LSA Grant Application Form

Form Preview

Application for Research, Education and Program Grants

* indicates a required field

Introduction

Welcome to the Lifetime Support Authority's online grant application service, powered by SmartyGrants. Information about our grants is available on the Lifetime Support Authority's website.

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the form, please contact us on **LSA.Research@sa.gov.au** and quote your submission number.

1. Project Overview

Project title *

Administering Institution *

Address *

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	

Main business location

Must be an ABN.

Which research priority does this project address? Please select at least one option. *

☐ Early treatments or interventions

☐ Early mental health interventions to improve outcomes

☐ Attendant care

☐ Post-injury vocation

☐ Access to service providers and sustainable planning and policy for those needing treatment, care and support

☐ Prevention

☐ Contributing and casual factors to motor vehicle accidents

☐ Positive outcomes and resilience

☐ Reduction in the incidence and severity of road trauma

☐ Long term usage of medications of dependence

☐ Home automation

☐ Recovery and/or transition into the community for people with injuries

☐ Alcohol and/or illicit drug dependence

Select grant type *

☐ Research
☐ Education
☐ Program

At least 1 choice must be selected.

Short project description *

Provide a short description (100 words recommended) of your project - what are you out to do?

Why does this work need to be done? What is the market need for this project? *

Describe the specific issue or need you want to address (200 words recommended)

Anticipated start date *

Must be a date.

Anticipated completion date *

Must be a date.

Who are the primary beneficiaries of this project/program? *

Please choose only the group/s that are at the very core of this project/program

2. Chief Investigator / Project Lead

Chief Investigator: Please include your full name and title *

Title	First Name	Last Name

Chief investigator position *

Organisation *

School/discipline/unit

Role, skills and track-record relevant to this project *

Word count:
Must be no more than 500 words.

Percentage (%) of time to be spent on this project *

Must be a whole number (no decimal place) and between 1 and 100.

Phone number

Must be an Australian phone number.

Email *

Must be an email address.

Organisational Affiliations

Organisation	School/Discipline/Unit	Affiliation

3. Additional Team Members

If there are more than five team members, please upload a separate document. The word limit for each additional team member is 500 words.

Team member: Please include full name and title *

Title   First Name   Last Name

Team member position *

Organisation *

School/discipline/unit

Role, skills and track-record relevant to this project *

Word count:
Must be no more than 500 words.

Percentage (%) of time to be spent on this project *

Must be a whole number (no decimal place) and between 1 and 100.

Phone number

Must be an Australian phone number.

Email *

Must be an email address.

Organisational Affiliations

Organisation	School/Discipline/Unit	Affiliation

Team member: Please include full name and title

Title   First Name   Last Name

Team member position

Organisation

School/discipline/unit

Role, skills and track-record relevant to this project

Word count:
Must be no more than 500 words.

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Must be a whole number (no decimal place) and between 1 and 100.

Phone number

Must be an Australian phone number.

Email

Must be an email address.

Organisational Affiliations

Organisation	School/Discipline/Unit	Affiliation

Team member: Please include full name and title

Title	First Name	Last Name

Research team member position

Organisation

School/discipline/unit

Role, skills and track-record relevant to this project

Word count:
Must be no more than 500 words.

Percentage (%) of time to be spent on this project

Must be a whole number (no decimal place) and between 1 and 100.

Phone number

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Email

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Team member: Please include full name and title

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School/discipline/unit

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Email

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Organisational Affiliations

Organisation	School/Discipline/Unit	Affiliation

If there more than five team members, you may upload a separate document here limiting word count to 500 words per team member.
Attach a file:

4. Administration Contact

Administering Institute's Admin Contact *
First Name   Last Name

This may be the Research Office. It is the applicant's responsibility to ensure that the Administering Institute approves this application/project.

Position *

Primary Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Contact Institution *

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Applicant

○ Individual   ○ Organisation

Organisation Name

<div style="border:1px solid #ccc; height:40px;"></div>

Title	First Name	Last Name

Applicant Position

<div style="border:1px solid #ccc; height:40px;"></div>

Applicant Primary Phone Number

<div style="border:1px solid #ccc; height:40px;"></div>

Must be an Australian phone number.

Applicant Primary Email

<div style="border:1px solid #ccc; height:40px;"></div>

Must be an email address.

Applicant Institution

<div style="border:1px solid #ccc; height:40px;"></div>

Project Details

* indicates a required field

5. Active Projects

Is this application an extension of an active project? *

○ Yes   ○ No

If YES, please provide outline of active project, including identification of other funding sources.

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Word count:
Must be no more than 200 words.

6. Aims and Objectives

Please outline the aims and objectives of this project *

Word count:
Must be no more than 200 words.

7. Project Design and Methodology

Please provide full details of the project design. Research projects must include sample size, participant recruitment, measurement tools and data analysis. For Program and Education projects, it is important to also demonstrate how the success of the project will be evaluated and reported, including performance indicators for the project.

Project details *
Attach a file:

8. Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries of your project. Generally outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Immediate outcomes occur directly following an activity (e.g. within 1 month); medium-term outcomes are those that fall between the short and long-term outcomes (e.g. between 1 month and 2 years); and long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

Your outcome goals	Timeframe	Alignment with our outcome goals	How does your intended outcome link to our outcome goals?
What changes do you expect will occur as a result of your project (e.g. Enhanced physical fitness)? One per row.	When do you expect this outcome to emerge?	Which of our outcome goals will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours.

Your metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

You may add your own metrics here.

There are two types of metrics. An 'Outcome Metric' is a measurement designed to help you determine whether progress towards an outcome is occurring or not, and quantify the extent to which it is occurring. An 'Activity Metric' tells you how much of something you're doing or producing ('outputs' are often Activity Metrics, for example.)

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to ""ask one good question and answer it reliably"" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric	Type of metric	Target	Collection method
One per row. Add more rows if you want to list additional metrics.	'Activity metrics' measure an activity (e.g. 'Number of visitors'). 'Outcome metrics' measure the change experienced by a population group (e.g. 'Number of young people gaining employment').	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, headcount, observation/ estimation, externally verified sources (e.g. government or public datasets).

Activities

Tell us about the activities you will undertake in order to create change. List one per row.

You can stipulate one location for each activity. If you have one activity taking place in multiple places, you can either list each location as a separate activity (e.g. Breakfast Club #1; Breakfast Club #2, with a specific location attached to each), or you can list one activity with a generalised location (e.g. "Melbourne CBD").

Activity	Location	Will this activity be delivered online?	Start date	End date
One per row. Add more rows if you want to list additional activities.	Where will your activity occur? Any, but at least one field is required.	Pick one option.	Must be a date.	Must be a date.

Theory of change

A theory of change describes how one activity (or a series of activities), when carried out in a certain way, will or may lead to a particular outcome. A theory of change can be provided in written or diagrammatic form.

By outlining your theory of change – why you believe the activities you carry out will produce the outcomes you seek – you can help us understand why funding the work you do may contribute to producing a social, economic or health change.

Theory of Change	Evidence	Explanatory notes
Please explain why you believe the activities you propose will create a shift towards the outcomes you seek.	Provide evidence (where relevant) of the link between the work you will do and the outcomes you seek.	Add notes if you need to provide more context.

Summary of Outcomes

Please confirm which of the following best relates to your project. Select all that apply to your proposal *

☐   Increased knowledge
☐   Educational
☐   Enhanced decision-making
☐   Improvements to external services (health care/vocational/disability/rehabilitation)
☐   Improvements to physical or mental health of those affected by road trauma (treatment/support/care/ability/prevention)
☐   Social impact (quality of life/relationships/meaningful work)
☐   Economic impact (cost savings/R&D/cost of living/return to work)
☐ Other:

At least 1 choice must be selected.

Please feel free to optionally attach additional information to support your application (eg letters of support)
Attach a file:

9. Additional Project Information

Is access to LSA data required? *
☐   Yes ☐   No

If YES, provide a brief explanation.

Word count:
Must be no more than 150 words.

Is ethics approval required? All research funded by the LSA should be conducted in accordance with the Australian National Statement on Ethical Conduct in Human Research 2007 (updated 2015). *
☐   Yes
☐   No
Ethics approval may be required prior to the execution of the Grant Agreement at the discretion of the LSA.

If YES, provide a brief explanation of any anticipated ethical issues and mitigation strategies.

Word count:
Must be no more than 150 words.

Is new staff recruitment required to complete the project? *
☐   Yes ☐   No

If YES, provide a brief explanation of any anticipated issues and mitigation strategies.

Word count:
Must be no more than 150 words.

Will site access approval be required for the project to commence? *
☐   Yes ☐   No

If YES, provide a brief explanation of any anticipated issues and mitigation strategies?

Word count:
Must be no more than 150 words.

Are any special conditions or restrictions being proposed on findings? *
☐   Yes

☐   No

If YES, outline and justify requirements

Word count:
Must be no more than 150 words.

Is access to LSA staff required? *
☐   Yes ☐   No

If YES, provide a brief explanation.

Word count:
Must be no more than 150 words.

Is access LSS participants, LSS families or carers or significant others required? *
☐   Yes ☐   No

If YES, provide a brief explanation.

Word count:
Must be no more than 150 words.

10. Constraints, Conflicts of Interests, and Risks

Please identify any constraints or conflicts of interests and how will they be mitigated. *

Word count:
A potential conflict of interest exists when a researcher has a significant financial interest that could affect the researcher's ability to objectively execute the grant.

Identify the risks in the project and mitigation strategies. What will be the residual risk levels following mitigation. *

You may attach a risk matrix. This is mandatory for projects above $50,000
Attach a file:

Milestones and Budget

* indicates a required field

11. Milestones

Please tell us about the administrative stages you expect to pass through as part of your project. Describe the format of any deliverables related to each milestone (eg data, literature review, software developed, publication, final report, etc)

Milestone	Start date	End date
One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.	Must be a date.	Must be a date.

12. Budget

Projects with multiple phases should structure the budget in accordance with the phases.

Include staff salary classification and FTEs.

All amounts must be shown excusive of GST

Separate expenses by financial year.

You can remove extra rows.

Financial Year	Expenditure	Justification	$ Amount (excl. GST)
			$
			$
			$

13. Budget Totals

Check that all budget totals in this application are correct.

Total amount requested (excluding GST)

$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

You may wish to attach additional budget information
Attach a file:

14. Other Funding

Is additional funding beyond the amount budgeted in this application required to complete this project? *
☐   Yes
☐   No

If YES, please provide the details of the additional funding required and for what purpose. Include source of funding, amount, and if the funding has been confirmed.

Word count:
Must be no more than 150 words.

Is there any in-kind contribution to this project?
☐   Yes ☐   No

If YES, please provide details (Include type of contribution and value

Word count:
Must be no more than 150 words.

Declaration

* indicates a required field

Certification by the Chief Investigator / Project Lead:

I certify that: *
☐   all the details in this Expression of Interest are correct,
☐   I agree to carry out any research (if applicable) in the project in accordance with the Australian Code for Responsible Conduct of Research if my application is successful.
At least 2 choices must be selected.

Name *
Title   First Name   Last Name

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Date *