

Grant Program Guidelines



Australian Government
Department of Health
and Aged Care

Grant Program Guidelines

Please read these Guidelines to determine your eligibility and suitability before applying. Note that these guidelines only apply to the grant round:

| | |
|-----------------------|---|
| Opening date | Thursday, 1 December 2022 |
| Closing time and date | 5pm ACDT Friday, 17 February 2023 (And may change for subsequent rounds) |
| Enquiries | Regarding the application can be submitted via email until 5pm ACDT Wednesday, 15 February 2023 |

These guidelines should be read in conjunction with the Grant Application Form (available online via SmartyGrants) and the Grant Agreement.

Contact Aged Care Research & Industry Innovation Australia (**ARIIA**) at grants@ariia.org.au for any questions, clarifications, or further information.

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Aged Care Research & Industry Innovation Australia

ARIIA is an initiative of the Australian Government to transform the future of aged care delivery in Australia. ARIIA will:

- Enable access to trusted, relevant, and evidence-based information to drive transformation in providing care and services to senior Australians through the Knowledge and Implementation Hub (**KIH**).
- Support the development of aged care staff to introduce evidence-based practices and projects into their organisations through the Innovator Training Program (**ITP**) and the Aged Care Partnering Program (**ACPP**).
- Provide grant funding towards eligible innovative translational research projects that are aligned with sector priorities.

Grant Program Overview

The Grant Program is open to all eligible applicants who wish to contribute to the aged care sector's workforce capability and capacity by implementing evidence-based research findings that will lead to scalable and translatable solutions and improvements in:

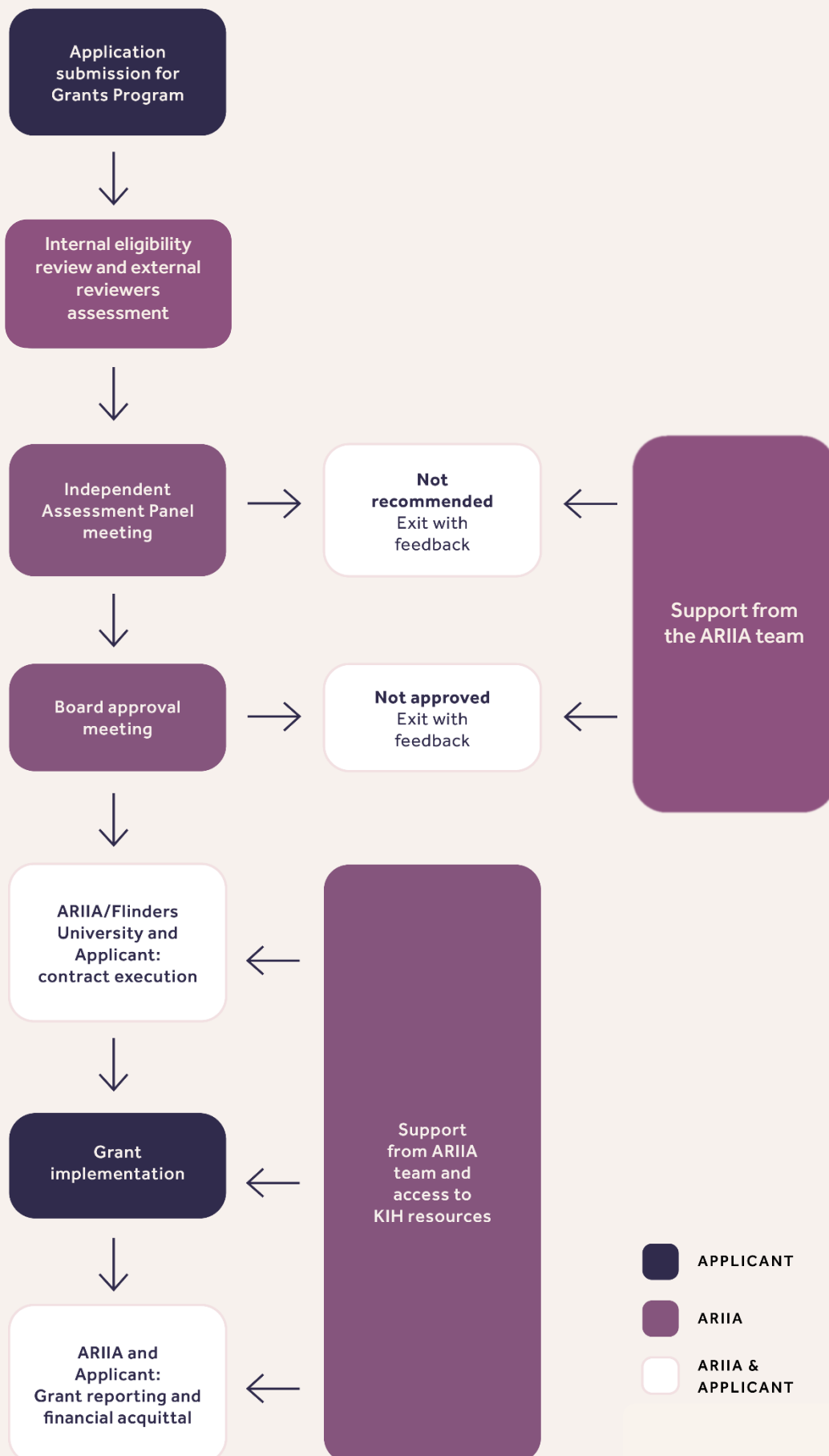
- Service delivery
- Adoption of technology
- Quality of care

The Grant Program will consist of at least six rounds over a three-year period. Round 4 details are provided below:

| | |
|----------------------------------|--|
| Opening date | 1 December 2022 |
| Closing time and date | 5pm ACDT Friday, 17 February 2023 |
| Grant amount | Up to \$160,000 (ex GST) total from ARIIA |
| Co-contribution | A minimum of 20% of the total project amount – up to projects costing \$200,000 (see examples under Project Budget) |
| In-kind funding | No minimum requirements |
| Project funding period | A maximum of 1 year |
| Priorities (for Round 4 only) | <ul style="list-style-type: none">○ Dementia○ Restorative care, reablement and rehabilitation○ Social isolation○ Mental health & wellbeing○ Palliative care & end of life○ Meaningful lifestyle activities○ Addressing staff burnout to increase retention of the aged care workforce○ Urgent and critical need |

The Grant Program will follow the pathway provided below. Applications that are 'Not recommended' or 'Not approved' for funding by an independent assessment panel, or, ARIIA's Board, will receive advice and support from the ARIIA team. Additionally, ARIIA's Innovation Network provides further opportunities to build knowledge, skills, and abilities in creating change and implementing evidence-informed practices within the applicant's organisation/s.

Grants Program Pathway



Eligibility Criteria

To be eligible, an applicant must:

| | | | | | | | |
|--------------------------|---|--------------------|-----------|--------------------------|-----------|---------------------|-----------------------------|
| 1 | Address a priority stated in the Grant Program Overview section. | | | | | | |
| 2 | <p>Be a consortium consisting of at least:</p> <ul style="list-style-type: none"> ○ One aged care service provider; and ○ One research organisation (either a university, a publicly funded research organisation, or an organisation that has a research focus). | | | | | | |
| 3 | <p>Have a Lead Organisation that takes on research compliance and commercial responsibilities as stated in the Grant Agreement. The Lead Organisation must:</p> <ul style="list-style-type: none"> ○ Be incorporated in Australia with an active ABN; and ○ Be registered for GST. <p>Note that an organisation can only be the Lead Organisation in one application per round but can join as a participating organisation in multiple applications.</p> <p>If the Lead Organisation is a university, the key person submitting the Grant requires endorsement from the university's research office. You will need to attach the relevant email as evidence of endorsement.</p> <p>If appropriate, or if the capability does not exist, ARIIA can provide commercialisation support services at a cost to the consortium.</p> | | | | | | |
| 4 | <p>Articulate that the project has the potential in Growth and/or Translational Research outcomes. These projects will enhance workforce capability by improving direct care or clinical activities, support integrated care models across the health sector, implement innovative service delivery models and improve care outcomes for residents and clients.</p> <ul style="list-style-type: none"> ○ Growth projects are those that will increase capacity to adopt products and technologies for aged care delivery. ○ Translational Research projects are those that focus on the adoption and implementation of existing research evidence in an aged care setting. <p>The translation may be from existing aged care evidence, or evidence from another setting, population, or industry where the existing evidence supports its potential transferability to trial in the aged care sector.</p> | | | | | | |
| 5 | <p>Have a co-contribution of at least 20% (ex GST) that contributes towards eligible total project expenditure.</p> <p>Note that the maximum grant amount that can be requested from ARIIA is \$160,000 (ex GST).</p> <p>Example 1</p> <table border="1"> <tr> <td>Total project cost</td><td>\$200,000</td></tr> <tr> <td>Max available to request</td><td>\$160,000</td></tr> <tr> <td>Min Co-contribution</td><td>\$40,000 (20% of \$200,000)</td></tr> </table> | Total project cost | \$200,000 | Max available to request | \$160,000 | Min Co-contribution | \$40,000 (20% of \$200,000) |
| Total project cost | \$200,000 | | | | | | |
| Max available to request | \$160,000 | | | | | | |
| Min Co-contribution | \$40,000 (20% of \$200,000) | | | | | | |

| | | |
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| | Example 2 | |
| | Total project cost | \$300,000 |
| | Max available to request | \$160,000 |
| | Min Co-contribution | \$140,000 (note that as the total project cost is >200,000, the rest must come from the consortium) |
| 6 | Complete the Grant Application Form via SmartyGrants in its entirety including: <ul style="list-style-type: none"> o Any relevant attachments; and o All necessary signatures. | |

*Note that the above criteria are subject to change for future rounds.

Grant Application Form

This section provides guidance on completing the Grant Application Form, available online via SmartyGrants. All sections must be completed while adhering to word limits. Note that any areas of non-compliance with the Grant Agreement should be listed in the Grant Application Form for negotiation (Non-Compliance and Declarations Section). Please use Vancouver style for any references (if relevant).

Lead Organisation

A Lead Organisation must be nominated satisfying the requirements provided in the Eligibility Criteria section (Point 3) and will enter into an Agreement for funding with Flinders University.

The Lead Organisation must nominate key personnel who will lead the project and be responsible for oversight of all aspects of the operationalisation of the project. They will also be responsible for milestone completion and reporting requirements.

If the Lead Organisation is a university, the key person submitting the grant requires endorsement from the university's research office. The applicant will need to attach the relevant email as evidence of endorsement.

Participating Organisation/s

Other organisation/s participating in the delivery of the project are required to provide information about the organisation and a primary contact for the organisation in relation to the project.

For overseas organisation/s wanting to be a participating organisation, note that the grant amount and co-contributions must be expended in Australia (unless otherwise agreed in writing with ARIIA) and that the project must articulate the benefits to Australia.

Priority Areas

Applicants must indicate the priority which applies to their application. Applicants must also outline how the project aligns to the priority in the context of how care in these areas is organised, delivered, and deployed in different settings.

For Round 4 ARIIA has consulted with the Aged Care Quality and Safety Commission and agreed to add the priority topic 'Addressing staff burnout to increase retention of the aged care workforce'.

The current priorities are:

| | |
|---|---|
| 1 | Dementia |
| 2 | Restorative care, reablement and rehabilitation |
| 3 | Social isolation |
| 4 | Mental health and wellbeing |
| 5 | Palliative care & end of life |

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|---|---|
| 6 | Meaningful lifestyle activities |
| 7 | Addressing staff burnout to increase retention of the aged care workforce |
| 8 | Urgent and critical need |

For applications that pertain to urgent and critical need, applicants are required to provide a justification of need (local and/or national) in a specific and measurable manner.

Project Information

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| Project Title | Provide a concise title in lay terms that accurately describes the project to be conducted. Note that the title will be used by ARIIA to publicise successful grant applications. |
| Project Description | Provide a brief, lay, and non-confidential description of the project. Note that this project description will be used by ARIIA to publicise successful grant applications. |
| The Problem | Describe the problem/industry challenge to be addressed by this project and the need for this project in the context of the participating organisation/s, and aged care nationally. |
| Proposed Solution | Describe the proposed solution and the existing evidence that supports the translation of the evidence for this solution to the problem. |
| Approach to Implementation | Briefly describe your proposed approach to implementation of the evidence into practice. |
| Project Aims | List the aims of the project. |
| Project Location and Setting | <p>Provide a description of location/s and setting/s where the project will be conducted.</p> <p>Please include metropolitan, regional, or remote location and describe the setting/s e.g., community, retirement village, residential aged care setting, etc</p> |
| Project Participants | A short description of the participants involved in the project and how they will be recruited. This might include individuals and/or organisations. Please include any elements of diversity. |
| Predicted Challenges | List the predicted challenges to the project and propose strategies to address those challenges. |
| Risk Management | <p>Complete a risk management plan that includes the top five risks considering governance, budget, ethics, recruitment, human resources, and COVID-19 using the table provided.</p> <p>A risk matrix to guide the assessment of level of risk is provided as a link in the SmartyGrants application</p> |

Project Budget

Please enter your total project expenses (for the grant amount requested and the minimum co-contributions) over 12 months.

All project budget line items are to be included as exclusive of GST. Any ineligible expenditure, that constitutes in-kind contributions provided (if relevant), should be in addition to the minimum 20% co-contribution.

The applicant must agree to provide and fund the following facilities to support the project where required:

- Basic computing facilities such as desktop computers, portable computer devices, printers, word processing and other standard software.
- Use of photocopiers, telephones, mail, e-mail, and internet services.

Eligible Expenditure

All budget items need to be justified in the project plan. Budget items (expenses related to the grant amount requested and minimum co-contributions) that directly support the project are eligible. These include, but are not limited to:

- Salaries and on-costs for personnel who perform the project or activities that support the project. Note that while salary overheads are eligible, organisational/institutional overheads are not eligible.
- Subcontractor costs are eligible for advisory purposes only. The use of subcontractors for other purposes are not eligible expenditure as a goal of this program is to enhance aged care workforce capability.
- Equipment, hardware and software specifically required for the project.
- Consumables required for the project but excluding those deemed to be for broad general use.
- Costs for publication and dissemination of outputs and outreach activity.
- Costs supporting stakeholder participation in co-design activities where this is related to the project.
- Intellectual Property protection costs.
- Ethics application costs.

Ineligible Expenditure

Ineligible expenditure includes, but is not limited to, the following 'business as usual' activities:

- Retroactive costs (i.e., those costs incurred before a grant agreement is fully executed).
- Capital, infrastructure, or equipment costs that are unrelated to the project, or the objectives of the Conditions of Grant.
- Depreciation of assets.
- Fines and penalties.
- Cost of computers, tablets, mobiles, phones, or office facilities for project personnel.
- Rent or other property fees.
- Grant application and administration costs.
- Student placement costs.
- Any other expenditure determined by ARIIA as non-project costs.
- Organisational overheads or infrastructure levies.

Milestones & key project personnel

Provide a project timeline with key milestones in the provided table.

List all key project personnel with the roles and responsibilities they will undertake, and capability based on past experience in these roles and responsibilities including any history of working together. Provide an FTE estimate of the total number of personnel working across the lead and other participating organisations, including any FTEs involving Aboriginal or Torres Strait Islander people.

| | |
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| Governance | A brief description of the governance arrangements including project meetings and advisory groups that provide a clear approach to tracking, assessing, and reporting on progress. Include any partnership or other agreements such as sub-contractor agreements that may impact the feasibility of the completion of the project. |
| Consumer Involvement | Provide a short description of the co-design and co-production to be used in your project including consumer involvement in your project. |

Outcomes and Impact

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|-------------------------------------|--|
| Dissemination Plan | Provide a dissemination plan to share project outcomes with other organisations and the aged care sector. |
| Expected Outcomes and Impact | <p>Provide a description of the expected outcomes and impact of the project, including how these outcomes and impacts will be measured, in the table provided.</p> <p>This may include the impact to:</p> <ul style="list-style-type: none">○ People and their families receiving aged care services○ People and organisations providing aged care services○ Workforce capability○ Efficiency outcomes○ Improved care○ Financial and economic benefit○ Implementation outcomes (for example, Feasibility, Appropriateness, Acceptability, Adoption, Penetration, Fidelity, Costs, and Sustainability)○ Other stakeholders in the aged care sector (for example, government, technology company, product provider, etc.) |

Translation/Commercialisation Plan

Describe any plans for commercialisation and/or translational research opportunities across your organisation and/or the aged care sector if this project is successful.

Note that, if appropriate, or if the capability does not exist, ARIIA can provide commercialisation support services at a cost to the consortium (Lead Organisation and Participating Organisation/s).

Reference List

Add a reference list (if applicable to your application). Note that ARIIA prefers to use Vancouver referencing system.

Application Submission

Applications must be submitted via SmartyGrants by **5.00 pm ACDT on Friday, 17 February 2023**. Note that any areas of non-compliance with the Grant Agreement should be listed in the Grant Application Form with any proposed amendments for negotiation. Late applications will not be considered.

ARIIA, at its discretion, may seek additional information, or allow applicants to remedy minor errors, but will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with the requirements set out in these guidelines, or arising from any ambiguity, discrepancy, inconsistency, error, or omission contained in the Application or these Guidelines. Contact ARIIA at grants@ariia.org.au for any questions, clarifications, or further information.

Selection Criteria

Applicants can participate in more than one application in a grant round. However, an organisation can only be a Lead Organisation for one application per application round.

Applications will be assessed against the following:

| | |
|---|---|
| 1 | The significance of the problem that the project will address. |
| 2 | The proposed solution, its impact and expected outcomes and the strength and relevance of the existing evidence that supports the translation of the proposed solution. |
| 3 | The project plan and methods are appropriate, the aims are clear and targeted towards the priorities, the timeline is feasible and well matched to the project aims. |
| 4 | Project team has the skills and expertise to undertake and deliver the project. |
| 5 | The budget is appropriate and justified, representing value for the research investment. |
| 6 | Relevant governance oversight and risk mitigation strategies to support successful project completion. |
| 7 | Relevant dissemination strategy in place in order to share outcomes with other organisations and enhance research impact. |
| 8 | Project feasibility in achieving a translational outcome, translation/commercialisation capabilities and the relevance of the commercialisation plan if successful. |

Selection Process

An initial review of all applications will be completed against the Eligibility Criteria by ARIIA. ARIIA uses external and independent reviewers and panel members for the assessment of all applications. Two independent reviewers will be assigned to all eligible applications for review against the Selection Criteria.

The reviewers will provide their assessment reports to the Independent Assessment Panel who will also assess the applications assigned to them. This panel consists of representatives from universities, government, industry, public, community and lay representation, and the aged care sector. The Panel will be chaired by ARIIA's Research Director. All reviewers and panel members are required to declare conflicts of interest and sign confidentiality agreements.

The Independent Assessment Panel will make recommendations to the ARIIA Board on which applications should receive funding based on the Selection Criteria. The final decision for approval rests with the ARIIA Board.

Successful Applications

All Applicants for Round 4 Grants will be notified by email Friday, 31 March 2023, of the outcome of their application.

For successful applications, the Lead Organisation will enter into a Grant Agreement with Flinders University upon completion of any negotiations within 4 weeks of the initial notification email. The Grant Agreement defines obligations on the parties relating to the conduct and completion of the project.

Further Information and Feedback

Enquiries

Regarding the application can be submitted via email to grants@ariia.org.au

Until 5pm ACDT Wednesday, 15 February 2023.

Feedback

Any feedback, or comments on the application process are welcome and can be submitted via email to: grants@ariia.org.au.