

The Ian Potter Foundation

# Grantee Key Learnings

Medical Research

## Contents

Key lessons from previous grant recipients .....	2
Introduction.....	2
General observations.....	2
Section 1 – Planning.....	2
Research/Preparation/Regulatory .....	2
Budget.....	3
Capacity/staffing.....	3
Scheduling.....	4
Sustainability.....	4
Capital works.....	5
Equipment .....	5
Technology.....	5
Location .....	6
Section 2 – Importance of managing relationships.....	6
Funders.....	6
Non-funding partners/collaborators .....	6
Stakeholders/networks .....	6
Suppliers/Distributors.....	7
Staff .....	7
Experts/advisors.....	7
Section 3 – Communications & Dissemination.....	7
Section 4 – Evaluation.....	8
Professional evaluators .....	8
Benchmark .....	8
Adapt.....	8
Innovate .....	8

## Key lessons from previous Medical Research grant recipients

### Introduction

This document is intended for future applicants and grantees. It contains the collective lessons reported by grantees in the past five years of final reports submitted to The Ian Potter Foundation.

The document is arranged thematically, and provides examples of learnings sourced from grantees final reports.

Views expressed here do not necessarily represent the views of The Ian Potter Foundation.

### General observations

Be ambitious, but also mindful of capacity.

Don't rush. There is nothing to be gained from rushing or short cutting the process.

Manage expectations – those of clients, volunteers, and staff.

### Section 1 – Planning

Planning really includes all aspects of a project or program. In this section we'll break the planning process down to include research (including preparation and regulatory issues), budget, capacity/staffing, scheduling, sustainability, capital works, equipment, technology, and managing risk. Each of these aspects is critical to ensuring a targeted, successful project.

### Research/Preparation/Regulatory

First things first, know what you're dealing with. Without an understanding of the context or environment you are operating in you will not have a successful outcome. The context of a project is multifaceted, including such things as the type of participants/clients, stakeholder expectations/needs, and regulatory requirements. Following are just some of the learnings our grantees have reported back to us.

Gather information from stakeholders to find out what is wanted prior to implementing a program (see [Relationships, Stakeholders](#) above).

For certain projects/programs there may be external regulations or standards that need to be adhered to. Be careful to consider federal regulations. For instance, one grantee experienced delays in purchasing an irradiator as a result of a new process implemented by the Department of Human Services and the federal regulator for radiation safety. Make sure you obtain pre-approvals for the instrument space and technical support so that you're able to progress as soon as funding is received. Remember that the location (and its architecture) can impact a research project.

You may need to factor in ethics requirements. Know ethics deadlines. One grantee did not have an ethical application approved which caused delays.

In general, plan as much as you can on paper prior to starting any activity.

Finally, when writing a grant application, emphasise the parts of the project that you are passionate about, and those that have the greatest capacity to create positive change. View

the application forms as an invitation to discuss what is most important and interesting about the project, not as a rigid questionnaire.

### **Budget**

An important part of any plan is the budget. How much money have you got and how much do you need to spend to achieve your goals? There are many aspects to budgeting financials and below are just some of the useful tips our grantees have passed on from their experiences.

#### ***Salaries, staff expenses & training***

Ensure salary levels are appropriate.

Include overtime rates in your budget. One grantee's lab ran from 8am–10pm each day, but found it difficult to run on a skeleton staff, particularly in the evening.

Incorporate training costs into your budget. One grantee's staff did not know how to use the new software which in turn stalled the project.

#### ***Capital costs***

Capital expenditures can improve throughout, and property ownership is preferable to rental.

#### ***Contingency & accuracy***

Have contingency funds for unexpected costs, for instance, in the event of equipment breaking down or accidents involving equipment. One grantee researcher's PhD student accidentally overheated one of the elements, melting the equipment.

In the case of a research project, it might be important to budget for research funds in addition to the fellowship. For one grantee this was critical in ensuring that research – in this case, the molecular work – could commence.

#### ***Leverage and future***

Receiving funding from one source can provide you with leverage to obtain further grants from different sectors. For instance, obtaining a grant from a philanthropic body may make it easier for your organisation to obtain government funding (see also [Relationships, Funders](#)).

Think ahead and plan to fund for the future. Consider the cost of sustaining the project beyond the employment of a particular staff member or the duration of a pilot phase.

### **Capacity/staffing**

Any project plan needs to consider capacity in terms of staffing as well as other resources.

#### ***Recruiting***

Recruit wisely. Delaying projects in order to attract the right personnel prove highly beneficial in the long run. Otherwise you may experience unplanned delays as a result of engaging the wrong personnel at the outset to manage the project. Identify a project manager and make sure that the person/s has the support to see the project through.

Plan timelines for recruiting. Depending on your sector, recruitment may need to occur at a particular time. For one grantee, recruitment was delayed until the start of the academic year in February. A new staff member was recruited and trained, however, the overall result was that the project ran several months behind.

### ***Training & development***

Disseminate training among staff to ensure knowledge and skills are retained by the organisation. One grantee organisation sent a staff member that had primary responsibility for operating the system to Canada to undertake specific training to enable them to train other staff. Unfortunately, the relevant staff member left. Implementing staff-wide training immediately after this staff member's return from Canada would have ensured dissemination of this specialised knowledge. It may be best to train at least two staff members in the use of new technology.

Plan cross-disciplinary work carefully. One grantee found a challenge in linking bioengineers with basic biologists due to different educational backgrounds and differences in technical language.

### ***Maintaining staff***

Consider staff burden particularly for part-time staff. A project's expectation of fortnightly meetings may be too onerous for part-time staff.

### ***Scheduling***

Timing is everything. A fundamental aspect of any plan is working out the schedule or timelines for activities to occur.

Throughout your project/program you need to allow time for stakeholder engagement. Be aware that consultations with stakeholders can take a longer amount of time than anticipated. For example, as one grantee's project progressed, a number of new stakeholders were identified and subsequent consultations had to be arranged (see [Relationships, Stakeholders](#) above).

Pro bono workers may require an extended timeline. For instance, one grantee reported a delay to their project caused by their reliance on pro bono help from a local building company, which had to juggle their commitment to the project with paid work.

When using technology or carrying out an experimental project, it may pay to be more conservative when setting goals and predicting output.

In a research setting, you may need to factor in meeting ethics requirements. One grantee found that the time needed to secure regulatory and ethics approvals for the medications as well as the clinical trial was longer than anticipated, leading to an initial delay in commencing patient entry to the trial.

It's important to issue a clearly communicated schedule of deadlines for suppliers/distributors so your schedule is not held up by late delivery.

As with the budget, you should plan for contingencies at each stage, considering factors such as delays in equipment delivery, facilities availability, training completion.

### ***Sustainability***

Where possible you need to plan for sustainability. This could involve developing easy-to-use processes, reporting or information-gathering right through to thinking about what equipment you already have that you can use.

Our grantees report that streamlining by using daily reports via cloud technology is worthwhile.

Involve your key stakeholders/next funders from day one. If you are not sure who they are, approach the government/organisation and arrange a face-to-face meeting to find out.

### Capital works

When managing capital works projects there are many things to incorporate in your planning. Here are suggestions from our grantees.

Be aware of permits required. Building permits are not always one-offs as there may also be disability requirements, and unanticipated needs, for example, widening of an existing doorway, that emerge during a project.

It is important to manage building projects tightly. This is especially critical to multi-million dollar capital works projects as building costs can increase dramatically.

For capital works keep visual and written records of projects – these may prove to be very useful in the future in the event of further approvals being required or when justifying variations.

You will need to scope facility requirements to meet regulatory compliance. Consider novating the consultant contracts to the builder to transfer risk from the client side.

Plan for all stages of the building process before beginning a building project. The planning stage is critical. Delays experienced by grantees in getting projects started resulted from difficulties in:

- Acquiring appropriate land and permits from the council (generally six months)
- Time taken to subdivide the land
- Time taken for the new Federal Government to settle into office and signing an MOU
- Council approval for the project changes.

### Equipment

When planning to purchase equipment consider future supply and demand. For example, one grantee found an expensive microscope was under-used due to staff changeover; and another found that the demand in Australia for their purchased equipment was lower than anticipated as three other universities purchased a similar piece of equipment.

Conversely, you may need to account for device undersupply. One grantee found the biggest hurdle was the delivery of the Bose 5500 instrument as there was a shortage of these devices. It took four months from the order until delivery.

Make sure you test the equipment prior to purchase to see if it meets your needs. After testing three real time machines and their analysis software, a grantee decided to change their purchase from the model that was originally identified in their proposal.

Consider economies of scale. 'Trendy' is not always the most efficient. One grantee found the bespoke nature of the technical specifications for mobility devices resulted in little economy of scale of 3D printing.

### Technology

When purchasing technology try to find a local supplier. It is easier to problem-solve issues when dealing with suppliers face-to-face or on local time.

Make sure you strike the balance between sophisticated functionality and complexity. You may want to consider if tablet devices would work in lieu of laptops.

Depending on the complexity of your technology requirements, it may be worthwhile to consider using specialist consultants to advise on IT selection.

### **Location**

For research-based projects, some grantees find that co-location is a large contributor to success, so try to ensure that the researchers are based in the same space with purpose-built facilities.

## **Section 2 – Importance of managing relationships**

Any project will involve different people or groups of people to execute it. Managing people and relationships is vital to the success of any project or program.

### **Funders**

Many funders are not willing to fund the entire cost of a project or program but are looking for projects that have already received some funding and are looking for funding partners.

You can also often go back to previous funders for further grants so it is a good idea to complete all the necessary reporting obligations so that your subsequent grant applications are viewed in a positive light.

### **Non-funding partners/collaborators**

By collaborating, a research institute found that applying for the development of a device manufacturing hub that had multiple applications, rather, was of greater interest to potential donors than just a piece of equipment on its own.

In one example, a grantee changed the company used to run its stable isotope analyses from a commercial company to a university. This change had the benefit of significantly reducing the cost per sample, as well as opening up many new collaborative research opportunities.

Working collaboratively with other organisations can also result in cost savings.

One grantee found other organisations are not always upfront with their plans which in turn can affect a project you are working on together.

Grantees have found that even though a good professional network had been established, a lot more preparatory work was required than the grantee initially thought when working on a collaborative project across institutions.

You will need to develop patience if you are waiting for offers of pro bono support to be realised. Pro bono work often has to be fitted around a contractor or organisation's paid work.

### **Stakeholders/networks**

Be aware that consultations with stakeholders can take a longer amount of time than anticipated. For one grantee, as the project progressed a number of new stakeholders were identified and so subsequent consultations needed to be arranged. The formal reference group model can be useful

The most important thing to remember is timing. You should gather information from stakeholders to find out what is wanted prior to implementing a program.

Provide systematic opportunities for different stakeholders to engage and have a stake in the evaluation of programs/projects.

### Suppliers/Distributors

Relationships with suppliers and distributors can be equally as valuable in terms of saving time and money.

Don't be afraid to negotiate with a supplier/distributor. One grantee was able to negotiate the price of robotic liquid handling workstation down from \$289,538 to \$164,000 – a significant saving.

Ask the distributor if there are any deals available. For example, purchasing an ex-demonstration model allowed a grantee to acquire equipment with significant advantages over the equipment they were originally anticipated acquiring; another grantee received free training from their distributor.

You can lean on manufacturers/distributors for training if you are deciding between their equipment and another suppliers. One grantee was able to arrange an intensive training session with the technologies manufacturer to train their physical therapists.

### Staff

Recruiting, managing and training staff is central to many projects or programs. Without skilled, committed people to run them, programs don't happen.

Many small administrative improvements can be made throughout a project due to staff feedback. These may include reducing the amount of team/office meetings, streamlining and clarifying decision making processes and creating OH&S protocol documents.

### Experts/advisors

Recruiting a steering committee can give you an edge.

Remember to consult with your experts when making decisions or changes. One grantee changed their target patient group after input from an eye disease specialist indicated that blind patients suffering from *Retinitis Pigmentosa* would be a more appropriate group.

In health-related projects it may be wise to engage GPs and health workers in local clinics as primary contact points.

You can also use technology to bring in experts. Where possible work with local partners but you can also use Skype for presentations from experts/advisors based in other locations.

## Section 3 – Communications & Dissemination

Dissemination of information, updates or news can occur in many ways. However you choose to communicate, ensure you do so in a professional manner. You should also communicate regularly and at predictable times. For most Medical Research projects, this will be managed by the research institution's Communications staff.

## Section 4 – Evaluation

With each project or program it is important to verify that your original aims were met. The only way to do this is to set objectives at the start that can be measured in some way. Keep a professional and comprehensive track record of all Key Performance Indicators and how these have been achieved in order to clearly illustrate the success of the project.

### Professional evaluators

Choose your evaluator wisely. One grantee found that a KPMG evaluation helped secure government funding.

Consider contacting evaluators on The Ian Potter Evaluation Pool:

<http://www.ianpotter.org.au/the-ian-potter-foundation-evaluation-pool-2016/>

### Benchmark

Benchmark outcomes against federal standards can add credibility when communicating impact.

Again, after a program/project has been completed you can benchmark your results against what has been done internationally

### Adapt

Accept that it is common to re-work policy-focused research in response to early findings or changes in the research landscape. This is particularly the case in scientific and medical research projects.

### Innovate

Don't be afraid to innovate. For example, the original bionic eye failed to meet the surgical and patient requirements so the grantee developed its own bionic eye components to fulfil the anatomical, surgical, patient and safety needs.