



ACIPC

Australasian College  
for Infection Prevention and Control

## Targeted Calls for Research

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### Purpose

The purpose of this policy is to provide a formal process for targeted calls for research activity to stimulate research or build research capacity in a particular area of priority identified by the Australasian College for Infection Prevention and Control.

### Scope

This policy applies to, and is binding on, all members and people employed by or representing the College in any capacity, including volunteers, employees, contractors and consultants (hereafter called 'members and staff') who are employed by, or undertake activities on behalf of, the College.

### Policy statement

A Targeted Call for Research (TCR) is a one-time request for grant applications to address a specific research area of priority relevant to infection prevention and control practice in Australasia and is determined to be of importance to the ACIPC membership as a whole. A TCR specifies the scope and objectives of the research to be proposed, application requirements and procedures, and the review criteria to be applied in the evaluation of applications submitted in response to the TCR.

TCRs are offered in addition to other regular grant and funding rounds and aim to provide a mechanism to respond to emerging priorities and needs in the area of infection prevention and control, where other funding opportunities are unlikely to be made available.

### Conflicts of Interest

Due to the nature of the ACIPC membership and the associated research activities of members on Committees and the Board, there is potential for a conflict of interest to exist in relation to TRCs. It is important that members, staff and directors act and are seen to act with integrity and are not inappropriately benefited by improperly using their position in ACIPC.

To avoid any potential issues ACIPC directors, committee members, contractors and volunteers involved in any way in the TRC process or application are required to disclose any potential or actual conflict of interest *prior* to the TRC review process commencing. Any such conflicts of interest will be managed and recorded in accordance with the ACIPC Conflict of Interest policy.

### Funding of Targeted Calls for Research

Funding of TRC will come from surplus ACIPC funds and is only applicable to address priority areas where other government or private funding sources are unlikely to become available. The maximum funding to be made available for the purposes of a TRC is \$100K, this is to ensure responsible use of ACIPC funds and maximise all research outputs in the best interest of ACIPC membership in accordance with the ACIPC Financial Investment policy.

## Unsolicited grant application submissions

Research funding requests submitted outside of regular grant rounds or not directly submitted in response to a TRC will not be considered for funding and will automatically be rejected by the ACIPC office.

## Process for the identification and prioritisation of Targeted Calls for Research

Topics for potential prioritisation for a TRC must be identified by the Board and approved for consideration by the Research, Governance and Scholarships (RGS) Committee. If approved for consideration by the RGS, an outline of the topic area and proposed research question is to be formally submitted to RGS for the establishment of a project brief including proposed budget.

The TRC project brief and budget will then be submitted to the ACIPC Board for consideration. Only TRC proposals approved by the Board will then progress. If approved, RGS will be requested to develop project specific guidelines. If required, the RGS may seek to form a working group of key experts in the related field to be involved in the development of the project guidelines.

## Project Guidelines

TRC Project Guidelines will include the following details –

- Project background
- Opening and closing dates
- Project objectives/aims and research question/s to be addressed.
- Funding allocation (maximum)
- Grant period
- Eligibility criteria
- Eligible grant activities and expenditure
- Research governance and approvals requirements
- Grant assessment criteria
- Grant assessment process
- Notification of outcomes
- Grant application process
- Grant selection process
- Notification process
- Grant monitoring and reporting process
- Dissemination process

## Application and Assessment Process

TRC applications will be submitted directly via the ACIPC Office. An initial review against the eligibility criteria will be undertaken by the RGS with all eligible submissions then presented to the Board for review. All eligible submissions will be reviewed by the Board against the following criteria –

- Scientific quality and relevance to the objectives and expected outcomes of the proposed research (45%)\*
- Value for ACIPC members in terms of funding requested and research outcomes proposed (25%)
- Team capacity and record of achievement of the team in areas/disciplines relevant to this call (20%)
- Clinician and/or consumer involvement (10%)

\* Additional sub-criteria/weighting may be included in these criteria as relevant. Details will be included in the project guidelines.

If required, the RGS may seek to form a working group of key experts in the related field to be involved in the external review of the applications against the above criteria, however, the final decision regarding successful grant selection will rest with the ACIPC Board.

## Announcement of grant outcomes

Applicants will be notified of the outcome of their application by the ACIPC Office only once all eligible applications have been reviewed and the Board has ratified their decision on the successful applicant. All grant outcomes will subsequently be publicly listed on the ACIPC Research - Previous research grants webpage within 21 calendar days after the date of effect.

## Funding Agreement

Research funding will only be offered in accordance with the project proposal and as set out in a Funding Agreement. This agreement will be a legal agreement between ACIPC and the successful organisation.

A grant will not commence, nor grant funds be paid, until:

- a Funding Agreement between ACIPC and the research organisation is in place, and
- the appropriate Schedule to the Funding Agreement is executed in accordance with relevant clause the Funding Agreement.

## Research Governance and approvals

ACIPC requires the highest levels of research conduct and integrity to be observed in the research that it funds. All ACIPC funded research activities must comply with applicable guidelines, laws and approval requirements. Ethical and relevant regulatory approvals must be gained and research conducted in accordance with the *Australian Code for the Responsible Conduct of Research*.

## Insurance & indemnity

ACIPC requires all organisations undertaking research under the TRC funding agreement to provide contractual indemnity to ACIPC and to demonstrate that the research organisation has the required insurance to cover all research activities outlined in the project proposal and as outlined in the Funding Agreement. Evidence of the research organisations insurance arrangements will be required to be provided to ACIPC.

## Intellectual Property

ACIPC asserts all rights to the ownership of intellectual property arising out of any TRC funded research activities. ACIPC will hold a stake in direct ownership of all generated IP and will ensure ACIPC and its members benefit directly from the outcomes of any research funded through the TRC scheme. This includes access to any and all resources developed as a result of TRC research activities.

## Reporting

Researchers are required to report to ACIPC on the progress of the grant and the use of grant funds at defined time periods. Where an organisation fails to submit reports (financial or otherwise) as required, ACIPC may act under the provisions of the Funding Agreement. Failure to report within timeframes may affect eligibility to receive future funding.

