

**INSTRUCTIONS TO APPLICANTS**

**SUPPORT RESOURCES**

It is strongly recommended that applicants read the *AOD Early Intervention Innovation Fund – NGO Evaluation 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\_EGS\_Organisation\_Applicant name (e.g. EOI\_EGS\_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 $150,000.*  *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.* |  |

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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 research**

Describe why this evaluation is a priority. Include reference to relevant NGO or state priorities, 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)

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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 a NGO

The project is evaluating an existing program in NSW within a NGO

The project will be conducted in NSW, within an NGO.

Grant funds will be quarantined for this specific research project.

The project has the potential to impact policy and/or practice.

\*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 – EVALUATION TEAM** |

**C.1 Chief Investigator details**

The Chief Investigator must be employed by the Host Organisation.

The Chief Investigator is the project leader who takes the lead role in the conduct of the research project, and is the investigator who takes responsibility for completion and lodgement of the application.

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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 evaluation 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 other proposed investigators in this section (maximum ten).

An Associate Investigator provides intellectual and/or practical input into the evaluation. They are expected to steer the project. Ideally the team of associate investigators needs to include senior researchers, managers and clinicians from a range of organisations.

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| **#** | **Full Name** | **Position** | **Organisation** | **Contribution** |
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**C.4 Biographies**

Please attach a brief biography (no more than one page) for each member of the research team. Investigators with policy or practice experience on the research team will be considered for the explicit value that their expertise brings. Achievements relevant to the research proposal should be included in the biography.

Please save each biography using the following naming convention:

EOI\_EGS\_Organisation\_Full Name\_Bio (e.g. EOI\_EGS\_NADA\_JaneLEE)

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| **SECTION D – EVALUATION PROPOSAL** |

1. Describe the program being evaluated. (200 words)

Include a program logic where possible.

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1. What evaluation question/s does the project aim to address? (100 words)

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1. Describe the approach, including the evaluation 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, 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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1. Provide the rationale for the approach and any potential barriers and mitigation strategies. List key approvals that will be required before the research project can proceed, i.e. ethics and governance approvals. (200 words)

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

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1. What new or relevant evidence will the evaluation 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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1. Comment on the extent to which anticipated outcomes from the evaluation will be used within your service? How will you ensure this occurs? (300 words)[[1]](#footnote-1)

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1. Describe how stakeholders have been involved in the development of the evaluation proposal and how they will continue to be involved in implementing the evaluation 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 insert details of requested funds and co-contributions. The NEF funds requested should include all anticipated NGO Evaluation Grant funding required for the evaluation. For salaries, please specify the salary level, on-costs and FTE.

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

**E.1 NGO Evaluation Grant funding requested**

Grants range from $30,000 up to $150,000 over two years.

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| **Budget Item**†  *e.g. Salary (CI, AI, evaluation assistant, data analyst)* | **Funding requested (excl. GST)** | | **Description**  *(<100 words per item)* |
| **Year 1 (2018/19)** | **Year 2 (2019/20** |
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|  |  |  |  |
|  |  |  |  |
| **TOTAL** | **$** | **$** |  |

†NGO Evaluation Grant funding may be used for costs associated with the research project, 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 (2018/19)** | **Year 2 (2019/20)** |
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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 NGO will provide appropriate financial and/or in-kind support for the research.
2. All funds awarded to the NGO as part of the NGO Evaluation Grant will be used only for the purpose for which they were awarded.
3. Practice change will be implemented in the NGO, based on the results of the research/evaluation.
4. I note that this Expression of Interest will be reviewed by the NGO Evaluation Grant Scheme Independent Selection Panel and other advisors to the assessment process.

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<Insert Name>

<Insert Title>, <Insert NGO Name>

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Date

**Other Organisation, if applicable:**

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<Insert Name>

<Insert Title>, <Insert other Organisation Name>

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Date

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| ***If this certification is not signed by the Chief Executive or equivalent of the NGO, the Expression of Interest is not valid.*** |

1. 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-1)