##

**HAEMOPHILIA FOUNDATION RESEARCH FUND**

**2018-2019 FUNDING ROUND**

$20,000 is available for medical, scientific or social research to improve outcomes for people with haemophilia, von Willebrand disorder or other related inherited bleeding disorders, and/or those with medically acquired blood borne viruses and other treatment complications.

The funding round is for research projects that will commence after 1 July 2018

**Closing Date 30 June 2018**

For further details and application form:

Sharon Caris

Haemophilia Foundation Australia (HFA)

7 Dene Ave Malvern East Vic 3145

[www.haemophilia.org.au](http://www.haemophilia.org.au)

03 9885 7800 +61410419914

email hfaust@haemophilia.org.au

**PART ONE – GUIDELINES FOR HAEMOPHILIA FOUNDATION RESEARCH FUND (“the Fund”)**

1. **Background**

The Fund was established in 1990 upon the recommendation of the HFA Medical Advisory Panel, which had been a subcommittee of the Foundation until the Australian Haemophilia Centre Directors’ Organisation (AHCDO) was established independently as an incorporated association in 2001. Distributions from the Fund have been made since 1994. HFA may receive tax deductable donations and bequests directed to the Fund, and the HFA Council may allocate other funds to the Fund at its discretion. HFA may conduct special campaigns to raise funds for the Fund.

1. **Purpose of the Fund**
2. The Fund is a special purpose fund under the control and financial management of Haemophilia Foundation Australia (HFA) which may be used for research grants related to haemophilia, von Willebrand disease and related bleeding disorders and the complications of bleeding disorders including blood borne viruses.
3. The Fund may be used for grants for clinical, scientific or social research undertaken within Australian institutions, and/or in Australia.

## The objectives of the Fund are to:

1. promote and support research on the causes and prevention of bleeding disorders and their complications
2. support projects where results will directly assist or improve the treatment and care; and quality of life of people with bleeding disorders
3. provide funds to not for profit organisations and/or institutions, including HFA for the purpose of promoting and conducting research
4. promote and support lectures, seminars, conferences and workshops that will advance, encourage and promote research into bleeding disorders.
5. support and evaluate pilot projects designed to initiate new services or update existing services provided for people with bleeding disorders and their families.

1. **Grant Application Process**
2. The HFA Council will determine the frequency and amount of research grants to be distributed.
3. The HFA Council will establish the Haemophilia Foundation Research Committee (HFRC), “the Committee”, as an advisory committee to recommend funding priorities, assess research proposals and make recommendations for funding.
4. The HFA Executive Director will provide a secretariat for the Committee.
5. **Committee**
6. The Committee will comprise two (2) representatives of the Australian Haemophilia Centre Directors’ Organisation, one (1) representative of the Australian Haemophilia Nurses’ Group, one (1) representative of the Australia/New Zealand Haemophilia Counsellors’ and Social Workers’ Group, one (1) representative of the Australia and New Zealand Physiotherapy Haemophilia Group and one (1) representative of HFA Council.
7. The Committee will set and use assessment criteria to evaluate applications.
8. The Committee may refer to an external research assessor if further information and/or specialisation is required and when this occurs, all communication between the research assessor and the Haemophilia Foundation Research Fund Committee shall remain confidential.
9. An applicant may be requested to attend an interview with the Committee if deemed to be required.
10. The Committee will refer its recommendation/s to the HFA Council, or to a meeting of HFA Office Bearers for a final decision to be made.
11. The decisions of the HFA Council shall be final and there will be no further engagement or appeal process with HFA, the Haemophilia Foundation’s Research Committee or AHCDO.
12. Reasons for decisions will not be given.

**PART TWO - APPLICATION GUIDELINES**

1. **GENERAL CONDITIONS**
2. Applicants must be Australian residents, hold appropriate and relevant qualifications, and have substantial experience and proven ability in research.
3. Where the applicant is the member of the staff of an institution or organisation, the applicant must have written approval of the responsible officer of the institution or organisation. The responsible officer may be a registrar of a university, director of a research institution, or CEO of hospitals and other organisations.
4. Where the applicant is a member of staff of an institution or organisation, all communication to and from the Fund relating to applications for grants, the award of grants, conditions associated with grants and payment of grants, shall be through the responsible officer of the organisation or institution.
5. The award of any Fund grant is subject to the formal acceptance of the grant and conditions associated with the grant by the recipient of the grant, the Head of Department where the work will be carried out, and the responsible officer of the institution or organisation.
6. Applications to the Fund which have previously been unsuccessful may be submitted for further funding rounds with clear indication that the same research application has been submitted before.
7. All grants are subject to funds being available and the Fund is not bound to make any awards in any calendar year.

**2. ETHICS CONSIDERATION**

Research projects must be compliant with:

* Australian Code for the Responsible Conduct of Research
* National Statement on Ethical Conduct in Human Research (2007 and updated May 2015)
* Australian Code for the Care and use of Animals for Scientific Purposes; 8th Edition (2013); and

 where human experimentation is proposed, certification of ethics approval from an appropriate body (an appropriate institutional or other ethics review committee) will be required before the funding will be paid.

### 3. PAYMENT OF GRANTS

1. Grants are given as a fixed sum and for a specified period. Under no circumstances will the approved sum be varied as the research proceeds.
2. Payment of money in respect of any grant shall be upon the terms and conditions specified in the grant. Where the applicant is a staff member, payment will be made to the institution or organisation. Payments through institutions or organisations shall be half-yearly, in advance or otherwise by agreement before the first payment. Applicants not associated with an organisation or institution may receive payments monthly in advance. A tax invoice must be provided before any payment will be made.
3. A progress report must be provided before the second or further payments are made.
4. A grant recipient may be required to attend an interview with the Committee if deemed to be required before the second payment is made.
5. The Fund must be notified immediately a grant recipient leaves an institution or organisation. When a recipient leaves before the expiration of that grant, the grant may be terminated or transferred at the discretion of the Fund.
6. Grants which have not been expended or committed by the recipient at the end of the specified period shall be refunded, except where the Fund approves the money being carried forward.
7. Grants will be used solely for the purpose for which they were approved. Failure to carry out the research project in the terms of the grant shall be a breach of conditions of the grant and the institution, organisation or individual shall be responsible for refunding part or all of the money already paid and any further payments will be terminated.
8. The grant will be terminated if in the opinion of HFA the research for which the grant is approved is not being carried out with competence, diligence and scientific honesty.
9. Each institution or organisation will undertake to provide all necessary overhead expenses and institutional or organisational maintenance charges and no portion of the grant shall be applied to these purposes.
10. Except as provided by the following clause, all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this grant shall be borne by the institution or organisation.
11. The grant payable will include a GST component to cover liability for Goods and Services tax (“GST”). A tax invoice must be issued by the grantee to the Fund.
12. The grant recipient shall be responsible for seeking all required regulatory approvals for any equipment or materials purchased outside Australia.
13. Any discovery arising out of research projects supported by the Fund shall not be the subject of an application for patents without the prior written approval of HFA and the agreement of the institution or organisation in which the work is carried out.
14. Intellectual property resulting from funded research usually belongs to the institution or

 organisation and must be handled in the public interest.

1. **RESPONSIBILITY OF THE GRANT RECIPIENT**

 Any individual, institution or organisation accepting a grant from the Fund accepts full responsibility and legal liability for any act or acts related to, or arising from, any project supported by the Fund and the Fund shall not be responsible or liable for such act or acts in any way.

1. **FINAL REPORT**

 The grant recipient shall provide a final report at completion, and this report should include a list of publications arising from the research.

1. **PUBLICATION OF RESULTS**

 Recipients of grants from the Fund are expected to make their results available through relevant and appropriate scientific publications and meetings. Recipients shall not make public the results of their research through any other channels without the prior written approval of the Fund. Grant recipients may indicate their status as a grant recipient in scientific publications and programs of scientific meetings, but not in any other public connection.

 The Fund should be acknowledged in any publications arising from the research where part or full funding has been provided. A reprint or digital link of any journal publication or a copy of any monograph or print publication on the work shall be provided to HFA.

1. **APPLICATION FORM**

Applications must be made on the form provided. Download form from website [www.haemophiia.org.au](http://www.haemophiia.org.au) or request from:

 Haemophilia Foundation Australia

 7 Dene Ave, Malvern East Vic 3145

 Telephone: (03) 9885 7800 Fax: (03) 9885 1800

 Email: hfaust@haemophilia.org.au

1. **CLOSING DATE**

Applications must be submitted electronically on the form provided no later than 5pm on 30 June 2018. Late applications will not be accepted. A receipt advice will be provided when application is received by HFA.

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###### PART THREE - APPLICATION FORM

Before completing this application please read the "Statement of Conditions" and "Application Guidelines" carefully.

1. **NAME OF PROJECT (Short descriptive title)**

1. **AMOUNT REQUESTED**
2. **APPLICANT (THE PERSON WHO WILL BE CONDUCTING THIS RESEARCH)**

 Title

 Family Name

 First name

 Home Address

 State     Postcode

 Mobile

 Email Address

1. **DEPARTMENT/SECTION OF ORGANISATION/INSTITUTION WHERE PROJECT IS TO BE UNDERTAKEN**

 Department/Section Name

1. **ADMINISTERING INSTITUTION/ORGANISATION**

 Name

 Address

 State     Postcode

 Telephone

 Responsible Officer

1. **Please describe this project in no more than 350 words**
2. **When will project start?**

Month      Year

1. **Expected Completion Date**
2. **LAY DESCRIPTION OF THE PROJECT IN NO MORE THAN 350 WORDS**

1. **EXPECTED AIMS/OUTCOMES OF THE PROJECT**
2. **RESEARCH PLAN**

1. **SUMMARY OF PREVIOUS WORK OF THE APPLICANT AND ASSOCIATES PRIOR TO AND LEADING UP TO THIS PROJECT**

1. **HOW THIS PROJECT WILL BENEFIT THE BLEEDING DISORDERS COMMUNITY** (relevance of the project, value for money, impact of health, treatment and care.

1. **RELEVANT AND RELATED PUBLICATIONS** (provide list of titles and abstracts and attach copy of most relevant publication)

1. **PROPOSED GRANT EXPENDITURE**

|  |  |  |
| --- | --- | --- |
| **Item** | **GST** | **Total with GST** |
| Research staff salary costs (including your own) if grant to be used |  |  |
| Equipment |  |  |
| Consumables |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total $**  |  |  |

1. **AMOUNT OF TIME DEVOTED TO PROJECT**
2. How much time will be spent on this project each week?
3. How will this project fit in with your other work?
4. Will the main investigator be absent for any length of time during the term of the project?

 Yes [ ]  / No [ ]

If YES give details

1. **ASSOCIATED INVESTIGATORS**

 **Provide names, titles, academic qualifications, current appointments and time to be devoted to this project:**

1. **OTHER RESOURCES**
2. List technical or other staff available for this project. Describe how they will be involved.

 2. Provide details of general facilities and equipment already available for this project and not part of budget above and indicate how these costs will be managed.

1. **HUMAN EXPERIMENTATION**
2. Does this project involve experiments on humans? Yes [ ]  / No [ ]
3. Have you made Human Research Ethics Committee application for approval? Yes [ ]  / No [ ]
4. Date of HREC Approval
5. **ANIMAL EXPERIMENTATION**
6. Does this project involve experiments on animals? Yes [ ]  / No [ ]
7. Have you made Animal Experimentation Ethics Committee request for approval? Yes [ ]  / No [ ]
8. Date of Approval

1. **SIGNATURES**
2. Applicant       Date
3. Head of Department

I certify that the Project is suitable to be carried out using the general facilities of my department and that I am agreeable for the Project carried out in my department.

Name

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

1. Authority of Institution/Organisation

This application is made taking into account the policies of this institution/organisation and has the approval of this institution/organisation

Name

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**This application form must be submitted by 5pm on 30 June 2018 to HFA** **hfaust@haemophilia.org.au** **or by post to Haemophilia Foundation Australia, 7 Dene Ave, Malvern East VIC 3145**

Inquiries should be directed to Sharon Caris, Executive Director, Haemophilia Foundation Australia 7 Dene Ave Malvern East Tel: 03 98857800 or +61410419914