



## MEDICAL RESEARCH

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This document is for reference only. Applications will only be accepted via our online system.

### BEFORE YOU BEGIN

Please refer to the helpful advice provided [here](#) to assist you to more easily complete your application.

You may also like to refer to our [Privacy Policy](#).

Note that The Ian Potter Foundation prioritises applications with evidence of collaboration. Please ensure that you have alternative providers of funding, and that your application clearly considers any possible grant from the Foundation in this context. We are unlikely to fund 100% of a project cost.

### IMPORTANT

As well as submitting the application online you must **MAIL OR HAND-DELIVER A HARDCOPY** of the completed application **to our office by 5pm AEST on the closing date**. Hardcopies are required as applications may be sent to external expert reviewers. Please note that applications received after the closing date **WILL NOT** be considered irrespective of the postmark date.

### ATTACHMENTS REQUIRED TO BE MAILED:

- ABR printout
- Completed application form
- Budget
- Confirmation of funding if applicable
- Letter from CEO/equivalent
- Letters of support if applicable
- Ranking letter (universities) If applicable

Refer to the *Attachments* section for full details of all requirements.

## ABOUT YOUR ORGANISATION

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**\*Required before final submission**

### **\*Organisation / Institute / Faculty / Centre name**

If your organisation is not a university please enter your organisation name as per ABR entry.

If you are applying from a university e.g. Faculty of Medicine, Nursing and Health Science, please write *University Name: Medicine, Nursing and Health Sciences* (this helps us to link your request to historical requests made by your Faculty).

If you are applying from a Research Centre the format should be *University Name: Centre Name*

**Applicant Organisation – AKA** (acronym, trading name, former name)

Some organisations are known more commonly by a trading name. If your organisation uses a trading name please check that it is listed with your Entity Name on the [Australian Business Register](#).

Acronyms are the abbreviation formed by the initial letters of words e.g. The Ian Potter Foundation - IPF. If an acronym applies to your organisation please include it here.

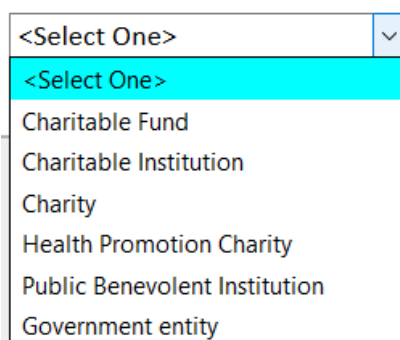
**\*Australian Business Number (ABN)**

**\*Applicant organisation name**

Exactly as per your ABN – Refer to the [Australian Business Register](#)

**Please select your organisation's type:** you can refer to the [Australian Business Register](#) for confirmation.

If your organisation is a Government entity you will need to provide us with a letter from the ACNC stating that but for its connection with government your organisation would be a charity and a tax exempt entity.



A screenshot of a dropdown menu with a white background and a light blue border. The menu is open, showing a list of options. The top option is '<Select One>' with a small downward arrow on the right. Below it, the same option is highlighted in a bright cyan color. The other options listed are: Charitable Fund, Charitable Institution, Charity, Health Promotion Charity, Public Benevolent Institution, and Government entity.

**ORGANISATION'S PRIMARY CONTACT DETAILS**

e.g. Chief Executive Officer or equivalent or the Research or Grants Office contact.

Universities please note that the Foundation works with a specific contact person in each university. You must [contact your university research office](#) to discuss this submission in advance of completing this application form.

**NOTE:** if more than one application is being submitted by your university a letter will need to be provided by the university ranking the applications in order of priority. Refer to the Attachments section.

**Head of Organisation** (CEO or equivalent)

\*Prefix \*First Name \*Last Name

\*Position Title

\*Gender

\*Email

\*Address

\*Street / PO Box

\*City/Suburb/Town \*State \*Postcode

\*Organisation telephone

\*Organisation email

\*Web address

**Describe the work of your organisation/faculty/centre/research institution, addressing each of the following:**

- \*1. Please provide a brief description of the work of your organisation/faculty/centre or research institution. Background as at (please add date)  
Word count 0 of 200
- \*2. Who is the Dean of your Faculty and/or Head of Department (or equivalent)?
3. If you are applying from a university who is your current Vice-Chancellor?
4. Board Members (if applicable) **Not required if your organisation is a university.**
5. Provide the URL / link to your current **audited and signed** Financial Report.  
If you are unable to provide the URL you **MUST** include the Financial Report as an attachment.
6. Provide details of any significant organisational or financial information that has impacted on your organisation and/or faculty/centre/institute since your most recent Annual Report and audited financial statement.

This may include changes in funding, structure or size; changes in strategic direction or research priorities, acquired property or other. Please leave blank if you have nothing to add.

Word count 0 of 150

7. Provide the URL / link to your current Annual Report.  
If you are unable to provide the URL you must include the Annual Report as an attachment.

## REQUEST DETAILS

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### Primary Contact for Project

- \*Prefix \*First Name \*Last Name
- \*Position Title
- \*Gender
- \*Email
- \*Telephone / Mobile Phone

- \*1. **Please indicate the where your project will take place.**  
Select the most relevant Local Government Areas (LGAs). Postcodes can be converted to LGAs. If you need assistance please refer to this link [Local Government Areas](#) and search for your postcode(s).  
  
If your project covers EVERY LGA in a state/territory, you may select that state/territory. Select "National" if the initiative is Australia-wide.
2. **If necessary, please provide any additional/clarifying information about where your project will take place.**

**\*3. Select from the list below to indicate the geographic reach of your project**

Please click on this link: [Geographic Reach Classifications](#) to search for your town/city or postcode and confirm the classification. (e.g. Geelong = Metropolitan, Hobart = Inner Regional).

- Metropolitan    Inner regional    Outer regional    Remote    Across all areas

**\*4. Indicate which population group(s) will be served by your proposed project.**

You may select up to 4 population groups.

- Animals  
 At risk youth  
 CALD  
 Chronically ill people  
 Gay, Lesbian, Bisexual, Transgender, Intersex  
 Homeless people  
 Indigenous people/communities  
 Not relevant/no specific target  
 Offenders/ex-offenders  
 Parents/Families  
 People with intellectual/learning disabilities  
 People with mental and behavioural disorders  
 People with physical disabilities  
 Refugees/New Arrivals  
 Sex workers  
 Single Parents  
 Substance abusers  
 Unemployed people  
 Victims of war, crime and/or abuse  
 Youth in out of home care  
 Other

**\*5. Select the Gender group which will benefit most from your project**

- All males  
 Majority males >60%  
 All females  
 Majority females >60%  
 Equal male and female  
 Gender irrelevant

**\*6. Which age groups will most benefit from your project?**

- Babies and early childhood (0-5)
- Children (6-12)
- Adolescents (13-18)
- Young adults (19-25)
- Adults (26-64)
- Seniors (65+)
- All age groups
- Not relevant

**\*7a. Which of the issue area(s) will you be working in?**

You can select a maximum of 4 areas

- Health
- Health-Medical specialities
- Health-Medical specialities-Biomedicine
- Health-Medical specialities-Cardiology
- Health-Medical specialities-Dermatology
- Health-Medical specialities-Emergency
- Health-Medical specialities-Gastroenterology
- Health-Medical specialities-Genetics
- Health-Medical specialities-Geriatrics
- Health-Medical specialities-Hematology
- Health-Medical specialities-Immunology
- Health-Medical specialities-Neurology
- Health-Medical specialities-Obstetrics and gynecology
- Health-Medical specialities-Oncology
- Health-Medical specialities-Ophthalmology
- Health-Medical specialities-Other medical specialty
- Health-Medical specialities-Paediatrics
- Health-Medical specialities-Pathology
- Health-Medical specialities-Pharmacology
- Health-Medical specialities-Psychiatry
- Health-Medical specialities-Stem cell therapy
- Other
- Science-Biology
- Science-Biology-Biochemistry
- Science-Biology-Botany, ecology

- Science-Biology-Genetics, human physiology, molecular biology
- Science-Biology-Zoology, paleontology
- Science-Engineering
- Science-Mathematics
- Science-Technology (assistive, biotech, computer science, nanotechnology, robotics)

**7b. Issue area**

If you selected 'other' in the list above, please include the issue area(s) you will be working in

**\*8. Title of your project**

Word count 0 of 15

**\*9. Describe your proposed project**, clearly stating what you want to do with the funds.

Please provide a brief statement of what your project intends to do and achieve. You will have opportunities to expand further in the application.

This grant will enable us to....

Word count 6 of 100

**\*10. What are the identified major disease research and treatment needs that will be addressed by this project?**

Word count 0 of 150

**\*11. What is the primary type of project support you are seeking?**

- Capital and infrastructure
  - Building and renovations
  - equipment purchase
  - Land/building acquisition
- Organisational Capacity Building
  - Professional development/mentorship
- Program development
  - Program creation
  - Program expansion
  - Program Maintenance
- Research/evaluation
  - Program evaluation
  - Research
  - Unknown/other

**\*12. How does your project relate to the Medical Research funding objective?**

- To support the provision of equipment and capital infrastructure to support outstanding research groups.

You are required to speak with the Medical Research Program Manager prior to submitting an application. Please call the Foundation on (03) 9650 3188

Word Count 0 of 150

**\*13. Total cost of the project**

Please do not include dollar signs and round up to the nearest dollar e.g. 285,800

**\*14. How much are you requesting from The Ian Potter Foundation?**

Please do not include dollar signs and round up to the nearest dollar e.g. 110,000

- \*15. How long (in months) will it take to complete your project?**  
i.e. 12 if your project will take one year, 24 for two years etc.
- 16. If your request is for a grant to be paid over more than one financial year, please detail as in following example -**  
\$50,000 p.a. over 3 years for a total of \$150,000.  
Leave this field blank if you are requesting one payment only.
- \*17a. Project start date.**  
Please refer to our [funding round dates](#) for the earliest date that your project may start. We do not fund retrospectively. Please contact the office on (03) 9650 3188 should you wish to discuss the timing of your project further.
- \*17b. Project end date.**
- 18. The Foundation expects that there will be risks associated with every project. If you have a pre-existing risk matrix or contingency plan please upload it here.**
- 19. If you don't have a risk matrix or contingency plan, refer to our [examples here](#) as a prompt to assist you in formulating your risks.**  
Please outline what risks may affect the successful completion of your project and how will you mitigate against them?  
Word count 0 of 150
- \*20. What are the identified major disease research and treatment needs that will be addressed by this project?**  
Word count 0 of 150
- 21. What is your sustainability plan? i.e. self-funding, Government support, other philanthropic grants. etc. If relevant, where and how will you source the funding needed to sustain the project?**  
Word Count 0 to 200
- 22. The Ian Potter Foundation values knowledge sharing. What plans, if any, do you have to share the results of your work with others?**  
Word count 0 of 150

## **GOALS/ACTIONS/OUTCOMES**

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A minimum of 2 (maximum of 5) project goals must be completed. If you are successful in securing a grant, you will be required to report against achievement of these goals. You should ONLY state short-term goals that you intend to achieve during the life of the project (long term outcomes are covered below).

Goals should be short-term outputs; KPI's/timeline actions can also be known as activities. For more information on "SMART", see [SMART Goals](#). Please include SMART-specific, measurable, achievable, relevant and time-bound actions in your timeline. Make sure you consider things you will be measuring within your project (number of participants, workshops, publications).

## EXAMPLE

**(i) Goal**

Train staff to use the XYZ machine.

**(ii) Timeline**

1. By June 2019, two key members will receive training from the supplier, and;
2. By September 2019, we will hold 3 training sessions for a total of 20 staff.

**(iii) Measurements**

i.e. Short-term measure of success (what can be measured by the end of the grant period, longer term outcomes and covered below

### Project Goals 1 to 5

**\* (i) What is your goal?** Word count 0 of 70

**\* (ii) Please provide a timeline of the actions/KPI's necessary to achieve this goal.**

e.g. When will you: consult others; undertake planning; advertise your event; undertake background checks etc? Word count 0 of 70

**\* (iii) What measurements will you put in place to determine if you have achieved your goal?**

Word count 0 of 70

## LONG-TERM OUTCOMES AND MEASUREMENTS

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**\* (i) From the following list, select a maximum of three long-term outcomes**

- Mortality rate attributed to cardiovascular disease, cancer, diabetes or chronic respiratory disease
- Reduced/eradicated prevalence rates of [a particular] disease
- Suicide mortality rate
- H-factor/number of scientific publications
- Research group receives ongoing funding (NHMRC/ARC/corporate)

**\* (ii) How will you evaluate these outcomes?**

e.g. What specific indicators will you use for each outcome? Who (Internal/External) will lead the evaluation/collect the data?  
Word count of 0 to 150

## PROJECT BUDGET

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You must submit a budget for your project - both online and in hardcopy. Please use our [Budget Template](#).

Your itemised budget should include the following headings where applicable.

### Income

- confirmed grants from government or other funding sources
- unconfirmed funding requests
- cash contributions from your organisation
- inkind contributions and

### Expenditure items



- a breakdown of salaries
- consultants fees
- capital costs
- administration costs
- equipment purchases
- advertising and/or promotion etc.

#### **PLEASE NOTE**

Where relevant you must itemise each section, refer to example:

#### **Income**

Grants from government or other funding sources: \$93,000

- ABC Foundation      \$15,000
- 123 Trust              \$28,000
- Government          \$50,000

#### **ATTACHMENTS**

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#### **ADMINISTRATION / RESEARCH / GRANTS OFFICE**

**PLEASE** read this section carefully. The application and all requirements must be submitted online but we also require a hardcopy of the application and some of the requirements to be mailed to the Foundation.

#### **PRINTING A HARDCOPY**

Please print the application AFTER you have submitted it online - NOT while it is in progress.

In your My Account select Submitted Applications from the drop-down menu and open your application. It will appear as a webpage. From your internet browser menu select Print and print the application in Portrait orientation.

**UPLOADING FILES TIP: File Names with symbols e.g. backslash, ampersand etc in the file name will not be accepted by the system.**

#### **CEO letter**

The hardcopy application must be accompanied by a letter from the requesting organisation's Chief Executive Officer or equivalent person ( e.g. Director of Institute, University Vice-Chancellor or Deputy Vice-Chancellor Research) attesting to the value of each application to the organisation.

#### **Ranking**

In the case of multiple applications in one or more program areas (other than travel and conference grants), advice must also be provided as to the priority ranking of all such applications.

#### **UPLOAD the following requirements:**

##### **1. ABR print-out**

A scanned print-out of your organisation's details from the [Australian Business Register](#).

##### **2. Declaration.**

Print a copy of the application Declaration and arrange for it to be signed and dated by the Director of the research institute, CEO or other signatory as specified on the Declaration. Then scan it and upload it as an attachment.

**3. ACNC letter**

If your organisation is a Government Entity include a letter from the Australian Charities and Not-for-profits Commission (ACNC). It must indicate that your organisation would be a charity 'but for its connection with government' and that it is a tax exempt entity. Please call our office on 03 9650 3188 if you require further information.

**4. Audited Financial Statement**

Upload your organisation's most recent signed and audited statement but ONLY if you have not included the URL / link for it in question 5 in the section *About your Organisation*.

**5. Annual Report**

Upload a pdf of your Annual Report if you have not included the URL / link for your Annual Report in question 7 in the section *About your Organisation*.

**PROJECT PRIMARY CONTACT**

Upload the following where applicable and note that you should also provide your Research Office contact with hardcopies - they must be received with the hardcopy of your application in our office by 5pm AEST on the closing date.

**Letters of support**

Include letters of support if you are working in partnership with another organisation, or working with other organisations in the delivery of your project as they demonstrate that you have their support. Please ensure that support letters provide sufficient detail of exactly what support is being provided by each organisation i.e. funding (cash amount), staff/personnel, research, other items of 'in kind' support etc.

Letters of support should be specific to each supporting organisation and it is recommended that you do not use or provide them with a 'cut and paste' template.

You may include up to 3 letters of support and it is helpful to us if the file name indicates that it is a Support Letter and which organisation/person has written it.

**Letter(s) of confirmation**

If you have received confirmation of funding from other foundations / trusts, governments, outside sources the letter(s) of confirmation should be attached. You may include up to 3 letters of confirmation and it is helpful to us if the file name indicates that it is a Confirmation Letter and which organisation/person has written it.

**Head of Department letter of support**

A letter of support from the Head of Department stating why the application is a priority for the institution and with confirmation of cash support would be highly regarded.

**Note:** if further information is needed in the review of your project you may be contacted prior to the Board meeting at which the grant request is to be considered.

You should receive notification of the outcome of your application by email within four months of the funding round closing date.