

INSTRUCTIONS FOR APPLICANTS
PARKINSON' QUEENSLAND INCORPORATED

SEEDING GRANT SCHEME - 2012

1. Introduction:

Parkinson's Queensland is an Australian registered charity which raises money to fund on-going research into Parkinson's disease.

Parkinson's Queensland's research grants are funded through the generosity of individual and corporate donors and bequests.

The Parkinson's Queensland Seeding Grant Scheme funds high quality applications from researchers or teams of researchers to undertake innovative research projects related to Parkinson's disease. Funding will be available for one year projects after which successful applicants will be required to apply to external funding agencies for further funding support.

Grants of up to \$30,000 each will be awarded (see 8.2 Approval Process below).

2. Aims:

The primary aim of the Parkinson's Queensland Seeding Grant scheme is to support individual researchers and research teams to conduct high quality research in Parkinson's disease. This includes both basic and applied science research.

The scheme is also intended to assist researchers to undertake projects with a view to leveraging into nationally competitive funding schemes.

It is also intended to encourage collaboration between researchers across Universities and Research Institutes.

Clinical trials will not be supported under this scheme.

3. Eligibility:

To be eligible as a Chief Investigator, applicants must meet the following criteria:

- must be a teaching and research staff member or research-only staff member, with an appointment of at least 0.5 full-time equivalent and be employed by a Queensland University or Research Institute for the duration of the project;
- must have been awarded a Ph.D;
- must have the time and capacity to make a serious commitment to the research project;
- must have access to appropriate staff and infrastructure;

Applications will not be accepted from:

- Academic Staff on less than a .5 appointment at a University or research institute
- General or support staff
- Undergraduate or Postgraduate Students
- Staff not employed by a University or research institute for the duration of the project.

4. Special Conditions:

- a. Grant recipients are required to provide a brief progress report to Parkinson's Queensland 12 months after the awarding of the grant. These reports are to be in a language able to be understood by a lay person, no longer than half an A4 page, and accompanied by photographs, diagrams or pictures suitable for publication purposes in Parkinson's Queensland newsletter and on the website.
- b. Acknowledgement of Parkinson's Queensland as donor of the grant wherever possible, such as in media interviews, and on papers and publications relating to the research.
- c. At the invitation of Parkinson's Queensland, participate in, and present progress report/findings at a Parkinson's Queensland event.
- d. Grant applicants and recipients are encouraged to become members of Parkinson's Queensland.

5. Funding:

Grants will be up to a maximum of \$30,000. However, the total amount for distribution depends on the income of Parkinson's Queensland. The final amount awarded will be at the discretion of the Parkinson's Queensland management committee based on the review committee's recommendations.

Applicants must provide matching funds consisting of at least 20% cash with the remainder constituted by in-kind contributions.

5.1 Eligible Budget Items

- Personnel (research assistance)
- Travel (for purposes of conducting the research)
- Equipment
- Consumables
- Other direct research costs

5.2 Ineligible Budget Items:

- Basic infrastructure (computing equipment (including laptops), office space, postage, email, internet etc)
- Seminars, conference travel or workshops
- Publication costs
- Production costs of teaching materials
- Fees of overseas students
- Funding for projects that constitute the topic of an applicants higher degree thesis

6. Duration:

Projects will be funded for **one-year only**, and funding will be available from January 2012. Successful applicants **must** submit a Final Report upon completion of the project and will be expected to outline how the research outcomes or future related research will be extended into applications to external funding bodies.

In exceptional cases, a carry-forward of unexpended funds may be approved provided sufficient progress on the research can be demonstrated. Otherwise where funds are unspent, the funds will be returned to Parkinson's Queensland at the close of the 2012 calendar year.

7. Number of Applications:

Applicants may only hold **one** seeding grant as first chief-investigator. Applicants are encouraged to form teams where appropriate.

8. Selection and Approval Process:

8.1 Selection criteria

Applications will be assessed against the following criteria:

Aims, objectives and expected outcomes	20%
Significance and innovation of the proposed research	30%
Approach and methodology	20%
Quality and research track record of the Researcher or Research Team, relative to opportunity	30%

8.2 Approval Process

Applications will be assessed against the identified selection criteria by an international review board nominated by Parkinson's Queensland management committee.

The Chair of the Parkinson's Queensland Management Committee, after consultation with management committee members, and based on the review committee's recommendations, will recommend applications for funding. The final decision to fund an application will be at the discretion of the Chair of the Parkinson's Queensland Management Committee.

Successful applicants should be notified by the end of November. Grants will commence in January of the following year provided ethical clearance, where required, has been provided.

9. Appeals Process:

Appeals from unsuccessful applicants will only be considered against administrative process issues and not, for example, against the review board's ranking or comments.

Applicants have 14 days from the date of the letter of notification to lodge an appeal.

Appeals will be considered by the Parkinson's Queensland Management Committee in consultation with the Chair of the international review board.

10. Application Process:

Applicants must submit their proposal as a mature research plan ready for implementation. In submitting the application for consideration, it is assumed that the project has the imprimatur of the Head of School/Centre Director and that basic infrastructure and requisite equipment is available. The application must contain all of the information necessary for the assessment of the project without the need for further written or oral explanation, or reference to external sources of information.

10.1 Application Format

An eligible application will include an application form and corresponding sections of free-text.

All pages of free-text should be in black 12-point font on white A4 paper with 2cm margins on each side. Variants such as mathematical typesetting languages may also be used.

<u>Part A</u>	Application Form & Certification	The formal Application Form for the Scheme must be used. The submitted application must be fully-certified.
<u>Part B (Free-Text)</u>	Project Description	<p>In no more than 4 pages (excluding references), provide a detailed project description against the following headings:</p> <ul style="list-style-type: none"> • Aims Describes the specific aims of the project including a clear statement of the hypothesis to be tested. • Background <ul style="list-style-type: none"> - Background of the project. - Objectives of the research. • Research Plan Outline the research plan in detail including as appropriate: <ul style="list-style-type: none"> - Approach and methodology - Techniques to be used - Statistical analysis • Outcomes and Significance Briefly describe the: <ul style="list-style-type: none"> - Importance of the problem to be researched. - Expected outcomes of the research - Significance and innovation of the project.
<u>Part C (Application Form and Free-Text)</u>	Personnel	<p>Research track record of each chief investigator (1 page per applicant) covering:</p> <ul style="list-style-type: none"> • Most significant contribution to the research area • Evidence of impact and contribution to the field. <p>A list of refereed publications in the past 5 years (2006 onwards). Abstracts and papers submitted or under review should not be included.</p>

11. Submission of Application:

A PDF of your application should be sent to Parkinson's Queensland:

pqi@parkinsons-qld.org.au

Using the following naming convention:

Lastname Firstname – Simplified Project Title

For example, Blogs Joe – Parkinson's tremor

You will receive a return acknowledgement email within two weeks.

Closing date for applications is **5pm Friday September 30, 2011**. Late applications will not be accepted.

12. Confidentiality

Information contained in applications is regarded as confidential unless otherwise indicated and will be received and treated as confidential by Parkinson's Queensland. It is the responsibility of all Parkinson's Queensland staff and the selection committee members not to disclose to any person confidential information to which they become privy as a result of the exercise of their responsibilities to Parkinson's Queensland.

Information comprising the names of successful grant applicants and their administering institutions, together with the title of the research project and a lay summary, are published in the Parkinson's Queensland newsletter and are available through Parkinson's Queensland website. The lay summary may also be released to the media.

13. Privacy

Documents containing personal information are handled and protected in accordance with the provisions of the Privacy Act 1988, which sets standards for the collection, storage, use and disclosure of, and access to, personal information. Personal information is disclosed only with permission of the individual to whom it relates or where the Act allows.

14. Incomplete, false or misleading applications

Once submitted to Parkinson's Queensland, the application will be considered final and no changes can be accepted. The application is the main source of information available for assessment. As such it must contain all the information necessary for assessment of the project without the need for further written or oral explanation, or reference to additional documentation. All details in the application, particularly concerning any successful grants, must be current at the time of application.

If an application contains information that is false or misleading, it will be excluded from any further consideration for funding.

15. Removal of Applications

Parkinson's Queensland reserves the right to remove from further consideration in the selection process any applications that are ineligible or which are clearly of a standard that will not gain support in the competitive national grant awards. Exclusion of ineligible applications may take place at any time during the selection process.

16. Ethical Clearances

Applicants are required to ensure that the proposed research project complies with their University or Institute's Code of Conduct for Research and that ethical clearance will be sought if required. All research must comply with NHMRC ethics guidelines.