APPLICATION FOR SEED FUNDING PROCEDURE

1. GOVERNING POLICY

The Wesfarmers Centre Seed Funding Policy governs this procedure.

2. SCOPE

2.1. The Wesfarmers Centre's funding under this scheme can be used for:

- Salary support
- Laboratory equipment
- Consumables
- Stakeholder/community engagement or planning meetings
- Generating pilot data
- Generating competitive grant submissions
- Protocol development
- Simulations to support study design

2.2. Funds are not to be used for general infrastructure costs.

2.3. The planned duration of research activities shall be no more than 12 months.

2.4. Funding and support available for individual projects will be capped at $25,000.

3. DEFINITIONS

General definitions can be found on the Policy Library website here.

Definitions specific to this document:

TERM	DEFINITION
WCVID	Wesfarmers Centre of Vaccines & Infectious Diseases
Seed Funding	Funding for seed activities that will support a major competitive grant application (not for support of a complete project), and/or seed activities that commence under a new partnership of scientist and clinician or a seed project for a current ongoing partnership of scientist and clinician
Director	Director and/or Deputy Directors of Wesfarmers Centre of Vaccines & Infectious Diseases
GRP	Grant Review Panel
TKI	Telethon Kids Institute
MC	Management Committee of the Wesfarmers Centre of Vaccines & Infectious Diseases
Scientist	A scientist is engaged in scientific research, including, but not limited to, laboratory research, qualitative research, epidemiological research, health data research or other research techniques
Clinician	A clinician is a health professional engaged directly with caring for patients in a hospital or other care setting

4. PROCESSES AND PROCEDURES

4.1. APPLICATION PROCESS

4.1.1. WCVID will invite researchers to apply for Seed Funding.

4.1.2. The closing date and time for submissions will be available on the application form. Applications received after the deadline will not be accepted.

4.1.3. Researchers will complete their application using the form circulated. It will also be available on the WCVID website: https://infectiousdiseases.telethonkids.org.au/be-involved/funding-and-scholarships/ or on request through WCVID@telethonkids.org.au.

4.1.4. The Director(s) will convene a GRP meeting to consider and advise on the relative merit of each application. The GRP will comprise of WCVID post-doc level researchers from within and outside TKI and (a) community representative(s).

4.2. ELIGIBILITY ASSESSMENT

4.2.1. On receipt, each application will be assessed by the WCVID Manager for eligibility against the eligibility criteria as outlined in item 2 of the *Seed Funding Policy*.

4.2.2. Ineligible applicants will be advised as soon as practicable that their application is ineligible.

4.2.3. An applicant may appeal a decision of ineligibility by writing to the WCVID Manager. The decision to allow an appeal will be decided by the GRP or their representative by following the rules of procedural fairness.

4.2.4. Only eligible applications will be submitted to the GRP for assessment.

4.3. ASSESSMENT OF APPLICATIONS

4.3.1. The GRP will assess the project proposal in terms of:
- scientific quality of the project proposal
- significance of the expected outcomes and/or innovation of the concept
- team quality, capability, contribution, and capacity building
- demonstrated engagement with the community, stakeholders, and research peers in developing the project proposal

Further details about how applications are assessed, including the weighting for each category, are provided in the *WCVID Seed Funding Scoring Matrix*.

4.3.2. If deemed necessary, the GRP may seek additional expertise by referring the project proposal to external advisors for further review or to avoid potential conflicts of interest.

4.3.3. The GRP will advise the Director(s) and the MC of their recommendations of those project proposals assessed as the highest quality i.e., priority or high priority, within six weeks of the submission date.

4.3.4. The MC will review the budgetary and resource implications and determine the amount and type of support to be provided to successful project proposals.

4.4. NOTIFICATION & ACCEPTANCE

4.4.1. The decision to support or not support a project proposal is final. Applicants are encouraged to resubmit in future rounds.

4.4.2. Applicants will be provided with feedback from the GRP, although the feedback is not representative of the consensus view of the GRP.

4.4.3. Successful applicants will be notified of the level and type of support offered by the WCVID within eight weeks of submission closing date.

4.4.4. Applicants will have two weeks to accept or decline the support offered.

4.4.5. All applicants will be notified of the outcome in writing and successful projects will be listed on the appropriate internal TKI website.

4.5. AWARDING OF FUNDS/SUPPORT

4.5.1. The awarding of funds will be contingent on successful applicants having consulted with appropriate community representatives. This can be done by either discussing their proposal with a Community Reference Group and/or the Aboriginal Research Projects Forum, as appropriate, or consulting with a community representative one-or-one through the 'drop-in' service, etc.

4.5.2. To receive the awarded monetary support, successful applicants are to establish a new project cost code with Finance by completing the *New project setup* on https://jirasd.telethonkids.org.au/servicedesk/.

4.5.3. Once the project code is established, successful applicants are to submit a *Telethon Kids Internal Cost Recovery Form* electronically to the WCVID Manager via the WCVID Support Officer (WCVID@telethonkids.org.au) for approval.

4.5.4. The WCVID Support Officer will submit the *Telethon Kids Internal Cost Recovery Form* to Finance for processing.

4.5.5. Successful applicants may receive the grant in one or more instalments according to demonstrated achievement of scheduled deliverables.

4.6. COMPLIANCE

4.6.1. The projects supported must comply with the WCVID strategic plan, governance arrangements and operating procedures.

4.6.2. Successful projects must comply with the *Australian Code for the Responsible Conduct of Research* and any applicable laws and obligations, as defined by the National Health and Medical Research Council.

4.7. REPORTING

4.7.1. The outcomes of the successful projects and the associated support provided may be published on the WCVID website and/or the TKI intranet.

4.7.2. A written progress report must be submitted to the MC within four weeks if requested by the Director(s).

4.7.3. The project must be completed within 12 months. The principal investigator may apply for an extension in time only by writing to the Director(s). Their submission must outline why the project completion is outside the original completion schedule and must provide new timeline for completion. The decision to accept an application to extend will sit with the MC.

4.7.4. A final acquittal statement must be submitted to the MC 18 months after funding is awarded, or as requested by the Director(s).

4.7.5. Unspent funds are to be returned to the WCVID upon completion of the project.

4.7.6. A final report must be submitted within 18 months of acceptance of the funding proposal and submitted using the *WCVID Seed Funding Report* template.

4.7.7. Final project outcomes are to be presented at the Infectious Diseases Research Seminar series, Wesfarmers Centre Retreat or Scientific Review.

4.7.8. The WCVID reserves the right to revoke support and/or funds for a seed funded project if adequate progress has not been made or if funds have not been spent consistent with their intended purpose.

4.7.9. A report on the annual expenditure will be provided to the MC. This report will also be made available to Wesfarmers Ltd, and the TKI Board as required.

4.8. ACKNOWLEDGEMENTS

4.8.1. The WCVID is to be acknowledged in all publications related to the supported project.

4.8.2. The WCVID logo is to be used when talking about the supported project according to the *Telethon Kids Institute Wesfarmers Centre of Vaccines and Infectious Diseases Logo Guidelines*. The logo can be used on relevant presentations, posters, reports, websites, etc.

RELATED DOCUMENTS

INTERNAL DOCUMENTS

WCVID Seed Funding Policy
WCVID Call for Seed Funding Applications
WCVID Seed Funding Application Form
WCVID Seed Funding Scoring Matrix
Budget Template for Research Funding Applications
WCVID Guidelines Logo
WCVID Funding Financial Acquittal

EXTERNAL DOCUMENT

Australia Code for the Responsible Conduct of Research

FURTHER INFORMATION

Further information about this procedure can be obtained by emailing WCVID@telethonkids.org.au.

VERSION HISTORY

Version	Approved by	Approval date	Review date	Sections modified	Owner	Author
1	Kylie Sullivan	19/11/2020	19/11/2021	New procedure	WCVID	Marie Nadal-Sims
1.1	Marie Nadal-Sims	22/11/2021	22/11/2022	Awarding of funds/support, and Reporting	WCVID	Marie Nadal-Sims
1.2	Sarah Brazier	08/03/2022	08/03/2022	All	WCVID	Marie Nadal-Sims
1.3	Sarah Brazier			Process and Procedures	WCVID	Marie Nadal-Sims
2.0	Sarah Brazier	22/03/2023	22/03/2024	Change from 'Seed & Partnership Grants' to 'Seed Funding'	WCVID	Marie Nadal-Sims