Guidelines, Policies and Statements

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ASUM Research and Grants Policy

Adopted by Council March 2004
Revised June 2009, August 2014, February 2018

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1. Purpose and Overview of the ASUM Research Grants Scheme

The ASUM Research and Grants Scheme (RGS) administered by the ASUM Research Grants Board aims to:

- Provide early and mid-career researchers with the opportunity to generate quality outputs
- Potentially assist with the establishment of the required research and publication track record to assist in successful competition for other externally funded grants
- Develop and maintain a foundation of high quality research across all medical ultrasound disciplines.

The ASUM Research Grants Scheme is available to both teams and individual researchers.

Funding to support the ASUM RGS will be sourced from the ASUM budget. The RGS will have a budget determined by ASUM council. The ASUM RGS will consider submission for financial support for research projects requesting funding for between $5,000 and $20,000.

If awarded an ASUM RGS the chief investigator and their organisation are the primary beneficiaries, ASUM plays no active role in managing or directing the project but will require periodic reporting on project progress and outcomes.

Applicants are advised to carefully read all the details and requirements before submission of an Expression of Interest to the Research Grants Board.

2. Eligibility requirements of principle investigator requesting funding

The ASUM RGS is open to all researchers who meet specific eligibility requirements:

- The chief investigator (CI) ie the individual submitting the form in the research proposal must be a member of ASUM for at least 2 consecutive years and maintain their membership for the duration of the funded period.
- The CI may be a sonographer with the DMU or University equivalent undertaking a research project to obtain a Masters or PhD.
- Must be participating in the medical application of ultrasound with a formal appointment and employment arrangement.
- Must have an appropriate qualification relevant to the performance of medical ultrasound in a clinical environment.
- Be an Australian or New Zealand citizen or foreign national who possess permanent residence status.
- Have the support of their clinical facility for the conduct of the research and sufficient space for the conduct of the proposed research.
- Have met all ethical requirements for the conduct of the proposed project.
- Applications requesting funding for the commercialisation of intellectual property will not be funded by this scheme.
• Must take intellectual responsibility of the project, its conception any strategic decision called for in its pursuit and for the communication of results.

• Must not assume the role of a supplier of resources for work that will largely be done by others.

• Must have the time and capacity to make a serious commitment to the project.

• Any researchers named on the Research Grant application must not be current members of the ASUM Council.

2.1 Number of applications

A researcher may only be named on ONE application submitted within any one calendar year for an ASUM RGS award. Applicants who submit applications that exceed the above limit will be requested to withdraw all but one application involving that named researcher.

3. General Conditions

3.1 Period of the Grant

Grants will be awarded for a one-year period only, with an automatic carry forward provision for the subsequent year. Applicants who have been funded previously from an ASUM RGS grant and wish to continue of the same project in following years must submit a new application specifying that renewal funding is sought.

3.2 Maximum of two ASUM awards for any one project

Projects that have already received ASUM RGS funding by two separate grants are not eligible for further funding, researchers in this scenario would be encouraged to seek funding from competitive National funding bodies relevant to their discipline area.

Externally funded research grantees are eligible to apply for ASUM RGS funding for a new project that is unrelated to the project already in receipt of funding. The applicant must justify how the proposed project differs from all “current” financially supported research.

3.3 Endorsement

Applications for funding must include written endorsement, approval and signature of the Head of the chief investigator’s administrative unit for conduct of the proposed research by the investigator within their facility. The signed endorsement must state that the administrative unit(s) supports the investigator’s salary and provides the space for the research project proposed and approves of this to be conducted within their facility.

It is the researcher’s responsibility to ensure adequate space is available for the conduct of their research as NO funds will be provided by ASUM RGS for building or renovations to infrastructure.

3.4 Funding

Funding to support these ASUM RGS will be sourced from the ASUM budget. The RGS will award 2 projects at a grant value of $20,000 maximum for each project. Applicants may apply for funding between $ 5,000.00 and $ 20,000.00.
3.5 Expenditure Items supported

The budget justification should be used not only to state an item costs, but to indicate how it relates to the research plan. The information should be sufficiently detailed to address all concerns with respect to cost and need.

All items are to be classified within the application under the following headings:

1. Equipment
2. Maintenance
3. Travel
4. Other / Personnel

3.5.1 Equipment

Researchers should use existing equipment wherever possible. The cost (if any) of leasing or sharing such equipment should be included. Items of equipment costing more than $2000 should be listed separately. Only items of equipment considered essential for the project will be considered. Costs should be based on the latest prices that can be obtained by the supplier. A recent quotation exclusive of GST must be attached to the application.

3.5.2 Maintenance

Maintenance involves but is not limited to

- Items of equipment costing less than $2,000.00
- Consumables
- Sets of printed material microfilm, postage
- Library searches

3.5.3 Travel

Provide the costs of fares, daily subsistence rates and show the origin and destination for all fares requested. Justification of the need to travel must be included with the request.

3.5.4 Other / Personnel

Requests for any salary component must be justified with reference to pay scale, appropriate to qualifications and experience. Any other items included in the budget should be described appropriately.

Please note: Budget Items NOT supported

1. Building, renovation and infrastructure costs
2. Salary for researchers to fund work outside Australia/New Zealand
3. Facilities and equipment that could be reasonable expected to be provided by the School, Centre or Department where the researcher is employed
4. Commercialisation of intellectual property
3.6 Privacy Policy

ASUM will on occasion collect, store and use personal information only for the purposes of conducting the business of those committees administered and supported by the ASUM R&G Board administering grant applications, administering the human research and animal ethics arrangements and keeping research teams and other interested parties informed. The information collected is confidential and will not be disclosed to third parties without consent except to meet government’s legal or other regulatory requirements. ASUM reserves the right to publish the names, photos and research project title of award recipients within the ASUM publications and at the ASM. Publications which result from research performed due to funding are expected to acknowledge ASUM as the source of funding.

4. Application process

Refer to Appendix A for the Timelines associated with the Application process.

4.1 Expression of Interest

Applications must be submitted in the first instance as an “Expression of Interest” (EOI) on the appropriate form available from the ASUM website or from the ASUM office. This EOI allows the Research Grants Board (R&G Board) to gauge the magnitude of response and determine appropriate selection of panel members for assessment of funding requests. The submission must address the areas requested including a brief proposal of the research and a single figure bottom line estimate of funding requested. The EOI does not require sign off by the hosting facility or ethical approval but consideration of these within the scope of the project are of course required. The EOI is not binding with respect to personal, budget or facilities and acknowledgement of receipt by ASUM not confirmation of funding.

If the EOI is assessed as potentially suitable for funding by the ASUM R&G Board, the applicants will be invited to submit a full and detailed application for funding in the appropriate format available from the ASUM website or the ASUM office by the advertised date.

4.1.1 Assessment Criteria of Expression of Interest

- ASUM membership for at least 2 years prior to application being received.
- The relevance of the project to clinical medical ultrasound.
- Unique, novel and or clinically relevant project aim.
- The validity of the described technique to answer the clinical question posed.
- Feasible within the timeframe and equipment proposed.
- Feasible with the skill base of the experimental staff described.
- Meets all eligibility requirements.
4.2 Full application

EOI applications considered potentially suitable for funding are invited to submit a complete & full application following the specified guidelines and requirements. Full applications with all signatures and ethical approvals are required to be submitted by the advertised deadline. The funding application is binding with respect to personal, budget or facilities and acknowledgement of receipt by the ASUM is NOT confirmation of funding.

The development of quality applications through mentoring / peer review prior to submission is encouraged. Applicants are expected to spend the necessary time to complete all sections of the application (Including signatures).

Applications should note that applications are not screened for errors and omissions by the ASUM staff or members of the assessment panels. Applications which are not submitted by the advertised deadline, those that do not observe the various word and page limits or are missing signatures and or sections may be deemed ineligible and not assessed. Unchanged resubmitted applications will be ineligible.

In order to clarify any issues presented in applications, the panel appointed by the ASUM R&G Board may pose questions concerning the project to the project applicant(s). Applications must detail an email address for the principle investigator to whom questions will be addressed. If the principle investigator is requested to respond to questions raised there will be a specified timeframe indicated.

4.2.1 Assessment Criteria of Full Applications for Funding

- The relevance of the project to clinical medical ultrasound.
- Unique, novel and or clinically relevant project aim.
- The validity of the described technique to answer the clinical question posed.
- Feasible within the timeframe and equipment proposed.
- Feasible with the skill base of the experimental staff described.
- Meets all eligibility requirements
- Description of appropriate statistical treatment of results.
- Well written justification and proposal.
- The appropriate consideration of participant / experimental numbers required for statically powerful and significant outcomes.
- Appropriate ethical approval.

The sponsoring institution’s Human Ethics committee must approve all research proposals involving human subjects. No human subject research is allowable on a project if Ethics Committee approval has lapsed or has not been obtained. Failure to have current approval may lead to a project account number being suspended or not issued until approval is obtained.
5. **Notification to applicants**

Notification to applicants regarding successful or unsuccessful funding of their proposed project will occur by the advertised date via email.

Post award administration will be forwarded to successful applicants.

6. **Appropriate risk management**

If a project poses special liabilities, special insurance coverage must be confirmed prior to approval. For projects which involve potential liability risk to the sponsoring institution, it may also be necessary to obtain the approval of the sponsoring institution after discussions with the sponsoring institution's Risk Management Office.

The relevant sponsoring institution resource should be consulted for information on chemical, biological, and fire safety, industrial hygiene, regulatory compliance, and other occupational health concerns. The applicant must be aware of regulatory obligations such as responding to emergencies involving hazardous materials; investigating environmental health concerns; and assessing the efficiency of safety devices and other engineering controls.
### Appendix A

**Expression of interest, request for full application, assessment and outcome notification timeline.**

<table>
<thead>
<tr>
<th>Month/Period</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August/September</td>
<td>Expression of interest for research grant funding to be received at ASUM office.</td>
</tr>
<tr>
<td>September</td>
<td>ASUM R&amp;G Board registers applications, invites discipline experts as required and determines merit of expressions of interest.</td>
</tr>
<tr>
<td>September</td>
<td>Expression of interest considered potentially suitable for funding are invited to submit a complete &amp; full application following the specified guidelines and requirements.</td>
</tr>
<tr>
<td>October</td>
<td>Full applications to be received by the ASUM office in the required format with all supporting documents and signatures.</td>
</tr>
<tr>
<td>October/Nov</td>
<td>ASUM R&amp;G Board registers applications, invites discipline experts as required and determines merit of the full applications.</td>
</tr>
<tr>
<td>November/December</td>
<td>Recommendations from R&amp;G Board. Present short list to Council.</td>
</tr>
<tr>
<td>December</td>
<td>Notification to applicants regarding successful or unsuccessful funding of their proposed project.</td>
</tr>
<tr>
<td>February</td>
<td>Funding made available research commences (conditional upon all ethical clearances etc.)</td>
</tr>
<tr>
<td><strong>Annual Scientific Meeting date</strong></td>
<td>Presentation of research findings of projects at ASUM Annual Scientific Meeting.</td>
</tr>
</tbody>
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