

NSW Translational Research Grants Scheme

ACI Guide for applicants

This guide is for applicants seeking partnership or involvement from the Agency for Clinical Innovation (ACI) in NSW Health Translational Research Grant Scheme (TRGS) proposals.

About the ACI

The ACI is the lead agency for innovation in clinical care, bringing patients, clinicians and managers together to support innovation, design and implementation. Our vision is to create the future of healthcare, and healthier futures for the people of NSW.

TRGS applicants are encouraged to identify and engage with relevant partners and agencies for the effective delivery of their research project and implementation of the outcomes in NSW.

To facilitate meaningful engagement, review and support of applications in a timely manner, an early and ongoing dialogue is required with the relevant ACI directorate or program team.

To learn more about our strategic direction and focus, please refer to the [ACI Strategic Direction Plan 2019-22](#).

Note: ACI maintains confidentiality through limited sharing of proposal information to only those necessary to comment on support and endorsement.

Stage 1: Expression of interest

Initial contact with ACI

Applicants seeking ACI partnership or involvement in their TRGS proposals should discuss their proposal with the relevant ACI Network, Institute, or team while the expression of interest (EOI) proposal is in draft form. Initial contact should occur as soon as possible, and at least two weeks prior to the closing date for EOI.

Review of draft proposals by ACI

Applicants should send a draft TRGS EOI to the ACI as soon as possible to allow time for ACI staff to review the proposal. The TRGS EOI should document the ACI's proposed role and resource commitments, outlining the:

- person or Network, Institute or team at the ACI contacted
- nature and extent of ACI support requested
- anticipated time commitment required from ACI staff.

Draft expressions of interest must be sent to the ACI no later than two weeks prior to the closing date for EOI.

Assessment of requests by ACI

Requests for ACI partnership or involvement will be assessed on the following criteria.

- Alignment with the [ACI Strategic Plan](#)
- Alignment with specific priorities within the partnering Network, Institute or team work plan
- The capacity of ACI staff to offer support with the initiative
- The planned research addresses a key gap for ACI
- The proposal aligns with any aspects of ACI's "research pyramid" to promote innovation or do research (see the [ACI Strategic Plan](#)).

A decision on ACI partnership or involvement will be provided to applicants in writing at least **one week prior to the EOI closing date**.

Stage 2: Invitation to progress to full application of TRGS

Assessment of full proposals

Clarity regarding the role of the ACI and/or ACI staff should be obtained prior to developing the full application. Draft full applications must be sent to ACI Networks, Institutes or teams involved no later than one month prior to the closing date.

Final partnership approvals

Applications listing ACI as a partner organisation require the approval and signature of the Chief Executive. Please allow two weeks for this process.

Enquiries and contacts

ACI Networks, Institutes, and teams

For contacting specific ACI Networks, Institutes, or teams please visit the ACI website at <https://www.aci.health.nsw.gov.au/networks>.

General enquiries

For general research enquiries, and to provide feedback on this process, please contact:

Henry Ko
Research Manager, ACI.
Email: ACI-research@health.nsw.gov.au

Acknowledgement

This guide is based on the following documents.

- ACI. Translational Research Grants Scheme: Guide to applicants seeking ACI endorsement. (2018; 2020)
- CEC. Guide for applicants seeking CEC partnerships: NSW Translational Research Grants Scheme. (2020)