



# ***NSW Sporting Injuries Committee***



## ***Sports Research & Injury Prevention Scheme Grant Guidelines 2012***

## CONTENTS

	Page
1. Overview -----	3
2. Eligibility-----	3
3. Background -----	4
4. Purpose-----	4
5. Project -----	4
6. Duration -----	5
7. Selection Criteria-----	5
8. Assessment of Applications-----	5
8.1 Contacting Applicants-----	6
8.2 Use of Independent Assessors-----	6
8.3 Oral Presentations -----	6
8.4 Final Assessment -----	6
9. Assessment Timeframe-----	7
10. Assessment Panel-----	7
11. Notification Process -----	7
12. Project Deliverables and Responsibilities -----	8
13. Invitation for applications-----	8
14. Contact Details -----	9
How to draft your research grant application - Attachment 1 -----	10
Proposed terms and conditions for research grants - Attachment 2 -----	14
Proforma progress report - Attachment 3 -----	17

## 1. Overview

The Sports Research and Injury Prevention Scheme is a funding initiative of the NSW State Government and the NSW Sporting Injuries Committee.

The objective of the Scheme is to support sporting organisations and/or research institutions in their efforts to increase safer participation in sport and recreational activities.

The funding grants made available through the Scheme will be used to assist sporting organisations and participants in obtaining or utilising evidence based research to amend practices and policies for safer sports participation.

Eligible organisations may apply for a research grant in accordance with these application guidelines to fund a program that will prevent or reduce the number of incidences and/ or treat the seriousness of injuries resulting from sporting or athletic activities. Applications for grants will be assessed on a competitive basis in accordance with specified selection criteria.

The NSW Sporting Injuries Committee has established the Scheme under Section 11 of the *Sporting Injuries Insurance Act 1978*. Each year the Committee allocates approximately \$100,000 for funding of research grants under the Scheme.

## 2. Eligibility

Applications meeting the following criteria will be eligible for grant funding under the Sports Research & Injury Prevention Scheme:

- The project will deliver a benefit to the NSW sporting community.
- The project is to be conducted in partnership with a NSW sporting organisation.
- The applicant or project is located within New South Wales.

To note that projects pertaining to the following will be automatically excluded:

- Primarily focused on the development and marketing of commercial products
- Primarily directed towards providing ongoing financial support of the applicant, organisation and its officers.
- Not a finite project with clear deliverables and outcomes.
- Lacking information or is incomplete.

### 3. Background

This document describes the guidelines and assessment procedures for research grant applications under the Sports Research & Injury Prevention Scheme.

### 4. Purpose

The primary or major purpose of the project is to contribute to a reduction in the incidence or severity of serious sporting injuries.

The project must achieve its purpose through either:

- a. Applied research to identify and implement safer sporting practices, or
- b. Educational and promotional strategies to increase awareness and change behaviour.

### 5. Project

The application is to be supported by a detailed, quantified project proposal which:

- states the objectives and intended outcomes of the project
- states the methods to be used to monitor and evaluate the project
- identifies persons and organisations responsible for administering the project
- identifies all sources of financial and other support for the project
- includes a project budget and plan
- includes a literary review for the project.

Applicants must identify an appropriately qualified person or organisation to undertake the proposed research.

The applicant will be responsible for providing information and reports to the Committee at regular intervals.

The Committee will monitor the progress of the research and evaluate interim and final reports against the research objectives. The Committee may from time to time request additional information to be provided following the review of a progress report.

***Please refer to Attachment 1 for detailed information on how to draft and compile your research application.***

## 6. Duration

The research project will ideally not extend beyond 18 months duration. However, projects over a longer duration may still be considered.

The applicant will manage all aspects of the project within the timeframe identified in the Research Grant application.

***You will need prior approval from the Committee for any significant deviation (particularly regarding scope and timeframe) of your project from your original grant application.***

## 7. Selection Criteria

Each project must follow and be assessed against the following selection criteria:

1. The project will contribute to a reduction in the incidence or severity of serious injuries resulting from sporting or athletic activities
2. Research outcomes are defined, realistic, measurable and will have a positive impact in:
  - a. Addressing a sporting injury issue of immediate or potential significance, or
  - b. Resulting in sports injury prevention information for use of members within the Sporting Injuries Insurance Scheme
3. The project is conducted in partnership with a sporting organisation that operates in NSW (the partnership is evidenced by financial or in kind support which has been formally declared by the sporting organisation)
4. The project design and methodology is of high quality and the results will be unambiguously interpreted
5. The project represents value for money with a detailed and justifiable budget
6. The research has not previously been undertaken

**NOTE:** Committee members cannot be expected to take any of the selection requirements on faith. The onus is on the applicant to convince them that their project has merit.

## 8. Assessment of Applications

The objective of the assessment process is to select organisations to receive research grant funding in accordance with the selection criteria set out in section 7 above. Prior knowledge of the research subject matter by the Committee cannot be assumed.

Applications will be considered in accordance with their relevance to the selection criteria. Funding under the scheme is a competitive process and it is probable that not all applications will be funded. Please ensure all supporting information is provided with your application.

### **8.1 Contacting Applicants**

While the Committee may use its discretion and contact applicants for additional supporting information in the course of the assessment, there is no obligation on the Committee to contact all applicants. Where considered necessary, clarifications and additional information will be sought from applicants to assist with the assessment of their applications. Where appropriate, all questions and answers will be communicated or confirmed in writing. Care will be taken to ensure that the purpose of seeking clarifications is to resolve uncertainty and ambiguity, to have unacceptable qualifications withdrawn and to provide additional information essential for assessment, and does not amount to an opportunity to vary the substance of the application and thereby obtain any unfair advantage in relation to other applications.

### **8.2 Use of Independent Assessors**

The Committee will, as necessary and appropriate, seek and consider advice from independent assessors able to assist in assessing the merits of an application or the suitability of an applicant. Where appropriate, all such advice will be communicated or confirmed in writing.

### **8.3 Oral Presentations**

The Committee may request any applicants to present regardless of the funding requested to expand upon the merits of their applications and their capabilities, to discuss any matters requiring clarification, and to address any questions the Committee may have regarding their application.

### **8.4 Final Assessment**

The Committee will take into consideration all information obtained from the applicant (including the initial application and any oral presentation) and the independent assessor in shortlisting and ultimately approving successful applications.

The assessment process, results and recommendations will be documented in the Committee's minutes.

## 9. Assessment Timeframe

The Committee expects the assessment process to be conducted within the following timeframe:

DATE	ASSESSMENT PROCESS
1 March	All applications must be received in the format specified in Section 13
2 March – 2 May	<ol style="list-style-type: none"> <li>1. Initial review of all applications for eligibility</li> <li>2. Formal receipt of applications by the Committee</li> <li>3. Referral to an independent assessor</li> <li>4. Applicant responses to questions from independent assessors</li> <li>5. Final report from independent assessors on applications</li> <li>6. Applicant information collated for the Committee members to assess against selection criteria</li> <li>7. The Committee selects shortlisted applicants</li> </ol>
By 19 May	Letters sent to all applicants notifying whether or not they have been shortlisted
27 June	<p>Shortlisted applicants may be requested to provide an oral presentation to the Committee. <i>(notification will be provided by 19 May if a presentation is required).</i></p> <p>Following all presentations, the Committee will make its final decision on the successful grant applications.</p>
By 15 July	Applicants will be notified of the Committee decision.
By 31 July	All successful applicants will be required to sign and return the Terms and Conditions (see Attachment 2 for proposed terms and conditions).

## 10. Assessment Panel

The Assessment Panel is comprised of all NSW Sporting Injuries Committee members. A Probity Officer will oversee the assessment process to ensure equity and fairness of the process for all grant applications.

## 11. Notification Process

All applicants will be notified in writing whether or not they have been successful in receiving grant funding.

Successful applicants will be required to agree to the proposed Terms and Conditions as outlined in Attachment 2 by signing and returning a Form of Acceptance. The terms and conditions may be modified to suit particular projects.

Successful applicants will be promoted by the Committee on its website and through a media release.

## **12. Project Deliverables and Responsibilities**

Please note the ultimate funding of the research grant will be made subject to the Applicant's agreement of the terms and conditions as outlined in Attachment 2.

## **13. Invitation for applications**

Applications are invited from 1 December 2011. All applications must include a completed Application Form signed by all researchers and supporting information as outlined in Attachment 1.

The applications must be supplied in both hard copy and electronic format (either on disk or via email). Applications must be received by the specified closing time.

Prospective applicants are able to access a writeable Application Form and the 2012 Research Grant Guidelines and general information about the Sports Research & Injury Prevention Scheme from:

Website: [www.sportinginjuries.nsw.gov.au](http://www.sportinginjuries.nsw.gov.au)  
Email: [contact.us@sportinginjuries.com.au](mailto:contact.us@sportinginjuries.com.au)  
Telephone: (02) 4321-5392

**The specified closing time is 5:00 pm on 1 March 2012.** Applications deemed to be late will not be accepted, unless there are extenuating circumstances.

## **14. Contact Details**

For additional copies of the application form or for further information about grant funding, please contact:

NSW Sporting Injuries Committee

Telephone: (02) 4321 5392

Email: [contact.us@sportinginjuries.com.au](mailto:contact.us@sportinginjuries.com.au)

## **ATTACHMENT 1 – HOW TO DRAFT YOUR RESEARCH GRANT APPLICATION**

*All applications must be submitted on or prior to the closing time.*

*Applications must be submitted using the application form (available from the website) with supporting information as outlined below.*

*Additional material can be supplied in Word or a PDF document to support the application.*

### **The Writing of the Proposal**

#### **1. Aims and Objectives (approximately half a page)**

Briefly summarise the main aims of the research – what you are measuring and why. If there is a specific hypothesis give it here. Otherwise state what aspect of sports injuries you are investigating. For example, it may be an investigation of the conditions under which injuries occur, an investigation of epidemiological factors (incidences of outcomes or practices in specified groups such as age groups, genders or nationalities) or an investigation of the effectiveness of redemption or avoidance strategies. State why your data is expected to be important in understanding and/or its significance for sport in general or significance mainly for a particular sport.

#### **2. Background (approximately two pages)**

Give the reasoning or preliminary observations that led you to consider doing this piece of research. Give the major factual material that provides a rationale for your investigation. Describe other studies in the area that provide a background to yours. This should include overseas studies on the same topic. It is always a matter of judgment to decide what to include here. It is critical to show that you know what has been done and are building on that or investigating it in an Australian context and not just “reinventing the wheel”.

Apart from putting what you are doing into context the literature is important in providing you with good ideas and alerting you to possible factors that may be confounded with the factors you think you are investigating. Such confounding may make interpretation difficult if you do not eliminate or control for them. The literature also suggests methods of measurement and of analysis. For all these reasons it is critical in a grant proposal that you demonstrate familiarity with the literature. However, the literature cited must be to the point. Do not discuss previous work that is not at least reasonably directly related to your topic or methods. A review of the entire literature in the field is not required.

It may be that there is very little literature relevant to what you propose to do. If that is the case say so but give some evidence that that is the case.

### **3. References**

List any references cited in your proposal with author, date, title, journal, volume and page numbers.

### **4. Methods and Procedures (approximately two to three pages)**

Here you should give the details of the overall strategy and particular techniques to be employed. The following is a guideline of what should be in this section although it is not necessarily exhaustive.

#### **4.1 Subjects of the study**

What group or groups will you be studying? What characteristics must they have or not have? How will you select them?

#### **4.2 Measurement**

What are you going to do? What factors will be varied? What outcomes will be measured and how?

If a survey is to be carried out what will its basic format be and what form will the questions take? (eg check-list). How will questions be selected and trialled? How will the survey be administered? What will you do to maximise the response rate. To what group do you want to generalise the results and how will you ensure sampling from that group? How will you deal with possible biases in the kind of people who choose to respond?

If the data to be collected is epidemiological (incidences of outcomes among various groups) what other factors have you measured to look at possible interactions (joint casualty of more than one factor)? eg sex or age or weight.

#### **4.3 Control**

If you are comparing two groups or the same group on different occasions how will you ensure that they are not different on some irrelevant factor which may be having an effect on your outcome measurements? If you are looking at prevention or redemption techniques how can you be sure that it is the factor you are investigating that is producing any effect you observe rather than something else that goes along with it (is “confounded” with it) such as the venue, time of day, weather conditions etc. Do you plan to use a control group?

#### **4.4 Results**

How will the data be analysed? What statistical techniques will be used?

### **5. Investigators**

List the major investigators and provide details of their current position and their role in the project. Include a one page curriculum vitae for each investigator giving highlights of career, relevant experience (especially

research experience) and major publications (no more than ten). There should preferably not be more than three investigators. Indicate who will manage the project as a whole and each aspect of it.

**NOTE:** *It is a strict requirement of the NSW Sporting Injuries Committee that all investigators must sign the application form for the grant.*

## **6. Associate Investigators**

These are people who are not responsible for the project but who have agreed to give specialist advice. Briefly describe their qualifications and role.

## **7. Cooperation with sporting organisations**

Indicate which sporting or other organisation from which you will need cooperation and how you propose to obtain that cooperation and how that cooperation will be provided. Attach a letter of support from the sporting organization.

## **8. Budget**

Provide a list of budget items with costs. Separately list personnel and supplies. Personnel should be listed by position. The supplies category also includes stationery, postage and other small miscellaneous items that should be listed.

## **9. Budget Justification**

### **9.1 Personnel**

Provide details as to duties associated with each position and state why the position is necessary for the project. State whether full-time or part-time. Give proposed duration of employment. If the person to be employed is already known provide name and qualifications.

## **10. Equipment**

As a matter of Committee policy, grants will not be provided to purchase equipment. Rental costs may be considered and should be listed under supplies.

### **10.1 Supplies**

Briefly justify any supplies listed.

## **11. Overheads**

The NSW Sporting Injuries Committee is a not for profit organisation with limited funding available for research and education programs designed to reduce and prevent serious injuries in sport.

The payment of overheads to Universities has a significant impact on the Research budget and as a consequence is prohibited from being levied against research projects submitted under the Sports Research and Injury Prevention Scheme for consideration by the Committee.

However, the Committee may consider payment of an overhead charge within a grant application, where specific recovery costs incurred by the University directly relate to the research project.

Please contact the NSW Sporting Injuries Committee office if you have any questions.

## **12. Ethical Approval**

Normally an institution, for any research that uses human subjects, requires some form of ethical approval. Indicate what procedures you will go through to obtain such approval if you are part of an institution that has such procedures. If you are not part of an institution you will have to satisfy the Committee that:

- people participating in your research have given informed consent as to what they will be required to do as well as consent to the use of any information about them; and
- that you will observe confidentiality by not identifying specific individuals and organisations in reporting your results and in making them available to other agencies or individuals. You should also make this clear to those participating.

## **13. Time frame of the Research**

You should provide the Committee with both the total time the research will take and a plan of the research. You should say what sequence you will follow in carrying out the various stages of the research and estimate as closely as possible the time you expect each stage to take (eg organising venues and subjects, preparing material, taking measurements or making observations, analysing results, writing up results).

To note that the project will ideally not extend beyond 18 months duration, however projects over a longer duration may still be considered.

## **ATTACHMENT 2 – PROPOSED TERMS AND CONDITIONS FOR RESEARCH GRANTS**

*The following provides an outline of proposed terms and conditions for the research grants provided under the Sports Research & Injury Prevention Scheme by the NSW Sporting Injuries Committee.*

*It is expected that successful applicants will agree to the following:*

### **1. Term of the Agreement**

The agreement will commence on the signing of the terms and conditions for a period up to 18 months subject to an earlier termination or project duration.

### **2. Management of the Project**

It is the responsibility of the Project Manager to manage the research project in accordance with the application.

It is the responsibility of the Project Manager as soon as practicable after becoming aware of any matter which is likely to delay completion of the project to give written notice to the Committee detailing the circumstances and the likely extent of the delay on the initial timeframe of the project in the form of a progress report.

It is also the responsibility of the Project Manager to advise the Committee of any intended variation of the project to that represented within the initial application and the reasons underlying the variation in the form of a progress report.

Any variation to the initial scope must be approved in writing by the Committee before being implemented.

### **3. Progress Reports**

Progress Reports are to be submitted in the form provided in Attachment 3.

Progress Reports are required to be submitted in accordance with a Reporting Schedule to be determined by the Committee on expected outcomes identified in the application.

### **4. Funding Arrangements**

Funding of the project will be made by instalments.

A payment of 20% of the grant total will be initially funded upon acceptance of the terms and conditions and a tax invoice from the applicant.

Instalments will be paid on receipt of progress reports and tax invoices in accordance with the Reporting Schedule once the Committee is satisfied the research project is progressing as planned.

A final instalment of 15% will be made upon receipt of:

- Final Research Reports (refer below)
- Final itemised expenditure of funds
- Tax Invoice for the final instalment.

*Please note that the final instalment will not be paid unless both reports, an expenditure statement and a Tax Invoice are received.*

## **5. Termination of Funding**

It is the discretion of the Committee to terminate funding of the project by written notice to the Grant recipient if in the Committee's reasonable opinion:

The research project is not being managed by the grant recipient in a competent or professional manner, and

The grant recipient is unlikely to complete the project in the required time (and no application for approval of the deferral of the project has been made), provided that the Committee has previously notified the grant recipient in writing of its concerns and the grant recipient has not rectified the problems identified within 30 days of being so notified.

If the above occurs, the Committee will formally request any unspent funds to be returned.

## **6. Final Reports**

At least two final reports are to be provided to the Committee:

- ***Final Research Report***

A final research report that has been submitted to a peer reviewed journal. It needs to be a comprehensive document containing the following information as a minimum:

- Executive Summary
- Background
- Objectives
- Methods
- Results
- Conclusions & Recommendations
- Project Limitations (if any)
- Supporting documentation
- Acknowledgements
- References

Please advise at the time of submission whether the report is embargoed.

- ***Summary Report***

A one page summary report with a key message(s) written in plain English for the Committee to easily promote to sporting organisations and schools (where applicable).

The NSW Sporting Injuries Committee is to be provided with copies of any collated data and published reports on the project. The Committee will use such collected data and published reports at its own discretion.

## **7. Intellectual Property**

The grant recipient shall own the Project Intellectual Property, and grant to the Committee a non-exclusive, perpetual, royalty free licence to use the reports from the project for research, education, training and publication purposes.

Intellectual Property is defined as all patents, designs, copyright, trademarks, names, logos, get-up, know-how, confidential Information and trade secrets and all other intellectual property whatsoever in any and all jurisdictions in any results, reports or other material created or devised in the course of undertaking the project.

The grant recipient will acknowledge the support of the Committee, and the Committee will acknowledge the role of the grant recipient, in any promotional material, academic material, correspondence, information and other medium that relates to the project or reports.

***NOTE: Any alternative arrangements regarding the use of Intellectual Property will be considered when assessing applications.***

## **8. Committee Promotion**

The NSW Sporting Injuries Committee is to be acknowledged as the major sponsor on all project materials, published materials and any presentations.

A copy of our logo will be sent to you by email on acceptance of the terms and conditions.

## **Proforma progress report - Attachment 3**

Regular reporting on your project is very important to the Committee as it provides information about the status of the research performed to date, further action proposed to be taken, and whether there are any impediments to completing the research within the original timeframe.

*Each progress report is to be 1 – 3 pages and is required to contain information under the following headings (where applicable):*

### **Date of the Report/ Progress Report #**

#### **RESEARCH AIMS**

[Provide the title of the project and a brief description of the research project and its aims.]

#### **GRANT PROGRESS**

##### **Data Collection & Analysis**

[Depending upon the status of your project: Provide a summary of:

- Status of the data collection and whether this is in accordance with initial application.
- Status of the data analysis.]

##### **Involvement of the Partner (Sporting Organisation)**

[Provide information on the involvement of the sporting organisation partnering with your project and whether this is in accordance with expectations. For the final progress report, state how the sporting organisation will utilise or apply the results of the project.]

##### **Findings / Outcomes**

[How has the data been analysed, what statistical techniques have been used. What outcomes have been measured, what has been achieved and how? Provide an indication of any initial results obtained for each area of research, what has been revealed and whether this is in accordance with expectations. Graphs can be used to explain the results obtained thus far.]

##### **Grant Progress**

[Identify whether the research is being conducted in accordance with the initial timeframe or has been delayed and if so the reasons for the delay.

If a project will be delayed or the scope of the project is significantly altered this should be advised in a progress report giving the reasons for the delay or change in scope and a revised timeline or scope for the continuation of the project for the Committee to approve.

**NOTE:** *It is at the Committee's discretion to approve any delays or change of scope to the project from the initial application. Once the Committee has reviewed any changes you will be notified of the outcome.*

**Anticipated Schedule**

Provide proposed timeframe for the remainder of the research to be conducted from the date of this progress report.]

**Expenses**

[Provide a listing of expenses incurred in the research project thus far and compare to the budget submitted.]

**Abstracts or Oral Presentations**

[If applicable, please provide information on any abstracts or presentations conducted and if so where and to whom. Please provide copies for the Committee's information]