Medical Research Support Program

Standard Application Form

Funding Round 2020–2024

# Essential information for applicants

Before completing this form, applicants must read the Medical Research Support Program Application Guidelines and Program Details, available on the NSW Health website: www.medicalresearch.nsw.gov.au/medical-research-support-program/.

## Completing the application form

All applications must be submitted on this Standard Application Form. This is to ensure all applicants submit information in a consistent format. Please enter responses in 10 point Arial font. Please do not alter the formatting of the document. Text boxes will expand as necessary. Save the file using the filename format **[Institute Name]\_StandardApplicationForm** (eg NSWMedicalResearchInstitute\_StandardApplicationForm.docx).

The applicant organisation must provide information in relation to the eligibility criteria that demonstrates that it meets the criteria in its own right, as a discrete entity. The applicant organisation may only include in its application those funds relevant to research conducted by the organisation, and for which the organisation provides the primary research infrastructure support.

Please be aware that the information provided in this application may be subjected to external audit.

## Submitting the application

Completed applications should be submitted by email to **MOH-OHMRGrants@health.nsw.gov.au** before **5pm,** **Thursday 14 May 2020**. Application documents may be attached as separate files or as a single compressed folder in .zip format only. Incomplete and/or late applications will not be considered. Questions about the application process may be directed to Tom Drury at thomas.drury@health.nsw.gov.au or 9461 7054.

## Checklist

The following checklist is provided to assist in ensuring your application is complete.

Completed Standard Application Form

Copy of the applicant organisation’s most recent annual report and any other supporting evidence referenced in the application form

Completed Grant Income Spreadsheet

Copy of the applicant organisation’s most recent audited financial statements

Signed Letter of Declaration

# Contact Details

|  |  |
| --- | --- |
| Name and position of primary contact: |  |
| Email: |  |
| Phone: |  |

# Eligibility Criterion 1 Located in NSW

Please provide the following details about the applicant organisation:

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Organisation: |  | | |
| Director: |  | | |
| Street Address: |  | | |
| Postal Address: |  | | |
| Phone: |  | | |
| Email: |  | | |
| ABN: |  | | |
| Date of establishment: |  | Date research operations commenced: |  |

# Eligibility Criterion 2 Health and medical research is the primary purpose of the organisation

Please provide a brief description of the purpose of the organisation (maximum 250 words), that references your most recent annual report or a similar publicly available document.

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**Attach a copy of your most recent annual report, and any other document referenced in your response above. Use the filename format: [Institute Name]\_Criterion2\_[Document Type] (eg NSWMedicalResearchInstitute\_Criterion2\_AnnualReport.pdf).**

# Eligibility Criterion 3 Organisational independence

(A) Please provide a comprehensive description of the applicant organisation’s management and governance structure. This description should reference documentation as evidence that the organisation is:

* legally recognised as a discrete operational entity
* accountable to an independent board or equivalent governing body that is not legally controlled by a university, local health district, speciality network, and/or a public or private health care facility.

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(B) Provide a description of how the management and governance structure provides autonomy over decision-making regarding the organisation’s research directions and use of funds. This description should reference documentation that provides evidence that the applicant organisation has:

* mechanisms to determine its own research direction and strategy, including a director with clear responsibilities regarding the applicant organisation’s research directions and activities
* identifiable infrastructure and overall organisational budgets, and control over how funds are spent, including externally audited financial statements
* an intellectual property policy that is congruent with the National Principles of Intellectual Property Management for Publicly Funded Research (NHMRC, 2001).

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 **Attach supporting evidence referenced in both answers above, such as: operational/ strategic plan; research strategy; constitution; board membership and terms of reference; relevant IP policy; and any policy, agreements or diagrams showing management/governance structures. Use the filename format: [Institute Name]\_Criterion3\_[Document Type] (eg (NSWMedicalResearchInstitute\_Criterion3\_ResearchStrategy.pdf).**

# Eligibility Criterion 4 Conducting high-quality research at a sufficient scale

The eligibility threshold for the 2020–2024 MRSP is an average annual grant income of $3 million from eligible sources for the period 2017–2019. Please refer to the 2020–2024 MRSP Application Guidelines and Program Details for a list of eligible income sources. To demonstrate fulfilment of this criterion, please:

1. Download the Excel file, **Criterion4\_GrantIncomeSpreadsheet.xlsx**, from the NSW Health website: www.medicalresearch.nsw.gov.au/medical-research-support-program/.
2. Complete the spreadsheet according to the instructions given in the file. Save the file using the name format: **[Institute Name]\_Criterion4\_GrantIncomeSpreadsheet** (eg NSWMedicalResearchInstitute\_Criterion4\_GrantIncomeSpreadsheet.xlsx).
3. Include the relevant totals in the boxes below.

(A) Total eligible NHMRC research grant income for the calendar years:

|  |  |  |
| --- | --- | --- |
| **2017** | **2018** | **2019** |
| $ | $ | $ |

(B) Total income from other eligible grants for the calendar years:

|  |  |  |
| --- | --- | --- |
| **2017** | **2018** | **2019** |
| $ | $ | $ |

(C) Three-year average annual research grant income from all eligible sources:

|  |  |  |  |
| --- | --- | --- | --- |
| **2017** | **2018** | **2019** | **Three-year average** |
| $ | $ | $ | $ |

 **Attach the completed grant income spreadsheet named using the filename format: [Institute Name]\_Criterion4\_GrantIncomeSpreadsheet.**

# Eligibility Criterion 5 Financial viability

Applicant organisations must demonstrate financial viability by:

* Providing their most recent audited financial statements.
* Certifying that the liquidity ratio is greater than or equal to 1.0, and that the organisation has a low level of debt.

 **Attach the applicant organisation’s most recent audited financial statements.**

# Letter of declaration

The applicant organisation’s director and chief financial officer (or equivalents) are required to sign a formal letter of declaration to:

* certify the accuracy of evidence provided for criteria 4 and 5
* agree to the exchange of information provided in the application within the NSW Government, Cancer Institute NSW, and individuals and organisations engaged in the assessment of applications on the basis that this information will be used for the sole purpose of administering the MRSP and other relevant grant schemes funded by the NSW Government.

 **Attach the Letter of Declaration, signed by the applicant organisation’s director and chief financial officer (or equivalents). Save the file using the filename format: [Institute Name]\_LetterofDeclaration.**