

# Process for Requests for Research Grant Partnership/Letters of Support

## Background

TROPHI (Translating Research Outcomes into the Primary Health Interface) is a partnership between the University of Melbourne, Monash University and the Royal Australian College of General Practitioners that aims to drive high quality research that provides contemporary practice-based evidence to inform improvement strategies for primary care.

Set in outer Eastern Melbourne, TROPHI aims to:

- Develop capacity in translational and healthcare improvement research in primary health care practitioners, practices and networks.
- Facilitate coordinated implementation research to drive translation of research into practice.
- Engender a professional-wide enthusiasm and passion for improving patient outcomes and practice innovation.
- Provide a significant proportion of resources to support research initiatives in Melbourne's outer eastern primary health care practice communities.
- Inform the development of a national primary health care and general practice research framework, to enable engagement and investment in the sector.

TROPHI welcomes partnerships with researchers and others within universities, hospital health services and other academic organisations who share our aims and are committed to working together to improve primary health care and patient outcomes.

Part of our strategic plan is to encourage research and research translation activities to be undertaken within the TROPHI region.

TROPHI invites requests from researchers to provide:

1. Letters of support, and/or
2. Partnership requests

TROPHI is keen to support research that is relevant to general practice and primary healthcare policy and practice and is well positioned to support research communication and disseminating and translating the results. Unfortunately, it will be unable to provide partner on or provide letters of support for all requests received. This process outlines the criteria and requirements for submitting a request for a research partnership with TROPHI, or requests for a letter of support.

Please note that TROPHI is not able to offer cash contributions to research projects or grant applications.

## 1. Requests for TROPHI letters of support for a project

A TROPHI letter of support could be used in a grant application and would confirm that the project aligns with the TROPHI assessment criteria and offer support such as assistance with project communication and access to avenues for translation of findings.

### Assessment criteria for letters of support

1. The project's aims must align with TROPHI aims.
2. The research must be directly relevant to primary health care and/or the translation of primary healthcare research into practice.
3. The project will be conducted within the TROPHI region (at minimum) and a plan for translation of results within that region must be clear.
4. The potential benefit and impact of the research on policy and practice must be articulated, including how it will be translated into practice.
5. There must be at least one active investigator who is a GP or other primary health clinician academic.
6. The proposal must be submitted by a GP or primary health clinician academic who is actively involved in the project.
7. The proposed methodology must be clear.
8. TROPHI must have the capacity and resourcing to support the project.
9. There are no reputational or relational risks that would prevent the partnership from going ahead.

## 2. Requests for TROPHI project partnerships

TROPHI partnership on a research project would mean that there is active participation from the TROPHI team in project design and implementation, and an associated budget to support input from the TROPHI team. The project would have access to TROPHI communication channels and translation forums and activity.

### Requirements for TROPHI partnership on a research project:

There are a number of requirements are associated with TROPHI being able to partner on a research project. These are listed below:

#### *A co-design approach*

- Early participation of individuals nominated or approved by TROPHI as part of a co-design process.
- It is preferable that any project be co-designed with a partnership approach and with explicit reference to the needs of the region.
- The incorporation of TROPHI member(s) as named investigators on research applications and as members of project working groups.
- A TROPHI selected GP (or primary care) champion to have a key role in the research.

#### *Efficient use of resources*

- Projects that are respectful of time constraints of contemporary general practice.
- Participation in research is a cost to any small business. Researchers need to incorporate modest participation incentives for practices, practice staff and patients. The TROPHI management team can provide guidelines for this reimbursement.

- TROPHI operates under a principle of being self-sustaining. Externally generated projects are required to include within budget a contribution to TROPHI administration. Guidelines for appropriate costs are obtainable on request from the Project Manager.

## ***A process of clear communication***

- A process of regular communication with the TROPHI management committee.
- A planned approach to dissemination of details and results of the research to the broader TROPHI network.

## ***Good science***

- Approval by a Human Research Ethics Committee. Monash University, the University of Melbourne and the RACGP all have appropriate ethics committees.

## ***A focus on sustainability and practice improvement***

- A focus on developing the evidence base and the business case which will encourage GP engagement.
- Development of the “where to next activities” with TROPHI; e.g. new funding application, evidence into practice, an advocacy plan.
- A project that has relevance to the strategic plan of TROPHI, i.e. local meaning and value.

## ***Publications***

- Research publications need to mention the involvement of TROPHI by stating ‘This work was conducted in conjunction with TROPHI, a collaboration between University of Melbourne, Monash University and the RACGP.’
- Projects that use the TROPHI network need to provide copies of papers accepted for publication to the TROPHI Management Committee one week prior to anticipated publication.
- We consider it is both courteous and good science to disseminate relevant research findings to the TROPHI network and to those who participate in the research (including patients).

## ***Agreement***

- If TROPHI partnership is approved, an agreement will need to be signed to clarify common interests, roles and responsibilities, and expected services/budget.

## **Assessment criteria for partnership**

1. The project’s aims must align with TROPHI aims.
2. The research must be directly relevant to primary health care and/or the translation of primary healthcare research into practice.
3. The project will be conducted within the TROPHI region (at minimum) and a plan for translation of results within that region must be clear.
4. The potential benefit and impact of the research on policy and practice must be articulated, including how it will be translated into practice.
5. There must be at least one active investigator who is a GP or other primary health clinician academic.
6. The proposal must be submitted by a GP or primary health clinician academic who is actively involved in the project.
7. The proposed methodology must be clear and sound with the opportunity for TROPHI to contribute to the design the research and translation, and to play an active role if desired.
8. The applicant agrees to adhere to all the requirements for TROPHI support for a research project (outlined above).
9. TROPHI must have the capacity and resourcing to support the project.
10. There are no reputational or relational risks that would prevent the partnership from going ahead.

## How to request a TROPHI letter of support or partnership

Please submit the following information:

1. An outline of the project, detailing how it aligns with the TROPHI aims, how the evidence generated will impact on primary health care, and the potential benefit to policy and practice in the TROPHI region.
2. Names of GP/ and or other primary healthcare clinician academic investigators and details of their roles in the project and how they will have ongoing input to shape the project.
3. An outline of how the project will adhere to the *Requirements for TROPHI partnership on a research project* (outlined above-only if submitting a request for partnership).
4. Details of how you propose TROPHI will contribute to the project.
5. An initial budget for the TROPHI contribution (only if submitting a request for partnership)
6. The date by which your team requires the letter by.

Please note:

- Requests should be submitted at least **3-4 weeks prior to your deadline**. Please ensure you take any internal deadlines into account. Requests submitted with shorter timeframes may not be considered due to the need for review of the proposal.
- In-kind contributions will be assessed against the benefits of the project overall and current work plans and priorities. Consideration will need to be given to the ability of TROPHI to contribute to each project.
- Requests and enquiries should be emailed to [troph<sup>+</sup>@racgp.org.au](mailto:troph<sup>+</sup>@racgp.org.au)

## Process for assessment

- Submitted requests will be received and logged by the TROPHI Project Manager and further information requested if required.
- Requests will be shared with the TROPHI management group for review and recommendation against the assessment criteria for support (below).
- The TROPHI management group will confirm the outcome regarding a recommendation for letter of support and stipulate any conditions for inclusion in the letter template.
- The TROPHI Project Manager will share the outcome, and letter of support, if relevant, with the applicant and log important dates for activity in the TROPHI workplan.

## Research involving Aboriginal and/or Torres Strait Islander peoples

The TROPHI collaboration is keen to support quality, ethical research that contributes to the scientific literature and translates into improved health outcomes, and to only support research that meets national standards for ethical and responsible conduct of research involving Aboriginal and Torres Strait Islander peoples.

This section outlines the criteria and requirements for submitting a request for either a letter of support or partnership for research, which is about, or may affect, Aboriginal and/or Torres Strait Islander peoples.

The following criteria will be applied in assessing such research projects:

1. The research proposal has received support from the Aboriginal and/or Torres Strait Islander communities participating in the research. Proof of this (for example, letter of support from communities) is provided. Ideally there will be Aboriginal and/or Torres Strait Islander leadership within the research team.
2. The project must be subject to ethics review by a human research ethics committee with expertise in Aboriginal and/or Torres Strait Islander research.
3. The project plan must explain how the research contributes to a community-identified need, has involved community input/consultation and will include ongoing involvement, including as researchers.
4. The project plan must explain how it will build capacity of the community to do research in future and how it supports non-researcher community members to contribute (i.e. remuneration).
5. The project plan must explain how the project will adhere to the principles of Indigenous data sovereignty and governance. This includes recognising the rights of Indigenous peoples to control the use of their data and have access to the data for decision making and self-determination.
6. It is our expectation that the research proposal will explain why they are requesting a letter of support from the RACGP. The RACGP does not support researchers to engage with Aboriginal and/or Torres Strait Islander communities and organisations, it is our expectation is that this will have already occurred.