



## **Parkinson's NSW**

### **PARKINSON'S NSW RESEARCH GRANTS PROGRAM**

#### **CALL FOR APPLICATIONS – 2011**

#### **GUIDELINES FOR APPLICATION AND CONDITIONS OF AWARD**

**CLOSING DATE & TIME: Monday 12<sup>th</sup> December, 2011 at 5:00pm**

Applications: **Original with signatures** should be sent to:

Ms Miriam Dixon  
Chief Executive Officer  
Parkinson's NSW  
P O Box 71  
NORTH RYDE BC NSW 1670

**One electronic copy** in Word format (File Name: Principal Investigator Surname.doc) emailed to:

Email: [miriam@parkinsonsnsw.org.au](mailto:miriam@parkinsonsnsw.org.au)

## **Purpose of the Parkinson's Research Grants Program**

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Parkinson's NSW is a non-profit company formed to promote, disseminate and fund research into all aspects of Parkinson's disease. Parkinson's NSW is calling for applications for one Unity Walk Research Grant up to the value of \$60,000 (or two Unity Walk Research Grants for \$30,000 each) and seed grants up \$20,000 each (exclusive of GST) and for biological/non-clinical and clinical/psychosocial research.

To be eligible for the Parkinson's NSW Research Grants:

- The principal investigator must be a resident of New South Wales.
- The research must be conducted in New South Wales.

The principal investigator may list up to three associated and/or senior investigators.

It is expected that successful applicants will acknowledge the support of Parkinson's NSW in all publications, presentations, summary findings and media announcements relating to the research, provide progress reports on the research and be prepared to assist Parkinson's NSW, if required, by speaking at a function, attending specified conferences, hosting laboratory visits, or being featured in media articles/releases for Parkinson's NSW.

## **Guidelines for Applicants**

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### **General**

- Applications must be received no later than 5pm on Monday 12<sup>th</sup> December, 2011.
- Successful applicants will be notified of their success in January 2012.
- Applicants who are submitting a project that has previously been submitted to any Grants body, are required to:
  - i. indicate the name of the Grants body to which they applied, and
  - ii. indicate the current status of that submission.

### **Length of Application**

- Applications longer than **four** (4) pages in total length (excluding signature page) will not be progressed.

### **Number of Applications Allowed**

- One only application in each round will be accepted from any person who is listed as EITHER a principal investigator or co-principal investigator.

### **Allowable Budget Items**

- Grants may be directed towards salary support and to other expenses where appropriate.
- All budget items must be identified, justified and prioritised.
- Funding must be used for the purposes indicated in the grant offer and detailed in the research application. The Research Advisory Panel must approve any significant variations.

### **Duration**

- Grants not taken up within three months of advice of the award will lapse unless the Panel approves an application showing good cause for an extension, within that three-month period. Approvals are not automatic and will only be given in extenuating circumstances.
- Grants are awarded for a twelve-month period from the date of transfer of the funds to the relevant institution. The Research Advisory Panel may grant extensions of time in which to complete the research. Applications for extensions of time must be made to the Parkinson's NSW before the end of the funding period.
- Parkinson's NSW may recover Grant monies not expended at the end of the funding period (twelve months) unless an extension of time has been granted.
- *Regardless of the circumstances, any grant not taken up will lapse on 30th June of the year in which the grant is awarded.*

### ***Application Procedure and Closing Date***

- All applications must be lodged in the required format. The required format is given in the document: "FORMAT FOR APPLICATIONS – 2011/2012"
- All sections and all questions must be answered. The Panel may not accept or consider applications that do not provide sufficient information, are not presented in the required format, or do not provide an original of the required signatures.
- An original copy of the application, together with an electronic copy must be lodged with the Chief Executive Officer, Parkinson's NSW by 5:00pm on the closing date, **Monday 12<sup>th</sup> December, 2011**

### ***Ethical Clearances***

- Under no circumstances will funding be made available to successful applications, nor should the research commence until all required ethical and safety clearances have been obtained from the relevant committees. Copies of any approval letters need to be given to the Chief Executive Officer, Parkinson's NSW.
- A revised protocol must be submitted to the Chief Executive Officer, Parkinson's NSW for approval if ethical clearance requirements result in changes to the aims of the research, or if the objectives given in the original protocol are no longer achievable within the twelve-month period. Parkinson's NSW reserves the right to withdraw the offer of funding where a protocol is revised.

### ***Policies: OH&S, Equity, Intellectual Property etc.***

- All grants are awarded on the condition that the applicants are bound by, and will conduct their projects in accordance with established policies and procedures of their institutions including but not limited to occupational health and safety policies and equity policies. Where policies relating to occupational health and safety, equity or other issues are relevant to the research, brief details must be provided in the application.
- All grants are awarded on the condition that the applicants are bound by any intellectual property policy of Parkinson's NSW.
- Where an application contains commercial-in-confidence material, it is the applicant's responsibility to draw this to the attention of the Panel and to detail any security measures that may be required during the assessment process. Where the Panel is of the view that the measure of security required cannot be reasonably provided, it reserves the right to return an application unconsidered.

### ***Acknowledgment of Funding***

The funding support of Parkinson's NSW must be acknowledged in all publications, presentations etc. resulting from research funded by this grants program.

### ***Reports***

- All grant recipients are required to lodge progress report/s to the Panel on request, and a final report on completion of the research.
- Where extensions of time to complete the research are requested, a progress report must be lodged with the application to extend the grant and a final report lodged at its conclusion.
- Investigators who fail to submit reports when requested may be disqualified from consideration for further grants under the Parkinson's NSW Research Grants Program.
- All final reports must provide an acquittal of the grant monies.

## Criteria against which applications will be assessed

Applications will normally be forwarded to three (3) assessors nominated by Parkinson's NSW.

The assessment process is as follows:

- I. Assessors will be asked to provide written comments on the proposal in line with the criteria outlined below:
  - the quality of the application
  - clarity
  - presentation
  - scholarship
  - originality and innovation
  - soundness of rationale and methodology
  - contribution to the body of knowledge in the field
  - feasibility of the project and probability of success, ie. the potential of the project to meet its stated aims in a twelve month period, given the proposed budget and organisational infrastructure.
  - The merit or potential of the applicants in terms of:
    - track record of the applicant(s) relative to opportunity, OR
    - potential of the applicant(s).
- II. Assessors will also be asked to provide the following ratings:
  - A. **Project:**
    - 10 of outstanding quality, with the potential to make an important and continuing contribution to knowledge and/or practice in the area
    - 8 of high quality, with the potential to make a very useful and sound contribution to knowledge and/or practice in the area
    - 6 a competently designed project with the potential to make a worthwhile contribution to knowledge and/or practice in the area
    - 4 project of limited potential to contribute to knowledge and/or practice in the area
    - 2 project not likely to make any worthwhile contribution to knowledge and/or practice in the area
  - B. **Track record OR potential of applicant:**

Assessors will be asked to consider previous work in the area, contribution to the field, publications, grants awarded, academic record in relation to career stage:

Score	Track record	or	Evidence of potential
10	Outstanding		Outstanding
7	Good		Good
4	Moderate		Moderate
1	None		None
- III. The Research Advisory Panel then rates each application for the potential impact of the proposal on Parkinson's disease in terms of the following criteria:
  - Through contribution to knowledge of the cause, prevention, treatment or outcomes of interventions related to Parkinson's disease;
  - Potential to enhance interaction between Parkinson's NSW and significant partners in the wider community;
  - Potential for dissemination of the research findings to a wider audience;
  - Potential to result in favourable publicity for the work of Parkinson's NSW; and
  - Potential to enhance the research reputation of Parkinson's NSW; and
- IV. The Research Advisory Panel will make recommendations for grant funding approval to the Council of Parkinson's NSW.