

INTERNAL ONLY
ISLHD BUSINESS RULE
COVER SHEET



Health
 Illawarra Shoalhaven
 Local Health District

NAME OF DOCUMENT	Approval to Submit a Research Grant Application
TYPE OF DOCUMENT	Business Rule
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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Chief Executive
AUTHOR	Clinical Director, Health & Medical Research
KEY TERMS	Research, Grant, Application, Approval
FUNCTIONAL GROUP OR HUB	District wide
NSQHS STANDARD	Standard 1
SUMMARY	The procedure explains the process for applying for research grants in Illawarra Shoalhaven Local Health District (ISLHD). Also the use of ISLHD resources in an application for research funding.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to
 Corporate Policies: ISLHD-CorporateGovernance@health.nsw.gov.au

**Approval to Submit a Research Grant
 Application**

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RESEARCH BUSINESS RULE

Name	Approval to Submit a Research Grant Application
What it is	Explains the procedures to approve involvement of Illawarra Shoalhaven Local Health District (ISLHD) staff and/or use of ISLHD resources in an application for research funding.
What it is not	This document does not replace NSW Health Policies concerning authorisation to conduct research. Policy Directive – PD2010_056 Research – Authorisation to Commence Human Research in NSW Public Health Organisations.
Who it applies to	Any ISLHD employee who wishes to apply for external research funding or employees of external organisations such as a university, NSW Health or other Local Health Districts seeking to submit a grant for funding where that grant involves staff and/or resources of ISLHD.
What to do	Prior to submitting a grant application for external research funding the grant applicant completes the Approval to Submit Research Grant Application form (ISLHD CORP F 152), obtains the relevant ISLHD Head of Department signature on the form, and together with the grant application emails to the Research Governance Officer for review/approval as per Section 17.3 of the ISLHD Delegations Manual.
When to use it	When ISLHD staff and/or resources including in kind contributions are included in applications for research grants. This can include but is not limited to <ul style="list-style-type: none"> • Involvement of ISLHD staff in the planning, conduct and/or reporting of a research project; • ISLHD staff undertaking protocol-specific interventions; • ISLHD staff assisting in the collection and/or collation of data;

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	<ul style="list-style-type: none"> • Access to data, images or tissues for which ISLHD is the legal custodian; • Person time, especially if these persons are dedicated as Partner Investigators; • Person time of staff from ISLHD and elsewhere spent on a steering committee for the project and on reviewing and validating project progress; • Person time for any person that might be a subject of the research attending workshops, focus groups or completing questionnaires or gathering necessary data etc; • For staff dedicated to the project on a formal days per week or month basis, the infrastructure around such persons can also be counted; • Any accommodation or facilities provided to any research personnel employed on the grant could also be counted as in kind; • An estimate for telecommunications and other costs for interaction with the project team can also be counted; • Any data needed for the project could have an imputed value placed on it as can the person time required to retrieve such data; • Travel costs of ISLHD and other personnel to meet with or participate in Australian based project activities can also be an in-kind contribution
<p>Why the rule is necessary</p>	<p>This ensures confirmation that the ISLHD has approved the involvement of staff and/or commitment of resources indicated.</p>
<p>Who is responsible</p>	<p>Research Governance Officer, ISLHD Clinical Director, Health and Medical Research, ISLHD Executive Director, Medical Services & Clinical Governance, ISLHD</p>
<p>Reference</p>	<p>PD2010_056 Authorisation to Commence Human Research in NSW Public Health Organisations GL2011_001 Research Governance in NSW Public Health Organisations.</p>

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Revision & Approval History

Date	Revision No.	Author and Approval / Date
Feb 2012	0	Director Research Governance
March 2016	1	Director Research Governance
July 2019	2	Author: Clinical Director Research
		Approval / Date: July 2019 - ISLHD Corporate Policy Recommendation Committee
		Approval / Date: July 2019 - Clinical Director Research - Approval to Publish