



Health Research Cluster

Youth - Led Education for Primary Prevention of NCDs

Project Applications

Guidelines for Applicants

Key Dates

Call Open: 12 September 2017

Call Closes: 11.59pm Monday 25 September 2017

Successful applicant announcement: Week beginning October 9 2017

How to Apply

To apply email your completed application including all relevant links and attachments to 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

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Important Note

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

- **Youth-led** project applications - use this document
- **Educational Initiatives** (Strategic Research Project 05) - refer to <http://australiaindonesiacentre.org/health-cluster-opens-applications-strategic-research-project-funding-educational-initiatives/>

1 FUNDING

Funding Allocation

A total budget of \$20,000 AUD is available with an expectation that between 4-5 projects will be funded. We suggest that applications consider a request to the AIC Health Cluster funding for between \$4,000-\$5,000 AUD, although individual projects costing less and more than this amount will also be considered (not all successful projects are expected to be funded the same amount).

Project Description

The aim of these Youth-Led Projects is to improve the health literacy of Indonesian young people with a particular focus on the primary prevention of Non-Communicable Diseases (NCDs). Priority will be given to projects that have a strong element of youth leadership, and that youth promote positive youth development and empowerment of young people.

Projects that focus on children and young people up to 24 years old are the target.

Project Period

Applications are sought for Youth-Led projects with a duration of 6 months. Applications for Youth-Led Projects with a projected duration of 10 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, if a very high level of confidence can be provided about completion within this period.

Project agreements must be signed by no later than 9 November 2017. Project cannot commence until the Project Agreement has been signed.

Project Criteria

AUSTRALIA-INDONESIA CENTRE VALUES

Applicants for Youth-Led Project Funding should be familiar with the AIC's aims and objectives and make note of the AIC Values that projects should align with:

Respect for diversity

Integrity in the way we act

Inclusiveness in our engagement

Friendship that is genuine

Excellence as judged by others

AIC HEALTH CLUSTER YOUTH-LED PROJECTS SELECTION CRITERIA

Applicants are encouraged to discuss their proposed application with the AIC Health Cluster Coordinator to ensure their proposed project application fits with the cluster research priorities which are focused on the primary prevention of NCDs.

Youth-led Projects will be competitive and applications will be assessed against:

- complementarity of the topic to the AIC Health Cluster mission (primary prevention of non-communicable diseases early in the life course, focused on children and adolescents);
- demonstration of high-quality genuine youth leadership, empowerment and engagement using positive youth development principles;

- level of innovation and uniqueness of the approach and activities;
- appropriateness of the proposed methodologies and activities to attaining the proposed outcomes within the timelines;
- appropriateness of the budget expenditure to best achieve the proposed objectives in line with the AIC budget guidelines;
- capacity to mobilise the project team quickly to ensure realisation of impact within the 2017-2018 timeframe;
- clear realistic milestones which can be feasibly delivered within projected timeframes;
- demonstrated governance capacity at the Home Institution including capacity to sign the project agreement ;
- capacity to contribute to the cluster and work towards sustainability of the cluster beyond 2018;
- demonstration that conflicts of interest are limited;
- *if proposing collaborative activities*, demonstration of commitment of all parties and capacity to deliver;
- *if leveraging existing resources*, such as other funding sources, demonstration is required about how the AIC funded activity can be viewed as a distinct or discrete activity.

In addition, **priority** will be given to projects that demonstrate that they are evidence informed.

AIC HEALTH CLUSTER PRIORITIES

Youth-led Project applications must be aligned with the Health Cluster's strategic aims and objectives and complement rather than duplicate existing investment.

Strategic research vision

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

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.

This specific call for Youth-Led Education for Primary Prevention of NCDs is seeking projects that are based in Indonesia. It is noted that the AIC is a collaborative initiative between Australian and Indonesia research institutions to delivering outputs and outcomes with mutual benefits to Indonesia and Australia - moving to achieve the AIC research goal of shared solutions to shared challenges.

Conditions of funding

The Youth-led Project application aligns with the mission and key priorities of the AIC Health Cluster.

The Principal Applicant must provide evidence of its organizational Child Safety Policy or review and agree to comply with the University of Melbourne Child Safety Policy (identified below) in delivery of this project and its activities.

The Indonesian Project Leader/Principal Applicant has attached a letter of endorsement for the proposed project from their respective organisational official, CEO or delegate, 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.

“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*
- that we have appropriate Child Safety policies as provided in this application or alternatively, we have reviewed, understood and agrees to comply with The University of Melbourne Child Safety Policy MPF1337 for delivery of this project. This policy is available at this link <https://policy.unimelb.edu.au/MPF1337>*
- agrees to enter into a Project agreement with The University of Melbourne on terms acceptable to the University within four weeks of award.”*

Additional eligibility requirements

Applications are for projects that target children and adolescents up to 24 years old.

Due to the short timelines, only applications that do not require ethics approval or that seek low-to-negligible ethics approval will be considered. Applications which require higher risk ethics applications will not be considered for funding.

In the event, that the proposed project application is research-related and requires low-to-negligible, the Applicant must describe how it anticipates obtaining those approvals. For example, by partnering with a particular AIC Partner Institution to facilitate obtaining required ethics approvals, which will be viewed favourably.

AIC Cluster Youth-Led Project Administering Organisation and Project Applicants will need to demonstrate prior experience delivering and managing youth-led, youth-focussed work or demonstrated capability in delivering projects with an equivalent level of complexity.

Project Diversity and Opportunity

Cluster Youth-Led Project Applicants are asked to ensure they can demonstrate how their overall planning has considered diversity and opportunity for participation and leadership by young people. For example, in some cases teams may need to actively address gender participation and transparent processes for nomination of project participants.

Project Applicant Criteria

Principal Applicants

AIC Health Cluster Youth-Led Projects must be led by a Principal Applicant from the Administering Organisation that is administering this grant.

Collaborative projects will be considered with established collaborations and relationships viewed favourably.

Project participants are members of the project but not the Principal Applicant/Project Leader.

2 AIC HEALTH CLUSTER GOVERNANCE AND ROLES

This section provides information about the existing AIC Health Research Cluster program so that each Youth-Led Project 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 the 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 Youth-Led Project applications. **She is the first point of contact for Youth-Led Project queries.**

The Principal Applicants of these Youth-Led Projects may be contacted for consultation around identifying further opportunities for the Cluster Program in due course (see more information below).

Youth-Led Project Teams

The Cluster Youth-Led Project team will be expected to harness relevant expertise in Indonesia 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 applications. 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.

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 Indonesia. 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 Youth-Led Project. Nothing in this Guideline or in any communication of acceptance of a proposed Youth-Led Project is to be construed as an offer creating any binding contract for the Youth-Led Project (express or implied) between The University of Melbourne and the applicant.*

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

Institution Lead Roles and Responsibilities

- Principal Applicants will be required to assure project delivery within their institution's policy framework and confirm that funding can be effectively managed within their administration.
- The Principal Applicant/Lead's named Home Institution in this application will be the Administering Organisation for the purposes of project liaison and provide support for finalisation of any contracts and funding payments. They will be responsible for all financial

reporting to the AIC.

- The Principal Applicant/Leader 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 project outlined in the application in alignment with the procedures and protocols of the Lead Organisation.
- Responsibilities between the AIC, The University of Melbourne and the Lead Indonesian organisation 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 Institution as Administering Organisation 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 Project Agreement.
- No funds will be released for the project until contracts and/or schedules are finalised and signed by the lead parties.

3 APPLICATION PROCESS

Applications

Please read the guidelines for AIC Health Cluster Youth-Led Projects before submitting the proposed project application.

Applicants must complete the Youth-Led Project Application form, including budget template, and submit to the AIC Health Cluster Coordinator by email to health@australiaindonesiacentre.org

Late applications will not be considered without referral to the AIC Chief Operating Officer for consideration.

If any components of the application form are considered not to apply, you may contact the AIC 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 applications have been submitted they will be assessed by the AIC Health Cluster for adherence to the AIC values and Cluster Strategic Aims.

Each application 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 Youth-Led projects, relevant contracts or letters of agreement will be distributed to successful applicants.

The Administering Organisation is responsible for sub-contracting any relevant project partners for each youth-led project.