



Dementia Australia™  
**Research Foundation**

## **DEMENTIA GRANTS PROGRAM**

Research Consultancy – Request for Proposal

An evaluation of the impact of the new Aged Care Act on  
people living with dementia, their families and carers:  
Development of methodology and baseline data set

## **INFORMATION FOR APPLICANTS**

**2025**

# CONTENTS

|                                                                         |    |
|-------------------------------------------------------------------------|----|
| BEFORE YOU BEGIN .....                                                  | 2  |
| INTRODUCTION .....                                                      | 2  |
| About Dementia Australia .....                                          | 2  |
| About Dementia Australia Research Foundation .....                      | 2  |
| REQUEST FOR PROPOSAL.....                                               | 3  |
| Purpose.....                                                            | 3  |
| Deliverables.....                                                       | 3  |
| Topic and Scope .....                                                   | 3  |
| Intellectual Property .....                                             | 4  |
| Project Team .....                                                      | 4  |
| Funding .....                                                           | 4  |
| ELIGIBILITY CRITERIA .....                                              | 5  |
| ADDITIONAL INFORMATION AND CONDITIONS .....                             | 5  |
| Involving people with a living experience of dementia in research ..... | 5  |
| Career interruptions.....                                               | 6  |
| Notification of additional funding .....                                | 6  |
| APPLICATION PROCEDURE.....                                              | 7  |
| Application form.....                                                   | 7  |
| Supporting documents required.....                                      | 8  |
| ASSESSMENT PROCESS .....                                                | 10 |
| Review .....                                                            | 10 |
| Notification of successful and unsuccessful applicants .....            | 11 |
| Feedback to unsuccessful applicants .....                               | 11 |
| Acknowledgement of support .....                                        | 11 |
| ASSESSMENT CRITERIA.....                                                | 12 |
| Academic Assessment .....                                               | 12 |
| Dementia Advocate Assessment .....                                      | 13 |
| FREQUENTLY ASKED QUESTIONS .....                                        | 14 |
| Eligibility .....                                                       | 14 |
| Research proposal .....                                                 | 14 |
| Budget.....                                                             | 15 |
| Investigators.....                                                      | 16 |
| Finalising the application .....                                        | 16 |
| FURTHER INFORMATION .....                                               | 16 |

## BEFORE YOU BEGIN

This document contains important information for applicants regarding the process of applying for, and the eligibility conditions of, the 2025 Dementia Australia Research Foundation **Partnership Engagement** scheme. Applicants should read this document thoroughly to understand the grant conditions and application procedure. In most cases the answers to the '[frequently asked questions](#)' are covered in this document.

Applicants should read all the information included in this document and liaise with their host institution's research office before contacting the Foundation with any queries regarding the application process or eligibility conditions.

- **Applications Open:** Friday 28 November 2025 (9.00am AEDT)
- **Applications Close:** Monday 22 December 2025 (5.00pm AEDT)

### LATE APPLICATIONS WILL NOT BE ACCEPTED

- **Successful Applicants Notified:** January 2025
- **Funding Commences:** January to March 2025, or by arrangement

## INTRODUCTION

### About Dementia Australia

Dementia Australia is the source of trusted information, education and services for the estimated more than 433,300 Australians living with dementia, and the more than 1.7 million people involved in their care. We advocate for positive change and support vital research. We are here to support people impacted by dementia, and to enable them to live as well as possible. Founded by carers more than 35 years ago, today we are the national peak body for people living with dementia, their families, and carers. Our organisation was built on both consumer voices and a strong evidence base. We involve people impacted by dementia and their experiences in our activities and decision-making, to make sure we are representative of the diverse range of dementia experiences across Australia. We amplify the voices of people impacted by dementia through advocating and sharing stories to help inform and inspire others.

Dementia Australia has multiple roles including peak advocacy organisation for people impacted by dementia, provider of the National Dementia Helpline and a range of support services for people living with dementia, provider of professional education, and supporting research into dementia.

### About Dementia Australia Research Foundation

The Dementia Australia Research Foundation is the research arm of Dementia Australia. The Foundation provides funding to support new and emerging dementia researchers (based in Australia), works with people living with dementia and carers to ensure that research reflects their concerns and promotes understanding and awareness of dementia research among the general community. The Foundation is entirely funded by donations and support from members of the public and Australian businesses and is managed by Dementia Australia. Further information about the Foundation including previous grant rounds and outcomes can be found [here](#).

# REQUEST FOR PROPOSAL

## Purpose

From 1 November 2025, the Aged Care Act 2024 and the new Support at Home program was brought into effect by the Australian Government. The reforms respond to 58 recommendations of the Royal Commission into Aged Care Quality and Safety, bringing a promise of rights-based care of older Australians and a system designed to deliver safe, dignified and high-quality care for an ageing population.

Over recent years, stakeholders have provided Dementia Australia with consistent feedback in relation to the impacts and consequences of their inability to access appropriate aged care services and supports when they are required. Dementia Australia is now seeking proposals for a research consultancy from suitably qualified researchers and providers who can work in partnership with Dementia Australia to develop an approach to assess the extent to which the new Aged Care reforms have met the intent and outcomes of the Aged Care Quality Standards for people impacted by dementia.

## Deliverables

The deliverables are:

- The development of a methodology to track the impact of the Aged Care reforms over an extended time frame of at least 24 months
- A baseline data set developed from the methodology to track the impact of the reforms (positive, negative and neutral).

## Topic and Scope

Dementia Australia is requesting proposals to explore the impact of the new Aged Care reforms on the quality of care that people living with dementia receive. Proposals should include the development of data sets and methodology to track topics such as the:

- Ability for people living with dementia to access services to maintain independence and live safely and with dignity at home, including any changes in transition to residential aged care
- Impact of changes on social isolation, use of allied health and other supportive care supports
- Impact of the co-payment contributions for independent services and everyday living services on the financial security, health and wellbeing of people living with dementia
- Adequacy of the financial hardship assistance for people living with dementia
- Potentially avoidable hospital presentations and any impacts on hospital discharge rates for people living with dementia.

The proposal should consider these impacts with an equity lens and include regional, First Nations and CALD communities.

Applicants may wish to add any other topics or activities they believe relevant to the proposal but the topics and deliverables outlined above must be achieved.

## Intellectual Property

Please note that this is a research consultancy activity. Dementia Australia intends to use the methodology and data set deliverables to apply for competitive research funding to allow for longer term follow up of impacts of the legislation and its implementation. As such, all Intellectual Property (IP) rights related to the proposal will vest upon creation in Dementia Australia. However, background IP or the ownership of any existing material by the applicants or the Administering (host) Institution will not be transferred to Dementia Australia. The successful applicant may publish on the research with the permission of Dementia Australia, and such permission will not be unreasonably withheld.

The successful provider will be eligible to apply to partner with Dementia Australia for future funding addressing this topic, however, Dementia Australia reserves the right to seek partner applications from other providers and researchers for future funding applications.

## Project Team

The research team must have the research credentials and appropriate strength in their proposal and team. We encourage applications from multi-disciplinary teams including health professionals, public health researchers, implementation science experts, policy makers, health economists and community or residential aged care providers (the application may include up to 10 Investigators in total).

People living with dementia, their carers and families must be involved in the project, from initiation through to completion. The team should also include at least one early- and/or mid-career researcher (up to 10 years post-PhD), who must be identified in the application. When assembling your team, please ensure that you have done so in line with the relevant [eligibility criteria](#).

## Funding

This request for proposal is valued up to \$50,000 and may be used over 12 months.

Dementia Australia intends to utilise the methodology and data set(s) in applications for competitive research funding e.g. ARC Linkage or NHRMRC Partnership grants. Dementia Australia will also provide significant in-kind support for the project (e.g. assist with participant recruitment, facilitate the involvement of people with a living experience of dementia in the project, provide guidance with regards to study design and interpretation of baseline data).

## ELIGIBILITY CRITERIA

1. At the time of application, acceptance and for the duration of the grant, the applicant (Chief Investigator (CIA) must be an Australian citizen, a New Zealand citizen living in Australia, a permanent resident of Australia, or have an appropriate work visa in place. The CIA must also be based in Australia for at least 80% of the project. All applicants must provide evidence to their host institution to support this criterion. Administering Institutions are responsible for certifying and ensuring that these requirements are met. The Dementia Australia Research Foundation may request further information in relation to these requirements.
2. The research must be conducted in Australia and address the topic and scope of the funding round.
3. The research must be approved by an authorised ethics committee, if applicable. Please note that grant payments may be withheld until ethics approval has been obtained.
4. One application per Administering (host) Institution has been submitted. If more than one application from a university or research institution (where they are listed as the Administering Institution in the application) is received, the first application to be received by the Foundation will be accepted and all other subsequent applications will be deemed ineligible.

## ADDITIONAL INFORMATION AND CONDITIONS

### Involving people with a living experience of dementia in research

The applicant must demonstrate that:

1. People with a living experience of dementia (i.e. people living with dementia, their carers and families (including former carers) or the wider public (if applicable) will be engaged meaningfully throughout the development and conduct of the program of research relevant to this application (beyond a role as participants). This may be achieved in any number of ways including:
  - a. Consultation about or involvement in the research proposal prior to submission – to ensure that: a) it addresses an identified area of priority for people living with dementia, their carers and families; b) the relevant parts of the proposal are understood by a non-academic audience; and c) aspects of the study design are feasible and relevant (if applicable).
  - b. Inclusion as a co-investigator on the research proposal.
  - c. Invitation to co-present the research project and/or outcomes of the research at conferences and other events.
  - d. Membership of a Steering Committee or Advisory Group to provide guidance on all or some aspects of the project as it progresses or as a 'research buddy' for the researcher.
  - e. Providing comment on and/or developing participant information documents or other research materials.

- f. Involvement in the interpretation and dissemination of research outcomes and the development of plain language project summaries.

Please note people with a living experience of dementia can be involved in different ways in all types of research projects, including research that focuses on technology and lab-based studies.

If you require assistance in finding a person living with dementia, carer or former carer to be involved in your project (Dementia Advocate), please contact Dementia Australia by completing the request form located on the [website](#) or contact [advocates@dementia.org.au](mailto:advocates@dementia.org.au) for further information. Costs associated with involving people with a lived or living experience of dementia in the research should be included in the project budget.

The National Health and Medical Research Institute (NHMRC) has a general statement on Consumer and Community Involvement in Health and Medical Research, [here](#).

The following are Dementia-specific guides and resources:

- *Involving people impacted by dementia in research: a guide for researchers* – Dementia Centre for Research Collaboration (DCRC)
- [Becoming Involved in Research: A guide for People Living with Dementia, their Care Partners and Family Members](#) – National Institute for Dementia Research (NNIDR)
- Guidelines and training resources developed as part of [Lived Experience Project - Dementia Centre for Research Collaboration \(DCRC\)](#)

2. Appropriate language and terminology are used throughout the application. This refers to both dementia-friendly language and the use of plain English where required. For example, many people living with dementia prefer not to be referred to directly or indirectly as a 'dementia sufferer'. A guide to dementia-friendly language is available [here](#).

## Career interruptions

Circumstances leading to career interruption will be taken into account when assessing the experience of the research team. Such circumstances may include an episode of extended illness, parental leave, caring commitments or other personal matters and time dedicated to clinical work as a health professional. Matters arising from normal vocational or research related activities, such as an applicant's choice to pursue research activities or seek employment outside of clinical work or dementia research, will not be considered as a career interruption. Track record (research training, publications, supervision, awards and other relevant experience) will be assessed relative to opportunity.

## Notification of additional funding

Applicants must notify the Dementia Australia Research Foundation if they receive funding from another source for their proposed research.

# APPLICATION PROCEDURE

## Application form

Applicants are to complete an application form containing the following required fields:

- Name, institution and contact details of the lead investigator (CIA) and the research team. Up to 10 investigators (including the CIA, other CIs and/or AIs) are permitted on the application form. Details on the expertise/track record of and activities that each investigator will be undertaking must be provided to demonstrate that the team is capable of successfully undertaking the proposed research (250 word limit for each investigator). For the purposes of this funding round:
  - CIs are expected to remain active on the project as outlined in the application for the full duration of the consultancy.
  - AIs are investigators who may provide some intellectual and/or practical input into the research at various points during the consultancy.
- If applicable, relative to opportunity considerations and career interruptions that the applicant would like taken into account (250 word limit).
- Contact details of the Administering Institution where the research will be undertaken. Please note that the Administering (or host) Institution must only submit one application and be an eligible university or research institute approved by [NHMRC](#).
- Proposal title.
- Abstract (250 word limit).

The following sections of the application will be reviewed and assessed by people with a living experience of dementia. As such, it is important that these sections are clear and 'stand-alone' (i.e. these sections should not refer the reader to content provided as part of the research proposal) and appropriate language has been used.

- Plain language summary, including reference to topics such as gaps in current knowledge, how your proposal looks to fill those, aims, method and intended impact of the research (250 word limit). The summary should also focus on the research proposal – background information should be kept to a minimum and dementia prevalence data is not required. Please ensure that this summary is free of scientific jargon and is presented in a way that someone without scientific knowledge will be able to understand. Below are some good links on writing a lay summary:
  - Australian Clinical Trials Alliance – [writing in plain language](#).
  - The Academy of Medical Sciences – [tips](#) and [what a lay should look like](#).
  - Elsevier – [how to write a lay summary](#).
  - Plain English Campaign – [how to write in plain English](#).
- The rationale for the proposal, including why the research is needed and the gap in knowledge that will be addressed from this research (250 word limit).
- Implications of the research, such as the expected benefits to arise from the research, the outcomes, significance, innovation and/or intended impact of the research (250 word limit).

- How people living with dementia, their carers, families and/or the wider public:
  - Have been involved in the application and/or research to date (250 word limit).
  - Will be involved in the proposal, if funded (250 word limit).

Please review the [additional information](#) before completing this section of the application.

When planning research in which people living with dementia will be participants, applicants should make sure that they are familiar with the principles of and requirements for obtaining informed consent from people who may lack cognitive and/or legal capacity to provide written informed consent themselves. Further, recruitment is sometimes slower than anticipated and significant time and effort may be required to reach a desired sample size.

## Supporting documents required

As well as completing the application form, applicants must provide the following supporting documents (in PDF format). Applications that do not include the required documentation will be considered ineligible and will not be assessed. Please note that attachments cannot be amended or added to the application after the application closing date.

### 1. Evidence of Australian or New Zealand citizenship, permanent residency or appropriate work visa (required for CIA only)

A scanned copy of a birth certificate, passport, visa documentation or official documentation from the Department of Immigration and Border Protection does not need to be included in the application but must be provided to the applicant's host institution (the institution may already have this information on file). If applicable, an appropriate work visa must be in place at the time of acceptance and for the duration of the project. A Statutory Declaration, Medicare card, Australian drivers' licence or other documents will not be accepted as proof of permanent residency or citizenship.

### 2. Career Summary (maximum 2 pages, required for each CI and combined into one PDF document)

A summary that may include: current role; a career impact statement; top-5 publications with an explanation of how the publications illustrate the applicant's capability to contribute to the proposed research; grants (funding body, amount and investigator status); and case studies demonstrating successful delivery of similar projects. Awards, conference presentations and service to the academic community may also be included as appropriate. Personal information such as date of birth or residential address is not required.

### 3. Proposal (maximum 7 pages)

The main body of the proposal should not exceed 5 pages (this does not include the budget and timeline and references), using Times New Roman, Arial or Calibri font (minimum size 11) and margins not less than 1.5 cm. The budget and timeline should start on page 6 (up to 1 page only) with references starting on page 7. Any additional pages, or any explanatory appendices, will not be assessed.

The research proposal should include details on each of the following sections:

- a. **Proposal title**
- b. **Aims:** List specific aims and potential significance of the proposal.
- c. **Background:** Provide a brief outline of topic and scope of the proposal, the challenge Dementia Australia is seeking to address, and any previous work in this field that provides the basis for the research.
- d. **Research methodology:** A clear description of the proposed study design and methodology, including where appropriate: participant recruitment strategy; participant inclusion/exclusion criteria; outcome measures; data collection methods, statistical analysis plan and rationale; and safety and risk considerations. Include recommendations for including diverse audiences (CALD, First Nations) within this research. The applicant should detail any proven methodologies or techniques successfully employed on past similar projects and how these techniques could be applied in this proposal. Applicants are also permitted to outline activities that would be undertaken beyond the initial baseline data collection phase, should additional funding become available.
- e. **Budget including justification and timeline (up to 1 page):** Provide a high-level budget (up to \$50,000 excluding GST) and project timeline with key deliverables, noting the amount of funding available from the Foundation and timeframe. The budget must include sufficient information for the Foundation to properly assess the feasibility of the proposal, and all budget items should be clearly justified. Applicants must identify any other confirmed funding for the project. Funds can only be applied to costs that are directly related to achieving the objectives and outcomes of the proposal, including reimbursements to people living with dementia, their carers and families and/or the wider public for reasonable costs associated with their involvement in the project (e.g. their time, travel costs, phone calls). It is also recommended that applicants include recruitment costs in the budget if applicable (e.g. funding for advertising and participation incentives).  
  
University standard equipment costs (such as computer hardware), infrastructure costs or levies should not be included in the budget and will not be covered by the Dementia Australia Research Foundation.
- f. **Key references:** Please include a list of key references cited in the proposal (starting on page 7).

#### 4. **Ethics approval** (if available)

Evidence of approval of the proposed project by an authorised Human Research Ethics Committee, if available. Funding agreements (for successful applicants) may be conditional upon ethics approval.

#### 5. **Application endorsement**

The application must be endorsed by:

- Each investigator named in the application (i.e. CI and all supervisors/AIs listed), confirming that the information provided in the application, including their contribution, is correct.

- The Head of Administering Institution (or nominee, normally the Research Office) in which the research will take place.

## 6. Lodgement of application

Completed applications must be emailed to: [Foundation@dementia.org.au](mailto:Foundation@dementia.org.au) with the subject heading “Research Consultancy – Request for Proposal [CIA surname]”. The application must be submitted as a PDF, using the following naming conventions:

- Request for Proposal Application Form: CIA Surname\_ApplicationForm
- Career Summary: CIA Surname\_CareerSummary.pdf
- Research Proposal: CIA Surname\_ResearchProposal.pdf
- Ethics Approval: CIA Surname\_EthicsApproval.pdf
- Signed Endorsement Form: CIA Surname\_Endorsement.pdf

# ASSESSMENT PROCESS

## Review

The assessment process for all grant types involves the following stages:

### 1. Eligibility check

Foundation staff will check all applications after the closing date to ensure compliance with eligibility criteria and conditions of the grant. It is the applicant’s responsibility to ensure that they meet all eligibility criteria and conditions of the award prior to submitting an application. The Foundation reserves the right to rule out of contention any application that does not include proof of eligibility without further assessment. Please note that applicants must inform the Foundation if their eligibility against the stated criteria changes in any way during the assessment process. Funding will not commence until all relevant requirements, including eligibility, have been met.

### 2. Initial review of applications

Academic members of the Scientific Panel and representatives of Dementia Australia will review all eligible research proposals (unless where a potential conflict of interest has been identified) to determine those which are highly unlikely to receive funding due to weakness in one or more of the assessment criteria or feasibility and/or other issues. Applications that are ranked in the bottom half of all applications by at least two members of the Scientific Panel and/or Dementia Australia representatives are removed from the application process.

### 3. Final review and ranking by members of the Scientific Panel

Academic and Dementia Advocate members of the Scientific Panel and Dementia Australia representatives will consider and rank all remaining applications.

Applicants whose proposals are considered fundable but have not been successful are placed on a reserve list and may be offered other funding opportunities in the future, for

example, in the event that an applicant with a higher-ranked proposal turns down funding.

#### **4. Final decision**

The final decision on awards is made by the Dementia Australia Research Foundation Board on the basis of recommendations made by the Scientific Panel and Dementia Australia representatives.

Please be advised that all decisions are final, and there is no mechanism for appeal.

### **Notification of successful and unsuccessful**

Successful and unsuccessful applicants will be notified of the outcome of their application by email in January 2026. To facilitate notification, applicants must ensure that their contact details are filled in correctly on the application form. Any changes to contact details after submission are to be reported to the Foundation.

### **Feedback to unsuccessful applicants**

Unsuccessful applicants will be provided with individual feedback upon request. Feedback is provided for the purpose of helping unsuccessful applicants improve the quality of subsequent applications to the Foundation or other funding bodies. No correspondence regarding the accuracy or merits of feedback will be entered into.

### **Acknowledgement of support**

Successful applicants must acknowledge the support of the Dementia Australia Research Foundation and its funding partners in all publications, presentations and media announcements relating to the awarded research.

# ASSESSMENT CRITERIA

## Academic Assessment

| Criterion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Weighting |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Understanding of the Project</b> <ul style="list-style-type: none"> <li>Demonstrate a strong understanding of the Aged Care reforms, challenges Dementia Australia is seeking to address, and the project objectives including understanding what is in scope vs out of scope.</li> </ul>                                                                                                                                                                                                                                        | 10%       |
| <b>Proposed Methodology</b> <ul style="list-style-type: none"> <li>Clear, and well-described research methodology with the development of a methodology and initial data set that can be used to track long-term impacts (long-term impacts will be subject to additional funding).</li> <li>Appropriateness and feasibility of approach to align with research objectives.</li> <li>Ability to include diverse audiences.</li> <li>Approach to complete ethics review process, and consideration of ethical principles.</li> </ul> | 30%       |
| <b>Workplan</b> <ul style="list-style-type: none"> <li>Well-structured and clear plan outlining key milestones, and deliverables.</li> <li>Feasibility of timeline based on project scope.</li> <li>Ability to be flexible and adapt to changes or feedback.</li> </ul>                                                                                                                                                                                                                                                             | 20%       |
| <b>Experience of the Project Team</b> <ul style="list-style-type: none"> <li>Skills, experience of proposed team members, demonstrating they are capable of successfully undertaking the proposed project.</li> <li>Track record (research training, publications, supervision, awards and other relevant experience) and/or case studies demonstrating successful delivery of similar projects. Track record will be assessed relative to opportunity, including career stage.</li> <li>Proposed team structure.</li> </ul>        | 30%       |
| <b>Quality and Added Value</b> <ul style="list-style-type: none"> <li>Quality assurance approach to delivering project.</li> <li>Identification of potential risks and mitigation strategies.</li> <li>Any added value elements included.</li> </ul>                                                                                                                                                                                                                                                                                | 10%       |

## Dementia Advocate Assessment

For shortlisted applications, Dementia Advocates will be given relevant sections of the application on which to assess the following criteria:

**1. Clarity of plain language summary (20% weight)**

This criterion assesses the clarity of the plain language summary by evaluating whether it is well-written and can be understood by someone without scientific a scientific background or knowledge.

**2. Rationale (20% weight)**

This criterion assesses the rationale for the research, which identifies a gap in the knowledge being addressed.

**3. Benefit (20% weight)**

This criterion assesses whether the research will be of benefit to the lives of people with a living or lived experience of dementia and/or the community (as appropriate to the topic and scope of the project).

**4. Involvement of people with a living or lived experience of dementia to date (20% weight)**

This criterion assesses whether individuals with a living or lived experience of dementia and/or the community (as appropriate to the topic and scope of the project) have been involved in the application and/or research to date.

**5. Planned involvement of people with a living or lived experience of dementia (20% weight)**

This criterion assesses how individuals with a living or lived experience of dementia and/or the community (as appropriate to the topic and scope of the project) will be involved in the research project if funded.

The Dementia Advocate and academic assessment scores will be combined, with the Dementia Advocate assessment comprising 20% of the overall score. As such, it is important that the relevant paragraphs in the application are written in a way that someone without a scientific background is able to understand.

## FREQUENTLY ASKED QUESTIONS

### Eligibility

#### **Does the CIA have to be an early- or mid-career researcher?**

No, the CIA can be a senior researcher if appropriate (i.e. up to the level of Professor). However, the team should include at least one early- and/or mid-career researcher, who must be identified in the application. Up to 10 investigators are allowable.

#### **Can overseas collaborators be listed as CIs or AIs who are not Australian citizens or permanent residents?**

Overseas collaborators can be listed as CIs or AIs, however, the project must be conducted in Australia.

#### **Could a sessional academic apply for the Partnership Engagement Grant as a CIA?**

Sessional Academics are eligible to apply as the CIA, however, they would need to have a contract with the university that states employment for the duration of project.

#### **Can an AI apply on multiple applications with different CIAs?**

If successful, a CI can only hold one grant or fellowship as the CIA. However, it is possible for AIs to be on one or more projects or a CIA to be an AI on another successful project. Only one application per institution will be accepted.

#### **Is there a place to upload the proof of residency status?**

The applicant is not required to upload proof of citizenship in the online portal – the research branch at your university or institution should sight this information to ensure that the requirements are met prior to endorsing the application.

#### **The CIA will join the university from overseas for a 3-year period. The Visa application has been submitted but has not yet been granted. Can they apply for funding?**

At the time of application, acceptance and for the duration of the proposal, the applicant (CIA) must be an Australian or New Zealand citizen, a permanent resident of Australia or hold an appropriate work visa. As the university will need to sign off on this, you will need to provide them with the appropriate immigration documentation, as they are responsible for certifying and ensuring that the requirements are met.

### Research proposal

#### **Is ethics approval required at the date of the application?**

Ethics approval is not required on the date of application but if the application is successful, ethics approval will be required before any funds will be released.

#### **Can pilot studies be a subject of research within the Dementia Grants Program?**

Yes, we accept and encourage applicants to submit pilot studies.

#### **Can data from overseas studies be used in the research?**

If relevant to the funding scheme, researchers may use data or samples from overseas studies but the analyses must be undertaken in Australia.

**I wish to involve people with living or lived experience of dementia in my project but I'm not sure what to do. Who do I contact for assistance?**

If you would like to request the assistance of Dementia Australia in finding a person living with dementia or carer to be involved in your project (beyond that of a participant), please complete the request form located on the Dementia Australia [website](https://www.dementia.org.au) or contact [advocates@dementia.org.au](mailto:advocates@dementia.org.au) for further information.

**My project relates to a specific diverse group. Do I need to have representation on the project team?**

If your project is focusing on people from a specific background (such as CALD or First Nations), we would expect to see engagement either on the study team, through a steering or advisory group and/or consultation. Consumer engagement from that specific background will strengthen your application.

**I have made an error in my submitted application. Can I amend it?**

The Dementia Australia Research Foundation team can discard a submitted application and a new submission can then be made, providing the request is received prior to the closing date of this scheme. Please contact our team at [foundation@dementia.org.au](mailto:foundation@dementia.org.au) to discuss further.

**Do we retain intellectual property (IP) relating to the grant upon submission of the proposal and awarding of funds?**

All IP rights related to the proposal will remain with Dementia Australia; the baseline data developed and associated methodology will be used by Dementia Australia to seek further research funding in the future. However, background IP or the ownership of any existing material by the applicants or the Administering (host) Institution will not be transferred to Dementia Australia.

**Does the Foundation have a policy on the use of Generative Artificial Intelligence in writing research proposals or applications?**

Whilst the Foundation does not have a specific policy on the use of Generative Artificial Intelligence, please refer to the NHMRC policy available [here](#).

**If successful, am I able to delay my commencement date or apply for an extended period of leave?**

Timely commencement and completion of this work is highly desired, as it will form the basis of larger funding applications. However, reasonable requests to delay the commencement due to extenuating circumstances (e.g. parental leave, carers leave or leave due to health reasons) will be considered. Payments may be paused or delayed during the period of leave. An Agreement Variation with a revised schedule of milestones and payments will be implemented.

## **Budget**

**Can meeting costs (e.g. travel costs, catering) be included in the budget? Can the budget also include future conference presentations and journal publications?**

Yes, the costs associated with organising meetings with policy makers or advisory group members can be included in the budget, where they directly relate to a specific project activity. The costs associated with open access publications can also be included.

Conference travel cannot typically be included in the budget; the rationale for including conference attendance as part of the proposal must be well justified and directly linked with achieving the research outcomes.

#### **Can the salary of the applicant (CIA) be requested in the budget?**

The proposal can be used to cover the salary of research assistants. If the applicant is seeking a salary, it must be well justified in the budget and directly linked with achieving the research outcomes. Further, the applicant must not have another source of salary and it must not make up 100% of the budget as other project costs would need to be considered.

#### **Can I include a stipend request in the budget?**

A PhD or Masters stipend for research personnel can be included in the budget, if they are not also the applicant (CIA). The rationale should be well justified with a clear explanation of the elements of the proposal that will be undertaken by the student. The stipend request should be directly linked with achieving the research outcomes and the recipient should not already have a source of income to carry out this work.

### **Investigators**

#### **Where in the application can I demonstrate the capabilities of the team?**

The application form has a section where the expertise and the role of each named investigator can be described. For the applicant (CIA), a capability statement or similar can be included in the Career Summary, which is a separate document.

### **Finalising the application**

#### **How do I check that I have completed all application requirements?**

Please ensure that you have:

- ☐ Read the Information for Applicant's booklet, particularly sections relating to eligibility.
- ☐ Outlined how people with a living experience of dementia have been involved in your application and will be involved in your research.
- ☐ Included all the relevant sections within your Research Proposal, including a budget.
- ☐ Prepared the Research Proposal within the allowable specifications and page limit.
- ☐ Used the correct naming convention for all uploaded documents.
- ☐ Included and identified early-and/or mid-career researcher(s) on your team.
- ☐ Completed all mandatory fields in the online application form, including required documentation.
- ☐ Checked that your application has been endorsed by all named Investigators and your Administering (Host) Institution.
- ☐ Submitted your application by the specified deadline.

## **FURTHER INFORMATION**

For any enquiries, please email: [foundation@dementia.org.au](mailto:foundation@dementia.org.au).