

NATIONAL ASTHMA RESEARCH PROGRAM

TRANSLATION GRANT: GUIDE FOR APPLICANTS

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General information for Applicants

Over the past ten years the Asthma Australia National Asthma Research Program has resulted in significant contributions to important discovery science, clinical, and population health research projects, as well as PhD Scholarships and research fellowships to promote emerging researchers in the field.

Asthma Australia's Translation Grant seeks to fund work which translates existing, high quality evidence into policy or practice change. It must include activities which seek to translate research into policy or practice via appropriate consultation, benchmarking, evidence synthesis, engagement and implementation whichaim to result in demonstrable impact.

This grant is not available for proof-of-concept or new research experiments/investigations.

Eligibility

Asthma Australia invites applicants whose research project relates to people with asthma, to apply for Asthma Australia Translation Grant.

Applicants for Asthma Australia's Translation Grant must be Australian citizens or permanent resident of Australia.

Please refer to the advertisement for specific eligibility requirements.

Submission process

- Applicants should submit an EOI to <u>research@asthma.org.au</u>. EOI's are assessed for their eligibility by Asthma Australia staff. Approved applicants will be invited to submit a full application.
- Applications should be submitted to research@asthma.org.au. Late or incomplete applications will not be accepted.
- Full applications must include
 - o Completed application form
 - o Completed consumer review form
- Applications must be lodged electronically in PDF format, using the application form.
 Applications not received in this format will not be accepted.
- Files should be no larger than 1mb in size
- Left margin should be at least 2.5cm with content aligned text left
- Font (body) should be Calibri 11 point
- Applications should be in one document (e.g. PDF), and named as follows: SURNAME OF APPLICANT_TRANSLATIONGRANT _YEAR

Reporting expectations

If successful, applicants will provide 6 monthly progress reports to Asthma Australia. Progress reports will include:

- Any changes to the research,
- Any issues or delays which might impact the completion of the project,
- Progress against key milestones,
- Outcomes, and



 Publications, presentations, collaborations and additional funding which have arisen as a result of the research.

These should be provided in language appropriate for a lay audience.

Affiliation and acknowledgment

Successful applicants must ensure (wherever possible) Asthma Australia's contribution and support of the Project is acknowledged in publications or presentations related to the research.

Assessment Process

EOI's are assessed for their eligibility by Asthma Australia staff.

Full eligible applications will undergo assessment by:

- Peer reviewers from Asthma Australia's Research Advisory Committee or delegate/s
- Consumer Review Panel

All applications are assessed against a standardised assessment criterion which is described in this document. Applicants will receive a score out of 100 for both peer review and consumer reviews. Peer review and consumer review scores are considered equally.

Peer Review

Peer reviewers assess applications on the extent to which they address the five criteria below. Applications will be assessed against the category descriptors on the following pages. While the category descriptors provide peer reviewers with some benchmarks for appropriately scoring each application, it is not essential that all descriptors relating to a given score are met. The category descriptors are a guide to a 'best fit' outcomes. Peer reviewers will consistently refer to these category descriptors to ensure thorough equitable and transparent assessment of applications.

Peer Review Categories	Weight
Project and translation plan	40%
Impact	20%
Capacity, capability and resources	30%
Consumer centredness	10%

Consumer review

Consumer reviewers assess applications on the extent to which they address the criteria below, which are addressed in the Consumer Review Form. Like peer reviewers, consumer reviewers are provided with benchmarks for appropriately scoring each application, but it is not essential that all descriptors relating to a given score are met. The category descriptors are a guide to a 'best fit' outcomes.

Consumer Review Categories	Weight
Impact	25%
Equity	25%
Translation	25%
Consumer Centred	25%

Expression of Interest



The EOI form addresses the following sections;

Project description	Provide a brief explanation about the project. This should cover: • Background and current knowledge about the issue/intervention • Key project activities • How these activities will translate the research into policy or practice
Impact	 Describe how this project will achieve outcomes during the grant period and the how this change will impact/benefit people with asthma
Consumer Centred	 Describe how consumers will be involved from conception/design throughout the project. Describe how results will be disseminated to consumers.

There is no weighting or assessment criteria for the EOI.

Applicant Guide

Project information

Applicants must provide a brief explanation in lay terms about the research project which focuses on the key activities and outcome. Explain what you are going to do and how it will benefit people with asthma. This explanation may be used by Asthma Australia in its published hard copy and online information to advise the general public of the research being carried out.

Applicants must also indicate if ethics approval is required for any elements of the project.

Project and Translation Plan (40%)

This section should clearly demonstrate the need and rationale behind the project, key activities which will be undertaken to achieve translation and the project timeframes. Applicants should address the following for each section:

Background	Describe:
	 The rationale/need for the project
	 What is currently known about the intervention/issue and what this project will address (e.g. feasibility, efficacy, replicability and adaptability, effectiveness and/or scalability)
Project plan and	Provide a detailed description of the project and explain how this will
translation	enable translation into policy or practice. This should include:
	 The key activities which will be undertaken
	 How these activities will translate the research into policy or practice
	 Partnerships or collaboration which will support the activities and translation of research
	 If relevant, a description of any research methodology, techniques and analytical approaches
Milestones and	 Detail the key milestones and approximate timeframe in dot
timeframe	points, table or gantt chart form
	 The start date of milestone 1 is the expected project start date, and the end date of the last milestone will be the project end date.



Risk management

Challenges/barriers which can be expected during this project and strategies to mitigate these

Impact (20%)

This relates to the intended outcomes and impact of the project for people with asthma. The impact section should include:

- How this change will impact people with asthma (at an individual, health service delivery or population level)
- If relevant, outline the evidence the project will generate for policy and/or practice

Applicants should also address in this section how the research addressed Asthma Australia's research priority areas defined in the research advertisement.

Capacity, capability, and resources (30%)

This relates to the capacity and capability of the team/investigator(s) to achieve and/or deliver the proposed project and achieve translation of research into policy or practice. The applicant should list the team involved with the project and detail:

- The project team's track record in managing similar projects
- The project team/institution's capacity to achieve the milestones
- The project team/institution's access to key equipment & infrastructure necessary for the completion of the project.
- Participant recruitment and retention strategy (if applicable)
- If applicable, a plan to form an appropriately skilled team with key project personnel, their skills and experience clearly articulated, along with explanations of how their skills and experiences are important to the success of the project.

Consumer Centred (10%)

Asthma Australia is committed to being a consumer centred organisation that meets the diverse needs of people with asthma and carers. This section emphasises the importance of translation research which is informed by consumers, driven by consumers, involving consumers. There is no single best method of consumer involvement, and all translation research should incorporate some consumer involvement. Refer to the table below for clarity on effective and meaningful consumer roles in research.

Consumer roles in Asthma Australia's National Asthma Research Program

Partner	Valued for significant knowledge
Expert	Being recognised for expertise
Advisor	Giving experiential advice to influence decisions
Advocate	Representing the broad views and experiences of people affected by asthma
Personal	Providing a personal perspective though story-telling, surveys, focus groups and
engagement	discussions

Adapted from: National Framework for Consumer Involvement in Cancer Control

Applicants should outline how relevant informed consumers have been involved during the development of the project proposal and/or the plan for how they will continue to participate in the



project once underway. You do not need to name the specific consumer/s involved in the project, but describe who/how they came to be involved. Detail how and when they are involved in the research and what activities this will include.

Budget

All applications must provide a summary of translation project costs over the life of the translation project in a table as shown below (inclusive of GST). This includes a description of each item, brief justification, priority and total value of the item requested for each year.

The description/justification column should take into account the following:

Staffing

- Detail of staff required
- o Role/duties within the project
- o Percentage of time spent on the project
- o If relevant, how this person is supported at present and when this support ceases

Equipment

- o Functions of the requested item for the research project
- Note: capital equipment is not funded by Asthma Australia. Minor equipment which
 is essential for the conduct of the project can be included. The total cost of minor
 equipment should not exceed \$5000.

Other/direct research costs

- Includes: meeting expenses; translation costs; computing; charges; travel and maintenance.
- If relevant, note why these are not normally available through the institution's normal supplies or services

Institutional brokerage fees or grant administration levies

Given the size of grants and their source (from charitable donors and supporters), the budget for administrative overheads (infatuation levy's, institutional brokerage, or administration costs) must:

- Be waived when the grant awarded by Asthma Australia is \$100,000 or less,
- Not exceed 10% of the total project budget when the grant awarded by Asthma Australia is more than \$100,000.

Please indicate the relative priority of each budget item as A, B or C in the column provided.

A. Items otherwise unavailable and without this phase of the project could not commence

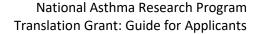
B. Items without which the rate of progress would be considerably slowed and the quality of the work affected

C. Items which are desirable but not essential and the absence of which would not have the same effect as those in the preceding categories

Other support

This section should provide information on financial or other assistance applied for, granted for or already received for (a) this project and (b) other projects relevant to the application in this year and subsequent years.

Please note that Asthma Australia translation/advocacy grants are not intended as supplementary funding for larger studies or projects.





Consumer Review Form

Asthma Australia is committed to being a consumer-centred organisation, which meets the diverse needs of people with asthma and carers. We seek to champion the expressed needs of people with asthma and ensure their inclusion in our research program. We believe research should be informed by consumers, involve consumers and driven by consumers

Please submit the completed Consumer Review Form as part of your application. Your responses to these criteria will be scored by an Asthma Australia consumer representative. Consumer review scores are considered equally with peer review scores.

The Consumer Review Form must be completed in plain English and be able to be considered by the consumer reviewer as a stand-alone document and without reference to information provided in the full application. Please provide a simple concise definition of key technical concepts used. We suggest you ask someone without detailed research knowledge to read the completed form, prior to submission, to check for understanding.

Applicants should include a plain language summary of the project. This should be brief but include key information in a way that can be understood by the general public. This should include; why the research is being conducted, aims and objectives, how you will do the research and what the benefits of the research will be as well as explanations of any technical terms used.

The Consumer Review Form must then describe how the proposed research addresses the following criteria:

Impact	Applicants should address which Asthma Australia research priority area/s this addresses, the need for the project, proposed outcomes and how these will lead to a benefit for people with asthma.
	Explain the potential for the proposed project to have a direct, beneficial impact on the lives of people with asthma, in the short, medium and/or long term. Applicants should include what the benefit/s are expected to be, how likely it is they will occur, and when the benefits might be realised. This shouldn't be confused with the benefits for research participants.
Translation	This section should explain how the project will translate research into policy or practice, including the key activities which will be undertaken.
	Applicants should also note here any potential barriers to translation and how they propose to address them.
Equity	This section should describe who benefits as a result of this project, and should address how the research benefits can be distributed to the wider population or how they benefit people most vulnerable to poor asthma outcomes (e.g. Aboriginal and Torres Strait Islander People, people from culturally and linguistically diverse backgrounds or people with severe asthma for example).
	If the project focuses on a specific population, the applicant should provide an explanation for the rationale behind this focus, including how relevant groups have been considered/consulted. The applicant should also provide explanation around if/how the benefits could be expanded or apply to other groups in the future.

This is not to say research cannot have a focus on a specific population group to be equitable. In fact, research which prioritises the health of vulnerable populations is a



priority of the Asthma Australia research program. However, a study of a new treatment may be inequitable if the results can only benefit people in metropolitan areas or those who can access and afford them.

Consumer centred

Asthma Australia is committed to being a consumer-centred organisation, which meets the diverse needs of people with asthma and carers. Applicants should outline how relevant informed consumers have been involved during the development of the project plan for how they will continue to participate in the research once underway.

Some examples of consumer involvement are:

- Work with researchers to define or refine the research topic
- Provide informed input on research design and proposed methods
- Conduct lay reviews of research proposals
- Participate in recruiting participants to research
- Assist researchers to develop links to hard-to-reach populations
- Conduct reviews of participant information sheets and consent forms
- Assist researchers to pilot a research questionnaire
- Support the development of lay summaries
- Assist in disseminating information to the wider community



Peer Review Guide

Peer reviewers should assess applications on the extent to which they address the four criteria below. Applications will be assessed against the category descriptors on the following pages. While the category descriptors provide peer reviewers with some benchmarks for appropriately scoring each application, it is not essential that all descriptors relating to a given score are met. The category descriptors are a guide to a 'best fit' outcomes. Peer reviewers will consistently refer to these category descriptors to ensure thorough equitable and transparent assessment of applications.

Peer Review Categories	Weight
Project and translation plan	40%
Impact	20%
Capacity, capability and resources	30%
Consumer Centred	10%

Project and Translation Plan (40%)

This section relates to the proposed project plan and activities to translate the research into policy or practice. In their assessment, peer reviewers should consider:

- Does the prior evidence support that the intervention ready for translation?
- Are the activities appropriate and likely to lead to translation?
- Have all relevant partners or organisations been identified, and is there a plan to engage them?
- Have challenges/barriers been identified and steps outlined to mitigate these?
- If the project requires initial research to be undertaken, consider the research design and if it is appropriate for the aims of the research.

Description	Weight
The project:	
 is well-defined, highly coherent and clearly developed is extremely likely that the project will lead to policy or practice changes in the project period is clear how translation will be achieved in the timeframe and any challenges/barriers are appropriately identified and addressed Partnerships/collaborations which will strongly support translation have already been established 	Outstanding (10-9)
 is well-defined, coherent and adequately developed. is likely that the project will lead to policy or practice changes in the project period most steps required to achieve translation in the timeframe have been outlined Some challenges/barriers are appropriately identified and addressed Some partnerships/collaborations which will strongly support translation have already been established 	Excellent (8-7)
 is clear and coherent, but there are some concerns about the feasibility of the project the project may lead to policy or practice changes most steps required to achieve translation in the timeframe have been implied Some challenges/barriers are appropriately identified but unclear how they will be addressed Partnerships/collaborations which will support translation have already been identified 	Good (6-5)



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• is clear and coherent, but there are large concerns about the feasibility of the project	Unsatisfactory
unlikely that the project will result in policy or practice change	(4-3)
some steps required to achieve translation in the timeframe have been outlined	
no challenges/barriers are appropriately identified and addressed	
no partnerships/collaborations to support translation have been identified	
is not well-developed or feasible	Poor/limited
no sense that translation into policy/practice can be achieved	(2-1)
poor understanding of possible challenges/barriers	
no partnerships/collaborations to support translation have been identified	

Impact (20%)

This section includes consideration of the Asthma Australia research priority areas. If applicants are asked to address a specific priority area to be eligible for the grant, reviewers will be advised. Otherwise, applicants can address one or more area.

- Research that focuses on primary and secondary **prevention**
- Research, interventions and other methods of enquiry which seek to address the inequity of asthma impact on vulnerable groups in Australia.
- Research or design and testing of **models and systems** which seek to address the systemic contributions to asthma health or illness.
- Research which explores and minimises the impact of the changing environment on asthma health.
- **Influencing policy** through the consolidation of our experience, insights and consultations with the wider research community.

De	scription	Weight
Th	e planned project:	
•	will lead to a direct impact for people with asthma at the end of the project period	Outstanding (10-9)
•	will lead to significant policy or practice changes	
•	will result in a highly significant advance in knowledge or change which	
	addresses an issue of great importance to people with asthma	
•	has a strong focus on one or more of the Asthma Australia priority areas	
•	will lead to a direct impact for people with asthma	Excellent
•	will lead to significant policy or practice changes	(8-7)
•	will result in some advance in knowledge or change which addresses an issue	
	of importance to people with asthma	
•	has a clear focus on the Asthma Australia priority areas	
•	will lead to an impact for people with asthma in the future	Good
•	will lead to some policy or practice change	(6-5)
•	addresses an issue of some concern to people with asthma	
•	has some focus on an Asthma Australia priority areas	
•	will lead to policy or practice change in the future	Unsatisfactory
•	addresses an issue of some concern to people with asthma	(4-3)
•	has minor implications for an Asthma Australia priority area	
•	will lead to some policy or practice change which may impact people with	Poor/limited
	asthma	(2-1)
•	will provide outcomes that don't provide good value for money	
•	has no implications for an Asthma Australia priority area	



Asthma Australia is committed to advancing Aboriginal and Torres Strait Islander Health Research. Applications which specifically relate to the health of Aboriginal and/or Torres Strait Islander People, must address the NHMRC Indigenous Research Excellence Criteria, which is as follows;

- Community engagement the proposal demonstrates how the research and potential
 outcomes are a priority for Aboriginal and Torres Strait Islander communities with relevant
 community engagement by individuals, communities and/or organisations in
 conceptualisation, development and approval, data collection and management, analysis,
 report writing and dissemination of results.
- Benefit the potential health benefit of the project is demonstrated by addressing an
 important public health issue for Aboriginal and Torres Strait Islander peoples. This benefit
 can have a single focus or affect several areas, such as knowledge, finance and policy or
 quality of life. The benefit may be direct and immediate, or it can be indirect, gradual and
 considered.
- Sustainability and transferability the proposal demonstrates how the results of the project
 have the potential to lead to achievable and effective contributions to health gain for
 Aboriginal and Torres Strait Islander peoples, beyond the life of the project. This may be
 through sustainability in the project setting and/or transferability to other settings such as
 evidence-based practice and/or policy. In considering this issue the proposal should address
 the relationship between costs and benefits.
- Building capability the proposal demonstrates how Aboriginal and Torres Strait Islander peoples, communities and researchers will develop relevant capabilities through partnerships and participation in the project.

Capacity, capability and resources

This section should be considered in relation to opportunity with regard to factors such as:

- Career disruption pregnancy, major illness/injury or carer responsibilities;
- Clinical, administrative and teaching load;
- Available resources including situations where research is being conducted in remote or isolated communities;
- Building relationships of trust with Aboriginal and Torres Strait Islander communities over long periods and subsequent impact on track record and productivity;
- Relocation of an applicant and his/her research laboratory or clinical practice setting or other similar circumstances that impact upon research productivity;
- Typical performance (including publications) for the field in question.

Description	Weight
Relative to opportunity, the project team:	
has all the required expertise, tools and techniques established	Outstanding
 has expertise that specifically targets the proposed project 	(10-9)
 has demonstrated experience translating outcomes into policy or practice 	
• has senior members with outstanding national and international reputations relevant to the application	
 may involve junior members who are very strong contributors to the overall team quality & capability or will have the capacity to do so due to the availability of very strong mentoring by other members of the team 	



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has expertise that is highly relevant to the proposed project	Excellent
has some demonstrated experience translating outcomes into policy or practice	(8-7)
• has senior members with excellent national and/or international reputations in the field	
of research relevant to the application	
may involve junior members who are strong contributors to the overall team quality &	
capability or will have the capacity to do so due to the availability of strong mentoring.	
raises only minor concerns about the expertise relevant to the project	Good
can provide an example of translating outcomes into policy or practice	(6-5)
 members have very good and growing national and/or international reputations in the 	
field of research relevant to the application	
may involve junior members who are valuable contributors to the team quality &	
capability or will have the capacity to do so due to the availability of some mentoring	
• is deficient in some areas of expertise that will be required to successfully complete the	Unsatisfactory
proposed project	(4-3)
can provide one example of translating outcomes into policy or practice	
• members are not well known nationally or internationally in the relevant research fields	
may involve some junior members who would have the potential to add to the team	
with mentoring, but there is little or no evidence of a mentoring framework to support	
them	
is heavily underpowered in terms of relevant expertise required to successfully	Poor/limited
complete the project	(2-1)
Has no experience or evidence of previous success translating outcomes into policy or	
practice	
 members are not well known nationally or internationally in the relevant field 	

Consumer Centred

Asthma Australia is committed to being a consumer centred organisation, that meets the diverse needs of people with asthma and carers. This section prioritises research which is informed by consumers, driven by consumers, involving consumers. Peer reviews should consider the table below in their review for types of consumer roles in research.

Consumer roles in Asthma Australia's National Research Program

Partner	Valued for significant knowledge
Expert	Being recognised for expertise
Advisor	Giving experiential advice to influence decisions
Advocate	Representing the broad views and experiences of people affected by asthma
Personal engagement	Providing a personal perspective though story-telling, surveys, focus groups and discussions

Adapted from: National Framework for Consumer Involvement in Cancer Control

De	scription	Weight
Th	e planned research:	
•	has very high and meaningful consumer engagement throughout all aspects of the project	Outstanding (10-9)
•	engages a very large number of consumers in several roles (see table above) in the project	
•	will result in very high awareness and understanding of asthma in the community	

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has high and meaningful consumer engagement and engages consumers meaningfully throughout most aspects of the project	Excellent (8-7)
 engages a large number of consumers in different roles (see table above) in the project will result in high awareness and understanding of asthma in the community 	
 has strong and relevant consumer engagement throughout many aspects of the project engages some consumers in at least 2 different roles (see table above) in the project will result in clear awareness and understanding of asthma in the community 	Good (6-5)
 has good consumer engagement throughout some aspects of the project engages consumers who may have different roles (see table above) in the project will result in the same awareness or understanding of asthma that currently exists in the community 	Unsatisfactory (4-3)
 has no consumer engagement will result in misinformation or a decline in the awareness or understanding of asthma in the community 	Poor/limited (2-1)

Consumer Review Guide

Consumer reviewers independently score each of the review criteria on a scale of 1-10. The scoring guide below and the detailed description of each criterion is provided to consumer reviewers and is provided here for applicants' information.

Descriptions		Mark
•	Proposal is of the highest quality, provides all the information required, is easily understood, and there is no possibility for improvement.	10
•	An impressive proposal that provides all required information clearly and in detail.	9
•	The proposal provides most of the information required in a clear and detailed way. Little else could be included.	8
•	The proposal is sound but could be improved with addition of detail. The response contains minor gaps, or slight confusion in some parts.	6-7
•	A barely acceptable proposal which addresses the criterion but provides minimal detail, causes confusion and/or includes some irrelevant information.	4-5
•	The proposal suffers serious inadequacies such as little or no detail, irrelevant information and/or causes confusion.	3
•	The proposal does not address the question except in the most fleeting way or is inappropriate to the question. The information provided is very brief or generally irrelevant.	2
•	There is no proposal, or a response that does not address the question. Nowhere else in the Consumer Review Form is there any information relevant to the question.	1

In assigning your score, please refer to the general guide to scoring depicted on the scale and considering the following key points:

Impact	Has the researcher explained the extent of the problem and its
	importance?



	 Has the researcher explained how the research will lead to tangible benefit/s to people with asthma? Are there a number of benefits? Has the researcher indicated the probability, magnitude and/or duration of these potential benefits? Has the researcher indicated when in the future the potential benefits might be achieved? Does the research address at least one Asthma Australia research priority area?
Equity	 Has the researcher explained how the findings could be generalised or applied to other population groups who are not part of the research? Does the research have the potential to provide benefit across all relevant persons groups and/or places? Does the research address an under-studied or under-served population? Does the research address a population with a high burden of illness or poorer outcomes?
Translation	 Has the researcher explained how the research findings may be translated or further developed to enable translated into meaningful outcome for people with asthma? Do you understand when in the future the benefits might be achieved? Has the researcher provided a description of the broad steps or stages required to reach the stated benefits of the research?
Consumer involvement	 Has consumer consultation into the development of this specific project already been undertaken? Are there formal processes/structures in place that link the researchers with consumers? Is the nature of consumer involvement clearly described, including the matters on which consumers will be consulted and the mechanisms by which this consultation will occur, and is the involvement two-way? Has an individual consumer, or a consumer organisation, agreed to act as the consumer representative on this project? Given the nature of the research, does the extent and type/s of consumer involvement seem appropriate? Eg we would not expect a laboratory research project to include extensive consumer involvement Is there a plan for ongoing consumer involvement in the research? Has the researcher considered the role of consumers in the translation of their findings?