



# Reginald and Pamela Hession Award Guidelines for Applicants

Australian Dental Research Foundation

PO Box 241, St Leonards, NSW 1590 Australia

Ph: 02 8815 3333    adrf@dentalresearch.org.au

## Preparing Reginald and Pamela Hession Award Grant Application

Applications for research grants must be submitted on the current Reginald and Pamela Hession Award Application form which may be accessed from the [ada.org.au/adrf/application](http://ada.org.au/adrf/application). Submissions must be received by **31 March**. Applications must contain all necessary information, as indicated in these guidelines, to allow them to be considered by the Research Advisory Committee and assessors without reference back to the applicant(s). They should be expressed in clear language and accurately typed. Applicants should pay careful attention to the preparation of their submissions and should check and proof-read them before forwarding them to the Foundation.

Research projects are assessed on the basis of scientific merit by the Research Advisory Committee (all members of which were approved by the NHMRC). It is expected that projects will have direct or indirect bearing on the clinical practice of dentistry. The Committee's deliberations are assisted by external referee reports on each application and the highest marked will receive the Award. Applicants must be aware that poorly prepared and incomplete applications will not receive high marks, and applicants are encouraged to ensure grants are accurately completed and proof read prior to submission.

Applicants who are awarded research grants should be aware of their obligation to the Australian Dental Research Foundation to prepare a final report following the guidelines included in Clause 11 the Conditions Governing Research Grants for publication in the *Australian Dental Journal*.

The following guidelines should be noted in preparing each section of the "Reginald and Pamela Hession Award Application Form":

### **Project Title**

The title should accurately reflect the proposed project.

Carefully choose key words that convey the essence of the project.

### **Applicant**

The Primary Applicant should be the person directly involved and undertaking the research. Applicants should indicate if they are applying as a Private Practitioner, Postgraduate Student, Early Career Researcher, or Senior Researcher.

## **Intended Use of Award**

The applicant should indicate the intended use of the award by placing a tick in the box adjacent to the intended use. Please note that the Reginald and Pamela Hession Award Guidelines favour the option "Facilitating overseas or interstate travel to a dental research institute or laboratory of distinction for an arranged work period of not less than six weeks".

## **Brief description of the project and how the award will be used**

Provide a brief and concise explanation of the project and explain in simple terms how the grant will assist in completion of the nominated research plan. More detailed explanation of the project should be included in the relevant section.

## **Where is the work to be undertaken?**

Adequate facilities to undertake the project must be available. Details of the equipment and facilities that will be accessed with the grant should be included in this section. Access to computing facilities and word processing is necessary. It is helpful to assessors if the details of access to such facilities are given in the application.

## **Duration of Project**

Commencement date should be as soon as possible after 1 January in the year following the application.

Completion date should normally be during or at the end of the year following the application; however, it is recognised that some projects may extend into the subsequent year.

Retrospective funding is not possible and funds will not be made available for research projects that have been completed.

## **Aims of the Project**

State each aim clearly and concisely.

## **Importance and Relevance of Aims**

In simple terms clearly identify the importance of the aims listed and how this research is relevant to oral health.

Briefly identify previous work in the area if any. Describe how the proposed research extends previous work.

If the project is a clinical one, consider whether the results would be of benefit to patient care.

Safety of human subjects must be a paramount consideration in any clinical research protocols. An estimate of benefit to risk should be made.

## **Associate Researchers**

Please provide the details of all Associate Researchers involved in this research project. Associate Researchers for the purposes of the Award include those researchers at the site where the work will be undertaken.

## **Brief Curriculum Vitae of Applicant**

Please provide a brief Curriculum Vitae in this section. Please provide a detailed Curriculum Vitae as a separate document.

## **Research grants held in the past five years including grants currently held**

Whether related to the present application or not, all grants received during the course of the last five years including currently held grants are to be listed by project title, year(s), amount and source of funds.

If Australian Dental Research Foundation funds were granted, a final report must have been provided to the Foundation or be included with the present application.

Please list these in reverse chronological order.

## **Current applications**

Give details of all other grant applications which are currently under consideration.

## **Budget**

In determining the scale of requested funds, applicants should bear in mind that the maximum amount awarded for the Reginald and Pamela Hession Award is \$20,000.

## **Explanatory Notes on Budget**

Show clearly under appropriate headings how the requested amounts were calculated. This must, for example, include an estimate of how many items of consumable supplies are needed and the cost per item.

## **Detailed description of the Project**

Clearly and concisely define the matter to be investigated and describe the proposed methodology.

What hypotheses are to be tested?

Is the proposed project of such intrinsic value as to warrant the time commitment envisaged?

Is the time commitment which you have indicated consistent with the other details e.g. the method?

Define the sample size required for statistically significant results at the chosen confidence level. **Consultation with a statistician is recommended during the experimental design phase.**

Provide an accurate description of the use of all materials and apparatus.

For materials research, full disclosure of all information relating to composition, properties, usage and manipulation should be available.

Consider the interaction of all possible variables and set up reliable controls.

Where indicated, use adequate randomisation of testing procedures and "blind" techniques to avoid possible operator bias. Standardisation of various experimenters may be required before the work can proceed to its definitive stage.

Applicants should if necessary seek advice on the design and management of the project by consulting with appropriate personnel, such as senior researchers or members of the Research Advisory Committee. Include a short list of the key references relevant to the work.

### **Relevant references**

Include a short list of the key references relevant to the work.

### **Published Work**

List only work published in the last five years. Mark with an asterisk before the first author work which is relevant to this project. Abstracts and conference proceedings or the like are not appropriate for listing.

### **Other Research**

The applicant and associates should give a brief summary only of other current research activities either as principal researcher, associate or supervisor.

### **Ethical Clearance**

Where animal or human experimentation is involved, ethical clearance is essential and for humans, 'informed consent' must always be obtained before any work is commenced. **Funds will not be allocated unless all relevant ethical clearance forms, signed by an appropriate authority, have been submitted with the application. Ethical clearance forms must be current and cover the period of the research.**

NHMRC ethical guidelines must be followed.<sup>1</sup>

All necessary professional and legal requirements must also be observed.

### **Signature of Applicant and Associates**

Assent to the stated conditions under which grant applications will be considered must be indicated by means of personal signature(s). The applicant and the Associates of the Applicant must sign. In submitting a grant application to ADRF, the applicants also agree to contribute to the peer review process in the spirit of collegiality.

### **Certificate of Head of Department**

The signed permission of the Head of a Department for the research project described in the application to be conducted in that Department is required for all projects. Such permission shall imply that the necessary facilities are available and that relevant ethical guidelines will be observed. If the research is to be conducted overseas in a dental research institute or laboratory, a letter of support from the Head of the facility must also be included with the application to confirm access and use of equipment is permitted.

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<sup>1</sup> The publications "The Australian Code of practice for the care and use of animals for scientific purposes" and "NHMRC Statement on Human Experimentation and Supplementary Notes 1992" can be obtained from NHMRC and Commonwealth Government Bookshops.