

# TRANSLATIONAL RESEARCH GRANTS SCHEME ROUND 2

GUIDELINES FOR APPLICANTS



Health

**NSW MINISTRY OF HEALTH**

73 Miller Street

NORTH SYDNEY NSW 2060

Tel. (02) 9391 9000

Fax. (02) 9391 9101

TTY. (02) 9391 9900

**[www.health.nsw.gov.au](http://www.health.nsw.gov.au)**

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# Call for Applications

## TRGS Round 2

NSW Health invites Local Health Districts (LHDs), Specialty Health Networks (SHNs), the Ambulance Service of NSW and NSW Health Pathology to apply for funding under the Translational Research Grants Scheme (TRGS). These guidelines provide information about the TRGS, submission procedure, selection process, and reporting and evaluation requirements.

## TRGS – Alcohol and Other Drugs Early Intervention Innovation Fund (TRGS AOD)

The inaugural TRGS AOD Early Intervention Innovation Fund is simultaneously open for applications. While AOD continues to be one of the priorities under TRGS Round 2, TRGS AOD invites Non-government organisations (NGOs) and Local Health Districts (LHDs), Specialty Health Networks (SHNs), the Ambulance Service of NSW and NSW Health Pathology to apply for funding under the Translational Research Grants Scheme Alcohol and Other Drugs Early Intervention Innovation Fund.

Further details on TRGS AOD Fund are available at <http://www.health.nsw.gov.au/ohmr/Pages/trgs.aspx>

## Application and selection process

The process will include three stages:

1. Expressions of Interest.
2. Proposal development.
3. Full applications .

## Submission of Applications

All applications must be completed using the TRGS forms available at <http://www.health.nsw.gov.au/ohmr/Pages/trgs.aspx>

Expressions of Interest and Full Applications must be emailed to [TRGS@doh.health.nsw.gov.au](mailto:TRGS@doh.health.nsw.gov.au)

Expressions of Interest and attachments must be received by **5pm 9 November 2016**.

Full Applications and attachments must be received by **5pm 15 March, 2017**.

## Information sessions

Information sessions on the TRGS will be delivered via teleconference in September 2016 and will include information on TRGS AOD. A separate information session will be held for non-government organisations (NGOs). The information sessions will provide an opportunity to clarify the intent and scope of the scheme and to answer questions about the application process. Answers of common interest arising from the sessions will be posted as 'frequently asked questions' on the TRGS website.

Please register your interest and availability to dial into one of these sessions as soon as possible by emailing [TRGS@doh.health.nsw.gov.au](mailto:TRGS@doh.health.nsw.gov.au)

TIME	DATE	GROUP
<b>TRGS Round 2</b>		
12 - 1pm	Monday 12 September 2016	South Eastern Sydney LHD, St Vincent's Health Network, Justice Health and Forensic Mental Health Network, Sydney Children's Hospitals Network (Randwick and Westmead)
11am - 12pm	Wednesday 14 September 2016	Northern Sydney LHD, Central Coast LHD, Mid North Coast LHD, Hunter New England LHD, Northern NSW LHD, NSW Health Pathology
9 - 10am	Tuesday 20 September 2016	Sydney LHD, Western Sydney LHD, South Western Sydney LHD, Nepean Blue Mountains LHD, Ambulance Service of NSW
10 - 11am	Wednesday 21 September 2016	Far West LHD, Western NSW LHD, Murrumbidgee LHD, Southern NSW LHD, Illawarra Shoalhaven LHD
1.30 - 2.30pm	Thursday 22 September 2016	Additional information session if required.
<b>Alcohol and other Drugs Early Intervention Innovation Fund (TRGS AOD) - NGOs</b>		
10 - 11am	Tuesday 20 September 2016	LHDs/SHNs/Ambulance/NSW Health Pathology and NGOs
<b>TRGS Translational Research Framework teleconferences</b>		
3.30 - 4.30pm	Wednesday 5 October 2016	LHDs/SHNs/Ambulance/NSW Health Pathology and NGOs
1.30 - 2.30pm	Thursday 13 October 2016	LHDs/SHNs/Ambulance/NSW Health Pathology and NGOs

## Key dates

APPLICATION STAGE	ACTIVITY	DATE
Stage 1	Call for Expressions of Interest	30 August 2016
	Information sessions	12 - 23 September 2016
	TRGS framework teleconferences	5 - 15 October 2016
	Expressions of Interest close	9 November 2016
	TRGS EOI Review Panel assessment	November 2016 - January 2017
	Invitations to progress to Full Application	30 January 2017
Stage 2	Full application development	30 January - 15 March 2017
Stage 3	Full Applications close	15 March
	TRGS Round 2 and AOD Fund Selection Panel assessment	April 2017
	All applicants notified of outcome	June 2017

Funding will be allocated to the Host Organisations from July 2017.

For queries regarding the TRGS email: [TRGS@doh.health.nsw.gov.au](mailto:TRGS@doh.health.nsw.gov.au) Answers of common interest will be posted as 'frequently asked questions' on the TRGS website. Please check the website regularly.

## Research Support

### 1. Translational Research Framework

To assist with the program intent to build research capacity, a framework has been developed by the Sax Institute to assist grant applicants when refining research questions, and identifying feasible research methods to answer these questions. The framework provides a number of prompts to help identify the steps you need to take to:

- demonstrate that a health service, program or policy innovation works;
- understand the conditions under which it was successful (or unsuccessful);
- where appropriate, identify how to scale up an innovation for greatest impact;

The framework has been developed for health professionals applying for the TRGS who may have limited research experience, but may also be useful for more experienced researchers as a structured reminder of the range of issues that will be taken into account in the screening and assessment of proposals.

You can access the framework at: <http://www.health.nsw.gov.au/ohmr/Pages/trgs.aspx>

## **2. Translational Research Framework Teleconference**

Teleconference will be held to discuss how the research framework can be applied to locally driven research. Participants can ask questions about the framework and how it might apply to their research. The teleconference will include a panel discussion with experts from the Ministry of Health and the Sax Institute. The teleconference will not provide information on how to prepare your application or detailed methodoloial feedback on individual projects.

The teleconferences will be conducted on the 5th and 13th of October 2016. Registration is required by emailing [TRGS@doh.health.nsw.gov.au](mailto:TRGS@doh.health.nsw.gov.au) and include *TRGS Translational Research Framework teleconference* in the subject heading. You will be contacted to confirm the time and date of the teleconferences and access details in late September/early October.

# Guidelines for Applicants

## Introduction

This is the second round of the Translational Research Grants Scheme (TRGS). Grants are available to staff within NSW Local Health Districts (LHDs), Ambulance Service of NSW, Specialty Health Networks (SHNs) and NSW Health Pathology, including medical staff, nursing staff, allied health professionals and population health practitioners. Funding will be provided for research and evaluation projects that will translate into better patient outcomes, improve the delivery of health services and population health and wellbeing.

**In Round 2, Host organisations expecting high volumes of applications will be capped to a maximum of 30 applications only.**

Host organisations are required to carefully consider the applications that are submitted, and encouraged only to submit those that reflect the intent of the TRGS and are of a high standard. Host organisations need to ensure they can support the implementation of research results if successful.

Applicants are encouraged to consult with the Research Director/Coordinator for their host organisation and to partner with other LHDs, universities and medical research institutes. The scheme is designed to support the development of local research capabilities and accelerate evidence translation and uptake within the NSW health system.

## Purpose and objectives

The overarching purpose of TRGS is to harness the research capacity within the NSW Health system to improve the health system, patient outcomes and population health and wellbeing in NSW. TRGS aims to incentivise research that is a priority for the State or articulated in local strategic research plans and support the translation of that research into policy and practice.

The TRGS intends to:

1. Foster the generation of high quality research and rigorous evaluations which are directly relevant to clinical, health service and population health practice in NSW. The scheme:
  - supports research that has demonstrated sufficient evidence and background to justify the research proposed.
  - supports rigorous research with appropriate research design which aligns with the question.
  - supports the following examples of types of research which should be supported by a rigorous methodology; randomised control trials, pragmatic clinical trials, evaluations, implementation science, translational research, health services research, population health research, and proof of concept studies.
2. Support projects that have the potential to be translated into policy and practice. The research proposal should be supported by a robust knowledge translation/implementation plan. Such research includes:
  - research that is translatable: that is, research that can be generalised and scaled across other LHDs/SHNs or across the state.
  - translation research: that is, implementation science projects which examine how to more effectively apply best practice in models of care.

3.Reduce the time from evidence generation to practice implementation. The scheme:

- Supports research with a governance framework;
  - To guide the research project and drive knowledge translation.
  - To ensure existing evidence and policy is implemented.
  - Which facilitates engagement with key stakeholders who would help to drive both the project and implementation of results, if successful.
- Encourages engagement with key policy makers, networks, health system administrators and practitioners to ensure the proposed research is effective.

4.Enhance health and medical research capability and capacity within the NSW health system including:

- enabling opportunities to leverage complementary programs which support workforce development such as the NSW Health Early-Mid Career Fellowships and the NSW Health PhD Scholarships, and other researcher development workshops.
- enabling opportunities to leverage philanthropy and non-government organisation in-kind and financial support for research.

5.Drive collaboration and practice change that improves health outcomes. The scheme supports meaningful collaborations that support the above.

## Details of funding

\$12.8 million is available for Round 2 of the TRGS, which will be allocated over a two year period. Grants ranging from \$50,000 to \$1 million will be provided to successful applicants for projects of one to two years' duration.

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

## Research and implementation partners

LHDs, SHNs, Ambulance Service of NSW and NSW Health Pathology will need to identify and engage relevant partners who are essential for the effective delivery of the research project and implementation of the outcomes in NSW. Applicants are encouraged to partner with other organisations to assist with generalisability of the research findings. An explanation will be required if this is not considered appropriate for the research project.

These partners may include consumers, internal cross-disciplinary partners or external organisations including universities, medical research institutes, NSW Health Pillars (Agency for Clinical Innovation, Clinical Excellence Commission, Health Education and Training Institute, Bureau of Health Information), the NSW Ministry of Health, other LHDs/ SHNs/Ambulance Service of NSW, Research Hubs, relevant clinical networks non-government organisations, Aboriginal Community Controlled Health Organisations and primary healthcare networks. Where the research is likely to impact any of these groups/policy or within them – an appropriate partner must be included in the research steering committee.



## Host organisations – Research first points of contact

Applicants must contact their TRGS application coordinators to ensure that the proposed projects meet the intent of the TRGS.

Host organisations TRGS coordinator – contact details		
Name	email address	LHD/Organisation
Mr Tony Robben	<a href="mailto:Tony.Robben@gsahs.health.nsw.gov.au">Tony.Robben@gsahs.health.nsw.gov.au</a>	SNSW LHD
Ms Amanda Jackson	<a href="mailto:Amanda.JacksonAitken@health.nsw.gov.au">Amanda.JacksonAitken@health.nsw.gov.au</a>	CC LHD
Dr David Hutton	<a href="mailto:David.Hutton@ncahs.health.nsw.gov.au">David.Hutton@ncahs.health.nsw.gov.au</a>	NNSW LHD
Ms Debbie Wyburd	<a href="mailto:Debbie.Wyburd@swahs.health.nsw.gov.au">Debbie.Wyburd@swahs.health.nsw.gov.au</a>	NBM LHD
Ms Karyn Joyner	<a href="mailto:karyn.joyner@sydney.edu.au">karyn.joyner@sydney.edu.au</a>	NS LHD
Professor Leonard Arnolda	<a href="mailto:leonard.arnolda@sesiahs.health.nsw.gov.au">leonard.arnolda@sesiahs.health.nsw.gov.au</a>	IS LHD
Professor Chris Levi	<a href="mailto:Christopher.Levi@hnehealth.nsw.gov.au">Christopher.Levi@hnehealth.nsw.gov.au</a>	HNE LHD
Dr Therese Jones	<a href="mailto:therese.jones@health.nsw.gov.au">therese.jones@health.nsw.gov.au</a>	WNSW & FW LHDs
Ms Annamarie D'Souza	<a href="mailto:research.support@sswahs.nsw.gov.au">research.support@sswahs.nsw.gov.au</a>	SWS LHD
Ms Nicole Raschke	<a href="mailto:Nicole.Raschke@ncahs.health.nsw.gov.au">Nicole.Raschke@ncahs.health.nsw.gov.au</a>	MNC LHD
Mr Nobby Alcalá	<a href="mailto:Nobby.Alcala@sswahs.nsw.gov.au">Nobby.Alcala@sswahs.nsw.gov.au</a>	Sydney LHD
Mr Mark Smith	<a href="mailto:MarkT.Smith@health.nsw.gov.au">MarkT.Smith@health.nsw.gov.au</a>	WS LHD
Dr James Mackie	<a href="mailto:James.Mackie@health.nsw.gov.au">James.Mackie@health.nsw.gov.au</a>	SES LHD
Mr Ken Hampson	<a href="mailto:Ken.hampson@gsahs.health.nsw.gov.au">Ken.hampson@gsahs.health.nsw.gov.au</a>	Murrumbidgee LHD
Professor Chris Cowell	<a href="mailto:chris.cowell@health.nsw.gov.au">chris.cowell@health.nsw.gov.au</a>	SCHN
Mr Philip Cunningham	<a href="mailto:p.cunningham@amr.org.au">p.cunningham@amr.org.au</a>	St Vincent's Hospital Network
Mr Allan Loudfoot	<a href="mailto:Aloudfoot@ambulance.nsw.gov.au">Aloudfoot@ambulance.nsw.gov.au</a>	Ambulance Service of NSW
Professor Roger Wilson	<a href="mailto:roger.wilson@health.nsw.gov.au">roger.wilson@health.nsw.gov.au</a>	NSW Health Pathology
Ms Julia Bowman	<a href="mailto:Julia.Bowman@justicehealth.nsw.gov.au">Julia.Bowman@justicehealth.nsw.gov.au</a>	Justice Health & Forensic Mental Health Network

## Knowledge translation

The TRGS aims to generate high impact research and evaluation that is directly relevant to clinical, health service and population health practice in NSW and to ensure the translation of these findings into policy and practice. TRGS aims to support meaningful co-production of research and the early identification of activities that will move the findings along the translation continuum, including scaling up the findings across a system or to other settings.

Partner engagement should occur throughout the research project and follow through to knowledge translation, for example:

- 1. Prior to and during research** key policy and practice partners should be included in the development of the research question and participate in relevant stages of the process including translation activities such as:
  - a. Co-production of research
  - b. Presentations of findings
  - c. Publication of findings in policy- or practice-relevant formats
  - d. Steps required to change practice
  
- 2. At the completion of the research project** researchers and key partners in the Host Organisation will need to continue to follow through with planned translation activities. Applicants will need to consider how they will measure the success of their knowledge translation activities and the uptake of the research findings into practice, noting that the Chief Executives are required to certify that practice change will be implemented in the Host Organisation and any partner LHDs/host organisations (see Section F in the Expression of Interest form).

Applicants may find the following useful in considering knowledge translation activities:

Centre for Epidemiology and Evidence. Milat AJ, Newson R, and King L. *Increasing the scale of population health interventions: A guide*. Evidence and Evaluation Guidance Series, Population and Public Health Division. Sydney: NSW Ministry of Health, 2014. <http://www.health.nsw.gov.au/research/Pages/scalability-guide.aspx>

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>

# Eligibility criteria

## Project criteria

1. The project must be conducted in NSW, within a Local Health District (LHD), Specialty Health Network (SHN), the Ambulance Service of NSW or NSW Health Pathology.
2. The 'Host Organisation' for the project must be a LHD, SHN, the Ambulance Service of NSW or NSW Health Pathology (see criteria below for 'Host Organisation').
3. The project must directly align with the strategic plan of the host LHD/SHN/Ambulance Service/ NSW Health Pathology, Premier's priorities or state priorities, or those priorities listed here:
  - Aboriginal health
  - Cardiovascular disease
  - Childhood overweight and obesity
  - Diabetes
  - Alcohol and other drugs<sup>1</sup>
  - Mental health
  - Quality end of life care
  - Vulnerable young people and families
  - Timely access to care in emergency departments

Investigators are encouraged to identify specific research questions that are a priority for the Host Organisation and where there is potential to apply the findings in policy or practice and/or scale up a successful intervention.

4. The project cannot be specific to one site only, unless justified because it is a proof of concept study. The results of the research must be generalisable into policy and/or practice, and be applicable to other LHDs/ SHNs or across the Ambulance service/NSW Health Pathology. The project and its results must have the capacity to be scaled up across settings, for example in other LHD or state-wide. Projects involving collaborations across multiple sites within an LHDs, or between one or more LHD/SHN or across the Ambulance Service/NSW Health Pathology will be prioritised.
5. The application must demonstrate engagement and consultation with relevant stakeholders (e.g. clinicians, consumers, health service administrators, researchers, patient groups, policy makers).
6. Applicants must provide a clear governance structure, including a steering committee for the project, including confirmation that grant funds will be quarantined for the purposes of the specified research project through a dedicated cost centre in the general fund.
7. Applicants must commit to report six monthly on research progress and expenditure.

## Host Organisation criteria

1. The Host Organisation must provide financial and in-kind support for the research/translation activities.
2. The Host Organisations must conduct a review of the applications, ensuring they meet the intent of the TRGS before submitting.
3. The Chief Executive of the Host Organisation must sign-off the grant application and agree that practice change will be implemented. Partner organisations also affected by practice change will need to co-sign the application.

<sup>1</sup> The TRGS Alcohol and Other Drugs Early Intervention Innovation Fund is available for research led by NGOs. Priority AOD focus areas for this stream are: projects that specifically focus on vulnerable young people, prevention and early intervention, harm reduction, aftercare/ relapse prevention. Please refer to the separate TRGS Alcohol and Other Drugs Early Intervention and Innovation Fund Guidelines and Application forms for more information: <http://www.health.nsw.gov.au/ohmr/Pages/trgs.aspx>

## Selection criteria

All applications for funding that meet the eligibility criteria will be assessed against the following selection criteria.

1. The extent to which the project will generate new and relevant evidence for policy and/or practice; and likely impact of the results of the project on disease prevention, patient care or health service delivery (35%).
2. Strength, rigour and appropriateness of the research design (20%)<sup>2</sup>
3. Ability of the research team to carry out the proposed project in the timeframe (20%)
4. The extent to which the project supports research translation, including (25%):
  - a. Identification of essential partners who will contribute to the research project and translation.
  - b. Applicants should provide evidence of partnerships and consultation in the development of the proposal, including clear links to the stakeholders that will likely implement the outcomes from the research.
  - c. Ongoing engagement with relevant stakeholders (e.g. with other researchers, clinicians, consumers, policy makers and the community) to disseminate and determine relevance of new knowledge as it emerges.
  - d. Proposed activities for research translation and knowledge exchange.
  - e. Consideration of sustainability and scalability, including a costing component and consideration of value for money.

### Out of scope

This grant scheme is targeted at supporting practice-based research and evaluation projects. The types of research listed below have alternative funding sources and so will be out of scope for this grants scheme.

1. Basic science research.
2. Research only occurring in a primary health care network.
3. Pharmaceutical-sponsored clinical trials.
4. Projects with a primary focus on cancer. Funding in this area is provided by the Cancer Institute NSW and includes the Translational Program Grants.
5. Projects where the host LHD is not responsible for implementation of the research findings.

<sup>2</sup> Projects with fundamental flaws in the methods will not progress through to the Full Application stage or be funded.

# Application and selection process

## Stage 1: Expressions of Interest

The Chief Investigator (applicant) will submit an Expression of Interest that has been, reviewed and supported by the host organisations Research Directors/Coordinators and approved by the Chief Executive of the Host Organisation.

Expressions of Interest will be assessed by the TRGS EOI Review Panel against both eligibility and selection criteria. Expressions of Interest must meet all eligibility criteria. The TRGS EOI Review Panel may contact applicants in order to clarify or confirm information contained in the Expression of Interest.

All applicants will be informed as to whether they have been selected to progress to Stages 2 and 3. Generalised feedback about Expressions of Interest will be made publicly available for applicants who are unsuccessful in progressing from Stage 1. The TRGS EOI Review Panel's decision is final.

## Stage 2: Proposal development

Stage 2 is a participatory feedback process. This stage is intended to enhance the quality of research proposals, ensure that proposals are consistent with the objectives of the TRGS, capitalise on potential synergies between projects and build research and translation capability.

In this stage, successful applicants will be provided with detailed feedback on their EOI and advice on potential partners and specialist expertise to improve the rigor of the research proposal or the associated translation activities. For example, where applicants from two or more LHDs submit similar proposals and there may be benefits of working together, the TRGS EOI Review Panel may recommend a meeting of relevant applicants. The Ministry will facilitate engagement with relevant collaborators to further develop the proposal, based on the recommendations of the TRGS EOI Review Panel.

All Stage 2 participants will be invited to submit a Full Application. Development of the Full Application is the responsibility of the research team. Participation in Stage 2 of the process is not a guarantee of success at the Full Application stage.

## Stage 3: Full Applications

Successful Chief Investigators will submit a Full Application approved by the Chief Executive of the Host Organisation. Partner sites that will be affected by research or implementation activities will also need to co-sign the full application.

The TRGS Selection Panel will assess the applications according to the weighted selection criteria. The TRGS Selection Panel may contact applicants in order to clarify or confirm information contained in the application. The TRGS Selection Panel will determine the successful applicants and Chief Executives will be advised accordingly.

The TRGS EOI Review Panel and TRGS Selection Panel will be Chaired by the Chief Health Officer and Deputy Secretary Population and Public Health, NSW Ministry of Health. Advice may be sought from the sub-committee, NSW Health Pillars, relevant program areas within the NSW Ministry of Health and other experts during the assessment process.

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## Reporting Requirements

Successful applicants will enter into a funding agreement with NSW Health which sets out obligations including that the applicants provide six monthly financial acquittals and forecasts; and progress reports on research and translation activity. Funding for the subsequent year will be made available only when the organisation has provided these reports showing satisfactory progress.

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## TRGS Implementation assessment

The Translational Research Grants Scheme will be assessed to ensure it meets its objectives. This will be done in collaboration with the Host Organisations.

TRGS recipients may be asked to meet with staff from the Ministry of Health from time to time during the funding period. Meetings with recipients will facilitate feedback and inform future directions for the TRGS.



