



STARSHIP FOUNDATION

2016 INVESTMENT IN CLINICAL RESEARCH

FUNDING GUIDELINES FOR APPLICANTS

TIMELINE

25 MAY 2016	Applications open (Note: an application clinic will be held well in advance of the closing date)
12 SEPTEMBER 2016	Closing date for applications
NOV 2016	Selection meeting
EARLY DEC 2016	Decisions announced

AIMS AND OBJECTIVES

The overall objective of the Starship Foundation's investment is to boost clinical research at Starship Child Health with the goal of improving health outcomes for New Zealand children. Boosting the funding available for Starship Child Health staff to undertake clinical research is one part of a wider joint Starship Child Health – Starship Foundation strategic plan.

In 2016, the Foundation's investment in clinical research will be up to \$500,000. All projects must be of benefit to Starship and its patients and proposals with a potential national impact will be prioritised.

GENERAL CRITERIA AND SELECTION DETAILS

Investment criteria have been set as broad as possible to minimise the barriers to accessing financial support for high quality clinical research. Investment per project will be based on the budget provided but will be capped at \$100,000.

1. ADMINISTRATION OF RESEARCH INVESTMENT FUNDING

The administration of applications and awards will be jointly managed by the ADHB Research Office and the Starship Foundation. All expenditure is subject to the administrative policies of ADHB and the policies and practices of the Starship Foundation.

2. ELIGIBILITY AND PRIORITIES

- The lead investigator must working in Starship Child Health.
- All research must be clinical in nature; informing future clinical-decision making, patient treatment, health policy or service delivery
- The research project must be relevant to, and have the support of, a Starship service
- Priority will be given to clinical research projects with the potential to make an impact nationally

3. SUBMISSION OF APPLICATIONS

- Applicants must use the standard application form and be complete when submitted
- Applicants must adhere to word / page limits and use a minimum of 10 point font with single spacing.
- Applications must be completed electronically; handwritten applications are not acceptable
- Applications should be submitted by midnight on Monday 12th September and by email to starshipfoundation@adhb.govt.nz

The following must be submitted to the Starship Foundation by the specified deadline:

<ul style="list-style-type: none">• 1x completed electronic application form
<ul style="list-style-type: none">• 1x scanned copy of section seven – Approvals and Signatures
<ul style="list-style-type: none">• 1x signed and approved ADHB budget template
<ul style="list-style-type: none">• 1x electronic copy of the appropriate ethics / HDEC application
<ul style="list-style-type: none">• Any additional information if required

4. SIZE AND DURATION OF AWARDS

- Funding of up to \$100,000 will be available per clinical research project
- There is no specified timeframe in which research must be completed but applicants must outline the anticipated timeframe in their application
- Funds will not be released until ethical and institutional approval has been secured
- There is an expectation that lead investigators should have secured ethical and institutional approval and be ready to commence the research study within six months of the date of approval of the award.

5. REPORTING & ACCOUNTABILITY

The Starship Foundation is accountable to its donors and sponsors and strives to maintain very high standards in regards to communication with these external stakeholders, highlighting where possible the impact of all financial support provided. To assist the Foundation in its accountability to donors:

- All funding must be allocated to the study outlined in the application
- Funding cannot be transferred to other costs (not included in the original budget) without prior approval
- There will be an expectation on lead investigators to submit short progress reports to the Foundation every six months. A template report form will be provided.

- All presentations, publications, articles or other communication (both medical and lay) must acknowledge the support of the Starship Foundation.

6. BUDGET & EXPENDITURE

Applicants should provide a detailed and approved budget of the proposed research study, providing justification for all expenditure. Applicants must also indicate if the research proposed, and the funding requested, is part of a larger (or ongoing) piece of research. Permitted and non-permitted costs are detailed in the table below.

WHAT WILL BE FUNDED	WHAT WILL NOT BE FUNDED
<ul style="list-style-type: none"> • Lead investigator time ^a • Other salaries ^b • Equipment ^c • Working costs ^d 	<ul style="list-style-type: none"> • Conference or training course costs ^e • Entertainment costs • Routine administration and operational costs ^f

Notes:

- Where lead investigator salary support is requested, applicants must indicate how they propose to backfill their clinical responsibilities.
- Include salary costs associated with buying in additional research capacity and expertise.
- Applicants requesting funds for equipment must provide justification including why new equipment cannot be purchased through departmental operational costs.
- Those directly costs related to the research including consumables, clinical tests, access to research bed space, promotion of studies and recruitment of patients.
- The Starship Foundation has a separate application process for conference attendance and training courses and would look favourably on requests to help disseminate research findings arising from these awards.
- Routine administrative costs such as stationery, printing / photocopying, phone calls / rental should be covered by departmental operational costs.

The selection committee, in consultation with the Starship Foundation, reserves the right to determine appropriate levels of funding.

7. EQUIPMENT

All equipment and capital items purchased as part of this research investment will become the property of SCH (ADHB) from the commencement of the award. Responsibility for the ongoing maintenance costs must be agreed with SCH at the outset of the research study.

8. ASSESSMENT

Applicants will be subject to external peer review. The selection committee will include representation from ADHB Research Review Committee, Starship Child Health and one representative from the Starship Foundation. The committee will assess applications based on the strength of the proposed research and contribution to the strategic goals:

- Contributes to child health
- Enhances the research capacity of Starship Child Health

- Has national relevance and impact

9. ETHICS AND ORGANISATIONAL APPROVAL

All research supported by the Starship Foundation's investment in clinical research must obtain ethics approval, as is the standard ADHB process. No funding will be released until ethics approval is obtained. Similarly funding will not be released until full ADHB locality approval is in place. The ADHB Research Office can assist successful applicants with both these processes (research@adhb.govt.nz).

Confirmation of ethics annual re-approvals must be submitted to the Research Office. All modifications and changes must be notified to the Research Office and relevant Ethics Committee and receive approval before being implemented.

The information provided on the application will suffice for the Research Review Committee.

10. INTELLECTUAL PROPERTY

Those working at Starship Child Health are bound by the policies of ADHB and therefore intellectual property is subject to the ADHB Intellectual Property Protection – Technology Transfer policy.

(http://adhb.intranet/ADHB_Policies_and_Procedures/Policies/ADHB_Board/Staff/intellectual_property.html)

11. RESIGNATION, TRANSFER OR ABSENCE OF LEAD INVESTIGATOR

If the Lead Investigator resigns from Starship Child Health, transfers to a different organisation, changes the nature of their relationship with SCH, or is unable to complete the research project, the Starship Foundation and the Research Office must be informed immediately in writing. Alternative arrangements (i.e. for a new researcher) need to be negotiated and approved.

If the applicant is to be absent for more than one month this needs to be indicated at the time of the application and its impact on the study described.

12. FOR SUCCESSFUL APPLICATIONS

Successful applicants will be notified by the Starship Foundation as soon after the selection meeting as is practicable.

13. OTHER MATTERS

Feedback will be provided to all unsuccessful applicants prior to March 2017.