AHRAG GRANT APPLICATION PROCESS

Steps	ACTION	TIMELINE	WHO DOES IT	NOTES
New to research	Talk to your manager about your interests in research/seek their support. Can you choose research ideas that benefit HNE's patients/organisational and team priorities. Start to think about research, talk to other staff who have been involved in research, allied health disciplines have a representative on the Allied Health Research Advisory Group. Seek out this representative for support via your manager. Join the HNE Research Office email distribution list to find out about upcoming opportunities. Email HNELHD-ResearchOffice@health.nsw.gov.au and ask to join.	Anytime	Applicant	There is a resource on My Health Learning '**Welcome to Research - Planning the research process**' Course Code:DEV933. This course is applicable for all NSW Health Staff who wish to gain an understanding on the research process and/or may be considering undertaking research. Staff can also visit Hunter New England Research Office | HNE Health (nsw.gov.au) where there are links through to all the HNE RO education resources as well as the Allied Health Research portal. HNE Training and Education Opportunities | HNE Health (nsw.gov.au)
Ready to submit a brief EOI to see if your project is ready to put forward a full application (as below)	An EOI invitation is sent to all AH staff	Early October	HNE Research Office	Hunter New England Research Office | HNE Health (nsw.gov.au)
	Lodge EOI through Award Force. All EOI applications need to be submitted AND endorsed by their line manager by the due date.		Applicant	Award Force is an information and scoring system which manages grant applications. The link to Award Force will be contained in the original EOI invitation.
EOI REVIEW	EOI applications sent via email to AHRAG members	Early November	Research Office	
	AHRAG members review EOI applications individually and score in Award Force		AHRAG members	

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	AHRAG members recommend by consensus EOIs which are worthy of moving on to full applications	Mid November	AHRAG members	
	List of EOIs to move on to full applications saved in the AHRAG share drive and sent to the research office.			
	EOI applicants are notified of the outcome		AHRAG chair	
Progress to full application	Successful applicants are advised that their EOI can move on to full application	Early December	AHRAG chair	
	Successful EOI applicants are sent the application form and Award Force link		Research office	
Application review	Applicants have the opportunity to submit a draft application for feedback by the AHRAG. The AHRAG chair will notify applicants regarding the due date for draft applications		AHRAG chair AHRAG members	
	Applicants wishing to submit a draft can email to the AHRAG chair by the due date]	Early to mid-January		
	The AHRAG chair (+/-) other AHRAG members will provide written feedback on the application			Draft applications will be saved in the AHRAG share drive. AHRAG members can add comments and track changes
	The AHRAG chair will invite the applicant to a face to face or Teams meeting to discuss the changes.	Mid to late January		
Lodgement of full application	Applicant lodges full application through Award Force by deadline. All applications need to be signed off by the manager before the due date.	Mid-late February	Applicant	
Funding	AHRAG Chair discusses available funding with Director Allied Health		AHRAG chair	
Application Review	Applications sent via email to AHRAG members		Research Office	
	AHRAG members review applications individually		AHRAG members	
	AHRAG members recommend by consensus which applications are to be considered for funding		AHRAG members	
DAH sign off	Director of AH signs off on the number of grants which can be funded		Director AH	
	AHRAG chair advises successful applicants of their funding and project deadlines		AHRAG chair	

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	AHRAG chair advises AHRAG and AH Directorate of successful projects and funding	Mid February	AHRAG chair	
Ethics	Applicant completes and lodges ethics application. Note that ethics and governance approval should be in place by 30th June.	End March	Applicant	Applications to the Ethics Committee are due by 31st March. Research Ethics | HNE Health (nsw.gov.au) If applicants experience difficulty with ethics they should contact the AHRAG chair ASAP.
	Once ethics approvals are given, applicant conducts research according to methodology in application		Applicant	
Claims	When funds need to be made available throughout the project, the applicant submits a request for funds to the AHRAG Chair		Applicant	
	AHRAG Chair forwards funds request to AH Directorate			The request must include a PDF invoice
Review claims	AH Directorate checks request against project outline and raises purchase order		AH Directorate Jeanette	AH Directorate enter into procurement – Kim to identify correct cc to use
Forward claims for payment	Once purchase order is raised, receipt and forward to accounts payable for payment		AH Directorate Jeanette	
	A spreadsheet tracking project expenditure is held in the AH Directorate office		AH Directorate Jeanette	
Project presentation	A presentation on the progress of the project should be made to the AH Quality and Research Forum during and on completion of the project		Applicant	
Report	Quarterly progress reports and a final project report are to be submitted to the AHRAG Chair		Applicant	

Contact for this process: hnelhd-alliedhealthdirectorate@health.nsw.gov.au