Dementia Australia™ Research Foundation

DEMENTIA GRANTS PROGRAM

Research Translation Grant in Dementia Care

INFORMATION FOR APPLICANTS

2024

BARTLE
PATHWAY TO CARE

CONTENTS

BEFORE YOU BEGIN

This document contains important information for applicants regarding the process of applying for, and the eligibility conditions of, the 2024 Dementia Australia Research Foundation **Research Translation Grant** scheme.

Applicants should read all the information included in this document and liaise with their host institution's research office before contacting the Foundation with any queries regarding the application process or eligibility conditions.

- **Applications Open:** Monday 3 June 2024 (9.00am AEST)
- **Applications Close:** Monday 29 July 2024 (5.00pm AEST)

LATE APPLICATIONS WILL NOT BE ACCEPTED

- **Successful Applicants Notified:** December 2024
- **Funding Commences:** January to March 2025, or by arrangement

INTRODUCTION

The information in this booklet is designed to help those intending to apply for funding through the Dementia Australia Research Foundation – Dementia Grants Program. Applicants should read this document thoroughly to understand the grant conditions and application procedure. In most cases the answers to the 'frequently asked questions' are covered in this document.

The Dementia Australia Research Foundation is the research arm of Dementia Australia. The Foundation provides funding to support new and emerging dementia researchers, works with people living with dementia and carers to ensure that research reflects their concerns and promotes understanding and awareness of dementia research among the general community. The Foundation is entirely funded by donations and support from members of the public and Australian businesses and is managed by Dementia Australia. Further information about the Foundation including previous grant rounds and outcomes can be found here.

Examples of the types of research projects funded in the past can be found on the Foundation's website here. Please note that the Dementia Australia Research Foundation will not consider projects that significantly overlap with existing in-house projects of Dementia Australia, or projects that do not align with the mission of Dementia Australia. Researchers who are considering projects on topics such as post-diagnostic support, learning experiences using technology or other products and services similar to those provided by Dementia Australia should first discuss their idea with us.

If you would like to discuss your project with Dementia Australia, please contact us at research@dementia.org.au.

OVERVIEW – 2024 DEMENTIA GRANTS PROGRAM

The total value of the 2024 Dementia Grants Program is over $4 million. An overview of these awards is presented below (Table 1). This document contains important information for applicants regarding the Dr Stuart and Bonnie Bartle Research Translation Grant in Dementia Care. Further details regarding Project Grants, Post-doctoral Fellowships, Mid-Career Research Fellowships, Stipend and Travel Grants are available here.

Table 1. Overview of 2024 Dementia Grants Program

Grant Type	Number Available (up to)	Funding	Total Amount	Details
Project Grants				
1. Dementia Australia Research Foundation Project Grant	6	$85,000	$510,000	Early-career researchers in any area of dementia research
2. Dr Maree Farrow Memorial Project Grant	1	$85,000	$85,000	Early-career researchers in dementia risk reduction
3. Hazel Hawke Research Grant in Dementia Care	1	$85,000	$85,000	Early-career researchers in dementia care
4. Dr Stuart & Bonnie Bartle Project Grant	1	$85,000	$85,000	Early-career researchers in dementia care
Post-doctoral Fellowships				
5. Race Against Dementia - Dementia Australia Research Foundation Post-doctoral Fellowship	1	Salary $114,000 p.a. [1] Project grant $125,000 5 years		Early-career researchers, within the broad area of dementia prevention and treatment
6. Dementia Australia Research Foundation Post-doctoral Fellowship	3	Salary $114,000 p.a. [1] Project grant $85,000 3 years		Early-career researchers in any area of dementia research
Mid-Career Research Fellowships				
7. Royce Simmons Foundation Mid-Career Research Fellowship	1	Salary $151,000 p.a. [2] Project grant $85,000 2 years		Mid-career researchers in biomedical or clinical areas of dementia research
8. Dementia Australia Research Foundation Mid-Career Research Fellowship	1	Salary $151,000 p.a. [2] Project grant $85,000 2 years		Mid-career researchers in any area of dementia research

Grant Type	Number Available (up to)	Funding	Total Amount	Details
Post-graduate Stipend				
9. Dementia Australia Research Foundation Clinical Practice Post-graduate Stipend	1	$30,000	$30,000	Health professionals undertaking a PhD, in any area of dementia research
Travel Grants				
10. Dementia Australia Research Foundation Travel Grant	6	$15,000	$90,000	Researchers (PhD students to mid-career) in any area of dementia research
Research Translation Grant				
11. Dr Stuart & Bonnie Bartle Research Translation Grant in Dementia Care [3]	1	$200,000	$200,000	Researchers in dementia care

[1] Salary costs $114,000 in year 1; salary will be reviewed annually and indexation may be applied

[2] Salary costs $151,000 in year 1; salary will be reviewed annually and indexation may be applied

[3] Refer to separate Information for Applicants booklet and application form

In addition, all successful applicants will be nominated for the **Dementia Advocates' Award**. A small group of people with a lived experience of dementia (dementia advocates) will be invited to review successful applications and decide which is most likely to be of interest to, or yield important outcomes for, people living with dementia, their families, friends and carers. The Dementia Advocates' Award does not carry additional funding.

DR STUART & BONNIE BARTLE RESEARCH TRANSLATION GRANT IN DEMENTIA CARE

Bartle Pathway to Care

The Bartle Pathway to Care initiative was established by the family of Dr Stuart and Bonnie Bartle, in honour of their generosity and legacy. Through this initiative, research funding is provided for projects that aim to enhance equal, compassionate and supportive care for people living with dementia and their families, while encouraging innovation and change in the care available. The Bartle Pathway to Care supports research that values the importance of family, enhances the care of people living with dementia and their families to create a supportive environment, and enables care facilities to provide a level of care that allows people living with dementia to do so with dignity, courage, and confidence.

In 2024, two Dr Stuart and Bonnie Bartle grants will be available: a Project Grant (further details available here) and a larger research translation grant outlined below.

Purpose

The Dr Stuart and Bonnie Bartle Research Translation Grant in Dementia Care aims to accelerate the real-world adoption of evidence-based strategies that contribute to best practice approaches to dementia care. The scheme aims to attract proposals from new and established groups, which may be multi-disciplinary and include members with expertise in knowledge translation or implementation science. By bringing expertise from outside (as well as within) the field of dementia, new approaches and collaborations may be identified that enable evidence to move more efficiently into sustainable practice and, ultimately, improve outcomes for people living with dementia, their families and carers.

Topic and Scope

The Dr Stuart and Bonnie Bartle Research Translation Grant in Dementia Care is awarded to research exploring the real-world adoption of innovative strategies that aim to improve the quality of care that people living with dementia receive. Topics may include, but are not limited to:

- **Supporting carers and families** i.e. research that addresses how carers and families can be better supported, or how carers and families can better support the person living with dementia.

- **Care systems** e.g. research addressing models of care in the community, residential aged care and hospitals, describing what health services need to do to provide optimal care for people with dementia. Topics may include research into clinical care practices (not in relation to drug trials or development) or workforce skills and training.

Importantly, the project will move evidence along the pathway to practice, to improve outcomes for people living with dementia, their families and carers. This may include a pilot study of the real-world evaluation of interventions or strategies (not in relation to drug trials or development) that have been the subject of significant pilot work, or the adaption of interventions or strategies developed internationally for the Australian context.

Project Team

The individuals applying for funds must have the research credentials and appropriate strength in their proposal and team. We encourage applications from multi-disciplinary teams including scientists, health professionals, public health researchers, implantation science experts, policy makers and community or residential aged care providers (application may include up to 10 Investigators in total). The team must consist of at least one early- and/or mid-career researcher, not more than 10 years post-PhD at the time of application.

It is highly recommended that people living with dementia, their carers and families are involved in the project, from initiation through to completion. When assembling your team, please ensure that you have done so in line with the relevant eligibility criteria.

Award Funding

The Research Translation Grant is worth $200,000 and may be used over 2 to 3 years.

ELIGIBILITY CRITERIA

To be eligible for a **Research Translation Grant**:

1. At the time of application, acceptance and for the duration of the grant, the applicant (Chief Investigator (CIA) must be an Australian citizen, a New Zealand citizen living in Australia, a permanent resident of Australia, or have an appropriate work visa in place. The CIA must also be based in Australia for at least 80% of the project. All applicants must provide evidence to their host institution to support this criterion. Host institutions are responsible for certifying and ensuring that these requirements are met. The Dementia Australia Research Foundation may request further information in relation to these requirements, including evidence of residency and/or citizenship.

2. The research team must include at least one early-career researcher with not more than 10 years post-PhD experience at the time of applying, adjusted for career interruptions / relative to opportunity i.e. PhD or equivalent (DPhil or M.D. by research) on or after 29 July 2014 or has submitted a PhD thesis for examination. Please make a note of the investigator(s) in the application (evidence to support this requirement may be requested).

3. The research must be conducted primarily in Australia and address the topic and scope of the funding round.

4. The research must be approved by an authorised ethics committee, if applicable. Please note that grant payments may be withheld until ethics approval has been obtained.

ADDITIONAL INFORMATION

Involving Dementia Advocates in research

For all applications, the CIA must demonstrate that:

1. People living with dementia, their carers and families and/or the wider public (if appropriate) will be engaged meaningfully throughout the development and conduct of the program of research relevant to this application (beyond a role as participants). This may be achieved in any number of ways including:

    a. Consultation about or involvement in the research proposal prior to submission – to ensure that a) it addresses an identified area of priority for people living with dementia, their carers and families and b) the relevant parts of the proposal are understood by a non-academic audience.

    b. Inclusion as joint grant holders or co-applicants on the research proposal.

    c. Invitation to co-present the research project and/or outcomes of the research at conferences and other events.

    d. Membership of a Steering Committee or Advisory Group or as a 'research buddy' for the researcher.

    e. Providing comment on and/or developing participant information leaflets or other research materials.

f. Involvement in the interpretation and dissemination of research outcomes and the development of plain language project summaries.

Please note people with lived experience can be involved in different ways in all types of research projects. For example, researchers may wish to discuss their ideas with people impacted by dementia (e.g. facility tours, public information forums, research 'buddy') and/or invite them to review plain English summaries of their research to ensure that their ideas are clear and easy to understand.

If you require assistance in finding a person living with dementia or carer to be involved in your project (Dementia Advocate), please contact Dementia Australia by completing the request form located on the website or contact advocates@dementia.org.au for further information. Costs associated with involving people with a lived or living experience of dementia in the research should be included in the project budget.

The Dementia Centre for Research Collaboration (DCRC) has developed the following guide specifically for researchers looking to involve people with a living experience of dementia in their research.

Further information on involving members of the public in research is available at:

o *Statement on Consumer and Community Involvement in Health and Medical Research*
o *Becoming Involved in Research: A guide for People Living with Dementia, their Care Partners and Family Members*
o Guidelines and training resources developed as part of *Dementia Centre for Research Collaboration (DCRC) Lived Experience Project.*

2. Appropriate language and terminology are used throughout the application. For example, many people living with dementia prefer not to be referred to directly or indirectly as a 'dementia sufferer'. A guide to dementia-friendly language is available here.

Career interruptions

Circumstances leading to career interruption will be taken into account when assessing eligibility. Such circumstances may include an episode of extended illness, parental leave, caring commitments or other personal matters and time dedicated to clinical work as a health professional. Matters arising from normal vocational or research related activities, such as an applicant's choice to pursue research activities or seek employment outside of clinical work or dementia research, will not be considered as a career interruption. Track record (research training, publications, supervision, awards and other relevant experience) will be assessed relative to opportunity.

Eligibility for multiple awards

Where they are listed as the CIA, applicants:

- May only submit one application within this funding scheme.
- Can only be awarded one grant or fellowship from this year's Dementia Grants Program (except for Travel Grants, which can be held jointly with another award). If a researcher has submitted an application as CIA and also appears as an Associate Investigator (AI) on another application, both may be awarded.

Previous recipients can apply to the Dementia Grants Program, as long as they meet all relevant eligibility criteria.

Resubmission of previous applications

Applicants are welcome to resubmit previously unsuccessful Dementia Grants Program applications, which will be assessed on their merits alongside all other applications. It should be noted, however, that the Dementia Grants Program is becoming increasingly competitive, and applications that have been unsuccessful in previous years are very unlikely to progress to the final stages of assessment in subsequent years, unless substantial improvements have been made with respect to the assessment criteria and any feedback that has been received.

Notification of additional funding

Applicants must notify the Dementia Australia Research Foundation if they receive funding from another source for a project that is the subject of a grant application to the Foundation.

APPLICATION PROCEDURE

Please note that as our Scientific Panel undertakes a **blind review of Research Translation Grant applications** in the first instance, a number of sections of the application should be written in a way such that the chief or any other name investigators (including their affiliations) are not identifiable. These sections include:

- Abstract
- Plain Language Summary
- Implications of your Research
- Research Proposal.

Online application form

Applications must be submitted via an online application portal available through the Dementia Australia Research Foundation website here. Applicants may download a template to work on the application offline and to view each section of the application form here.

The portal will close at the advertised closing date and time, after which applicants will not be able to upload or modify any part of their application.

To start an application, applicants will click on the link provided. Please note that applications can be saved and resumed at a later date. A link that is valid for 30 days will be sent to the email address provided – for continued access over the submission period, applicants should save their work regularly and ensure that the most recent link is used each time they return to their application.

If there are any technical errors when uploading an application, please contact foundation@dementia.org.au.

Late applications and applications sent by mail or email will not be accepted.

The online application form includes required fields, such as:

- Details of the lead investigator (CIA) and the research team. Up to 10 investigators (including the CIA, other CIs and/or AIs) are permitted on the application form. At least one early-and/or mid-career researcher must form part of the team and be identified in the application. They should not be more than 10 years post-PhD at the time of application. Details on the expertise/track record and activities that each investigator will be undertaking must be provided (250 word limit). For the purposes of this funding round:

    o CIs are expected to remain active on the project as outlined in the application for the full duration of the grant.

    o AIs are investigators who may provide some intellectual and/or practical input into the research at various points during the project.

- If applicable, relative to opportunity considerations and career interruptions that the Scientific Panel should take into account.

- Contact details of the host institution where the research will be undertaken. Please note that the host (or administering) institution must be an eligible university or research institute approved by NHMRC.

- Project title.

- Abstract (250 word limit). The abstract should be written in a de-identified way, such that the chief or any other named investigators (or their affiliations) cannot be identified.

- Key words (3-5 words).

- How research findings will be translated into practice, including how the research will be applied in the real world (over the short, medium or long term) to achieve the stated benefits (250 word limit). Knowledge Translation resources and training modules are available on the DCRC website.

- Lay project summary, including reference to topics such as gaps in current knowledge, how your project looks to fill those, aims, method and intended impact of the research (250 word limit). The summary should be written in a de-identified way, such that the chief or any other named investigators (or their affiliations) are not identifiable. Please ensure that this summary is free of scientific jargon and is presented in a way that someone without scientific knowledge will be able to understand. Below are some good links on writing a lay summary:

    o Australian Clinical Trials Alliance – writing in plain language.

    o The Academy of Medical Sciences – tips and what a lay should look like.

    o Elsevier – how to write a lay summary.

    o Plain English Campaign – how to write in plain English.

- Implications of the research, outlining the outcomes, significance, innovation and/or intended impact of the research (250 word limit). The implications of the research should be written in a de-identified way, such that the chief or any other named investigators and their affiliation cannot be identified.

- How people living with dementia, their carers, families and/or the wider public will be involved in the research (250 word limit). Please review the [additional information](#) before completing this section of the application.

Please note that Dementia Advocates will review the last four sections of the online application outlined above. As such, it is important that these sections are clear and 'stand-alone' (i.e. these sections should not refer the reader to content provided as part of the research proposal).

When planning research in which people living with dementia will be participants, applicants should make sure that they are familiar with the principles of and requirements for getting informed consent from people who may lack cognitive and/or legal capacity to provide written informed consent themselves. Further, recruitment is sometimes slower than anticipated and significant time and effort may be required to reach a desired sample size.

If the application proposes to involve Dementia Australia staff or our Dementia Advocates in the project in an advisory capacity, this must be discussed with the Foundation prior to submitting the application.

Supporting documents required

As well as completing the online application form, applicants must provide the following supporting documents (in PDF format) on the application portal. Applications that do not include the required documentation will be considered ineligible and will not be assessed. Please note that attachments cannot be amended or added to the application after the application closing date.

1. **Evidence of Australian or New Zealand citizenship, permanent residency or appropriate work visa (required for CIA only)**

   A scanned copy of a birth certificate, passport, visa documentation or official documentation from the Department of Immigration and Border Protection does not need to be uploaded onto the online portal but must be provided to the applicant's host institution (the institution may already have this information on file). If applicable, an appropriate work visa must be in place at the time of acceptance and for the duration of the project. A Statutory Declaration, Medicare card, Australian drivers' licence or other documents will not be accepted as proof of permanent residency or citizenship.

2. **Academic Career Summary (maximum 2 pages, required for each CI)**
   File naming convention: Translation Grant_CareerSummary_FirstName_Surname

   A summary that includes: current role; a career impact statement; top-5 publications with an explanation of how the publications illustrate the applicant's capability to contribute to the proposed research; and grants (funding body, amount and investigator status). Awards, conference presentations and service to the academic community may also be included as appropriate. Personal information such as date of birth or residential address is not required.

3. **Research proposal**
   File naming convention: Translation Grant_Proposal_FirstName_Surname

   The research proposal should not exceed 5 pages (this does not include references i.e. references will start on page 6), using Times New Roman, Arial or Calibri font, minimum size 11 and margins not less than 1.5 cm. Any additional pages, or any explanatory appendices, will not be assessed.

The research proposal should be written in a way that the investigators or their affiliations are not identifiable. For example, applicants should not include their name in the header or footer of the document or refer to themselves (or the AIs if applicable) by name in the body of the proposal. The team's own publications can be included as references if appropriate but should be referred to as "previous research" rather than "our research" in the body of the proposal. Applications will be checked prior to review and any identifying information will be removed. Further information and guidance on writing a de-identified application can be found in the ['frequently asked questions'](#) section of this document.

The research proposal should include details on each of the following sections:

    a. **Project Title**

    b. **Aims**: List specific aims and potential significance of the project. Clearly state the research question and hypothesis to be tested, as well as the rationale and objectives of the project.

    c. **Background**: Summarise previous work in this field which provides the basis for the proposed research project.

    d. **Research methodology**: A clear description of methods and design, including the following, if applicable: participant recruitment strategy; participant inclusion/exclusion criteria; study design; intervention; outcome measures; statistical analysis plan and rationale; safety and risk considerations; and special equipment or measures.

    e. **Budget including justification and timeline**: Provide a high-level budget (up to $200,000 excluding GST) and project timeline, noting the amount of funding available from the Foundation and timeframe. Identify any other confirmed funding for the project. Funds can only be applied to costs that are directly related to achieving the objectives and outcomes of the project, including reimbursements to people living with dementia, their carers and families and/or the wider public for reasonable costs associated with their involvement in the project (e.g. their time, travel costs, phone calls). It is also recommended that applicants include recruitment costs in the budget (e.g. funding for advertising and participation incentives). The budget must be written in a de-identified way i.e. do not list any investigators or their affiliations by name.

       University infrastructure costs or levies should not be included in the budget and will not be covered by the Dementia Australia Research Foundation. As the Dementia Australia Research Foundation is considered Category 1 – Australian Competitive Grant Income, such costs should be covered by the Australian Government's Research Block Grants scheme. Further information on the Research Block Grants scheme is available [here](#).

    f. **Key references**: Please include a list of up to 25 key references cited in the proposal. The reference list is not included in the 5-page maximum of the proposal, i.e. references can start on page 6.

4. **Ethics approval** (if available)
File naming convention: Translation Grant_EthicsApproval_FirstName_Surname

Evidence of approval of the proposed project by an authorised Human Research Ethics Committee, if available. If not available at time of application, funding agreements (for successful applicants) will be conditional upon ethics approval.

5. **Endorsement form** (template available [here](#)) signed by:
File naming convention: Translation Grant_EndorsementForm_FirstName_Surname

- Each investigator named in the application (i.e. CI and all supervisors/AIs listed), confirming their contribution to the project as described in the application.

- The Head of Administering Institution (or nominee) in which the research will take place.

Note that wet ink signatures or a time/date stamped electronic signatures are required. Cursive font signatures (which may be available through Adobe) will not be accepted.

ASSESSMENT PROCESS

Review

The assessment process for all grant types involves the following stages:

1. **Eligibility check**

Foundation staff will check all applications after the closing date to ensure compliance with eligibility criteria and conditions of the award. It is the applicant's responsibility to ensure that they meet all eligibility criteria and conditions of the award prior to submitting an application. The Foundation reserves the right to rule out of contention any application that does not include proof of eligibility without further assessment. Please note that applicants must inform the Foundation if their eligibility against the stated criteria changes in any way during the assessment process. Funding will not commence until all relevant requirements, including eligibility, have been met.

2. **Initial review of applications**

Academic members of the Scientific Panel will review all eligible, de-identified research proposals (unless where a potential conflict of interest has been identified) to determine those which are highly unlikely to receive an award due to weakness in one or more of the assessment criteria or feasibility and/or other issues. Applications that are ranked in the bottom half of all applications for a particular award by at least two members of the Scientific Panel are removed from the application process.

3. **External review (if required)**

National or international expert external reviewers may be approached for selected comment and/or rating against the assessment criteria if required. Applicants are invited to nominate external reviewers if desired on the application form, but the decision on external reviewers is made by the Scientific Panel.

4. **Final review and ranking by members of the Scientific Panel**

Academic and Dementia Advocate members of the Scientific Panel will consider and rank all remaining applications after reviewing the feedback from external reviewers.

Awards are allocated to applicants in order of ranking within each category and according to their eligibility for particular awards.

Applicants whose projects are considered fundable but are not allocated one of the available awards are placed on a reserve list and may be offered other funding opportunities in the future, for example, in the event that an applicant with a higher-ranked project turns down an award.

5. **Final decision**

The final decision on awards is made by the Dementia Australia Research Foundation Board on the basis of recommendations made by the Scientific Panel.

Please be advised that all decisions are final, and there is no mechanism for appeal.

Notification of successful and unsuccessful

Successful and unsuccessful applicants will be notified of the outcome of their application by email during December 2024; unsuccessful applicants may be notified earlier in the year, depending on the stage of assessment at which the decision is made. To facilitate notification, applicants must ensure that their contact details are filled in correctly on the application form.

Announcement of awards

An official announcement of the 2024 award winners will be made on the Dementia Australia Research Foundation website in early 2025. This announcement will detail each successful applicant's name, type of award, project title and institution. Award winners will be expected to assist the Foundation, if required, by being featured in media articles/releases and public announcements related to an award from the Foundation.

Feedback to unsuccessful applicants

Unsuccessful applicants will be provided with individual feedback upon request. Feedback is provided for the purpose of helping unsuccessful applicants improve the quality of subsequent applications to the Foundation or other funding bodies. No correspondence regarding the accuracy or merits of feedback will be entered into.

Acknowledgement of support

Successful applicants must acknowledge the support of the Dementia Australia Research Foundation and its funding partners in all publications, presentations and media announcements relating to the awarded research. Grantees must also provide progress reports on the research and be prepared to assist the Dementia Australia Research Foundation and its funding partners, if required, by speaking at functions, attending specified conferences, hosting laboratory visits, or being featured in media articles/releases.

ASSESSMENT CRITERIA

Academic Assessment

The following assessment criteria will be used for rating applications:

1. **Scientific merit and quality (40% weight)**

    This criterion considers the significance and value of the proposed research, along with the clarity of the research aim(s), hypotheses or research objectives, and the suitability of the research methodology and research plan in achieving the research aim(s). The general scientific relevance should be evident in the project proposal, and the research methodology should be sound and clearly presented. Projects must also be feasible and realistic within the available timeframe and budget. The roles of the CIs/AIs to support the project will also be considered.

2. **Track record and independence of the team (20% weight)**

    This criterion considers whether the team's previous research experience demonstrates they are capable of successfully undertaking the proposed research and publishing the outcomes. Track record (research training, publications, supervision, awards and other relevant experience) will be assessed relative to opportunity, including career stage.

3. **Innovation and/or significance (20% weight)**

    This criterion considers the novelty and originality of the proposed research as well as its overall significance to the field. The criterion considers, as appropriate to the topic and scope of the project, the extent to which it has the capacity (if successful) to introduce innovative and new research directions, treatments, interventions or models of care etc. to the field and/or the potential for it to have a direct, beneficial impact on policy, clinical practice and, ultimately, people living with dementia, their families and carers.

4. **Knowledge Translation (20% weight)**

    This criterion considers whether the applicant has articulated how their research findings will accelerate the real-world adoption of strategies that contribute to best practice approaches to dementia care. In particular, how the findings will be translated into practice and/or how the research will be applied in the real-world (over the short, medium or long term) to enable the evidence to move more efficiently into sustainable practice and ultimately improve outcomes for people living with dementia, their families and carers.

Dementia Advocate Assessment

The following assessment criteria will be used by Dementia Advocate members of the Scientific Panel for rating those applications that have been shortlisted:

1. **Importance of the research and potential benefit (60% weight)**

    This criterion considers the rationale for, and importance of, the proposed research and the potential for it to have a direct, beneficial impact on the lives of people impacted by dementia and/or the wider public. The innovation and originality of the proposed research as well as how the research findings will be translated into practice and/or how the research will be applied in the real world will also be considered.

2. **Involvement of the people impacted by this research (40% weight)**

This criterion considers whether and how people living with dementia, carers, family members or friends of someone diagnosed with dementia, or other relevant members of the public have been involved in the research.

The Dementia Advocate and academic assessment scores will be combined, with the Dementia Advocate assessment comprising 20% of the overall score. As such, it is important that the lay summary, implications of your research, knowledge translation and the involvement of people with lived experience of dementia sections of the application are written in a way that someone without a scientific background is able to understand.

FREQUENTLY ASKED QUESTIONS

Eligibility

Does the CIA have to be an early- or mid-career researcher?

No, for the Research Translation Grant only, the CIA can be a senior researcher if appropriate (i.e. up to the level of Professor). However, the team must consist of at least one early- and/or mid-career researcher, who must be identified in the application. Up to 10 investigators are allowable.

Can overseas collaborators be listed as CIs or AIs who are not Australian citizens or permanent residents?

Overseas collaborators can be listed as CIs or AIs, however, the project must be primarily conducted in Australia.

Could a sessional academic apply for the Research Translation Grant as a CIA?

Sessional Academics are eligible to apply as the CIA, however, they would need to have a contract with the university that states employment for the duration of project.

I currently hold a Fellowship from the ARC/NHMRC/MRFF which includes some project funds – am I still eligible to apply for the Research Translation Grant?

Yes, provided the applicant meets all other eligibility criteria, they are still eligible to apply as the lead investigator on the Research Translation Grant if they hold (or previously held) an ARC/NHMRC/MRFF (or equivalent international) Fellowship. If project funds are included in the fellowship award, this will not impact their eligibility.

Can an AI apply on multiple applications with different CIAs?

If successful, a CI can only hold one grant or fellowship as the CIA in a single grant round. However, it is possible for AIs to be on one or more projects or a CIA to be an AI on another successful project.

Is the eligibility based on position at the time of submission? If I receive a promotion after applying, would this make me ineligible to receive an award?

Eligibility with regards to academic status will be assessed at the time of submission.

Is there a limit on the amount of time since PhD completion for the CIA?

No, for the Research Translation Grant only, the CIA can be a senior researcher and as such, there is no limit as to how much time has passed time since your PhD was completed. An early-and/or mid-career researcher should form part of the team and should not be more than 10 years post-PhD at the time of application.

Do I need to have submitted my PhD thesis prior to applying for a grant?

A PhD qualification is required in order to be eligible to receive a Research Translation Grant as CIA. However, the PhD thesis does not need to be submitted by the closing date for applications but must be passed prior to the proposed commencement date of the project (i.e. before March 2025).

Is there a place to upload the proof of residency status?

The applicant is not required to upload proof of citizenship in the online portal – the research branch at your university or institution should sight this information to ensure that the requirements are met prior to signing the endorsement form.

The CIA will join the university from overseas for a 3-year period. The Visa application has been submitted but has not yet been granted. Can they apply for a grant?

At the time of application, acceptance and for the duration of a grant, the applicant (CIA) must be an Australian or New Zealand citizen, a permanent resident of Australia or hold an appropriate work visa. As the university will need to sign off on this, you will need to provide them with the appropriate immigration documentation, as they are responsible for certifying and ensuring that the requirements are met.

Research proposal

Is ethics approval required at the date of the application?

Ethics approval is not required on the date of application but if the application is successful, ethics approval will be required before any funds will be released. If ethics approval is confirmed at the time of applying, please upload the approval letter from the HREC as part of the online form.

Can pilot studies be a subject of research within the Dementia Grants Program?

Yes, we accept and encourage applicants to submit pilot studies.

Can data from overseas studies be used in the research?

Researchers may use data or samples from overseas studies but the analyses must be undertaken in Australia.

I wish to involve people with living or lived experience of dementia in my project but I'm not sure what to do. Who do I contact for assistance?

If you would like to request the assistance of Dementia Australia in finding a person living with dementia or carer to be involved in your project (beyond that of a participant), please complete the request form located on the Dementia Australia website or contact advocates@dementia.org.au for further information.

My project relates to a specific diverse group. Do I need to have representation on the project team?

If your project is focusing on people from a specific background (such as CALD or First Nations), we would expect to see engagement either on the study team, through a steering or advisory group and/or consultation. Consumer engagement from that specific background will strengthen your application.

I have made an error in my submitted application. Can I amend it?

Unfortunately, we are unable to re-open the application once submitted. However, the Dementia Australia Research Foundation team can discard a submitted application and a new submission can then be made, providing the request is received prior to the closing date of the grant round. Please contact our team at foundation@dementia.org.au to discuss further.

Do we retain intellectual property (IP) relating to the grant upon submission of the proposal and awarding of funds?

Yes, nothing in the agreement will affect background IP and any IP resulting from the project will remain with the host institution. The Dementia Australia Research Foundation will enter into an agreement with the successful applicant's host institution on behalf of the applicant.

Does the Foundation have a policy on the use of Generative Artificial Intelligence in writing research proposals or applications?

Whilst the Foundation does not have a specific policy on the use of Generative Artificial Intelligence, please refer to the NHMRC policy available here.

If successful, am I able to delay my commencement date or apply for an extended period of leave?

Requests to delay the commencement date or for an extended period of leave during the project (e.g. parental leave, carers leave or leave due to health reasons) will not be reasonably refused by the Foundation. Grant payments may be paused or delayed during the period of leave. An Agreement Variation with a revised schedule of milestones and payments will be implemented.

Budget

Can meeting costs (e.g. travel costs, catering) be included in the budget? Can the budget also include future conference presentations and journal publications?

Yes, the costs associated with organising meetings with policy makers or advisory group members can be included in the budget, where they directly relate to a specific project activity. The costs associated with open access publications can also be included. Conference travel cannot typically be included in the budget; the rationale for including conference attendance as part of a Research Translation Grant must be well justified and directly linked with achieving the research outcomes. Applicants can also apply for a Travel Grant, which can be held jointly with another award.

Can the salary of the applicant (CIA) be requested in the budget?

The Research Translation Grant can be used to cover the salary of research assistants. If the applicant is seeking a salary, it must be well justified in the budget and directly linked with achieving the research outcomes. Further, the applicant must not have another source

of salary and it must not make up 100% of the budget as other project costs would need to be considered.

Can I include a stipend request in the budget?

A PhD or Masters stipend for research personnel can be included in the budget, if they are not also the applicant (CIA). The rationale should be well justified with a clear explanation of the elements of the project that will be undertaken by the student. The stipend request should be directly linked with achieving the research outcomes and the recipient should not already have a source of income to carry out this work.

De-identifying the application

How can I highlight the previous work of the team in the research proposal?

In instances where you would like to refer to members of the team where no publications are referenced, this can be done by referring the members as "CI" or "AI". The CI and AIs own publications can be included as references if appropriate but should be referred to as "previous research" in the body of the proposal rather than "our research". If your application progresses to the second stage of review, the identity of the named investigators will be known to the reviewer who will then re-read the proposal (including the reference list) in that context.

Do not bold or put an asterix next to your name (or other named investigators) in a reference as this will identify the CI and/or AIs to the reviewer.

I am using a large, existing cohort in my study, can the cohort be identified by name in my proposal?

Yes, you can list the name/acronym of the cohort in your research proposal.

When de-identifying specific sections of the application and the proposal, can I still reference the affiliated institution?

The de-identified sections must be written in such a way that the chief and other named investigators cannot be identified. Reference to a university or institution can often identify the CI or AI so we would request that you do not mention your affiliation by name.

Does the budget have to be de-identified?

Yes, the entire proposal document must be de-identified. Please do not list CIs or AIs by name or refer to their affiliated institutions in the budget. For example, if you wish to include travel expenses for a CI as a line item in the budget, you would write "CI travel expenses".

Investigators

Where in the application can I demonstrate the capabilities of the team?

The online application form has a section where the expertise and the role of each named investigator can be described. For the applicant (CIA), a capability statement or similar can be included in the Academic Career Summary, which is uploaded.

Finalising the application

How do I check that I have completed all application requirements?

Please ensure that you have:

- Read the Information for Applicant's booklet, particularly sections relating to eligibility.

- Outlined how people with a living experience of dementia have been or will be involved in your application and/or as part of your research.

- Included all the relevant sections within your Research Proposal, including a budget.

- Prepared the Research Proposal within the allowable specifications and page limit.

- Used the correct naming convention for all uploaded documents.

- Completed all mandatory fields in the online application form, including uploading required documentation.

- Checked that your endorsement form has been signed by all named Investigators and your Administering Institution (wet ink or time/date stamped electronic signatures only).

- Submitted your application by the specified deadline.

FURTHER INFORMATION

For any enquiries, please email: foundation@dementia.org.au.