



VNI SKILL DEVELOPMENT AWARDS

FOR SUPPORT COMMENCING IN 2009

CLOSING DATE: 5PM, THURSDAY 14 AUGUST 2008

APPLICATION GUIDELINES

- CONTACT:** Enquiries should be made to:
- Ms Lisa Pitre**
Victorian Neurotrauma Initiative
Telephone: (03) 9664 6563
Email: info@vni.com.au
- CLOSING DATE:** 5pm, Thursday 14th August 2008
- DOCUMENTS:** All application documents can be downloaded from www.vni.com.au.
- SUBMISSION REQUIREMENTS:** All applications must be submitted using the templates provided. Minimum font size is Arial 11 point.
- SUBMISSION DETAILS:** A single document, Word format version of the completed application **MUST** be emailed to applications@vni.com.au by 5pm on the closing date. You will receive email confirmation of the receipt of your application within five business days of submission.
- FURTHER INFORMATION:** Please see the Frequently Asked Questions (FAQ) document on our website: www.vni.com.au

TIMELINES:

Date	Event
1 July 2008	Skill Development Awards Advertised
14 August 2008	Closing Date for Applications
September 2008	Review and Evaluation of Applications
Late October 2008	Applicants notified of Outcome
From 1 Jan 2009	Skill Development Awards commence

PART 1. BACKGROUND

1.1 INTRODUCTION

The Victorian Neurotrauma Initiative (VNI) is a \$63 million research fund established with the support of the Transport Accident Commission (TAC) and the Victorian Department of Innovation, Industry and Regional Development (DIIRD). The VNI aims to improve the quality of life of those affected by neurotrauma through a mix of research funding that will promote innovation and neurotrauma system improvement.

1.2 STRATEGIC GOALS OF THE VNI

The strategic goals of the VNI for the 2007-2010 are:

- Fund internationally competitive neurotrauma research;
- Facilitate enhanced capacity and capability within the Victorian neurotrauma research community;
- Facilitate the translation of research findings within the Victorian healthcare system and amongst TAC clients.

1.3 SKILL DEVELOPMENT AWARDS

The VNI is pleased to offer a second round of education and training awards as part of its commitment to building neurotrauma-research capacity and skills within Victoria. These awards provide opportunities for new and early career researchers or clinicians to attend short courses designed to develop research skills, in areas such as grant writing, research methodology, biostatistics and clinical trial design.

VNI Skill Development Awards are a \$60,000 commitment to fund 30 awards (ten per annum) within Victoria. Ten such awards were offered in 2008 and another ten awards will be offered in the current funding round. These awards are offered to a maximum value of \$2,000 per course.

The Skill Development Awards have been developed following consultation with the Victorian neurotrauma community.

PART 2. FUNDING POLICY

2.1 ELIGIBILITY CRITERIA

The following criteria apply to the Skill Development Awards:

- Applicants must be Australian citizens or permanent residents;
- Applicants must reside in Victoria;
- Applicants must be currently involved in neurotrauma research, clinical practise involving neurotrauma patients, or research involving techniques and principles which could be applied to neurotrauma;
- Applicants must be available to attend nominated short-course, including release from work duties if required;
- The nominated Course Provider must be a recognised educational institution.

2.2 ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

- Demonstrated 'gap' in research knowledge or skills;
- Relevance and quality of nominated short course;
- Evidence of current involvement neurotrauma research, neurotrauma clinical practice or research which could be applied to neurotrauma.

2.3 TERMS & CONDITIONS OF AWARD

The Skill Development Awards are for a maximum of \$2,000 (exclusive of GST) per award and must be undertaken prior to 30 June 2009.

The nominated short course may be undertaken within Australia or overseas. The Award payment must go towards course fees only and cannot be used to cover travel costs. The VNI will make payments directly to the Applicant's Administering Organisation.

2.4 EVALUATION PROCESS

All applications will be reviewed against the eligibility criteria and competitively assessed using the assessment criteria defined above. All Applicants will receive a letter of outcome in late October 2008. All successful Applicants will receive a letter of offer that requires signature and return to the VNI within 15 business days of receipt.

The VNI will assess all applications for funding on the basis of the documentation as submitted. Contact with Applicants may occur where clarification is required to assist in that evaluation. If the VNI considers that the applications submitted are not of sufficient quality, then the VNI reserves the right to exclude all applications from funding consideration.

2.5 PAYMENT OF THE AWARD

It is the Applicant's responsibility to enrol in the nominated short course and to ensure that a valid tax invoice is forwarded to the VNI. The VNI will only accept invoices from the Applicant's Administering Organisation as listed in their application.

The tax invoice should include the name of the Applicant, the title and date(s) of the enrolled course and be addressed to;

Victorian Neurotrauma Initiative
c/o Transport Accident Commission
Level 19, 222 Exhibition St
Melbourne, VIC 3000

No payments of funds will be made to the Course Provider. The VNI will not make direct payments of the Award to individual Applicants.

2.6 REPORTING

Successful Applicants must submit a report and complete a short feedback questionnaire after completion of the course. This report will provide a brief description of:

- knowledge / skills gained;
- application of new knowledge / skills into research practice; and
- Applicant's satisfaction with the short-course undertaken.

This report must be submitted within one (1) month after undertaking the course.

2.7 ACKNOWLEDGEMENT OF VNI SUPPORT

It is the intention of the VNI to place the names, affiliations and short course details of all Applicants that have been awarded Skill Development Awards on the VNI website (www.vni.com.au) and in VNI promotional materials. VNI reserves the right to promote the Skill Development Awards with its funding partners the Transport Accident Commission (TAC) and the Victorian Government.

All awards are to be referred to as 'VNI Skill Development Awards' to assist in clearly identifying the positions as supported by VNI Pty Ltd and dedicated to neurotrauma research.

2.8 CONFIDENTIALITY

All applications submitted to VNI are treated in confidence and are not public documents. However, some of the information provided in the application may be extracted for post award reporting. In addition, information from successful applications may be used in publications about research funding and include details such as; recipient details, period and amount of funding and broad outline of the research. This information is also used by the VNI for statistical reporting to its funding agencies, the Transport Accident Commission (TAC) and the Victorian Government.

The information extracted may be passed to relevant state and Commonwealth Agencies for checking eligibility, and to nominated referees. In other instances, information provided cannot be disclosed without the consent of the Applicant where authorised or required by law.

Details of unsuccessful applications are kept confidential.

2.9 BUDGET

VNI funding does not replace other existing funding secured for the purpose of course attendance. Cost-transference under these circumstances is not considered to be capacity building.

The amount of funds requested should be stated as exclusive of Goods and Services Tax (GST). Awards paid by the VNI will be subject to GST. The amount payable by the VNI will be increased by the amount of the GST liability, provided that the Course Provider has a registered Australian Business Number (ABN) and a tax invoice is provided.

PART 3. SUBMISSION REQUIREMENTS

3.1 CONTACT

Ms Lisa Pitre

Victorian Neurotrauma Initiative
c/o Transport Accident Commission
Level 19, 222 Exhibition Street
Melbourne, Victoria, 3000

Telephone: (03) 9664 6251

Email: info@vni.com.au

3.2 DOCUMENTS

All application documents can be downloaded from www.vni.com.au. Copies of application documents are also available directly from the VNI.

3.3 SUBMISSION REQUIREMENTS

All applications must be submitted using the templates provided. Minimum font size is Arial 11 point.

A single document, Word format version of the completed application MUST be emailed to applications@vni.com.au by 5pm on the closing date.

3.5 NAMING THE APPLICATION

The following naming convention must be used in the application filename.

“[Applicant’s Surname]_[Title of Short Course].doc”

For example: Smith_Grant Writing Skills.doc

3.6 TIMELINES

Approximate timelines for the 2009 VNI Skill Development Awards evaluation process are provided below.

Date	Event
1 July 2008	Skill Development Awards Advertised
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