

RESEARCH GRANTS FUNDING GUIDELINES

Retina Australia is a not-for-profit organization which acts in the interest of those affected by inherited retinal diseases. In addition to its other activities, Retina Australia directs funds to scientific/medical research in Australia relevant to the causes, treatment, prevention or cure of inherited retinal diseases. Priority will be given to studies of retinitis pigmentosa and other inherited retinal diseases and, to the extent that available funds permit, to age-related macular degeneration. The research may be basic or applied.

Research into diabetic retinopathy is not funded by Retina Australia, nor is research into behavioural and welfare aspects of retinal disease. Funds will not normally be granted for more than one year, and will not normally exceed \$40,000.

Retina Australia will also consider funding overseas research when deemed appropriate by the Grants Advisory Committee. Normally this research would be led by an Australian researcher working overseas and funded according to the same competitive basis as for Australian grants.

Applicants will require at least a PhD, or Master's Degree, from an Australian university or one recognized by the Australian Medical Authority.

1 PROCEDURES

1.1 Applications lodged with Retina Australia shall be any one of the following:

- (a) In the form of a NH&MRC research application which may be either:
 - (i) a new application for NH&MRC funding; or
 - (ii) a previously successful application that will receive continued NH&MRC funding in the year for which Retina Australia funding is sought.

- (b) In the form of a HRC of NZ research application which may be either –
 - (i) a new application for HRC of NZ funding; or
 - (ii) a previously successful application that will receive continued HRC of NZ funding in the year for which Retina Australia funding is sought.
- (c) A direct application to Retina Australia.

2 REQUIREMENTS

Applications shall be made electronically to admin1@retinaaustralia.com.au

- 2.1 An applicant submitting a new NH&MRC or HRC of NZ application is required to lodge a copy of the application together with the following:
 - (a) a letter requesting that the application also be considered an application to Retina Australia; and
 - (b) an appropriate completed summary sheet (see Appendix A)
- 2.2. An applicant who has previously received RA funding and has therefore already submitted their NH&MRC or HRC of NZ application to RA is required to notify RA of the need for continuing support, together with the following:
 - (a) a copy of their updated publication list;
 - (b) a copy of their updated list of currently held and requested research funding; and
 - (c) an appropriate completed summary sheet (see Appendix B)
- 2.3 Applicants making a direct application to Retina Australia must submit their application using the form provided herewith as Appendix C.

3 PROCESSING OF APPLICATIONS

Applications will be considered and ranked by Retina Australia's Grants Advisory Committee and those rankings and associated reports will be taken into account by Retina Australia in determining the allocation of grants from available funds.

4 TIMETABLE FOR RETINA AUSTRALIA RESEARCH GRANTS

April: The Company Secretary of Retina Australia forwards invitations to apply to potentially interested individuals and institutions by mid-April.

June: Applications to Retina Australia close on **30 June in each year**.

July: The Company Secretary of Retina Australia forwards all applications to the Chair of the Grants Advisory Committee for consideration.

October: The Chair of the Grants Advisory Committee to forward the Committee's recommendations to the Company Secretary of Retina Australia for distribution to Board members **by the first day of October** for consideration.

October/November: Retina Australia Board meets to determine the annual awarding of research grants.

December: The Company Secretary of Retina Australia writes to all applicants to advise them of the outcomes of their applications.

Following an offer of grant, each successful applicant must lodge with the Company Secretary a signed letter of acceptance of both the offer and the conditions of grant before any grant monies will be paid by Retina Australia.

Grants will generally be paid in quarterly instalments, prior to the first day of January, April, July and October of the year of the grant, following receipt of the signed documents.

February of the year following the grant: Grantees will be sent a form relating to the acquittal of funds along with a request for a lay report of the completed research project suitable for publication by Retina Australia. Both documents should be sent to the Company Secretary by **31 March**. (refer Clauses 6.4 to 6.6).

5 POLICY

5.1 Retina Australia policy regarding research funding is that its available funds will be directed to scientific/medical research relevant to the causes, treatment, prevention or cure of inherited retinal diseases, in the first instance of retinitis pigmentosa and other inherited retinal diseases and, to the extent that available funds permit, of age-related macular degeneration.

Research into diabetic retinopathy will not be funded as it is expected that funds for such research will be available from organisations concerned with diabetes.

5.2 Retina Australia may fund research which is basic, or applied, and may support research through supplementing NH&MRC or HRC of NZ funding, or "near miss" NH&MRC or HRC of NZ applications, or otherwise consistent with its funding policy.

Direct applications to Retina Australia will also be considered. However, research into behavioural and welfare aspects of retinal disease will not be funded.

5.3 Retina Australia grants shall be strictly for one year only.

5.4 Research project budgets and Retina Australia grants

(a) A Retina Australia grant will not normally exceed \$40,000 in any one year but special consideration may be given to extending this limit to \$60,000 in the case of a highly ranked application

(b) Combined NH&MRC or HRC of NZ and Retina Australia grants may exceed the NH&MRC or HRC of NZ budget request.

5.5 Retina Australia will not provide funding support to more than one research project involving any chief investigator in any one year. However, funding may be provided to more than one project where the same investigator maybe the chief investigator for one project, and a team member of another, or alternatively a team member for a number of project applications.

5.6 Funded researchers who fail to comply with the conditions of the grant may be ineligible for future funding.

6 CONDITIONS OF GRANT

The following conditions apply to all recipients of a Retina Australia research grant:

- 6.1 All funds shall be used solely and exclusively for the purpose of the work proposed in the successful application and within the terms of the grant.
- 6.2 Expenditure of funds for any other purpose requires specific prior written permission from Retina Australia.
- 6.3 The award of a grant is subject to agreement that no part of funds granted by Retina Australia as a charitable entity shall be applied as an infrastructure or other university levy. Expenditure of more than \$2,000 on non-consumable equipment items during the course of the grant will not be approved.
- 6.4 A full account of grant monies expended shall be supplied to the Company Secretary of Retina Australia by **31 March** in the year following the grant.
- 6.5 The support of Retina Australia must be acknowledged in all publications of work funded wholly or in part by a Retina Australia grant.
- 6.6 Grantees shall provide a report on the year's work comprising one to two pages of text in non-technical terms, which can be published by Retina Australia in their newsletter, uploaded to the Retina Australia website, or by any other medium. These are required to be sent to the Company Secretary by **31 March** in the year following the grant.
- 6.7 It is required that recipients of an RA grant awarded to support a "near miss" NH&MRC or HRC of NZ grant, resubmit to the NH&MRC or HRC of NZ in the next appropriate funding round.
- 6.8 Grantees must comply with the ethical standards of their institution and all relevant legislation and accepted codes of practice for animal and human experimentation.
- 6.9 Retina Australia expects the early and full sharing of data between research groups receiving its funding support.

6.10 With respect to intellectual property rights the following shall apply:

- (a) intellectual property produced by the researcher remains the property of the research institution.
- (b) should the researcher file for a patent or enter into commercial development based wholly, or in part, on research wholly or partially funded by Retina Australia, then the researcher will enter into negotiations with Retina Australia to determine what is a fair and reasonable proportion of the profits to be paid to Retina Australia in recognition of its contribution in funding the research.

6.11 Unless excused by Retina Australia, grantees will attend Retina Australia's National Congress for the purpose of presenting a report on their research. However, Retina Australia will not provide separate funding for this purpose.

6.12 Grantees are expected to be prepared to attend at least one meeting of their local Retina Australia member group during the year of their grant, or the year following completion of their research grant, upon invitation.

7. NOTES

7.1 Retina Australia funding decisions are final. Correspondence regarding the funding outcome for unfunded grants will not be entered into.

7.2 Retina Australia encourages grantees to use Retina Australia's funded work as a basis for applying to major research agencies for grants for their work related to inherited retinal diseases or age-related macular degeneration.

7.3 Retina Australia encourages grantees to attend international meetings, such as Retina International Congresses, Association for Research in Vision and Ophthalmology (ARVO) meetings, and the International Congress for Eye Research, to present their findings, although Retina Australia does not provide funding for this purpose.

APPENDIX A TO RESEARCH GRANTS FUNDING GUIDELINES

Summary of Request for Retina Australia Funding

To provide support funding for a

SUBMITTED/PENDING NH&MRC or HRCofNZ GRANT

PLEASE ALSO PROVIDE AS SOON AS AVAILABLE:

- 1. Assessors Reports**
- 2. Applicant response**
- 3. Funding category**

Incomplete applications (i.e. lacking 1, 2 & 3) will not be considered.

Chief Investigators (Titles & names)	
Funding Agency	
Grant title	
Lay description (200 words max)	
Years for which funding requested	
Funding requested for each year	
Amount requested from RA	
Brief list of budget items for RA funding	
Brief justification of budget (300 words max)	

APPENDIX B TO RESEARCH GRANTS FUNDING GUIDELINES

Summary of Request for Retina Australia Funding

To provide support funding for a

~ CURRENTLY FUNDED NH&MRC or HRofCNZ GRANT ~

PLEASE ALSO PROVIDE:

- 1. Assessors Reports**
- 2. Applicant response**
- 3. Funding category**

Incomplete applications (i.e. lacking 1, 2 & 3) will not be considered.

Chief Investigators (Titles & names)	
Funding Agency	
Grant title	
Lay description (200 words max)	
Years for which funding requested	
Funding requested for each year	
Amount requested from RA	
Brief list of budget items for RA funding	
Brief justification of budget (300 words max)	

APPENDIX C to RESEARCH GRANTS FUNDING GUIDELINES

Application for Research Funding:

RETINA AUSTRALIA

1. Applicants & Addresses:

CI-A Name	
Institution	
Postal Address	
(City)	
(State, postcode)	
Email	
Phone	
Fax	
RO Administrator	(Name):
	(Email):

CI-B Name	
Institution	
Postal Address	
(City)	
(State, postcode)	
Email	
Phone	
Fax	

CI-C Name	
Institution	
Postal Address	
(City)	
(State, postcode)	
Email	
Phone	
Fax	

CI-D Name	
Institution	
Postal Address	
(City)	
(State, postcode)	
Email	
Phone	
Fax	

