



Health

Mid North Coast
Local Health District

MNCLHD EVIDENCE IN PRACTICE (EVIP) GRANT

Guidelines & Frequently Asked Questions

Closing Date: 8am

April 1, 2019

V1.0 Jan 2019



Contents

Program Overview.....	- 3 -
Details of Funding.....	- 3 -
Eligibility Criteria.....	- 3 -
Out of Scope	- 4 -
Reporting Requirements	- 4 -
Grant Conditions.....	- 4 -
Resources	- 4 -
Further Information.....	- 5 -
Key Dates	- 5 -
Submission, Review and Notification Process	- 5 -
Submissions	- 5 -
Review of Applications	- 5 -
Notification of Application Outcome	- 5 -
Frequently Asked Questions.....	- 6 -
Who can apply for funding?	- 6 -
What types of projects will be funded?	- 6 -
Project funding and duration	- 7 -
How can I use the funding?	- 7 -
Where can the project be conducted?.....	- 8 -
Assessment of applications	- 8 -
Administration of funding	- 8 -

Evidence In Practice Grant Program: 2019 Guidelines

Program Overview

The EVIP is available to all employees within MNCLHD including but not limited to medical, nursing, allied health and population health staff. Applicants are required to collaborate with at least one of the locally based universities (CSU, SCU, UNSW, UoN), plus one of the NSW Health Pillars in the conduct of this project. Other stakeholders may include Aboriginal Community Controlled Health Organisations, Primary Health Networks, other universities and Medical Research Institutes. This program is designed to implement practices/models where a strong evidence base (Level 1 or 2 as defined by the NHMRC), exists. The aim is to more readily translate the findings from high quality evidence into practice within the MNCLHD to further improve health service delivery and patient outcomes.

Details of Funding

Funds **must** be used within the 12-15 month project period (concluding June 30, 2020). Note that the requested funding allocation in Section E.1 of the Application Form will be used for the budget allocation over the two financial years.

Applicants may apply for grants up to \$50,000.

EVIP funding may be used for costs associated with the project but cannot be directed towards conference attendance (including travel and accommodation), training, publication costs, capital works, general maintenance costs, telephone/communication systems, basic office equipment such as desks and chairs, rent and the cost of utilities. Only travel expenses directly associated with the projects implementation will be considered. The purchase of some medical equipment may be considered if critical to the project, but will require full justification.

Eligibility Criteria

1. An employee of the MNCLHD **must** be the Chief Investigator; however the Project Team is encouraged to involve individuals from external organisations.
2. The project is based on published high quality evidence (Level 1 or 2 NHMRC Evidence) and the references are attached.
3. The project involves at least one of the local MNCLHD university partners (i.e. CSU, SCU, UNSW or UoN) but can also include other universities.
4. The project involves at least one of the NSW Health Pillars (ACI, BHI, NSWCI, CEC, HETI), as an active partner.
5. A pre-mortem with relevant stakeholders has been undertaken and documented prior to submission of this application. This has been used to identify and address potential weaknesses in the methodology.
6. The project includes contingency for the conduct of a health economics assessment, plus projections for subsequent uptake across the MNCLHD if the intervention is demonstrated to be effective.

7. The project includes the completion of an assessment of the readiness to adopt recommended changes within the MNCLHD (acceptability, adoption, feasibility, fidelity, penetration). This includes the identification of strategies to address barriers where they exist.
8. The project has the potential to impact policy and/or practice and for results to be scaled across settings, for example in other Organisations or state-wide.
9. Demonstrated consultation and input from local Aboriginal communities if the project(s) has/have an Aboriginal health focus.
10. Relevant stakeholders have been engaged in the development of the proposal (e.g. clinicians, consumers, health service management, researchers, patient groups, policy makers).

Out of Scope

The purpose of the EVIP grant is to implement and evaluate proven evidence into practice into the MNCLHD. If the proposal is to generate new knowledge, it is advised to apply for the [MNCLHD Research Support Program](#) (RSGP) and/or [Translational Research Grant Scheme](#) (TRGS). Therefore the following are out of scope:

- Basic science research.
- Research only occurring in a primary health care network.
- Support for sponsored clinical trials or MNCLHD's participation in externally-led research.

Reporting Requirements

Reporting templates will be provided to successful applicants and are available on the MNCLHD Research Internet page under Research Support / Grants and Funding / MNCLHD EVIP Resources (<http://mnclhd.health.nsw.gov.au/research/research-capacity/grants-and-funding/>).

The following reporting requirements are a condition of acceptance of funds:

1. Initial progress scoping report (due June 24, 2019)
2. Six monthly progress reports (due December 20, 2019)
3. Draft final report (due June 19, 2020)
4. Final report (due July 17, 2020)

Failure to provide reports as per the requirements may disqualify the Chief Investigator from applying or being involved in future MNCLHD grants.

Grant Conditions

1. Implementation of favourable findings into practice across the MNCLHD or policy as applicable.
2. Submission of an abstract or poster of project and findings at MNCLHD Research Conference or similar within 12 months of completion of the project.
3. Reasonable efforts to publish the project and findings in a relevant journal
4. Notification of the above to MNCResearch.

Resources

- https://www.aci.health.nsw.gov.au/_data/assets/pdf_file/0008/192437/Framework-Program-Evaluation.pdf
- <https://www.health.nsw.gov.au/research/Publications/evaluation-guide.pdf>

Further Information

Email: MNCLHD-Research@health.nsw.gov.au or 5524 2490

Nicole Raschke, MNCLHD Research Operations Manager, or

Dr Tony Lower, MNCLHD Research Director (Anthony.Lower@health.nsw.gov.au or 0439 419 392)

Key Dates

Call for applications 11th February 2019

Applications close 8.00am 1st April 2019

EVIP Review Panel assessment Week commencing 15th April 2019

All applicants notified of outcome Week commencing 30th April 2019

Note The requested funding allocation in the application budget table (Section E.1) will be used for the distribution of funds over the period. The funds must be expended by June 30, 2020. Funding will be allocated to the cost centre nominated by the Chief Investigator on the 'Acceptance of Grant' form. The MNC Research Office will liaise with the MNCLHD Finance Department for transfer of funds where allocation is over two financial years.

Submission, Review and Notification Process

Submissions

All submissions must be received by **8am 1st April 2019** to MNCLHD-Research@health.nsw.gov.au

Acknowledgement of receipt of the submission should be received within 2 business days via email. If no acknowledgement is received, send a follow-up email to Nicole.Raschke@health.nsw.gov.au

Review of Applications

A panel will be constituted for the review of applications according to the selection criteria. The panel will comprise a combination of MNCLHD health professions and disciplines, senior staff and external independent experienced academic researchers. Applications with an Aboriginal health focus will include individuals with expertise in Aboriginal health service delivery and/or research.

Notification of Application Outcome

All applicants will be notified of the outcome of their application by way of email from MNCLHD-Research@health.nsw.gov.au.

Individual feedback of each application will be provided.

Successful applicants will be emailed the following documentation:

1. Letter of offer.
2. EVIP Grant Acceptance and Transfer of Funds Forms for completion by the prospective awardee, to be returned to MNCResearch within 10 working days of notification.
3. EVIP Agreement and Reporting Templates. This may also be found on the MNCLHD Research Internet page (<http://mnclhd.health.nsw.gov.au/research/research-capacity/grants-and-funding/>)

Frequently Asked Questions

Who can apply for funding?

Does the Chief Investigator need to be from the MCLHD or could they be from a University partner?

The Chief Investigator must be employed by the MNCLHD.

Is the Chief Investigator required to have a permanent ongoing position in the MNCLHD?

The Chief Investigator may be a temporary employee of the MNCLHD. In this case the Chief Investigator would need to demonstrate that the term of their employment at the MNCLHD is at least as long as the time required to complete the proposed project.

Does the Chief Investigator have to work in an area directly related to the proposed study?

The Chief Investigator will be responsible for leading the project. If the Chief Investigator does not work in an area directly related to the proposed study, they would be expected to demonstrate a thorough understanding of the issue being studied and capacity to manage the implementation of a research project to address that issue and implementation of its findings, including strong links with key stakeholders in the field.

Can one individual apply for funding for more than one project?

Individuals may apply for funding for more than one research project. Consideration will be given to the workload (FTE) of individuals applying for funding for more than one project.

Can a project be co-led by two Chief Investigators?

Yes, two Chief Investigators may be nominated, however **both** must be employees of the MNCLHD. Any additional investigators should be Associate Investigators.

What types of projects will be funded?

What type of projects will be considered?

The proposal must be relevant to clinical, health service or population health practice and have a strong evidence base in the literature. Rigorous interventions involving practice or service delivery innovations are included in EVIP.

Would funding be provided to pilot a surveillance system?

No, there needs to be existing evidence (level 1 or 2) to apply for this EVIP funding.

Can EVIP funding be used toward the costs of (a) piloting an intervention, and (b) evaluating this intervention?

No, EVIP is not intended to fund routine project implementation or service delivery. However, a pilot of an intervention might be funded if it could be demonstrated that there is a gap between current practice and the best available evidence.

Can applicants apply for EVIP funding for an existing project, or for the NSW arm of an interstate or national project?

Possibly, depending on the situation. The case will need to be made in the application process. The application form requires Applicants to list all submissions to other funding sources for the project, including both applications already submitted and planned. If funding has already been received, then an explanation of how this application for EVIP funding will leverage or value-add to the existing resources should be provided.

Project funding and duration

What is the maximum amount applicants can request under EVIP?

The maximum grant amount is \$50,000.

Will the total annual funding amounts requested by applicants be awarded as requested in the proposed budget?

The EVIP Review Panel will recommend the amount of funding to be provided to each successful applicant from the funds available under the program. The Panel may, at its discretion, determine not to award any grants or the full amount sought by the applicant. In the latter case this would be discussed with the Applicant to ensure the project remains viable.

How can I use the funding?

Can EVIP funds be used to employ new staff to conduct the project?

Yes. EVIP funds may be used to pay the salaries of new staff who are employed to conduct the project.

Can EVIP funds be used to pay the salaries of existing staff to conduct the project?

Yes. EVIP funds may be used to pay the salaries of existing staff who will be involved in conducting the project.

Where there are existing part-time staff who take on additional hours to support the project, the EVIP can supplement additional salary costs.

If full time positions are involved in the project, their salary costs can be claimed only to support backfilling of their role.

For salaries listed as budget items in Section E.1 of the Application form, please ensure that the appropriate salary level, on-costs and FTE are specified.

Can Associate Investigators be paid for their contributions if they are not employees of the MNCLHD?

EVIP funds may be used to pay the salaries of staff who are employed to conduct the project as per the budget in the application.

Can the EVIP project be conducted in conjunction with PhD or Masters Research?

The EVIP can be used as an enhancement, but not a substitute to existing funding for PhD research. The MNCLHD will be offering modest funding for those undertaking Research Higher Degrees. The applicant will need to demonstrate how this project will contribute to the strategic priorities of the MNCLHD.

Are there any criteria or minimum requirements for the financial and/or in-kind contributions to be provided by Organisations?

It is expected that the MNCLHD and partner organisations will provide in-kind and cash contributions to support and demonstrate commitment to the project. It is expected that these would include, at a minimum, the facilities necessary to the project that an institution would be expected to supply as a prerequisite to its involvement in project, such as: physical space and associated services; furniture for research staff; administrative services; office consumables that are not specific to the project; and computers and software needed for communicating, writing and undertaking simple analyses. Contributions by the MNCLHD and partner organisations towards additional equipment, services and expertise that are essential to the conduct of the project (e.g. advice on project design, health economics expertise, statistical expertise), are encouraged.

Can the EVIP funds be used for training clinicians?

EVIP provides funding for implementation projects, including costs associated with the project and translation activities. EVIP would not fund training of clinicians unless it was to enable the project or the nature of the intervention in the project and is consistent with the requirements of the scheme.

Where can the project be conducted?

Does the project need to take place within the MNCLHD?

Yes, the project must take place within the geographic boundaries of the MNCLHD. Part of the project may be conducted outside of the MNCLHD (e.g. in particular settings such as the community or in schools) - see below.

Can the project be conducted across more than one LHD?

Yes, however no funds from the MNCLHD can be used externally.

Does ethics or site specific approval need to be granted at the time of applying?

Human Research Ethics and Site specific approval (SSA) does not need to be granted for each site at the time of submitting the application.

Section D.4 should indicate what ethics, SSA and other governance processes that will need to be addressed with partners as part of the project.

Assessment of applications

Is there any flexibility around the application submission date?

Completed Application forms and attachments must be received by the specified due date. Applications received after this time will **not** be considered for funding.

How will alignment with the MNCLHD strategic plan be assessed?

Applicants are required to describe in the Application why the proposed project is a priority, with reference to relevant State or local strategic plans. The onus is on the Applicant to demonstrate direct links with relevant plans.

How will the track record of applicants be judged?

As part of the Application, the Chief Investigator(s) of the project are required to provide a **brief** biography (no more than 1 page), outlining achievements relevant to the proposal, including policy or practice experience.

If the Chief Investigator has limited implementation experience, will the support of co-investigators with considerable experience meet the requirements for track record of the team?

The ability of the whole project team to carry out the proposed project will be assessed based on the broad expertise of all investigators and the details of the proposed project, rather than the individual academic. Projects led by a Chief Investigator with a limited track record but significant clinical or policy expertise and where the co-investigators have considerable experience, will not be disadvantaged.

Administration of funding

Can funding for successful projects be administered through a University where the Applicant has a dual appointment?

Funding for successful projects will be transferred to the MNCLHD cost centre nominated by the Chief Investigator only.

Local arrangements for the administration of project funding will be as per the budget outline in the application. Any external invoices generated for payment by the funding must be managed by the cost centre owner, Chief Investigator and Business Manager. Note that funds awarded under EVIP are not to be used to cover any University or other Organisations' on-costs, overheads or infrastructure costs.

Will funding be provided in advance or will the Chief Investigator incur costs in the first instance and then recoup actual expenses?

Funding as stipulated in Section E of the application form will be provided to the nominated cost centre through the MNCLHD Finance Department. MNCResearch requires completion of the Acceptance of Offer for Funding to be returned within 10 working days of notification

Can the funding be quarantined, for example through a cost centre?

Funds may be distributed across two financial years and will need to be specified in the budget of the application. Any funds remaining in the grant holder's cost centre will need to be managed by the cost centre manager. MNCResearch does not have any control of funds outside of its cost centre.