

AERF Key Dates, FAQs and Glossary

Key Dates

Please refer to the Epilepsy Foundation website (www.epilepsyfoundation.org.au) for key dates and updates relevant to these Funding Rules.

The call for Project Applications will be put out in November 2018, with a deadline for final submission of first round applications set at the **15th of February 2019**.

Contacts

Researchers are required to direct requests to the Epilepsy Foundation, via the Research Lead at research@epilepsyfoundation.org.au

Information pertaining to the Australian Epilepsy Research Fund, relevant dates and contacts can be located at the Epilepsy Foundation website, www.epilepsyfoundation.org.au

Appeals must be addressed and sent to the Research Lead at the Epilepsy Foundation (research@epilepsyfoundation.org.au)

FAQs

Are international applicants eligible to apply?

No. Currently the AERF is only able to fund Australian-specific research Projects. It is possible for international researchers or collaborators to be involved on a Project Application, however, the Chief Investigator must be eligible to work in Australia and must reside in Australia for 80% of duration of the Project Activity.

Are multiple researchers from the same institution allowed to apply for the same grant?

Yes. There is no limit to the number of researchers from the same institution who can apply for the same grant.

I'm interested in submitting an application for an AERF grant with a scientist who is currently funded by the AERF. Is this allowed?

Yes, an individual can apply for more than one AERF grant, however, if an individual is receiving salary through an AERF grant then they may not receive more than 100% of their salary through multiple grants. Furthermore, applicants are allowed to hold a maximum of three AERF grants at any one time.

I received a AERF grant in the past. Can I apply again?

Yes. You are welcome to apply for a grant as a current/former AERF grantee. It should be noted, however, that current grantees cannot receive funding on two different awards at the same time. So, you can apply for an open award as long as funding for the new award would begin after your current award has ended.

I submitted an application last year, but was not awarded funding. I have addressed the concerns voiced in the reviews of my original application and would like to reapply. Can I reapply, and if so, what is the process?

Yes, we encourage you to reapply. However, you must go through AERF's standard application process each time.

Can I apply for an award if I am an active reviewer for AERF?

No. If you are currently engaged as an active reviewer for an AERF Funding Round then you may not submit an application for that Round. If you wish to submit a Proposal, you must declare a conflict of interest and step down as a reviewer for that Round.

Can I submit more than one application in the same cycle?

Yes, if the two applications have completely different hypothesis and specific aims.

Does AERF only fund academic laboratories?

AERF funds research from academic and non-academic laboratories. We fund researchers working at universities, hospitals and research institutions.

If I am submitting with another researcher, do we both need to apply?

AERF welcomes collaborative proposals with more than one principal investigator. However, one application must be submitted on behalf of the collaboration.

Do the Chief Investigators need to work at the same Administering Organisation?

No. Chief Investigators from different hospitals, universities and/or research institutions can be on the same Project Proposal.

Can multidisciplinary funding be split between two institutions?

Yes, funding can be split among multiple institutions. However, AERF will only contract with the Administering Institution, which will be responsible for negotiating subcontracts with the institutions of any collaborators/co-PIs involved with the project. AERF requires detailed budgets outlining the allocation of funds to each institution.

Who can receive salary from the grant?

Salary can be included in the grant for the CIs as well as staff/investigators necessary for the running of the project, including Post-Doctoral Fellows, top-up scholarships for PhD researchers. Administration or IT support that is specifically required for the running of the Project Activity may also be included in the budget, but the AERF will not subsidize the salary of administrative or technical staff who provide support to the wider research institute, university or hospital.

Can grant funds be used for travel expenses?

Grant funds may be allocated to travel expenses if the travel is necessary for the completion of the Project Activity or is related to the dissemination of findings that arise out of the research. This may include visitations to international collaborators, and national or international conferences where the researchers are presenting their findings.

If I can't submit by the deadline, can I request an extension?

No. The AERF will only consider projects that are submitted prior to the deadline.

Definitions and Glossary

Active Project means a Project that is receiving funding according to the terms of the original Funding Agreement, or has any carryover funds approved by the AERF, or an approved variation to the Project's end date.

Administering Organisation means an eligible organisation which supports the submission of a Proposal for funding and which will be responsible for the administration of the funding if the Proposal is approved for funding. Eligible organisations include Universities, Research Institutes and Hospitals.

Associative Investigators (AIs) means investigators named in the Project Application who contributes intellectual or experiential knowledge to the Project Activity but is not as closely involved in the running of the Project as the CIs. To be eligible, an AI must (i) NOT meet the eligibility criteria for a CI. An employee of an eligible Administering Organisation who does not reside predominantly in Australia may be an AI.

Australian Epilepsy Research Fund (AERF) refers to a funding scheme for allocating research grants to epilepsy-related projects, initiated and administered by the Epilepsy Foundation.

Applicant means the individual or group from an Administering Organisation that submits a proposal.

ARC means the Australian Research Council

Award of PhD Date means the date of conferral of a PhD, not the date of submission of the thesis, nor the date the thesis was accepted by the examination board.

Bench Fees means the fees that an organisation charges for an individual to use infrastructure which would normally be provided by the organisation for their employees. This infrastructure may vary and could include, for example, an office or a laboratory space with appropriate equipment, or access to non-specialised equipment owned by the organisation.

Board refers to the Board of Directors of the Epilepsy Foundation, who will be responsible for the final allocation of funding.

Chief Investigator (CI) means a participant who satisfies the eligibility criteria for a CI. To be eligible, a CI must; (i) be an employee for at least 0.2 EFT at an Administering Organisation, OR hold an Emeritus Appointment at an Administering organisation, and (ii) reside predominantly in Australia for the Project Activity Period. All CIs on a Project Proposal do not need to be employed by the same Organisation. Participants undertaking a Higher Degree by Research during the Project Activity Period are not eligible to

be CIs. They may be eligible to be a CI if the Higher Degree by Research has been conferred by the Funding Commencement Date of the Project.

There may be more than one CI per Proposal. If a sole CI is, at any time, no longer able to work as proposed on the Project, then the Project must be terminated.

Commonwealth means the Commonwealth of Australia.

Commonwealth Fellowship means a position held by a participant where the salary is funded wholly or partly by the Commonwealth.

Conflict of Interest (Col) means any conflict of interest, any risk of a conflict of interest and any apparent conflict of interest arising through a party engaging in any activity, participating in any association, holding any membership or obtaining any interest that is likely to conflict with or restrict that party participating in the Project. Conflicts of interest may be personal or organisational.

Consultancy means the provision of specialist advice, analysis, assistance, services or products to another organisation(s), generally where the consultancy services are for the sole or preferred use of that other organisation(s).

Deductible Gift Recipient (DGR) is an entity or fund that can receive tax deductible gifts. Organisations endorsed as DGRs are entitled to receive gifts which are deductible from the donor's income tax. DGRs are either endorsed by the Australian Taxation Office (ATO) and fall in a general DGR category or, in exceptional cases, may be listed by name in the tax law.

Early Career Researchers (ECRs) refers to university faculty at the lecturer level or a researcher within 10 years of the Award of PhD date (or hold an equivalent position in a non-university research organization).

Epilepsy Foundation (EF) refers to the community organisation responsible for the administration of funding through the AERF. Website: <https://www.epilepsyfoundation.org.au/>

Emeritus Appointment means any honorary position that gives full academic status, as certified by the Deputy Vice-Chancellor (Research) (or equivalent) in the Proposal. For AERF purposes this relationship must include access to research support comparable to employees. The person would not be considered to hold an Emeritus Appointment for the purposes of these Funding Rules if they hold a substantive, paid position elsewhere.

Established Investigators are university faculty at the associate professor level or above.

Field Research means the collection of information integral to the Project outside a laboratory, library or workplace setting and often in a location external to the participant's normal place of employment.

Funding Agreement means the agreement entered into by the AERF and an Administering Organisation when a Proposal from that organisation is approved for funding.

Funding Commencement Date means the date on which funding may commence as agreed by the Epilepsy Foundation and Administering Organisation.

Funding Offer means the offer proposed by the AERF in response to review of the Full Proposal.

Goods and Services Tax (GST) has the meaning as given in section 195-1 of the *A New Tax System (Goods and Services Tax) Act 1999*.

High Quality Research is considered to be research that not only has scientific rigour and feasibility, but that will fundamentally benefit people living with epilepsy or significantly improve the understanding of epilepsy.

High Quality Researchers are individuals who have excelled or show potential to excel in their chosen area of medical research. The AERF supports researchers at all stages in their careers and seeks to create opportunities for ECRs who show potential in an area relevant to the AERF's mission, by assisting them to secure the necessary funding to propel their careers and their research.

Instructions to Applicants means a set of instructions prepared by the AERF to assist Applicants in completing the Proposal form.

Medical Research Future Fund (MRFF) refers to the Australian Government Department of Health's funding scheme to support the growth of Australia's health and medical research.

NHMRC means the National Health and Medical Research Council.

ORCID Identifier means a persistent digital identifier for an individual participant, available on the ORCID website, www.orcid.org.

Organisational Objectives means the objectives determined by the Epilepsy Foundation and guided by the Scientific Advisory Committee that relate to promoting better outcomes for people living with epilepsy.

Other Eligible Organisation means an eligible organisation which is listed on a Proposal as a contributor to the Project but is not the Administering Organisation.

PhD is a qualification that meets the level 10 criteria of the *Australian Qualifications Framework Second Edition January 2013*.

Project means a Proposal approved by the board of the Epilepsy Foundation to receive funding from the AERF.

Project Activity Period means the period during which a Project is receiving funding according to the original Funding Offer, or has any carryover funds approved by the AERF, or an approved variation to the Project's end date. During this period, the Project is known as an Active Project.

Project Leader means the participant from the Administering Organisation who is the first-named CI on a Proposal.

Proposal means a request to the AERF for the provision of funding which is submitted in accordance with the AERF Funding Rules.

Recipient means an individual who has received funding for an AERF Grant.

Research is defined, for the purposes of these Funding Rules, as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.

Research Impact is the demonstrable contribution that research makes to the field of epilepsy research, specifically in relation to the Epilepsy Foundation's Organisational Objectives.

Research Infrastructure means assets, facilities, services, and coordinated access to major national and/or international research facilities or consortia which directly support research in higher education organisations and more broadly and which maintain the capacity of researchers to undertake excellent research and deliver innovative outcomes.

Research Office means a business unit within an Administering Organisation that is responsible for organising that Organisation's Proposals and Projects.

Research Output means all products of a research Project.

Scientific Advisory Committee (SAC) means a group of experts from industry and/or academia appointed to assist the AERF to evaluate Proposals and to provide a recommendation for funding to the Board of the Epilepsy Foundation.

Scientific Peer Reviewers means those individuals enlisted to review Letters of Intent and Full Proposals. They must be experts from academia and/or industry and/or clinical practice who are able to review and comment on the relevant proposals before final review by the Scientific Advisory Committee.

Special Condition means a special condition specified in a Funding Offer which governs the use of the funding provided by the AERF.

Science and Research Priorities means priority research areas in the field of epilepsy as identified by the AERF, detailed on the Foundation's website.

Tax Concession Charity (TCC) refers to an organisation that has been approved by the Australian Taxation Office (ATO) to access concessions as income tax exemption, GST concessions and FBT concessions.

Travel Costs means domestic and international economy travel costs associated with the Project, including to foster and strengthen collaborations between researchers in Australia and overseas.