



## **National Research Program**

2012 Grant Funding

Instructions for completing and lodging an  
**Initial Expression of Interest (EOIs)**

**Closing date: 31 March 2012**

**Email address to lodge applications: [research@asthmaaustralia.org.au](mailto:research@asthmaaustralia.org.au)**

### **Lodging an EOI: step 1 in the grant application process**

EOI's will be accepted from any researcher.

A panel of experts will shortlist the EOI's to be recommended to the National Research Council for Full Application (Step 2).

The National Research Council will recommend to the Asthma Australia Board those EOI's to proceed to Full Applications.

EOI's that do not meet the stipulated guidelines will not be accepted.

Successful EOI applicants will be notified that they have been recommended to proceed to Full Application.

Unsuccessful EOI applicants will also be notified.

No feedback will be provided.

### **Notes to applicants**

- Applications must be lodged electronically in Microsoft Windows Word 97 - 2003 format, using the pro forma provided @ [asthmaaustralia.org.au/research](http://asthmaaustralia.org.au/research). Applications not received in this format or by the close date and time will not be accepted.
- Left margin should be at least 2.5 cm with content aligned text left
- Font (body) should be Tahoma 11 point
- Each page including the front should be numbered (bottom right hand corner 1/#)
- Attached curriculum Vitae/Track Record of applicant should be a maximum 2 pages.

Guidelines follow regarding completion of each section of the EOI form.

## **Guidelines for completing the EOI form**

1. **Project Title** (maximum 120 characters)

This appears on the cover page.

2. **Description of Research Project** (maximum 2 pages)

Provide a brief description of the proposed research project, including research methodology and governance arrangements for any research collaboration.

Your EOI should address the criteria as per the EOI Assessment Criteria @ [asthmaaustralia.org.au](http://asthmaaustralia.org.au) ie:

- Relevance to consumer care or service delivery
- Collaboration
- Impact
- Merit.

3. **Applicant Details**

The name of the applicant and other relevant information

4. **List of Key Personnel**

Provide the name of key personnel - including the applicant - and other relevant information. Under 'Institution/ Department', if the person works at several places, put the % of time that they will spend on this project at each location.

If your EOI is short listed to Step 2 (Full Application) you will be asked to provide full details of all key personnel including how much time each person will spend on the project and a written commitment to the project for the part or collaboration for which the key personnel have carriage.

5. **Budget**

Provide an indicative annual budget for the project. If your EOI is short listed you will be asked to submit a detailed budget that builds on the information in the EOI.

6. **Applicant's signature**

7. **Head of Institution/Department**

Name and signature

Please note:

A template for people invited to complete a Full Application (step 2) will be available @ [asthmaaustralia.org.au](http://asthmaaustralia.org.au) on 30 April 2012.