



HIMAA Research Grants

Advice to Applicants

Applications **OPEN**: 10 July 2020

Applications **CLOSE**: 30 August 2020

Notice of outcome: 15 October 2020

1. Overview of HIMAA Research Grants

1.1 Objectives

The objectives of the Health Information Management Association of Australia (HIMAA) Research Grants are to:

- Enhance health information management outcomes by financially supporting research;
- Encourage HIMAA novice and early career researchers in developing a research career;
- Support HIMAA researchers to become active leaders in research in their field;
- Promote a positive research culture that translates into improvements in health care; and
- Promote innovative health care through identifying and implementing evidence-based practices and developing an ongoing culture of learning.

1.2 Scope of Grant Scheme

Applications for funding should fall within the scope of the HIMAA Research Grants scheme. Applications are to directly involve health information management professionals and to be directly linked to the [HIMAA Research Priority Areas](#). Applications should address the following:

- Promote evidence-based workforce practices through improvements in procedures and workforce, and
- Where possible facilitate collaborative partnerships between government, non-government and research sectors to promote the growth of health information management research.

The HIMAA Research Grant scheme aims to fund as many worthy projects as possible. Therefore, applications are capped at \$2,000. Requests for funding higher than \$2,000 will not be considered. The HIMAA Research Advisory Committee reserves the right to provide partial funding where recommended by the HIMAA National Board. Due to this capping, all projects must be commenced within six months of notification of a successful outcome, and must be completed within one year from the commencement of the project.

2. Management of the HIMAA Research Grant Scheme

The HIMAA Research Grant Scheme will be managed by HIMAA Research Advisory Committee, under the direction of the HIMAA National Board of Directors. Under this arrangement, the Research Advisory Committee is responsible for overseeing the application and review process; providing recommendations relating to potentially successful applications; and managing reporting requirements. The HIMAA National Board will retain all rights and responsibilities associated with the final funding decision, and management of agreements and payments for successful grants.

2. Eligibility

To be eligible to hold a HIMAA Research Grant, both when applying and throughout the tenure of the grant, the nominated *Chief Investigator*:

1. Must be a full member of HIMAA at the time of application and throughout the project;
2. Can only be the principle investigator on one application for the current round, but may be listed on multiple applications as an associate investigator or mentor;
3. Cannot have held a HIMAA Research Grant as the principal investigator in the last two years since the last notification of a successful HIMAA Research Grant;
4. Must assume overall responsibility for the conduct of the project, including be listed as the Principle Investigator on any Human Research Ethics Committee (HREC) and research governance applications (where applicable).

The research team may include associate investigators who are not eligible for membership of HIMAA.

3. Process for Submission

All applications must be submitted using the current HIMAA Research Grant Application Form. No changes are to be made to the format or content of the form. The application must contain all information necessary for assessment. Where a word limit applies within a sub-section of the application form, please adhere to the word limits.

All referencing (in-text and the reference list) must confirm to the Harvard Referencing Style.

The current HIMAA Research Grant Application Form is available on the HIMAA Website.

The application and attachments must be submitted electronically to:

executiveoffice@hima.org.au

Late or incomplete applications (including those with missing signatures) will not be accepted.

4. Review and Selection Process

The Research Advisory Committee will form a Grant Review Panel, who will be responsible for managing the application and review process of the HIMAA Research Grant scheme. The Grant Review Panel will be selected to ensure appropriate representation across disciplines and to ensure no conflicts of interest exist.

4.1 Assessment Criteria

The proposed project must demonstrate it aligns with the HIMAA current Research Priority List. Failure to demonstrate alignment will automatically make an application ineligible for consideration.

Applications will be assessed against the following criteria:

- **Significance and contribution** of the project to the health information management body of knowledge (30%);
- **Research quality**, including feasible achievement of the study aim and objectives, appropriateness and rigor of the research design, and clear and achievable project outcomes (40%);
- **Capacity** of the researcher team to complete the project within their proposed timeframe and budget, including a clear plan for the dissemination of research findings (20%).

Priority will be given to applications that include:

- 1). A novice or early career researcher as a member of the research team,
- 2). An inter-professional or inter-institutional collaboration research team. Where an experienced researcher is not part of the research team, a research mentor should be identified in the application and the application should detail how that mentoring relationship will occur.

5 Budget

The preparation of a full project research budget is essential in determining whether the conduct of the study is feasible.

Research-related expenditure may include:

- Research assistance;
- Technical services, such as specialist software, data analysis;
- Overheads, including catering, room hire, photocopying, editing;
- Data access costs, including reimbursement for HREC costs.

Funding cannot be used to support:

- Investigator or student stipends;
- Infrastructure costs;
- Per diems;
- Deductible expenses; or
- Any travel related expenses.

6. Reporting

Successful applicants are expected to complete their project within twelve months from commencement, and eighteen months from notification of successful outcome. Successful applicants must:

1. Provide a six-monthly, one-page summary of progress to the Research Advisory Committee;
2. Provide a final report within six (6) months of the conclusion of the project to the Research Advisory Committee;
3. Acknowledge the source of funding when submitting a manuscript for publication or presenting at a conference.

The Research Advisory Committee may grant up to a 12-month extension upon request for compelling reasons.

7. Responsible Conduct of Research

HIMAA expects the highest levels of research conduct and integrity to be observed in funded projects. Researchers and institutions will be bound by the HIMAA Research Grant Scheme Conditions of Award. Researchers are required to adhere to the requirements of the [National Statement on Ethical Conduct in Human Research 2007 \(updated 2018\)](#) and the [Australian Code for the Responsible Conduct of Research 2018](#). These guidelines advocate and describe best practice for researchers and institutions. Where an application is successful in their application for funding, they must provide evidence to the Chair of the HIMAA Research Advisory Committee of HREC approval or correspondence from a HREC supporting that the research project does not require HREC approval before the funds will be released. Where this evidence is not provided within six months from notification of a successful outcome, HIMAA reserves the right to withdraw the funding.

9. Further Information

Requests for further information in relation to the application and review process should be directed to the Chair HIMAA Research Advisory Committee at: executiveoffice@hima.org.au.