



# **CHINA-NSW COLLABORATIVE RESEARCH PROGRAM**

**APPLICATION TEMPLATE**

**APRIL 2009**

CONTACT:

Enquiries concerning this Funding Application should be made to the following contact person in either NSW or China:

**The Secretariat**

The China-NSW Collaborative Research Program  
Office for Science and Medical Research  
GPO Box 5477 Sydney NSW 2001 Australia  
Phone: +61 2 9338 6787  
E-mail: info@osmr.nsw.gov.au

**Mr. WANG Jianbo or Mr. LI Xin**

Division of America and Oceania  
Department of International Cooperation  
Ministry of Science and Technology of P.R. China  
Add: 15B Fuxing Road, Beijing 100862, China  
Tel: +86 10 5888 1333  
Fax: +86 10 5888 1334  
E-mail: hzs\_mdc@most.cn

SUBMISSION REQUIREMENTS:

Applications should be no more than:

- **50 A4** pages in total, comprising;
  - 2 pages (Part A)
  - 8-20 pages (Part B – dependent on number of CIs)
  - 6 pages (Part C)
  - 4 pages (Part D)
  - 2 pages (Part E)

All applications must be submitted in the template provided. Instructions provided in brackets should be removed. Minimum font size is **Arial 11 point**.

Applicants must include:

- i) An original signed statement of endorsement and support from the administering organisation.
- ii) A copy of each submitted ethics and/or license application or approval certificates.

SUBMISSION DETAILS:

A **single document, word format** version of the completed application should be emailed to both contact persons in the Office of Science and Medical Research (OSMR) or Ministry of Science and Technology (MoST) by the specified closing date for the funding round. The Title, Departments, Chief Investigators and Project abstract must be the same in both Chinese and English

**An original signed hard copy** of the application, with any additional documents, **MUST BE SENT** via courier or post (*Hard copies should be double-sided and paper-clipped, not stapled nor bound*)

Applications must reach the OSMR or MoST at the above address by 5.00pm on the advertised due date. Late or incomplete applications will not be considered.

Please contact The Secretariat on +61 2 9338 6787 or Mr WANG Jianbo/LI Xin on +86 10 5888 1333 if you do not receive confirmation of receipt of your application within five business days of the closing date.

DUE DATE:

20 May 2009

## FUNDING APPLICATION

Applicants should read the submission guidelines before completing this funding application.

<b>Part A Executive Summary</b> Maximum of two A4 pages		
<b>Full Title</b> (Scientific or detailed title of program/project)		
<b>Short Title</b> (Simplified title of program/project – clear, brief, informative and suitable for general publication and personnel outside your field of expertise)		
<b>NSW Lead Investigator – Chief Investigator A</b> Title: Surname: First name: Organisation:		
<b>NSW Lead Organisation</b> (Where funds will be administered – full name)		
<b>Collaborating NSW Organisation/s</b> (Identify partner Chinese and NSW organisations and nature of collaboration e.g. financial, technical and equipment)		
<b>Chinese Lead Investigator – Chief Investigator A</b> Title: Surname: First name: Organisation:		
<b>Chinese Lead Organisation</b> (Where funds will be administered – full name)		
<b>Collaborating Chinese Organisation/s</b> (Identify partner Chinese and NSW organisations and nature of collaboration e.g. financial, technical and equipment)		
<b>Project Budget Summary</b>		
Item	China	NSW
Funding already secured:	\$	\$
Funding sought:	\$	\$
In kind contribution (monetary value):	\$	\$
Total:	\$	\$
<b>Overview of program of research – (Maximum of 600 words)</b> Outline of the overall program of research to be undertaken by Chinese and NSW organisations and how the project is to be delivered through a collaborative partnership between the Chinese and NSW organisations.		
<b>Referees – (Minimum of 2 referees)</b> Referee must not be involved with the project financially or otherwise. Referees from outside of NSW is preferable. Please provide the name and contact details of the referees.		

<b>Part B.1 - NSW Project Personnel &amp; Track Records – Maximum of ten A4 pages</b>
<b>NSW Chief Investigator A Details</b> <i>(There must only be one Chief Investigator A)</i> Title: Surname: First name: Current positions/appointments: Street address: Postal address (If different to above): Work telephone: Mobile: Email: Facsimile: Qualifications: Percentage of working time devoted to this project: Role and contribution to the project:
<b>NSW Chief Investigator A Track Record</b> <i>Please provide:</i> <i>i) a maximum of 1 page summary of track record including significant career achievements and experience related to proposed research project</i> <i>ii) a list of peer-reviewed publications (2002-2008)</i> <i>iii) five career-best publications</i> <i>iv) status of patent applications</i> <i>v) evidence of competitive funding (2002-2008)</i> <i>(sections ii) to v) should not extend beyond a maximum of 2 pages)</i>
<b>NSW Chief Investigators B- D Details</b> <i>(Copy this section for additional Chief Investigators. Maximum number of CIs on project including CIA is 4. Delete this section if not relevant).</i>  Title: Surname: First name: Current positions/appointments: Street address: Postal address (If different to above): Work telephone: Mobile: Email: Facsimile: Qualifications: Percentage of working time devoted to this project: Role and contribution to the project:
<b>NSW Chief Investigator B- D Track Record</b> <i>Please provide:</i> <i>i) a 200 word summary of track record including significant career achievements and experience related to proposed research project</i> <i>ii) a list of peer-reviewed publications (2002-2008)</i> <i>iii) five career-best publications</i> <i>iv) status of patent applications</i> <i>v) evidence of competitive funding (2002-2008)</i> <i>(sections ii) to v) should not extend beyond a maximum of 2 pages)</i>
<b>NSW Associate Investigator Details</b> <i>(Copy this box for additional Associate Investigators. Do not include more than 4 Associate Investigators) - delete section if not relevant.</i>

Title:  
Surname:  
First name:  
Current positions/appointments:  
Street address:  
Postal address (if different to above):  
Work telephone:  
Mobile:  
Email:  
Facsimile:  
Qualifications:  
Track Record: (list up to five of the most relevant and recent publications)  
Percentage of working time devoted to this project:  
Role and contribution to the project:

**Contact details for Grant Administration Officer at NSW Administering Organisation**

Title:  
Surname:  
First name:  
Current positions/appointments:  
Street address:  
Postal address (if different to above):  
Work telephone:  
Mobile:  
Email:  
Facsimile:

<b>Part B. 2 - Chinese Project Personnel &amp; Track Record – Maximum of ten A4 pages</b>
<b>Chinese Chief Investigator A Details</b> <i>(There must only be one Chief Investigator)</i> Title: Surname: First name: Current positions/appointments: Australian Citizen/Residency Status: Street address: Postal address (If different to above): Work telephone: Mobile: Email: Facsimile: Qualifications: Percentage of working time devoted to this project: Role and contribution to the project:
<b>Chinese Chief Investigator A Track Record</b> <i>Please provide:</i> <i>i) a maximum of 1 page summary of track record including significant career achievements and experience related to proposed research project</i> <i>ii) a list of peer-reviewed publications (2002-2008)</i> <i>iii) five career-best publications</i> <i>iv) status of patent applications</i> <i>v) evidence of competitive funding (2002-2008)</i> <i>(sections ii) to v) should not extend beyond a maximum of 2 pages.</i>
<b>Chinese Chief Investigators B-D Details</b> <i>(Copy this section for additional Chief Investigators. Maximum number of CIs on project including CIA is 4. Delete this section if not relevant).</i> Title: Surname: First name: Current positions/appointments: Australian Citizen/Residency Status: Street address: Postal address (If different to above): Work telephone: Mobile: Email: Facsimile: Qualifications: Percentage of working time devoted to this project: Role and contribution to the project:
<b>Chinese Chief Investigator B-D Track Record</b> <i>Please provide:</i> <i>i) a 200 word summary of track record including significant career achievements and experience related to proposed research project</i> <i>ii) a list of peer-reviewed publications (2002-2008)</i> <i>iii) five career-best publications</i> <i>iv) status of patent applications</i> <i>v) evidence of competitive funding (2002-2008)</i> <i>(sections ii) to v) should not extend beyond a maximum of 2 pages)</i>
<b>Chinese Associate Investigator Details</b> <i>(Copy this box for additional Associate Investigators. Do not include more than 4 Associate Investigators) - delete section if not relevant.</i>

Title:  
Surname:  
First name:  
Current positions/appointments:  
Street address:  
Postal address (if different to above):  
Work telephone:  
Mobile:  
Email:  
Facsimile:  
Qualifications:  
Track Record: (list up to five of the most relevant and recent publications)  
Percentage of working time devoted to this project:  
Role and contribution to the project:

**Contact Details for Grant Administration Officer at Chinese Administering Organisation**

Title:  
Surname:  
First name:  
Current positions/appointments:  
Street address:  
Postal address (if different to above):  
Work telephone:  
Mobile:  
Email:  
Facsimile:

**Part C Program Details** Maximum of six A4 pages

**Background and Significance of Project**

*(Provide a brief background and clearly state the need and relevance of the project and how this project has the capacity to demonstrate progress towards the innovation of Traditional Chinese Medicine and Proteomics. This should include a summary of relevant literature and evidence summarised in a way that explains and justifies the rationale for the project. Maximum of one A4 page for key references)*

**Aims/Objectives/Hypothesis/es** *(Clearly identify the aims and target outcomes of the project and provide hypotheses that are consistent with these)*

**Methodology** *(Include, where relevant, details regarding the program/project design, population, recruitment methodology, interventions, randomisation, sample size justification, data collection and management, instrumentation and statistical analysis methods. The methodology proposed must be appropriate and consistent with project aims and target outcomes)*

**Project Plan, Timelines and Milestones** *(A template is included to assist with completion of this section. Progress reports will be required at six month intervals.)*

Stage	Key project task	Critical milestone	Person/organisation responsible	Period 1 e.g. Qtr 1	Period 2 e.g. Qtr 2	Period 3 e.g. Qtr 3	Period 4 e.g. Qtr 4
e.g. 1:	Project planning		CI-A Chinese CI-A NSW				
e.g. 2:	Molecule identification	10 potential molecules	CI-B Chinese				
e.g. 3:	Identify pathway	Major pathway identified	CI-B Chinese				
eg. 4:	Purification and production of molecule	Optimisation of protocol	CI-C NSW				

**Components of Program to be conducted in NSW** *(Identify the components of the program to be carried out in China, highlighting how this will be delivered in conjunction with China based components of the program/project, and against the overall project plan)*

**Components of Program to be conducted in China** *(Identify the components of the program to be carried out in China, highlighting how this will be delivered in conjunction with NSW based components of the program/project and against the overall project plan)*

**Barriers and Contingencies** *(Identify predicted or actual barriers that may impact upon the successful implementation of the project and how you propose to address them)*

**Expected Project Outcomes**

*(Briefly describe the expected outcomes to be directly derived by both parties of the collaboration and their relevant areas of research from this program/project)*

**Anticipated Outcomes and Potential Benefits**

*(Briefly describe the longer-term outcomes and benefits that be delivered in NSW and China following program/project completion)*

**Strategy for post-project implementation, communication and dissemination of findings**

*(This must be an appropriate and feasible plan)*

**Ethics & Regulatory Approval**

*(Ethics clearance or a copy of an ethics application is required before any funding payments will be made. Please select the appropriate answer relevant to this program/project application.)*

**NSW PROJECT COMPONENT**

	<b>Animal Ethics</b>	<b>Human Ethics</b>
Application submitted?	YES / NO / NA	YES / NO / NA
Approval received?	YES / NO / NA	YES / NO / NA
Copy of Application or Approval letter attached?	YES / NO / NA	YES / NO / NA

**Other Comments:** *(If approval is not available please indicate estimated date of approval)*

**CHINESE PROJECT COMPONENT**

	<b>Animal Ethics</b>	<b>Human Ethics</b>
Application submitted?	YES / NO / NA	YES / NO / NA
Approval received?	YES / NO / NA	YES / NO / NA
Copy of Application or Approval letter attached?	YES / NO / NA	YES / NO / NA

**Additional Comments:** *(If approval is not available please indicate estimated date of approval)*

**Part D1**  
**NSW Detailed Budget** *Maximum of two A4 pages.*  
*(Refer to Appendix 1- Budget Reference Sheet. Budget Details for Chinese partner to go in Part D2)*

<b>Total NSW program/project costs (from all sources - Australian dollars)</b>	
<b>Item</b>	<b>Year 1</b>
Staff/personnel <i>(including PSP, EFT, EBA, on-costs &amp; annual increments if relevant)</i>	\$
Consumables and maintenance	\$
Equipment/capital items <i>(attach written quote &amp; provide justification)</i> <i>Refer to Appendix 2 – Funding of Capital Items and Equipment</i>	\$
Other <i>(specify cost for each additional item)</i>	\$
<b>Total project cost</b> <i>NB: Do not include any indirect costs in budget calculations</i> <i>(eg university administration / infrastructure fees)</i>	\$

<b>Funding sources</b>	
<b>Source</b>	<b>Year 1</b>
Total amount of funding secured from other sources <i>(specify name of organisation and total amount secured, including any financial contribution provided by the host organisation, separate from any in-kind support)</i>	\$
Total amount requested per project year from the China-NSW Collaborative Research Program	\$

<b>In-kind support (support provided without a financial transaction)</b>		
<b>Description (e.g. infrastructure, equipment, staff time, office space)</b>	<b>Volume/ estimated \$</b>	<b>Organisation/ individual</b>
<b>Total</b>		

**Budget justification**  
*(all items must be provided as specified in Appendix 1: Budget Reference Sheet)*

**Part D2**

**Chinese Component Detailed Budget** Maximum of two A4 pages.

(Refer to Appendix 1: Budget Reference Sheet. Budget Details for NSW partner to go in Part D1)

<b>Total program/project costs (from all sources - Australian dollars)</b>	
<b>Item</b>	<b>Year 1</b>
Staff/personnel (including PSP, EFT, EBA, on-costs & annual increments if relevant)	\$
Consumables and maintenance	\$
Equipment/capital items (attach written quote & provide justification below. Refer to Appendix 2 – Funding of Capital Items and Equipment)	\$
Other (specify cost for each additional item)	\$
<b>Total project cost</b> (NB: Do not include any indirect costs in budget calculations (eg university administration / infrastructure fees))	\$

<b>Funding sources</b>	
<b>Source</b>	<b>Year 1</b>
Total amount of funding secured from other sources (specify name of organisation and total amount, including any financial contribution provided by the host organisation, separate from any in-kind support)	\$
Total amount requested per project year from the China-NSW Collaborative Research Program	\$

<b>In-kind support (support provided without a financial transaction)</b>		
<b>Description (e.g. infrastructure, equipment, staff time, office space)</b>	<b>Volume/ estimated \$</b>	<b>Organisation/ individual</b>
<b>Total</b>		

**Budget justification**

(all items must be provided as specified in Appendix 1: Budget Reference Sheet)

**Part E.1 NSW Organisational Certification**

(A statement by the Responsible Officer, or delegate, of the administering organisation endorsing the program/project at the administering organisation and accepting responsibility of obligations within the terms of the Funding Agreement)

## Organisational Endorsement

I certify that:

- appropriate general facilities for conducting the research described and for administering the research funding are available in this organisation;
- I am prepared to have the research undertaken in this organisation;
- any funds provided by the NSW Government will be utilised for the purposes intended;
- I agree to audit processes, if requested;
- arrangements for the management of the grant have been agreed between all organisations associated with this application; and

**Name:**

*(please PRINT)*

**Title / Position:**

*(please PRINT)*

**Administering Organisation:**

*(please PRINT)*

**Signature:**

**Date:**

## Chief Investigator A certification

I certify that all details in the application are correct and all persons listed as investigators have agreed to take part in the proposed research.

**Name:**

*(please PRINT)*

**Title / Position:**

*(please PRINT)*

**Organisation:**

*(please PRINT)*

**Signature:**

**Date:**

## Part E. 2 Chinese Organisational Certification

*(A statement by the Grant Administering Officer, or delegate, of the administering organisation endorsing the program/project at the administering organisation and accepting responsibility of obligations within the terms of the Funding Agreement)*

### Organisational Endorsement

I certify that:

- appropriate general facilities for conducting the research described and for administering the research funding are available in this organisation;
- I am prepared to have the research undertaken in this organisation;
- any funds provided by the Chinese Government will be utilised for the purposes intended;
- I agree to audit processes, if requested;
- arrangements for the management of the grant have been agreed between all organisations associated with this application; and
- this request satisfies the requirements of this organisation and that this organisation has established administrative processes for assuring sound scientific practice in accordance with the *Australian Code for the Responsible Conduct of Research 2007*.

**Name:**

*(please PRINT)*

**Title / Position:**

*(please PRINT)*

**Administering Organisation:**

*(please PRINT)*

**Signature:**

**Date:**

### NSW Partner Chief Investigator A certification

I certify that all details in the application are correct and all persons listed as investigators have agreed to take part in the proposed research.

**Name:**

*(please PRINT)*

**Title / Position:**

*(please PRINT)*

**Administering Organisation:**

*(please PRINT)*

**Signature:**

**Date:**

## APPENDIX 1: BUDGET REFERENCE SHEET

Projects and initiatives that are supported by the Chinese and NSW Government are expected to demonstrate a shared commitment to the project. Projects that offer additional in-kind or match support will be well-regarded.

Furthermore successful applicants are required to enter into a funding agreement covering terms, budgets, project performance measures, milestones and financial accounting requirements.

The following information should be considered in preparing the project budget included within your full funding application:

- The proposed budget should be summarised for each year and additional sources of funding or contributions (if any) from other organisations, received or requested, should be identified separately.
- Detailed justification is required for all budget items. Demonstrate the budget is commensurate with the project methodology and deliverables.
- State the level of funding attributable to each phase of the project implementation plan and or milestones.
- Clearly state the assumptions or methods used to calculate the budget estimates.
- Include details of any income, fees or other payments you may expect to derive as a result of undertaking the project or as a result of any programs run as part of the project.
- Your project budget should be stated as exclusive of Goods and Services Tax (GST).
- Grants paid by the NSW Government will be subject to GST. The amount payable will be increased by the amount of the GST liability, provided that the funded organisation has a registered Australian Business Number (ABN) and provides a valid tax invoice.
- Where appropriate, budgets for project personnel should be aligned with the NHMRC Personnel Support Packages (PSPs). These are designed to cover all salary and salary on costs (eg payroll tax, workers compensations, leave loading and superannuation) as well as additional support for minor operational maintenance, including postage, phone/fax, printing, stationery, computer hardware and software. The PSPs represent the upper limit of funds that the NSW Government will provide for personnel support.

As a guideline, the PSPs table below represent reasonable funding limits that the funder will provide for personnel support. Please refer to the NHMRC website for updated PSP salaries.

	<b>NHMRC PSP- 2009</b>	<b>\$ per annum</b>
<b>PSP 1</b>	Technical support – non graduate	48,250
<b>PSP 2</b>	Junior graduate research assistant	60,250
<b>PSP 3</b>	Experienced graduate research assistant / Junior postdoctoral researcher	66,250
<b>PSP 4</b>	Experienced post doctoral researcher	78,250
<b>PSP 5</b>	Senior experienced post doctoral researcher	84,250

## **APPENDIX 1: BUDGET REFERENCE SHEET (Continued)**

- Salaried clinical and specialist staff not covered by the PSP classifications above should be costed at appropriate rates in keeping with relevant salary scales and market rates.
- Reasonable anticipated CPI increases on top of these rates is acceptable.
- Indirect costs should not be included in your budget sheet
- In keeping with government purchasing principles when engaging an external third party, consultant or purchase of equipment/capital at a cost of more than \$1500, this request must be accompanied by at least one written quotation. For items in excess of \$30,000 three quotations must be provided. Items in excess of \$150,000, this request must include a submission containing full details and specifications to the Department of Public Works and Services (DPWS-NSW Supply) for the invitation of tenders.
- Demonstrate your ability to track and manage project funds. It is preferable that project funds are transferred to a special purpose fund for each project.
- The Government may consider funding of capital items and technical/medical equipment, when they are demonstrated to be unique to the project and essential for a project to proceed. In addition, all requests should meet the China-NSW Collaborative Research Program guidelines for funding of capital items and equipment.
- Requests for travel and accommodation expenses, directly related to the project, should be reasonable and in line with governmental guidelines. Justification and details including purpose and mode of transport are required.
- After Full Funding Application budgets have been submitted they should not be altered unless amendments are requested by the review committee.

### **What will not be funded:**

- Capital building works, ie building refurbishment or maintenance.
- Ongoing management and implementation costs post project funding.
- Local or institution specific quality improvement plans and projects.
- Professional development costs including course registration fees.
- Staff backfill costs.
- Computers and hardware unless it can be justified to be completely necessary and essential to undertake the project activities (e.g. for work in the field).
- General office hardware e.g. furniture, printers and photocopiers.
- Miscellaneous and unspecified costs.
- Projects that are considered to be the funding responsibility of individuals, hospitals or state and federal governments.
- Conference attendance and associated travel.

## **APPENDIX 2: FUNDING OF CAPITAL ITEMS AND EQUIPMENT**

The Selection Review panel may consider funding of capital items and technical/medical equipment, if they are demonstrated to be unique to the project and essential for the project to proceed.

All requests should meet the following requirements:

### **Requests for capital items/equipment:**

- should not relate to those items/apparatus normally provided from agency funds eg furnishings, office equipment;
- will only be considered where it is clearly demonstrated that provision is not the responsibility of the requesting agency or another funding body;
- will only be considered where it is demonstrated that all alternative sources of funding and/or amortisation of costs have been fully explored before requesting funds;
- should demonstrate that opportunities for usage of the equipment/item will be maximized;
- should demonstrate that the equipment/item is required to conduct a specific project or research program rather than for provision of direct patient care;
- will only be considered where contingencies are clearly identified for ongoing and/or additional costs post-funding, given the demonstrated success of the project or initiative;
- funding for computers will not generally be considered, except if it is demonstrated that the request is an integral component of technical equipment and/or essential for purposes of field work;

In cases where funding for capital items or equipment is approved, the Government will incur no responsibility for maintenance and/or renewal of the equipment/item either during the project duration or after the project is completed.