

## **Aged and Rehabilitation Services**

### **Governance of the Lions John Cockayne Memorial Fellowship Trust Fund**

The Lions John Cockayne Memorial Fellowship Trust Fund Committee (*the Fund Committee*) will be responsible for the disbursement of funds, awarding of research grants, monitoring the progress of funded projects and monitoring the acquittal of funds.

Applications for research grant funding from the Fund Committee will be on the prescribed application form obtainable from the MONARC Manager, Dr Rosa Gualano.

Funding will be principally awarded to projects or travel originating within the current Monash Health Aged and Rehabilitation Services inpatient, ambulatory care, or community services.

Calls for applications for research grant funding will generally occur by the 3<sup>rd</sup> week of September and the closing date will generally be the Friday of the 3<sup>rd</sup> week of October. These dates are subject to change; please contact the MONARC manager for up-to-date information.

The Fund Committee will consider applications at its November meeting in conjunction with the independent reviews of each research grant application and will determine the projects to be funded for the following calendar year – number of grants and value for each.

If high quality applications in excess of the amount of interest are received the Fund Committee has discretion to allocate up to 5% of the Monash Health non-corpus contribution.

Applicants will be notified of the outcome of their application by the 1<sup>st</sup> week of December. Research projects are expected to commence in January and be completed in December in the year of award.

Applications will be evaluated on the basis of the following selection criteria:

- Appropriateness of the proposed research, both to the individual applicant, his/her Department and Aged Care generally;
- Relevance of the project to make a difference to the health, care or treatment of older persons;
- Broad alignment with priorities of the Service Risk Register, which will be available at the time of the grant round
- Research skill development for the applicant and their team;
- Clarity of the hypothesis or research objectives;
- Appropriateness of the scientific method;
- Capacity of the applicant to undertake the proposed research and satisfactorily complete it within 12 months, or a time frame agreed by the Fund Committee, and within budget;

- Potential for the project to be expanded or continued using external financial resources or other assistance, that the successful applicant might attract if their application is supported; and
- Support of the application by Department Head and relevant referees.

Grants will be only awarded if they are of sufficient quality and they meet all the selection criteria. If there is a need to choose between applications of equal calibre, researchers who have not previously received support from this fund will be preferred. The intention of the fund is to nurture and support new clinical researchers.

If for any reason, the annual fund allocation is not fully utilised, the Fund Committee reserves the right to hold the remaining funds over to the following year for future project funding. At any time, the Fund Committee has discretion as to the amount to be allocated to an applicant, from the total grant awarded.

Once ethics approval is granted by the Monash Health Human Research Ethics Committee (HREC), grant holders can request transfer of funds to a nominated cost centre, in consultation with the MONARC Manager and Business Manager.

Reports will be requested at 6 months after approval (usually at the May meeting) and every 3 months thereafter.

Grant funding will be available to pay for services as they are incurred, quarterly or in a mutually agreed timeframe subject to satisfactory progress reports.

A final report, including acquittal of the funds must be submitted to the Fund Committee.

The MONARC manager will notify grant holders when their reports are due. The Business Manager will provide new grant recipients with a reference number to be used in all correspondence, including invoices and fund transfers.

A short presentation is to be made at one of the monthly MONARC seminars, reporting on findings and learning arising from the research. This will usually be in October or November.

Capital items must not be purchased from the research grant funding, Expenses in excess of the amount awarded by the Fund Committee will not be reimbursed by the Lions John Cockayne Memorial Fellowship Trust Fund.

If the applicant is unable to complete the project as planned following the award of funds, the onus is on the applicant's Department /or the applicant to negotiate a mutually agreeable alternative with the Fund Committee as soon as it is known that the project cannot be completed as anticipated.

*Examples include:*

(1) absence due to parental leave – defer grant and complete later OR another member of the Department to complete the project in accordance with the original grant application.



(2) resignation from Monash Health – applicant’s Department to nominate another person, if possible, to complete the project in accordance with the original grant application.

Failure to inform the Fund Committee of any changed circumstances at the earliest opportunity will result in the remaining funds being returned to the Lions John Cockayne Memorial Fellowship Trust Fund for future funding allocation.

A final report/presentation is to be made to the Fund Committee by February of the following year in which the grant was awarded, unless otherwise agreed by the Fund Committee.