



WA HEALTH TARGETED RESEARCH FUND

Application Pack
2012 (Round 2)

Applications Close: 1.00pm, 13 February 2013



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1. Description

The Department of Health (DoH) has established the Targeted Research Fund (TRF) to provide funding for research projects that focus on the capacity of WA Health to address significant issues that impact on the health of the population of WA.

For the purposes of this program, “WA Health” refers to all WA public sector health agencies that are under the jurisdiction of the Minister for Health.

1.1 Aims

The aims of the TRF are to:

- 1) Fund research that increases the capacity of WA Health to address issues that impact on the health of the population of WA, and which enhances the efficiency and effectiveness of healthcare delivery;
- 2) Enhance the translation of research findings into more effective health policy and practice in WA Health; and
- 3) Contribute to integrating the research capability in universities, research institutes and health services by encouraging the development of research-policy-practice clusters.

Research outcomes must clearly link the capacity of WA Health to address the identified issues, through policy, operational or other transformational changes that are implementable and sustainable.

1.2 Research Activities

The research activities that may be funded under the TRF are anticipated to be wide-ranging, and could include, without being limited to, areas such as:

- Public health issues of particular significance to the WA community;
- Patient-focused healthcare delivery along the continuum of care;
- Health system organisation, financing and access;
- Emerging health risks;
- Rural, remote and Aboriginal health.

1.3 Grant Categories

Applications may be made through one of two funding streams:

(a) Directed Research

WA Health will from time-to-time designate areas or themes of research that are of particular topical interest, and will request applications that specifically address these issues. This funding stream will **not** be operating in the 2012 Round, but is expected to resume in 2013.

(b) Investigator-Initiated Research

The 2012 Round of applications will be investigator-initiated, whereby problems or needs identified by the sector will be considered in the context of the significance that the results would have in addressing issues facing WA Health in maintaining and improving the health of the population of WA.

There is a wide range of research areas that are considered to be of interest and significance to WA Health, and that could be the subject of investigator-initiated proposals. The following list is provided as an indication of this variety, without the assignment of particular priority:

Aboriginal Health	Access to Primary Care
Ageing and Dementia	Alcohol and Substance Abuse (especially among young people)
Asbestos Related Diseases	Chronic and/or Multiple Conditions
Emergency Department Demand	Emerging Diseases
Lifestyle Related Diseases	Rural and Remote Health
Top Causes of Morbidity/Mortality	Waitlists
Child Health	Mental Health
Cancer	Obesity

2. Guidelines for Applicants

Closing Date: 1.00pm, Wednesday 13 February 2013

LATE APPLICATIONS WILL NOT BE ACCEPTED

(Applicants are advised to confirm internal deadlines with the research grants administrator at their institution(s), as these may be earlier)

Applications are invited for the second round of the Targeted Research Fund (TRF) 2012 in accordance with the conditions described in these guidelines. The **Targeted Research Fund 2012 (Round 2) Application Form**, including instructions for its completion, is available at page 12 and is also available as a separate Microsoft Word document at: http://www.health.wa.gov.au/researchdevelopment/funding/funding_status.cfm

Queries regarding the application process should be directed to the Research Development Unit at: CMOResearchDevelopment@health.wa.gov.au, or telephone: (08) 9222 4053.

2.1 Eligibility and Scope

The Chief Investigator must:

- i) Be an Australian citizen or permanent resident in Australia;
- ii) Hold a postgraduate research degree or professional qualification in a field of health or clinical science;
- iii) Be employed in a WA institution with sufficient tenure to undertake the research project.

The application must:

- i) Provide information that indicates that the *research component* can be completed within 24 months (including, obtaining relevant approvals and authorisations e.g. ethics and governance) through the provision of a specified timeline with concrete milestones; and
- ii) Show the potential for translation of research findings into measurable improvements to the activities of WA Health.

The DoH will endeavour to assist in the dissemination of findings from TRF projects within WA Health, upon their conclusion. However, wider implementation of successful research findings is beyond the scope of the TRF.

2.2 Funding

Projects may be awarded up to \$400,000 (GST exclusive). The DoH reserves the right to negotiate funding amounts lower than requested. Amounts above \$50,000 will be released in two instalments. The first instalment will be subject to relevant research approvals having been provided to the DoH by the research team, and subsequent instalments will be subject to satisfactory progress having been achieved against the project milestones, as demonstrated in a Progress Report.

A project may receive additional funds from other funding sources to meet budget requirements. Additionally, a project can be part of a larger research program or application to an external funding body, provided the data collection phase can be completed within the specified 24 month time period. The DoH should be advised if this applies.

Funding may be awarded to an individual researcher or to a research team headed by a Chief Investigator, at an appropriate administering institution in WA. Applications from health practitioners are encouraged.

Funding will normally be awarded as a one-line budget to the Chief Investigator's institution. However, where funding is to be distributed to a research team across different institutions, special financial arrangements may be negotiated.

Funding is only made available for the scope of research described in the research plan. The DoH is not obliged to underwrite any recurrent or capital costs beyond the research phase of the project.

Funding is offered subject to the availability of funds, which could be varied in the event of unforeseen circumstances.

2.3 Selection and Assessment

Funding for the TRF will be awarded in open competition, based on a process of evaluation and selection. Applications will be reviewed by a panel that is drawn from the available pool of:

- Recognised researchers from WA;
- Senior DoH staff who have close engagement with the needs and priorities of WA Health;
- Research Directors of the Area Health Services; and
- Consumer representatives.

Note that the panel composition may change from year to year according to need and circumstances, and any individual panel will not necessarily include all of the above groups.

Researchers serving on the panel may include recipients of the Medical and Health Research Infrastructure Fund awards, which are allocated on the basis of research excellence, as judged by success in obtaining externally peer-reviewed, competitive, national and international research grants.

Senior DoH staff may include the Chief Medical Officer and the Executive Director of Public Health.

The TRF will be administered by the Research Development Unit (RDU) of the Public Health and Clinical Services Division, DoH.

The DoH reserves the right to request further information from applicants in the event that the panel assesses an application to be of potential benefit to WA Health, but requires further clarification before a final decision is made.

The criteria for assessing project proposals are:

<i>Assessment Criteria- Investigator-Initiated research</i>	<i>%</i>
1) Significance to WA Health, focusing on how research outcomes have the potential to improve health care delivery and/or the health of the WA community	25
2) Quality of research plan, including objective measurement outcomes and achievable time line	25
3) Capacity of the Investigator(s) to conduct the project, based on individual expertise and experience, and the collective gain of the assembled team to the project	20
4) Appropriate engagement and collaboration, including with consumers, service and policy providers and other relevant stakeholders	10
5) Innovation / novelty of project	10
6) Justification of budget	10

2.4 Approvals and Agreements

All relevant research governance approvals (including ethics and institutional approvals) must be obtained and provided to the RDU before the commencement of a funded project.

Intellectual Property (IP) arising out of the project will generally vest in the Chief Investigator's administering institution, but an appropriate IP access agreement with the DoH will be required. An IP agreement between all relevant parties must be negotiated prior to the commencement of the work, when a project is undertaken by a research team with members from more than one institution. If WA Health is represented on a combined research team, the IP agreement referred to above should be authorised by the RDU.

The IP agreement must be finalised within two months of commencing the project. Relevant templates are available from the RDU upon request.

2.5 Funding for Research Positions

The grant may be used to fund temporary personnel involved with the research project. Funds allocated towards staffing should be outlined in the proposed budget (Application Form: Section 6). Applicants should indicate whether the position to be funded is i) a new position; ii) an existing position to be filled; or iii) an existing position that is already filled. The creation and filling of positions should be discussed with the relevant Business Manager and the time required to create and fill the position should be factored into the project's timeline (Application Form: Section 5(ii)).

In cases where new positions are to be created in WA Health to undertake the project, an outline of process and approximate time allowances is provided below:

WA Health Employment Process for New Positions and Indicative Time-frames	
Request to Business Manager and Chief Executive approval	Proof of funding required
Development of JDF and 'position creation' request	1-2 months
Lodgement to and classification of position by Health Industrial Relations Service	1-3 months ¹
Creation of position by Health Corporate Network	2 weeks
Recruitment process	2-3 months

¹ For new positions, 3 months should be factored in to the timeline. This may be quicker if the position is straightforward and requires minimal classification assessment, or may be longer if complexities are involved.

For WA Health applicants, advice with creating JDFs and JDF templates can be obtained by contacting Health Industrial Relation Service: jobclassification@health.wa.gov.au

2.6 Reporting

The Chief Investigator will be responsible for coordinating the project and ensuring its timely execution. The Chief Investigator will also be responsible for meeting reporting requirements over the duration of the project and at its conclusion. Projects must be concluded within a 36 month period which includes obtaining ethics and governance approvals, data collection and submission of the final report. A member of the RDU will be assigned to each project, and will liaise with the Chief Investigator to assist in the receipt of payments, reporting and other operational issues as they arise. RDU liaison officers will provide researchers with the relevant report proformas as required.

2.6.1 Progress Report(s)

A report outlining the progress against milestones listed in the research plan is required mid-project and prior to the second instalment being released. Chief Investigators will be notified of the due date by the allocated RDU liaison officer.

The DoH reserves the right to terminate and/or withdraw funding for a project where it is judged that insufficient progress has been made.

2.6.2 Final Report

A final report detailing the project's outcomes is to be submitted to the RDU at the project's conclusion (no later than 19 August 2016). Failure to submit a final report at this time may render all investigators on the grant application ineligible for further research funding from the Department of Health until the grant report is received. The final report must detail:

- (a) Objectives of the project, and the extent to which they were achieved;
- (b) Research results and benefits for WA Health.

2.6.3 Acquittal Statement

An acquittal statement outlining the expenditure of funds must be submitted to the RDU at the project's conclusion (no later than 19 August 2016). Acquittal statements must be certified by an authorised finance officer in the administering institution.

2.7 Acknowledgment

Full acknowledgment of the DoH must be made as opportunities arise in publications, conference presentations, public discussion, press statements etc. Copies of publications should be forwarded to the RDU.

2.8 Complaints

Any person who feels that their interests have been adversely affected by a decision made by the DoH may lodge a complaint. Complaints can only be considered when they refer to the administrative process and not to the actual outcome of a particular decision. Complaints must be submitted in writing to:

Manager, Office of the Chief Medical Officer
Department of Health
PO Box 8172, Perth Business Centre WA 6849

2.9 Confidentiality

All applications and assessment reports will be maintained confidentially by the DoH and any external assessors. If requests are received by the DoH to make public any aspects of funded projects, the authorisation of the Chief Investigator will be sought.

Applicants should be aware that the DoH is subject to the Western Australian Freedom of Information Act 1992. This provides a general right of access to records held by State Government agencies. In addition, information pertaining to the receipt of State Government financial assistance is tabled in the Parliament of Western Australia.

2.10 Publications

Researchers are asked to forward copies of publications arising from the funded project to the RDU. Researchers are asked to consider the NHMRC revised policy on dissemination of research findings located at: <http://www.nhmrc.gov.au/media/notices/2012/revised-policy-dissemination-research-findings>.

2.11 Application Requirements

The information below is provided to assist with completing each section of the TRF Application Form.

Aims and Significance of the Project

The projects shall be in the areas of clinical research, health service research or population health research, and must address areas of direct significance to the activities of WA Health – refer to section 1.3.

Projects should be innovative and address relevant contemporary challenges faced by WA Health. These projects may include pilot studies that test innovative ideas. Where possible, the research should be linked to WA Health priorities, WA Health Strategic Intent, reform initiatives and/or the WA Health Networks.

Project outcomes are expected to lead to improvements in WA Health's ability to address the issues targeted. Applications must describe the practical steps that WA Health may use to implement research findings through policy, operational, advocacy or other transformational changes.

Engagement and Collaboration

Collaborations between clinicians and related health providers, clinical researchers, population health researchers, health service researchers and WA Health Networks are encouraged, as are interactions between different disciplines working in Western Australian universities, hospitals or allied institutions.

Consumer consultation should be undertaken in the areas of health policy, planning, research and service delivery, as outlined in the *WA Health Consumer Carer and Community Engagement Framework 2007*.

Projects should aim to develop research-policy-practice partnerships that can assist in the translation of research findings into improved healthcare delivery and population health. Partnerships should assist the implementation of findings and may potentially increase the capacity of WA researchers in leveraging external research funds.

Research Plan

Applicants are to provide a comprehensive plan outlining the research question(s), proposed methods and techniques, a description of the target group(s), and key milestones against the project timeline.

The research plan should outline the time allocated for gaining necessary approvals, data analysis and report writing. The research component must be no longer than 24 months.

Budget

The project's budget must be broken down into quarterly periods and take into account when the expenditure for items such as equipment and salaries is expected. Applicants should calculate budgets accurately, as requests for additional funding will not be considered. The relevant officers within the administering institution must review and verify costs at Section 10 of the Application Form.

- (a) *Equipment* – major items of equipment will not be funded. Written quotations must accompany the application for minor items of equipment that is considered essential. Equipment that is purchased through the project shall remain the property of the administering institution.

(b) *Salaries* – applicants should nominate the salary level and codes for each position requested and indicate if the position is to be a ‘new’ or ‘existing’ position. Applicants should contact the relevant officers in their institution for advice as to the appropriate salary scale and classification level for research staff.

(c) *Travel* – requests for travel funds will not be approved unless specifically required to undertake the project.

(d) *Administrative Overheads* – requests for funds to cover administrative overheads will be assessed on a case-by-case basis.

Project funds shall revert to, or be recoverable by the DoH in instances where:

- the project is terminated by the DoH as per section 2.6.1;
- funds are not fully spent at the conclusion of the project, unless agreed to by the DoH; or
- funds are used for purposes other than those for which they were awarded.

Curricula Vitae

The Curricula Vitae (CV) of each Chief Investigator and each of the Principal Investigators is required to determine the capacity of the research team and its suitability to conduct the proposed research.

3. Application Form Instructions

Closing Date: 1.00pm, Wednesday 13 February 2013

LATE APPLICATIONS WILL NOT BE ACCEPTED

(Applicants are advised to confirm internal deadlines with the research grants administrator at their institution(s), as these may be earlier)

Applications are invited in accordance with the conditions described in the Guidelines for Applicants.

- A Microsoft Word version of this Application form can be accessed at: http://www.health.wa.gov.au/researchdevelopment/funding/funding_status.cfm
- The Application Form must be typed in Arial font 11 point or larger.
- Double-sided printing is encouraged.
- Do not submit the entire APPLICATION PACK with the APPLICATION FORM.
- Acknowledgment of receipt of application will be provided via e-mail.
- Applicants are asked to submit their proposals through the administering institution's research administration office. Note: internal deadlines may be earlier.
- Queries regarding the application process should be directed to the Research Development Unit at: CMOResearchDevelopment@health.wa.gov.au or Tel: (08) 9222 4053.
- Completed applications, including CVs and signed certifications, are to be submitted to the Research Development Unit as follows:

ONE electronic copy as a single Adobe Acrobat pdf or Word file, not exceeding 2MBs, entitled: [surname of Chief Investigator] is to be emailed to: CMOResearchDevelopment@health.wa.gov.au

AND

EIGHT printed black & white, double-sided copies (including the original) to be sent to:

Courier Delivery		Postal
Research Development Unit Department of Health Level 2, Block C 189 Royal Street EAST PERTH 6004	OR	Research Development Unit Department of Health PO Box 8172 Perth Business Centre PERTH WA 6849

4. Application Form – Targeted Research Fund 2012 (Round 2)

SECTION 1: PROJECT

Chief Investigator	
Institution where research will be conducted	
Project title	
Amount requested (excl GST)	\$
Total time required to complete project	
<p>Project summary</p> <p>Summarise your research questions, methodology, predicted benefits and relevance to WA Health</p> <p>(Maximum 500 words)</p>	

SECTION 2: RESEARCH TEAM

Chief Investigator (to whom all correspondence will be sent)	
Title, First Name, SURNAME	
Institution	
Postal address	
Telephone number(s)	
Email address	
Discipline / Profession	
Position held and year appointed	
Number of years work experience a) clinical / health practice b) postgraduate research	
Highest qualification	
Citizenship status Australian Citizen or Permanent Resident	
Role in this project	
Time contribution to this project (hours/week)	

Other Research Team Members (where applicable)

In addition to the Chief Investigator, this application form allows for inclusion of the details of three Principal Investigators and three Associate Investigators. Please insert tables as required for additional investigators.

Principal Investigator 1	
Title, First Name, SURNAME	
Discipline / Profession	
Institution	
Telephone number(s)	
Email address	
Role in this project	
Time contribution to this project (hours/week)	

Principal Investigator 2	
Title, First Name, SURNAME	
Discipline / Profession	
Institution	
Telephone number(s)	
Email address	
Role in this project	
Time contribution to this project (hours/week)	

Principal Investigator 3	
Title, First Name, SURNAME	
Discipline / Profession	
Institution	
Telephone number(s)	
Email address	
Role in this project	
Time contribution to this project (hours/week)	

Associate Investigator 1	
Title, First Name, SURNAME	
Discipline / Profession	
Institution	
Telephone number(s)	
Email address	
Role in this project	
Time contribution to this project (hours/week)	

Associate Investigator 2	
Title, First Name, SURNAME	
Discipline / Profession	
Institution	
Telephone number(s)	
Email address	
Role in this project	
Time contribution to this project (hours/week)	

Associate Investigator 3	
Title, First Name, SURNAME	
Discipline / Profession	
Institution	
Telephone number(s)	
Email address	
Role in this project	
Time contribution to this project (hours/week)	

SECTION 3: AIMS AND SIGNIFICANCE OF THE PROJECT

What does the research hope to achieve?

- (i) Describe in detail what issues the project will address and list the research questions;
- (ii) Describe how the approach is innovative; and
- (iii) Outline how the research results may assist WA Health in addressing the identified issue(s). This may be through policy, operational, advocacy or other transformational changes.

Ensure objectives are specific, measurable, attainable, relevant and time-bound.

(Maximum TWO pages)

SECTION 4: ENGAGEMENT AND COLLABORATION

Outline collaborations with policy, operational and other groups as appropriate. Include:

- (i) Nature of these collaborations and how these partnerships will assist the research outcomes to influence policy and practice in WA Health;
- (ii) Other programs, areas of work etc that are interdependent with this project; and
- (iii) If this project could lead to further funding opportunities.

(Maximum ONE page)

SECTION 5: RESEARCH PLAN

Include here the:

- i) Methodology, including techniques and target group(s);
- ii) List all approvals that will be required before the research project can proceed i.e. ethics, governance approvals and Intellectual Property agreements; and
- iii) Milestones against the project's timeline.

(Maximum FOUR pages)

(i) Methodology

(ii) Approvals

(ii) Milestones against timeline

Consider required approvals, creation of positions and report writing. Please insert additional rows as required.

Milestones	Timeline
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10. Final report submitted to Research Development Unit	19 August 2016 or earlier

SECTION 6: BUDGET

BUDGET ITEM	AMOUNT REQUESTED (\$ EXCL GST)												
	Jul 2013- Sep 2013	Oct 2013 Dec 2013	Jan 2014 Mar 2014	Apr 2014 Jun 2014	SUB- TOTAL 2013/14	Jul 2014 - Sep 2014	Oct 2014 - Dec 2014	Jan 2015 – March 2015	April 2015 June 2015	SUB-TOTAL 2014/15	Jul 2015 Sep 2015	Oct 2015 Dec 2015	TOTAL
Personnel specify each position i.e. title, new/ existing), %FTE, salary level, and on- costs ¹													
Minor essential equipment quotations must be attached													
Consumables													
Professional services e.g. statistical analysis													
Other													
TOTAL													

¹ Salary on-costs include payroll tax, superannuation, leave loading, workers' compensation and insurance payments

Applicants should note that it is important to calculate budgets accurately, as requests for additional funding will not be approved. Costs must be verified by the administering institution's Finance Officer or Business Manager at Section 10. **Please expand table as necessary.**

SECTION 7: JUSTIFICATION OF BUDGET

(Maximum ONE page)

SECTION 8: CURRICULA VITAE

Please insert the Curricula Vitae (CV) of the **Chief** and **Principal** Investigators. It is requested that only an abridged version be provided, with an upper limit of TWO pages, including key publications from the last 5 years.

SECTION 9: CERTIFICATION BY RESEARCH TEAM

- (a) I declare that I have agreed to take part in the research proposed in this application.
- (b) I declare that the information supplied by me on this form is complete, true and correct in every particular.
- (c) I understand and agree that research carried out by me will be in accordance with the relevant codes of practice and guidelines of the National Health & Medical Research Council (NHMRC) and other relevant agencies.
- (d) I agree to abide by the *Targeted Research Fund 2012 (Round 2) Guidelines for Applicants*.
- (e) I have discussed the likely impact of the project on other relevant departments and support services and this project is acceptable to them.
- (f) I declare that this application has been submitted to the institution's research administration office or equivalent and I agree to seek the relevant research governance approvals and agreements before commencement of the project.
- (g) I understand and agree that no further claim will be made on the Department of Health to cover any over-expenditure of budget or any costs beyond the research project.

Chief Investigator	
Full Name	
Signature	Date

Principal Investigator 1	
Full Name	
Signature	Date

Principal Investigator 2	
Full Name	
Signature	Date

Principal Investigator 3	
Full Name	
Signature	Date

Note: If more than three Principal Investigators, please insert additional tables as required.

SECTION 10: CERTIFICATION BY FINANCE OFFICER/ BUSINESS MANAGER

I certify that:

- (a) The budget costings on this application form for _____ (Chief Investigator) are true and correct and reflect the latest costing information available to me.
- (b) Amounts claimed are exclusive of GST.

Title, First Name, SURNAME	
Position	
Institution	
Signature	
Date	
Telephone number(s)	
Email address	

SECTION 11: CERTIFICATION BY HEAD OF DEPARTMENT

I certify that:

- (a) The above project is acceptable and appropriate to the School/Centre/Department or Service Unit in the institution and I am prepared to have the project carried out in my department.

Title, First Name, SURNAME	
Position	
Institution	
Signature	
Date	
Telephone number(s)	
Email address	

Please include separate Certification by Head of Department on behalf of ***each institution*** involved in the project by providing additional copies of this page.

SECTION 12: CERTIFICATION BY RESEARCH ADMINISTRATION OFFICER

I declare that:

- a) The Administering Institution endorses this application and is willing to administer the grant under the conditions specified by the Department of Health in the *Targeted Research Fund 2012 (Round 2) Guidelines for Applicants*;
- b) The applicant has sufficient tenure to expend the funds;
- c) There is provision of the facilities and services necessary for the efficient conduct of the health and medical research;
- d) The Research Development Unit, Department of Health will be notified immediately of any changes to the applicant's eligibility (e.g. employment status) or changes to the information originally provided on this application.

Title, First Name, SURNAME	
Position	
Institution	
Signature	
Date	
Telephone number(s)	
Email address	

SECTION 13: CITED REFERENCES

SECTION 14: CHECKLIST

Prior to submitting the application, the Chief Investigator should check that they have completed the following requirements:

1. Provided written quotations for any minor items of equipment that are considered essential
2. Identified relevant approvals or agreements that are required (e.g. Research Governance, Ethics, Biohazard, Intellectual Property etc)
Note: All approvals (including ethics approval) must be forwarded to the RDU before commencement of project
3. Attached CVs of the Chief Investigator and each Principal Investigator
4. Signed the Application Form, and obtained the signature of each Principal Investigator
5. Obtained certification by the Business Manager, Finance Officer or equivalent officer that the salary costs have been reviewed and are correct.
6. Obtained signature(s) of the Head of School, Director of Centre or Head of Unit/Institution for each institution involved in the project
7. Obtained certification by the Research Administration Officer or equivalent at the administering institution.
8. Removed all parts of the APPLICATION PACK, other than the APPLICATION FORM, for electronic and hard copy submission
9. E-mailed the completed application (including CVs and certifications) in ONE pdf or Word file (maximum 2MB) to:
CMOResearchDevelopment@health.wa.gov.au
10. Provided 8 hard copies of the completed application (including CVs and certifications) to the Research Development Unit.



Delivering a **Healthy WA**

