

End of Life and Palliative Care Research Grant Program 2024-25 to 2026-27

Grant Opportunity Guidelines

February 2025

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Introduction

Research Grant Program Summary

The End of Life and Palliative Care Research Grant Program 2024-25 to 2026-27 (the Research Grant Program) provides funding for research activity that will contribute to improving end of life and palliative care (EOLPC) services for patients, carers, families and communities in NSW.

Purpose

The NSW Government's commitment to ensuring high quality end of life and palliative care across NSW. New funding is being invested in a range of initiatives to increase access and deliver services that respond to the needs of people with life limiting conditions. The Research Grant Program is an initiative that will build the evidence base to support NSW Health to respond to EOLPC needs of patients, carers, families and communities.

The Research Grant Program aims to support projects that align with the following priorities:

- Pharmacological and non-pharmacological symptom management for patients
- Collaborative care models across teams and settings to improve patient, carer, family and community experience and outcomes
- Culturally and socially inclusive care for Aboriginal, culturally and linguistically diverse, and LGBTIQ+ patients, carers, families and communities
- Psychosocial support for grief, loss, and bereavement for patients, carers, families and communities.

The program is open to NSW based research institutions and universities, local health districts, specialty health networks, non-government organisations (NGOs), and Aboriginal Community Controlled Organisations (ACCOs). Where the lead agency is a local health district, specialty health network, NGO, or ACCO, they must partner with or demonstrate formal affiliation with a NSW based research institute or university to undertake the research project

Grant Value

An amount of up to \$2.7 million over three years is available for research grants in NSW that respond to the Research Grant Program priorities and demonstrate potential to be translated into EOLPC policy and practice, with broad benefits across NSW.

Grant contracting and duration

Successful grant applicants will be contracted through a NSW Health funding agreement or funding allocation for a period of up to three years up to June 2027.

Important dates

14 February 2025	Expression of Interest (EOI) applications open
23 March 2025 (5pm AEDT)	EOI applications close
24 March – 6 April 2025	Assessment of EOI applications
6 April 2025	Notification of EOI shortlisting
7 April 2025	Full applications open
18 May 2025 (5pm AEDT)	Full applications close
19 May – 6 June 2025	Assessment of full applications
10 June 2025	Approval and notification of full application outcomes
1 July 2025	Funding agreements commence with Lead Agencies

Principal contacts

Email address for submitting EOI and full applications	MoH-PalliativeCare@health.nsw.gov.au
Email address for submitting questions about the Research Grant Program*	MoH-PalliativeCare@health.nsw.gov.au
NSW Health webpage for updates on Research Grant Program	https://www.health.nsw.gov.au/palliativecare/Pages/end-of-life-research-grant.aspx
Principal contact for the Research Grant Program	Carolyn Njue Health and Social Policy Branch Email: MoH-PalliativeCare@health.nsw.gov.au
Contracted Probity Advisor	Simon Taylor Procure Group Pty Ltd Telephone: 0423 431 606 Email: staylor@procuregroup.com.au

**Questions and answers of broad impact or significance will be made publicly available to all potential applicants through regular Q&A documents posted on the NSW Health website.*

How to apply for the research grant

Step 1 Confirm eligibility

Applications must meet the following eligibility criteria:

- The lead agency is a NSW based research institute, university, local health district, specialty health network, non-government organisation (NGO) or Aboriginal Community Controlled Organisation (ACCO)
- Where the lead agency is a local health district, specialty health network, NGO or ACCO, the research project is undertaken in partnership with, or demonstrate a formal affiliation with, a NSW based research institute or university.
- Research is to be conducted in NSW.

The Ministry of Health will undertake entity eligibility checks. Applications that do not meet the eligibility criteria will not progress to assessment.

Step 2 Submit the Expression of Interest (EOI) Application

Applicants may submit EOI applications anytime from the opening date of 14 February 2025 to the EOI application closing date of 5 pm 23 March 2025.

The application must be saved using the following naming conventions and in the email subject line: EOLPC Research Grant EOI_<NAME of ENTITY>

EOI applications must be submitted via email with subject line 'EOI Submission EOLPC Research Grant' to MoH-PalliativeCare@health.nsw.gov.au.

EOI applications received after the closing date will be registered as a late EOI response. The Ministry of Health may allow assessment of late responses if there is evidence that the late submission is due to circumstance outside the control of the applying entity.

The Ministry of Health will provide confirmation of each received EOI application via return email to the applying entity. Entities that do not receive confirmation of receipt of application are to consider the application incomplete and are responsible for contacting the Ministry of Health.

EOI applications must be submitted in full inclusive of all completed required documents, in Microsoft Word format (with file name ending in ".doc" or ".docx"), Microsoft Excel format (with file name ending in ".xls" or ".xlsx") and/or or Adobe Acrobat (*.pdf):

- Schedule A: Lead Agency and Partner Details
- Schedule B: EOI Proposal

Eligible entities may apply for more than one research grant by submitting an EOI Applicant and Partner Details schedule and an EOI Proposal schedule for each application.

Step 3 Invited entities submit the Full Application

EOI applications assessed as meeting eligibility criteria, and which demonstrate strong alignment to the Research Grant Program objectives and priority areas will be invited to submit a Full Application.

Applicants may submit Full Applications anytime from the opening date of 7 April 2025 to the application closing date of 5 pm 18 May 2025.

The application must be saved using the following naming conventions and in the email subject line: EOLPC Research Grant Full Application_<NAME of ENTITY>

Full Applications must be submitted via email with subject line 'Application Submission EOLPC Research Grant' to MoH-PalliativeCare@health.nsw.gov.au.

Full Applications received after the closing date will be registered as a late response. The Ministry of Health may allow assessment of late responses if there is evidence that the late submission is due to circumstance outside the control of the applying entity.

The Ministry of Health will provide confirmation of each received Full Application via return email to the applying entity. Entities that do not receive confirmation of receipt of Full Application are to consider the Full Application incomplete and are responsible for contacting the Ministry of Health.

Full Applications must be submitted in full inclusive of all completed required documents, in Microsoft Word format (with file name ending in “.doc” or “.docx”), Microsoft Excel format (with file name ending in “.xls” or “.xlsx”) and/or or Adobe Acrobat (*.pdf):

- Schedule C: Full Application Proposal
- Schedule D: Proposed Budget

Objectives

The NSW Government is committed to increasing people's access to palliative care across NSW and giving people with a life-limiting illness greater choice about where they receive care at the end of their life. The [End of Life and Palliative Care Framework 2019-2024](#) articulates NSW Health's vision of an integrated approach to end of life and palliative care planning and services within the NSW health system.

In line with improving access, choice of care and service integration, the Research Grant Program provides funding for small and larger size research activity that will contribute to improving end of life and palliative care (EOLPC) services for patients, carers, families and communities in NSW.

The objectives of the Research Grant Program are:

1. Contribute to the evidence base of service delivery that improves health, social and experience outcomes for people with EOLPC needs in NSW.
2. Support research projects that have potential to be translated into EOLPC policy and practice, providing broad benefits for patients, carers, families, and/or communities across NSW.
3. Build the capacity of collaborative EOLPC research involving research institutes, NSW Health agencies, non-government organisations and Aboriginal Community Controlled Organisations.

Applications will need to demonstrate how the proposed research activity meets the Research Grant Program objectives.

Priorities

The Research Grant Program priority areas are:

- Pharmacological and non-pharmacological symptom management for EOLPC patients
- Collaborative care models across teams and settings to improve patient, carer, family and community experience and outcomes
- Culturally and socially inclusive care for Aboriginal, culturally and linguistically diverse, and LGBTIQ+ patients, carers, families and communities
- Psychosocial support for grief, loss and bereavement for patients, carers, families and communities.

Applications will need to demonstrate how the proposed research activity meets one or more of the Research Grant Program priority areas.

Eligible research types

The types of small and larger size research activity eligible to be undertaken as part of the Research Grant Program include:

- Translational research that takes existing evidence and applies it to improve EOLPC practice. This type of research bridges the gap between discovery and practical application in clinical settings.
- Implementation research which focuses on how to effectively introduce and scale evidence-based EOLPC interventions in real-world healthcare settings, ensuring they are practical, sustainable, and impactful.
- Health services research focused on optimising health systems to improve the integration of EOLPC across community and hospital-based services provided by NSW Health and partners.
- Population health research that addresses health and social disparities and explores strategies to improve access to EOLPC services for underrepresented and vulnerable populations, including in rural and regional communities.
- Applied research focused on solving practical challenges within EOLPC service delivery that can drive innovation and improve outcomes.
- Clinical observation research that monitors and analyse outcomes of existing EOLPC practices, helping to identify areas for improvement and optimisation.

The types of research not eligible to be undertaken as part of the Research Grant Program include:

- Clinical trials – all phases of clinical trials are excluded, as the program focuses on using existing evidence to inform and improve care rather than testing new interventions.
- Program or service monitoring – research that primarily focuses on monitoring or evaluating existing programs or services.
- Secondary research – systematic reviews, meta-analyses, and other forms of secondary research, as the program prioritises research that directly contributes new knowledge or applies existing evidence in innovative ways.
- General Practice-based research – research that focuses solely or primarily on General Practice

- Descriptive research – studies that merely describe phenomena without investigating underlying mechanisms or proposing actionable solutions.
- Disease-specific research – research focused on specific diseases is excluded. The program emphasises improving access and quality of care for broader population groups.

Applications will need to demonstrate the type of research to be undertaken as part of Research Grant Program.

Eligible expenditure

A total amount of up to \$2.7 million is available over three years to June 2027, to support research projects as part of the Research Grant Program.

Available funds for each research project:

Scale of the research project	Minimum funds available for each research project per annum *	Maximum funds available for each research project per annum	Total funds available for each research project over 3 years to June 2027
Smaller-scale research activity	\$50,000	\$100,000	Up to \$300,000
Larger-scale research activity	\$100,000	\$200,000	Up to \$600,00

* pro rata in 2025-26

Applications will need to select the scale of the research project and demonstrate costs of the research project within the minimum and maximum amount available for each research project.

The Research Grant Program funding is available for costs directly related to the research project, including for salaries, travel, data collection, community liaison and dissemination.

Allowable expenses

- Salaries, wages and on-costs of personnel conducting the research activity, such as project manager, research lead or research assistant
- Costs related directly to undertaking the research activity such as data collection, print and digital materials, and equipment
- Travel expenses directly related to the research project such as fieldwork and attending research meetings
- Cultural and community engagement costs that support culturally appropriate research methods, such as translation and interpreter services and community liaison.
- Dissemination of findings costs such as print and digital materials, publication fees, and seminars (appropriate to the scale of the research project).

Non-allowable expenses

- Indirect, overhead or administrative costs not directly contributing to the research project, such as general office maintenance or office equipment
- Travel expenses not essential to the research project
- Commercial or profit-based expenses such as any costs associated with developing commercial products or services
- Interstate or international travel or events.

Applications will need to submit a detailed budget identifying all costs directly related to undertaking the research project.

Applications that demonstrate supplementary funding, co-contribution and/or in-kind support from other sources are encouraged, however this is not a Research Grant Program application requirement.

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The Grant Assessment Process

EOI eligibility assessment

The Secretariat and the Chair of the assessment panel (the Panel) will conduct a screening of EOI applications to assess eligibility. EOI applications that do not meet the eligibility requirements will not proceed to EOI proposal assessment stage.

Application eligibility	
EOI application is submitted by the due date	✓
EOI application is complete and includes all required documents:	
- Schedule A: Lead Agency and Partner Details	✓
- Schedule B: Expression of Interest Proposal	✓
EOI lead agency eligibility	
The lead agency is a NSW based research institute, university, local health district, specialty health network, non-government organisation (NGO) or Aboriginal Community Controlled Organisation (ACCO)	✓
Where the lead agency is a local health district, specialty health network, NGO or ACCO, the research project is undertaken in partnership with or demonstrates formal affiliation with a NSW based research institute or university	✓
Where the lead agency is a NSW Health organisation, grant funds must be paid to an administering organisation that can manage funds across financial years. An administering organisation is only required when funds are held by a separate organisation from the lead agency. <ul style="list-style-type: none"> • In such cases, the administering organisation will: <ul style="list-style-type: none"> ○ Enter into the funding agreement with NSW Health ○ Manage the funds and enter into agreements with collaborating organisations if needed ○ Submit financial reports and coordinate reporting requirements as outlined in the funding agreement. • Eligible administering organisations: <ul style="list-style-type: none"> ○ NSW based research institutes ○ Universities ○ Non-government organisations (NGO) ○ Aboriginal Community Controlled Organisations (ACCO) 	✓

EOI proposal eligibility	
The principal investigator has relevant experience in palliative care research or related fields <u>and</u> affiliation with an NSW institute or university	✓
Research is to be conducted in NSW	✓
EOI proposal must focus on research that will directly benefit palliative care services in NSW	✓
EOI proposal identifies one or more Research Grant Program priority area being addressed	✓
EOI proposal specifies the scale of the research project and ensures the proposed budget aligns to the minimum and maximum funding available per annum	✓
Research project is scheduled to be completed by June 2027	✓

EOI merit assessment against standard requirements

The Panel will assess eligible EOI applications against standard requirements in Schedule B: EOI Proposal.

Standard requirements	Word guide	Weighting
Research Merit and Innovation Originality, significance, and clarity of research questions	600	25%
Feasibility and Methodology Feasibility of the project concept, including project timeline, indicative methodology, and risk management	800	25%
Potential Benefit, Impact, Translation and Dissemination Expected benefits for NSW EOLPC services, likely impact, and plan for translation and dissemination of findings	600	25%
Team Capability and Collaboration Relevant expertise of key team members and ability to execute the project, interdisciplinary collaboration, and capability to deliver outcomes of the project	300	15%
Budget Feasibility and Value for Money High-level budget justification and alignment with the scope of the proposed work	200	10%

Full application, eligibility assessment

EOI applications that meet EOI eligibility requirements and threshold scoring for each EOI standard requirement will be invited to submit Full Applications.

The Secretariat and the Chair of the Panel will conduct a screening of Full Applications to assess eligibility. Full Applications that do not meet the eligibility requirements will not proceed to Full Application assessment against standard requirements.

Full Application eligibility	
Full Application is submitted by the due date	✓
Full Application is complete and includes all required documents:	✓
- Schedule C: Full Application Proposal	✓
- Schedule D: Proposal Budget Template	✓
Full Application lead agency eligibility	
The lead agency is a NSW based research institute, university, local health district, specialty health network, non-government organisation (NGO) or Aboriginal Community Controlled Organisation (ACCO)	✓
Where the lead agency is a local health district, specialty health network, NGO or ACCO, the research project is undertaken in partnership with or demonstrates formal affiliation with a NSW based research institute or university	✓
Where the lead agency is a NSW Health organisation, grant funds must be paid to an administering organisation that can manage funds across financial years. An administering organisation is only required when funds are held by a separate organisation from the lead agency. <ul style="list-style-type: none"> • In such cases, the administering organisation will: <ul style="list-style-type: none"> ○ Enter into the funding agreement with NSW Health ○ Manage the funds and enter into agreements with collaborating organisations if needed ○ Submit financial reports and coordinate reporting requirements as outlined in the funding agreement. • Eligible administering organisations: <ul style="list-style-type: none"> ○ NSW based research institutes ○ Universities ○ Non-government organisations (NGO) ○ Aboriginal Community Controlled Organisations (ACCO) 	✓

Full Application proposal eligibility	
The principal investigator has relevant experience in palliative care research or related fields <u>and</u> affiliation with an NSW institute or university	✓
Research is to be conducted in NSW	✓
Proposal must focus on research that will directly benefit palliative care services in NSW	✓
The proposal identifies one or more Research Grant Program priority area being addressed	✓
The proposal specifies the scale of the research project and ensures the proposed budget aligns to the minimum and maximum funding available per annum	✓
Research project is scheduled to be completed by June 2027	✓

Full application merit assessment against standard requirements

The Panel will assess eligible Full Applications against standard requirements in Schedules C to F.

Standard requirements	Word guide	Weighting
Research Merit and Innovation Originality, significance, and clarity of research questions	2500	25%
Methodology, Feasibility, Governance, and Risk Management Robust methodology, achievable timelines, ethical considerations, cultural safety, active governance, and risk mitigation	2500	25%
Impact, Translation, and Dissemination A clear program logic, strong potential to improve EOLPC services, and well-defined plans for translation and dissemination of research findings	2000	25%
Team Capability and Collaboration Expertise of the team, interdisciplinary collaboration, and capability to deliver the outcomes of the project	1000	15%
Budget Feasibility and Value for Money Cost, appropriate allocation of funds and budget justification	500	10%

Assessment scoring method

The Panel members will independently assess EOI Applications and Full Applications, assigning a score from 1 to 10 for each requirement. The degree of achievement for each requirement and the extent of non-conformities, discrepancies, errors, omissions and risks for each requirement are considered in assigning scores.

Table 1: Score descriptors

Rating	Score	Details
Exceptional	9 - 10	Requirement exceeded, demonstrating outstanding quality, innovation, potential impact and/or value.
Outstanding	7 - 8	Requirement met demonstrating high quality, innovation, potential impact and/or value with minor areas that could be further developed.
Very good	5 - 6	Requirement mostly met demonstrating some areas of quality, innovation, potential impact and/or value with some areas not complete, lacking detail, and/or inconsistent information provided.
Good	3 - 4	Requirement somewhat met demonstrating some areas of quality, innovation, potential impact and/or value with many areas not complete, lacking detail, and/or inconsistent information provided.
Marginal to poor	1 - 2	Requirement barely or not met with most or all areas of quality, innovation, potential impact and/or value not demonstrated and clear omission of detail and/or clear inconsistencies in information provided.

Once assessment panel members individually assess applications, the Panel will collectively assign a consensus score for each requirement to derive a final application score.

In making grant funding recommendations, the Panel may consider additional relevant factors beyond the scoring results, provided such judgements are justified. These factors may include diversity among research institutes and service providers, geographic distribution of services, addressing various program priorities, alignment with program objectives, and available funding.

Conditions of Research Grant Program applications

The Research Grant Program is administered by the Health and Social Policy Branch (HSPB), NSW Ministry of Health. Applicants will liaise with the HSPB on all aspects of the grant application.

The HSPB will contact all applicants to confirm receipt of application; if applicants do not receive acknowledgment from HSPB the applicant is responsible for contacting the Research Grant Program principal contact.

The HSPB may contact applicants for further information as part of the application assessment process.

The HSPB will contact all applicants to notify the outcome of their grant application/s. In line with the NSW Government, Premier and Cabinet, Grants Administration Guide, grants awarded will be published on the NSW Government Grants and Funding Finder at nsw.gov.au/grants-and-funding.

Probity Advisor for the Research Grant Program

The Ministry of Health has appointed an independent Probity Advisor for the Research Grant Program. The Probity Advisor is directly accountable to the HSPB.

The role of the Probity Advisor is to monitor procedural integrity (probity) and provide assurance throughout all phases of the Grant process. The Probity Advisor is not part of the assessment panel but is an independent observer of the assessment process.

Applying organisations may contact the Probity Advisor in writing and in circumstances where they have concerns as to probity or the conduct of the procurement process. Any contact with the Probity Advisor may be disclosed to the Ministry of Health.

Details for the Probity Advisor are:

Simon Taylor

Procure Group Pty Ltd

Telephone: 0423 431 606

Email: staylor@procuregroup.com.au

Validity Period

Research Grant Program applications are valid for three (3) months from the lodgement/closing date. Applicants are to note that applying for a grant/s is made at its own cost, and that NSW Health, whilst inviting applications in good faith, is not obliged to proceed with this project.

Contract Management

Successful grant applicants will be contracted through a NSW Health funding agreement or funding allocation for a period of up to three years up to June 2027. The contract management agency will be the NSW Ministry of Health.

The funding agreement or funding allocation contract will detail milestones, payment schedule and performance indicators.

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Additional
information and
resources

Glossary

Eligibility criteria

Eligibility criteria refer to the mandatory conditions that must be met to qualify for the grant. Assessment criteria are considered separately and apply in addition to eligibility criteria.

Formal affiliation

Formal affiliation refers to an established and documented partnership between the lead agency and a NSW-based research institute or university. This affiliation must be supported by a formal agreement, such as a Memorandum of Understanding (MoU), contract, or similar document, that outlines the roles, responsibilities, and contributions of both parties in the research project. The agreement demonstrates a commitment to collaboration and ensures the research institute or university plays a meaningful role in the project's design, implementation, and outcomes.

Grant

An arrangement for the provision of financial assistance by NSW Health, in which:

- funds are paid to a grantee
- the purpose is to support NSW Health's policy outcomes while helping the grantee achieve its own objectives.

Grant opportunity guidelines

Refers to a document(s) that outline the specific details of a grant opportunity, including:

- the purpose, outcomes, and objectives of the grant opportunity
- the eligibility and assessment criteria
- the application, assessment, and selection process
- governance and reporting requirements
- timelines and other key operational details for the grant opportunity

Probity

Refers to the safeguards in place during the grant allocation process to ensure that all activities and processes are transparent, robust, and able to withstand scrutiny.

Public Governance, Performance and Accountability Act 2013 (PGPA Act 2013)

An Act about the governance, performance and accountability of, and the use and management of public resources by government agencies for related purposes.

Public governance, performance and accountability rules

Rules made under section 101 of the *PGPA Act 2013* provide power for the finance minister (by legislative instrument) to make rules prescribing matters:

1. required or permitted by the *PGPA Act 2013* to be prescribed by the rules
2. necessary or convenient to be prescribed for carrying out or giving effect to this act.

Value for money

A judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources, determined by evaluating various considerations.

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