Teams

Co-investigators/Project participants are not a requirement for AIC Strategic Research Projects. However, co-investigators or other project participants are encouraged.

## 2 AIC HEALTH CLUSTER GOVERNANCE AND ROLES

This section provides information about the existing AIC Health Research Cluster program so that each Strategic Research Project 05 Proposal applicant understands the applicable governance arrangements.

### Cluster Program and Projects Coordination / Management

The AIC Health Research Cluster Leads are responsible for supporting alignment across the Cluster's Research Projects using a portfolio approach. The Cluster Leads are from University of Melbourne, University of Airlangga, University of Indonesia and University of Sydney.

The Cluster Coordinator, [Christianne O'Donnell](#), will support communications and project development in relation to Strategic Research Project 05 proposals. **She is the first point of contact for Strategic Research Project 05 funding queries.**

The Principal Applicants of the Cluster's Strategic Research Projects will form a key part of the Cluster's research delivery team and will be expected to have an active role in supporting the Cluster leads in identifying further opportunities for the Cluster Program (see more information below).

### Cluster Strategic Research Project 05 - Teams

The Cluster Strategic Research Project team will be expected to harness relevant expertise in both countries to enable effective collaborative research, stakeholder engagement and / or community participation. To this extent demonstration of interdisciplinary capability across the team will be favoured in proposals. Further, in addition to formal reporting all project participants will be surveyed annually to identify their level of engagement and contribution to the project.

### Research Higher Degree (RHD) Students

RHD students include PhD students and Masters students undertaking a recognised role in supporting the research project delivery.

Where Research Higher Degree (RHD) students act as research assistants or undertake any supportive role within the project delivery this should be indicated as a salaried assistant in the project proposals.

Where RHD students are actively engaged in the research development and delivery directly as part of their personal research, their contribution to the research project delivery should be fully attributed and acknowledged appropriately in any research outputs.

Supervisors of RHD students must be notified of engagement by their students in these projects.

## Contracting

All administration of contracts will be subject to agreement in writing. The University of Melbourne will enter into a contract with the lead legal entity in Australia. The lead legal entity shall be responsible for coordinating any subsequent contractual arrangements with the other institutions involved in the project. The forms of contracting may vary depending on the lead institution. All distribution of funds will be subject to agreement in writing. Information about the AIC's legal framework is available on request.

Further information about the contracting process will be provided to successful applicants. *Each successful applicant will be required to enter into a Project Agreement in relation to their proposed Strategic Research Project. Nothing in this Guideline or in any communication of acceptance of a proposed Strategic Research Project is to be construed as an offer creating any binding contract for the Strategic Research Project (express or implied) between The University of Melbourne and the applicant.*

Note that proposals must be countersigned on completion by a person of authority within the lead institution accepting, in principle, the undertakings made in the research proposal on behalf of the institution.

## Institution Lead Roles and Responsibilities

- Principal Applicants will be required to assure project delivery within their institution's research policy framework and confirm that funding can be effectively managed within their administration.
- As AIC funds come from the Australian Government the lead legal entity will be a recognised Australian research institution.
- The Principal Investigator's named Home institution in this proposal will be the Lead Partner Institution for the purposes of the project liaison and provide support for finalisation of any contracts and funding payments. The Lead Partner Institution in Australia will be responsible for all financial reporting. Financial Reporting will be required by the AIC.
- The Principal Investigator will be responsible for assuring all monitoring and evaluation requirements of the AIC are met and that all due diligence is applied to all aspects of the conduct of the research project outlined in the proposal in alignment with the procedures and protocols of the Lead Partner Universities.
- Responsibilities between the AIC, the Lead Australian Institution and the Lead Indonesian institution will be described in the project contracts and schedules as required. This information will be drawn from the submitted application.
- The Principal Applicant and their home institutions, the named Lead Partner Institution will be included in the Project agreement which will be negotiated upon award of the project fund.
- Management and reporting of additional funds and any attributed in-kind contribution which is attracted to the project during the period of AIC Health Cluster support will be specified in the Strategic Research Project 05 – Project Agreement.
- No funds will be released for the project until contracts and/or schedules are finalised and signed by the lead parties.

**\* Australian Researcher eligibility for AIC Research Projects is based on the ERA (Excellence for Research Australia) Guidelines 2015 for research recognition and institutional reporting. Cluster leads seeking advice may consult their relevant institution or faculty research office for further information. ERA documentation is available at <http://arc.gov.au/pdf/ERA15/ERA%202015%20Submission%20Guidelines.pdf>.**



## 3 PROPOSAL PROCESS

### Proposal

Please read the guidelines for AIC Health Cluster Strategic Research Projects 05 (SRP05) before submitting the proposal.

Applicants must complete the Strategic Research Project 05 - Application form, including budget template, and submit to the AIC Health Cluster by email to [health@australiaindonesiacentre.org](mailto:health@australiaindonesiacentre.org)

Late proposals will not be considered without referral to the AIC Health Cluster Management Committee.

If any components of the proposal are considered not to apply you may contact the Health Cluster Coordinator prior to submission.

*The University of Melbourne reserves the right to change any information or to issue an addenda to this Guidelines or the Application Form at its discretion.*

### Assessment

Once proposals have been submitted they will be assessed by the AIC for adherence to Research Investment Principles and Cluster Strategic Aims.

Each proposal will be reviewed by an assessment panel.

Successful applicants will be notified by the AIC Health Cluster. All outcomes are final and at the discretion of the AIC Health Cluster. The AIC Health Cluster is under no obligation to provide feedback to unsuccessful applicants. The AIC Health Cluster is also not required to distribute all funds.

### Implementation

Upon award of successful SRP05 proposals, relevant contracts or letters of agreement will be distributed to successful applicants.

The Lead Institution is responsible for sub-contracting any relevant project partners for each Strategic Research Project 05 proposal.