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**INSTRUCTIONS TO APPLICANTS**

**SUPPORT RESOURCES**

It is strongly recommended that applicants read the *AOD Early Intervention Innovation Fund – Innovation Grant Scheme – Guidelines for Applicants* prior to developing their Expression of Interest. The Guidelines provide information on the eligibility and selection criteria, and outline a number of key support resources for applicants. The Guidelines are available at: [www.health.nsw.gov.au/aod/Pages/default.aspx](http://www.health.nsw.gov.au/aod/Pages/default.aspx).

**Completing the EXPRESSION OF INTEREST Form**

All Expressions of Interest must be submitted using this form.

All sections of this form and attachments must conform to the following:

* Left and right margins of at least 2cm
* Font no smaller than 11 point (preferred font is Arial)
* Line spacing of 1.15

When saving this form, please use the naming convention:

EOI\_IGS\_Organisation\_Applicant name (e.g. EOI\_IGS\_NADA\_JaneLEE)

Information provided in this Expression of Interest may be provided to advisors supporting the EOI Review Panel for the purpose of assessment and identifying synergies between projects.

**Submitting the EXPRESSION OF INTEREST**

Expressions of Interest and attachments must be emailed to [aodgrants@moh.health.nsw.gov.au](mailto:aodgrants@moh.health.nsw.gov.au) by **COB Friday 27 October 2017.**

**Two versions** of the EOI should be submitted:

* A Word version (excluding the certification by the Chief Executive of the Host Organisation and partners)
* A full pdf version (including the certification by the Chief Executive of the Host Organisation and partners)

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| **SECTION A – OVERVIEW** |  |
| Chief Investigator (applicant)  *Please include title/salutation* |  |
| Host organisation (which will receive funds from the Scheme) |  |
| Project title |  |
| Project summary (300 words)  *Summarise your research question(s) and proposed methods. Outline the potential benefits, including how this project will be translated into practice change that will directly impact on individual patients’ outcomes or population health and wellbeing* |  |
| List all sites in which the project will be conducted |  |
| Total amount requested, (excluding GST)  *Not to exceed $1,000,000.*  *Details to be provided in Section E* | $ |
| Project duration  *Up to 24 months* |  |
| Submissions to other funding sources for this project  *Include planned or submitted applications.  List the funder, expected date of notification of success and the amount(s) requested.* |  |
| Was this proposal submitted to round 1 of the AOD EII Fund? |  |

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| **SECTION A – OVERVIEW** |  |  |  |  |
| Partners | **Name** | **Position** | **Organisation** | **Contribution to project** |
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List essential partners required for successful conduct of the project and implementation of the outcomes (e.g. CE of NGO, Director of Nursing, Director of a University Research Centre, other LHDs)

Essential partners may include people other than Associate Investigators (see Section C.2)

Applicants are encouraged to partner with other Local Health Districts and Specialty Health Networks to improve the generalisability of research findings.

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| **SECTION B – ELIGIBILITY CRITERIA** |

**B.1 Priority Area**

Describe why this project is a priority. Include reference, where appropriate, to relevant Non Government Organisation, State or Local Health District (LHD)/Specialty Health Network (SHN)/Ambulance Service of NSW strategic plans, or the priorities listed below. (150 words)

For this scheme, the project must directly align with the strategic plan of the Host Organisation, Premier’s priorities or state priorities, or it must focus on prevention, early intervention, harm reduction or aftercare/relapse prevention.

Premier’s priorities include:

* protecting our kids
* reducing domestic violence
* reducing youth homelessness.

State priorities include:

* keeping people healthy by providing information, education and referrals, enhancing harm reduction, providing support for carers and cross government priorities
* delivering accessible and integrated care by identifying and responding to people with AOD concerns to enable early intervention and access to ongoing treatment, improving access to non-discriminatory specialist treatment, and delivering accessible and coordinated care for people with multiple and complex needs.

The priority population for this scheme is young people who are vulnerable to using drugs or are already participating in risky drug use.

Other populations that will be considered are Aboriginal people, people living in rural and remote NSW, people with mental health issues, pregnant women, individuals at risk of domestic violence, children of parents who have substance use issues, older people, people in contact with the criminal justice system, culturally and linguistically diverse people and lesbian, gay, bisexual, transgender and intersex people.

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**B.2 Governance structure**

Provide a brief description of the governance structure for the project including links to the NGO/LHD/SHN/Ambulance Service Executive structure and service delivery streams. (150 words).

Include the research oversight function within the governance structure, identifying members of the team(s) that will steer the research from a technical perspective and note how and when they will be involved.

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**B.3 Eligibility checklist**

Eligibility in relation to the following criteria will be assessed through the responses provided in other sections of this form.

Please check off the items below to confirm that:

The Host Organisation is an:

NGO\* OR

LHD or SHN or the Ambulance Service of NSW with a NGO partner

The project will be conducted in NSW within a:

NGO\* OR

LHD or SHN or the Ambulance Service of NSW with NGO partner/s

The project has the potential to impact policy and/or practice and for results to be scaled across settings, for example in either the Host Organisation or state-wide.

Relevant stakeholders have been engaged in the development of the proposal (e.g. clinicians, consumers, health service management, researchers, patient groups, policy makers).

\*Please note, for this Grant Scheme an NGO is defined as:

“community based, not-for-profit organisations which exist independently of State Government Departments and instrumentalities but which may receive financial or other assistance from these for the provision of services required by the Government. Non-government organisations are independent incorporated organisations with their own management structures which are responsible for the operation of those services. The NGO sector is a complex mix of agencies of varying size incorporated under various legislation and with a plethora of objectives, but all serve the community in one form or another” ([NSW Health 2011. PD2011\_049 Non-Government Organisation Grant Program­–Operational Guidelines](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2011_049.pdf)).

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| **SECTION C – RESEARCH TEAM** |

**C.1 Chief Investigator details**

The Chief Investigator must be employed by the Host Organisation.

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| Full Name  *Please include title/salutation* |  |
| Position |  |
| Organisation |  |
| Organisation ABN |  |
| Contact phone number |  |
| Email |  |
| Postal address |  |

**C.2 Lead academic partner**

The lead academic partner is expected to:

* be engaged during the development of the expression of interest
* provide research expertise over the life of the project.

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| Full Name  *Please include title/salutation* |  |
| Position |  |
| Organisation |  |
| Email |  |

**C.3 Associate Investigator(s)**

Include the proposed associate investigator(s) in this section (maximum ten).

An Associate Investigator provides intellectual and/or practical input into the research. They are expected to steer the project. Ideally the team of associate investigators needs to include senior researchers, researchers with specific expertise (e.g. research design/economic evaluation/biostatistician/epidemiologist/data linkage experts), managers and clinicians from a range of organisations and with a range of expertise.

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| --- | --- | --- | --- | --- |
| **#** | **Full Name** | **Position** | **Organisation** | **Contribution** |
| 1 |  |  |  |  |
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| **SECTION D – PROJECT PROPOSAL** |

**D.1. Describe the problem and outline the existing evidence that you have considered before developing this proposal (300words)**

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**D.2. What is the research question/s to address the problem? (100 words)**

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## D.3. Indicate where, on the research translation path, current evidence exists and where this proposal sits. Refer to the Translational Research Framework, available on the TRGS website.[[1]](#footnote-1)

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|  | **Idea generation** | **Feasibility** | **Efficacy** | **Replicability and adaptability** | **Effectiveness** | **Monitoring** | **Scalability** |
| **Current evidence** |  |  |  |  |  |  |  |
| **Proposed research** |  |  |  |  |  |  |  |

**D.4. Describe the approach, including research design and methods. (500 words)**

Include details such as study design, intervention, sample and setting including control group where appropriate, primary and secondary outcomes, data sources/research tools, data collection methods including time points for baseline and follow up periods, sample size and power calculations (or justification for your sample size) and a statistical analysis plan.

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**D.5. Provide the rationale for the approach and any potential barriers and mitigation strategies. List key approvals that will be required before the project can proceed, i.e. ethics and governance approvals. (200 words)**

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**D.6. Will there be an economic evaluation or costing component? If so, provide brief details. (150 words)**

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**D.7. What new or relevant evidence will the project generate for policy and/or practice? What are the likely impacts of the project outcomes on disease prevention at a population level, individual patient care or health service delivery? (300 words)**

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**D.8. Comment on the extent to which anticipated outcomes from the project can be generalised, scaled, translated or embedded into practice. How will you ensure this occurs? (300 words)[[2]](#footnote-2)**

In this section include details such as the mechanism/vehicle by which the research findings can be translated into change (e.g. communication with state and local decision maker, funder, committee, network, agency), key stakeholders that you will engage with to scale up your research (e.g. MoH, ACI, CEC, eHealth NSW, HETI, state-wide clinical networks, other LHDs/speciality networks), how the results of your study can support or integrate with existing State or regional initiatives or health services.

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**D.9. Describe how stakeholders have been involved in the development of the proposal and how they will continue to be involved in implementing the outcomes. (300 words)**

This might include clinicians, consumers, policy makers, community and patient groups, and others.

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| **SECTION E – REQUESTED BUDGET** |

Please provide details of requested funds and co-contributions. The funds requested should include all anticipated Innovation Grant funding required for the project and activities to support translation. For salaries, please specify the salary level, on-costs and FTE.

If this Expression of Interest is selected for Stages 2 and 3, a more detailed budget will be requested for the Full Application.

Please note the budget must be expended within two years of its issue.

**E.1 Funding requested**

Grants range from $50,000 up to $1 million over two years.

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| **Budget Item**†  *e.g. Salary (CI, AI, research assistant, data analyst)* | **Funding requested (excl. GST)** | | **Description**  *(<100 words per item)* |
| **Year 1 (2018/19)** | **Year 2 (2019/2020)** |
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|  |  |  |  |
| **TOTAL** | **$** | **$** |  |

†Funding may be used for costs associated with the project and translation activities, but cannot be directed towards capital works, general maintenance costs, telephone/communication systems, basic office equipment such as desks and chairs, rent and the cost of utilities.

**E.2 Cash contributions**

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| **Source**  *Host or partner organisation* | **Budget item** | **Funding (excl. GST) or in-kind**# | | **Description**  *(<100 words per item)* |
| **Year 1 (2016/17)** | **Year 2 (2017/18)** |
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|  | **TOTAL** | **$** | **$** |  |

**E.3 In – kind contributions**

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| **Source**  *Host or partner organisation* | **Budget item** | **Estimated total value ($) over the life of the project** | **Description**  *(<100 words per item)* |
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| **SECTION F – CERTIFICATION BY HOST ORGANISATION CHIEF EXECUTIVE** |

I certify that:

1. The Host Organisation will provide appropriate financial and/or in-kind support for the project.
2. All funds awarded to the Host Organisation as part of the fund will be used only for the purpose for which they were awarded.
3. Practice change will be implemented in the Host Organisation, based on the results of the research/evaluation.
4. I note that this Expression of Interest will be reviewed by the AOD IGS Review Panel, Independent Selection Panel and other advisors to the assessment process.

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<Insert Name>

Chief Executive, <Insert Host Organisation Name>

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Date

**Other Host Organisation, if applicable:**

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<Insert Name>

Chief Executive, <Insert Host Organisation Name>

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Date

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| ***If this certification is not signed by the Chief Executive of the Host Organisation, the Expression of Interest is not valid.*** |

1. Sax Institute, Translational Research Framework: Testing innovation in policy, programs and service delivery, 2016. Available from <http://www.health.nsw.gov.au/ohmr/Documents/trgs-round2-translational-research-framework.pdf> [↑](#footnote-ref-1)
2. Relevant resources:

   Centre for Epidemiology and Evidence. Milat AJ, Newson R, and King L. *Increasing the scale of population health interventions: A guide.* Sydney: NSW Ministry of Health, 2014. [www.health.nsw.gov.au/research/Publications/scalability-guide.pdf](http://www.health.nsw.gov.au/research/Publications/scalability-guide.pdf)

   Ruppertsberg AI, Ward V, Ridout A, Foy R. The development and application of audit criteria for assessing knowledge exchange plans in health research grant applications. *Implementation Science* 2014;9:93. <http://www.biomedcentral.com/content/pdf/s13012-014-0093-0.pdf> [↑](#footnote-ref-2)