Application Form
Annual Grants and Prizes

SECTION 1 - APPLICANT DETAILS

Award(s) you want to apply for: *You may apply for 2 awards per year but are only eligible for one.*

Please indicate the grant applied for:

☐ Jeanne Collison

☐ Jackson Rees

☐ Annual Research Grant & Scholarship

☐ Research Grant

Title, Name, and Affiliations of Applicant(s) in order of chief investigator roles. Add lines as required

Notes for **Annual Research Grant & Scholarship applications** only:
1. CIA to indicate the higher degree research program they are enrolled in, and institution; or years post-PhD.
2. CIAs who are trainee ASA members must have a suitable supervisor who is also a full member of the ASA

CIA
CIB

ASA Membership number of all listed applicants.

CIA
CIB

Chief Investigator A: Telephone, Email, Postal address

Telephone
Email
Postal address (Suburb, State, Postcode)

SECTION 2 - RESEARCH PROPOSAL

Attach your research proposal to this application. There is a maximum of 8 pages allowed, divided into:
- Project Description (5 pages maximum)
- Budget (1 page maximum)
- References (2 pages maximum)

Pages in excess of allowed maximums in each category will not be considered.

Your research proposal must use these headings:

Project Description (max 5 pages)
>   Executive Summary
>   Aims
>   Background
>   Methods
>   Clinical significance and Follow up research
>   Alignment with ASA research priorities
>   Research Team Capability
>   Feasibility

Budget (max 1 page)
>   Table of items detailing type and cost (divided into Year 1 and Year 2, if multiyear grant requested)
>>   Scholarship support of CIA (if requested)
>>   Salary support of professional research personnel (as per current NHMRC salary rates)
>>   Other items as requested
>   Justification of Budget
>>   Travel/accommodation, conference fees, article processing fees, and equipment normally provided at institutions will not be funded. We may ask that written quotations for requested equipment/software/hardware be provided.

References (max 2 pages)

Notes for completing your research proposal:
- Use Arial font, font size 12pts, margins 2cm, saved as a PDF document.
- Name your PDF document as *<Year-SURNAME in capitals-Grant applied for-Research Proposal>* Example: 2022-SMITH-JacksonRees-ResearchProposal.pdf

- Reviewers will use the *ASA Grant and Award Reviewers Guideline*, and *ASA Grant and Award Scoring Template*, to rank your submission against standardised NHMRC scoring criteria. These documents are available to view on the ASA website, under the SPARC research links.

SECTION 3 – HIGHER DEGREE PROGRAM / RESEARCH TEAM TRACK RECORD

If your application includes a request for a Scholarship to support a higher degree research program

Attach a Higher Degree Research (HDR) program document. A maximum of 3 pages is allowed.
Your HDR program description must use these headings:

> Executive Summary
> Background
> Description of total HDR program (eg. Proposed clinical studies, aims of studies, timelines)
> Current status of HDR program (eg. Awaiting ethics approvals, completed studies, thesis writing)
> Funding status of HDR program
> How the ASA Annual Research Grant & Scholarship (this application) is of benefit to your HDR
> Supervisory team (include names, affiliations, and contact details of all supervisors)
> References

Notes for completing your HDR program document:
- Use Arial font, font size 12pts, margins 2cm, saved as a PDF document.
- Name your PDF document as *<Year-SURNAME in capitals-AnnualGrant-HDRProgram>*
  Example: 2022-SMITH-AnnualGrant-HDRProgram.pdf

For all other grant applications

Attach your Research Team Track Record document to this application.
For each chief investigator (CI) listed in your application:

- List the papers published, or accepted for publication (ie. Formal acceptance for publication by the editor of the journal), in a peer-reviewed journal, for the last 5 years and the current year of application.
- Underline the name of the CI in the list of authors.
- Mark the CI's 5 top papers with an asterisk*, annotate with number of citations

Notes for completing your Research Team Track Record document:
- Use Arial font, font size 12pts, margins 2cm, saved as a PDF document.
- Name your PDF document as *<Year-SURNAME in capitals-Grant applied for-ResearchTeam>*
  Example: 2022-SMITH-JacksonRees-ResearchTeam.pdf

SECTION 4 - ENDORSEMENTS & SUPPORT

Attach the following documents to this application.

☐ Signed letter of support from your supervisor, academic head, or Head of Department, that specifically includes the following statements:
- Agrees that the budget is appropriate
- Agrees that the facilities, personnel, and equipment are appropriate and available at the institution that the proposed research will be performed

☐ If applying for a scholarship: The names, affiliations, and contact details (email and phone number) of 3 referees

☐ Ethics Committee formal approval for the research project – eg. Copy of the formal letter
OR a formal waiver of ethics from an appropriately constituted ethics committee.

☐ Clinical trials registry number (if project is defined as a clinical trial; a WHO-recognised trial registry must be used) - a downloaded copy of the CTR approval letter is minimum evidence

Note that grants may be awarded, but funding will be withheld until all appropriate Ethics and CTR approvals have been received by the ASA. Unacceptable formats include copy-and-paste approval from ethics, or an acknowledgement of approval without formal evidence

☐ Signed letter from applicant that specifically includes the following statements:
- has read and agree to abide by, the terms and conditions, and relevant bylaws of the ASA pertaining to the grant.
- This includes agreeing to present your work at a future ASA meeting or publication, agreeing to acknowledge the ASA as a funding body in publications arising from the grant, and agreeing to be a grant reviewer
- that any conflicts of interest (financial or non-financial) has been noted and fully disclosed, and detailed in the letter

For each document requested:
- Use Arial font, font size 12pts, margins 2cm, saved as a PDF document.
- Name your PDF document as *<Year-SURNAME in capitals-Grant applied for-relevant title>*
  Example: 2022-SMITH-JacksonRees-EthicsApproval.pdf

Applications close at 5.00pm, 30 June 2026

Please send your application to asa@asa.org.au marked for the attention of Sue Donovan