icare™ | **Dust Diseases Care**

Dust Diseases Board
Research Stream Grants Program
Guidelines and Submission Protocols
FY25

icare™ | Dust Diseases Care

Table of Contents

icare™ | **Dust Diseases Care**

icare™

ISDDCFR012_V1.1

icare™ | Dust Diseases Care

Acknowledgement

The Dust Diseases Board (DDB) acknowledges the Australian Research Council (ARC) for their comprehensive grant materials, which have been invaluable in developing our grant guidelines, application forms and submission protocols. While we have carefully adapted some of the content to meet the specific needs of the DDB and its specialised Research Stream Grants Program, the ARC's foundational work has significantly contributed to our documents.

icare™

ISDDCFR012_V1.1

icare | Dust Diseases Care

Dust Diseases Board Research Stream Grants Program Guidelines FY25

1. Introduction

The Dust Diseases Board (DDB) has been providing research funding since 1983. The 2025-2029 DDB Grant Strategy aims to make a positive difference to those impacted by hazardous dust exposure and dust diseases.

Through funding research, we aim to reduce the risk of people developing dust diseases, advance innovative treatments, and optimise health and care outcomes for people with a dust disease and their families. By supporting projects that focus on prevention, innovative research, and translating findings into policy and practice, we strive to make a significant impact on the lives of those affected by dust diseases.

icare Dust Diseases Care (DDC), also known as the Dust Diseases Authority (DDA), provides financial and health care support to over 5,200 people affected by work-related dust diseases annually. More than 83% of the dust diseases managed by DDC are asbestos related. DDC only administers research funds directly related to the dust diseases dealt with by DDC:

- Asbestos induced carcinoma
- Asbestos related pleural diseases
- Diffuse dust-related pulmonary fibrosis
- Hypersensitivity Pneumonitis, including
    - Bagassosis
    - Farmers' lung
- Mesothelioma
- Pneumoconiosis (any form), including
    - Aluminosis
    - Asbestosis
    - Berylliosis
    - Byssinosis
    - Coal dust pneumoconiosis
    - Hard metal pneumoconiosis
    - Silicosis
    - Talcosis
- Silico-tuberculosis
- Silica-induced carcinoma of the lung
- Systemic sclerosis

And other diseases caused by the same dusts that cause the above diseases.

ISDDCFR012_V1.1

icare™ | Dust Diseases Care

2. Dust Diseases Board Research Stream Grants Program

Overview

The FY25 research stream grants program has been designed to align with the DDB's Vision, Mission, and Strategic Priorities outlined in the 2025-2029 DDB strategy. This alignment ensures that all initiatives support the DDB's commitment to making a positive difference for those impacted by hazardous dust exposure and dust diseases. The new research stream grants program includes **Discovery & Innovations Grants**, **Research Translation Grants**, and **Dust Diseases Prevention Grants** as part of our research based funding stream.

This program aims to support a wide range of research activities, from pioneering and exploratory studies to the practical application of research findings and preventive interventions. By fostering early-stage innovations, translating research into policy and practice, and identifying and mitigating risks, these grants are designed to improve health outcomes and the quality of life for workers with dust diseases.

Across our research stream grants program the Board encourages collaborative partnerships between research groups, with industry partners and across specialties, that aim to deliver increased research efficiency by sharing knowledge, capacity and resources through collaborative research effort.

Dust Diseases Board 2025-2029 Strategy

Vision: The DDB's vision is to make a positive difference to those impacted by hazardous dust exposure and dust diseases.

Mission:

Funding of research: Fund research and other activities into the causes, mechanisms, diagnosis, treatment, and prevention of dust diseases to reduce the risk of people developing a dust disease and to optimise health and care outcomes for people with a dust disease.

Funding of support organisations: Fund organisations that support people with a dust disease and their families, to inform and educate people about dust diseases and the dust diseases scheme; support people through the compensation process; optimise the wellbeing of people with a dust disease.

Engaging effectively with ecosystem partners: Engage with relevant partners in the dust diseases environment to increase the impact and effectiveness of DDB funding to both research and support organisations.

icare™ | Dust Diseases Care

Strategic Priorities:

Engage with the research community and enact clear principles for funding allocation: Revitalise the approach to research funding by engaging with the research community and refreshing principles for funding allocation. Increase agility and responsiveness to emerging needs by continuing to support prevention research while shifting funding emphasis towards treatment, care, and translation.

Be more selective and adaptable in how the DDB funds support organisations: Funding for support organisations will be more selective and adaptable. It will prioritise organisations with connections to broader support networks to enhance the services available to dust disease victims and their families. Additionally, regular reviews of the funding scope will be conducted to meet evolving worker, victim, and family needs.

Actively seek and engage potential partners whose missions align with the DDB: Collaborative partnerships will be forged with careful consideration of our scope in comparison to similar organisations to avoid duplication and maximise impact.

Dust Diseases Board Grant Strategy Guiding Principles

The DDB has established a set of guiding principles that form the cornerstone of their grant strategy. These principles are essential criteria against which all grant applications are evaluated. Applicants must ensure their proposals align with one or more of these principles:

- Benefits NSW workers with dust diseases and their families and contributes to a better quality of life for workers with dust diseases.
- Contributes to the effective administration of the dust diseases scheme in NSW.
- Supports early stage innovations and ideas that can be turned into impact.
- Fosters collaboration to develop and broaden expertise and leverage investment to increase impact.
- Develop a better understanding of dust diseases in NSW, including epidemiology to prevent the development of dust diseases among people at risk.
- Provides funding for novel and innovative benchtop research, new treatments and pilot programs to improve health outcomes and quality of life.
- Advances and accelerates the translation of research into policy and practice, delivering meaningful outcomes to workers.
- Builds capacity and capability; developing dust diseases researchers of tomorrow.

icare™ | Dust Diseases Care

Discovery & Innovation Grants

Funding Allocation

Category	Details
Total Project Funding Available	$500,000 pa
Project Funding Duration	Up to 3 years

Purpose

These grants are designed to support innovative and exploratory research that pushes the boundaries of our understanding and treatment of dust diseases. They are intended to foster novel approaches that have the potential to lead to significant advancements.

Scope

Funding is available for:

Basic and Translational Research: Aimed at building foundational knowledge and transitioning laboratory research to patient care.

Innovative Studies: Designed to foster pioneering research that proposes new theories, extends existing discoveries, or applies novel methodologies and technologies.

High-Risk High-Reward Projects: Supports projects with the potential to revolutionise the field through groundbreaking findings.

Epidemiological Research: Funds studies that analyse the patterns, causes, and impacts of dust diseases within populations, providing vital data to inform public health strategies and preventive measures.

Requirements

Innovative Approach: Applicants must demonstrate a clear break from traditional research methods, proposing novel hypotheses or employing emerging technologies.

Potential for Scalability: Projects should show potential for scalability or further development beyond the initial research phase.

Interdisciplinary Teams Encouraged: Proposals from interdisciplinary teams that combine expertise from different scientific backgrounds are highly encouraged, fostering holistic and innovative research outputs.

icare™ | Dust Diseases Care

Sustainability Focus: The DDB encourages applicants to develop solutions with effective long-term sustainability. The durability of innovations is paramount.

Technology Integration: The DDB strongly advocates for the integration of advanced technology to enhance the efficacy and speed of research.

Diversity and Inclusion: DDB encourages proposals that consider the diversity of affected populations, ensuring that research and interventions are inclusive and applicable to a wide range of demographics affected by dust diseases.

Open Access: The DDB encourages, and may require, that all outputs of research be made available through open access channels, ensuring that findings are accessible to the wider research community and public.

Alignment with the DDB Strategic Priorities 2025-2029

Engage with the research community and refresh principles for funding allocation: This grant type supports the strategy's objective to engage more actively with the research community by funding innovative and exploratory research that encourages new directions and methodologies.

Increase agility and responsiveness to emerging needs: By supporting high-risk high-reward projects, these grants align with the strategic goal of adapting quickly to new and evolving research opportunities that could lead to significant breakthroughs in dust diseases research.

Alignment with the DDB Grant Strategy Guiding Principles

Worker and Family Benefits: Encourages innovations that could lead to breakthrough treatments and improve daily living for workers with dust diseases and their families.

Innovation and Early-stage Support: Strongly supports the exploration of new ideas, techniques, or technologies that are in the early stages but show potential for significant impact.

Novel Research and Pilot Programs: Focuses on funding cutting-edge benchtop research, experimental treatments, and pilot programs that could redefine care standards and outcomes.

Capacity and Capability Building: Aims to cultivate the next generation of researchers with skills in innovative and high-risk research areas related to dust diseases.

Collaboration and Impact: Encourages collaborative efforts that can leverage additional resources and expertise, amplifying the impact of the research and interventions funded.

icare™ | Dust Diseases Care

Research Translation Grants

Funding Allocation

Category	Details
Total Project Funding Available	$1,250,000 pa
Project Funding Duration*	- Proof of concept: up to **three years** - Development of Interventions and Educational Tools: up to **three years** - Practical Trials and Implementation: up to **five years** - Policy Translation: up to **five years**

*Project Duration: The project duration limits for translation grants vary depending on the **nature** and **stage** of the research, with a focus on converting scientific findings into practical applications.

Proof of Concept Projects

Item	Description
Early phase or First in Human studies	Projects aimed at validating the initial efficacy and safety of new interventions in clinical settings typically span **up to three years**. This duration allows for thorough testing, data collection, and refinement of the intervention.
Feasibility Studies	Projects that explore the feasibility of implementing research findings in real-world settings, such as initial small-scale trials or pilot studies, also fit within a **three-year** timeframe. This period supports necessary adjustments based on preliminary feedback.

icare™ | **Dust Diseases Care**

Development of Interventions and Educational Tools

Item	Description
Prototype Development	Projects focused on creating and refining prototypes of new tools or technologies, such as wearable health monitors or educational software, are limited to **three years**. This period ensures iterative design, user testing, and optimisation.
Educational Program Development	Translating research findings into educational materials and training programs for stakeholders (e.g., healthcare providers, patients) can also be accomplished within **three years**. This includes development, pilot implementation, and refinement based on initial evaluations.

Practical Trials and Implementation Projects

Item	Description
Large-Scale Implementation Studies	For interventions ready to be deployed on a larger scale, such as comprehensive workplace safety programs or public health campaigns, a duration of **up to five years** can be requested. This extended period supports detailed planning, phased rollout, and evaluation.
Clinical Trial Implementation Studies	Projects that involve implementing and testing interventions in clinical settings, such as new treatment protocols or diagnostic methods, may also require **up to five years**. This timeframe allows for extensive testing, monitoring, and necessary modifications to ensure effectiveness.

Policy Translation

Item	Description
Policy Development and Advocacy	Projects that aim to translate research findings into policy recommendations or advocacy initiatives can span **up to three years**. This period supports stakeholder engagement, policy drafting, and advocacy efforts.
Policy Implementation Studies	For projects focused on implementing and evaluating new policies based on research findings, a duration of **up to five years** can be requested. This allows for comprehensive evaluation of policy impacts and adjustments as needed.

icare™ | Dust Diseases Care

Purpose

These grants aim to bridge the gap between research findings and their practical application, enhancing the impact of research by translating it into policy and practice that can directly benefit those affected by dust diseases.

Scope

Funding is available for:

Policy Development: Funds projects aimed at translating research findings into actionable government or organisational policy.

Practice Implementation: Supports initiatives that apply research findings in clinical or community health settings to improve treatment and care practices.

Epidemiological Research: Funds studies that analyse the patterns, causes, and impacts of dust diseases within populations, providing vital data to inform public health strategies and preventive measures.

Requirements

Evidence of Stakeholder Engagement: Proposals must include a plan for engagement with stakeholders (policy makers, healthcare providers) to facilitate the translation of research into practice.

Clear Implementation Pathway: Applications should outline a clear pathway for how the research findings will be implemented, including potential barriers and strategies to overcome them.

Impact Metrics: Projects must define clear metrics or indicators for measuring the impact of the translated research in practical settings.

Policy Impact: The DDB seeks research that can directly influence health policy by providing clear, evidence-based recommendations that improve public health and worker safety.

User-Centred Design: The DDB emphasises the importance of employing user-centred design principles to ensure interventions are tailored to the needs of those affected by dust diseases.

Policy Collaboration: Applicants are expected to demonstrate active collaboration with policymakers or advocacy groups to ensure research findings are effectively translated into actionable policy changes.

icare™ | Dust Diseases Care

Sustainability Considerations: Projects should include considerations for the long-term sustainability of the proposed solutions or interventions.

Diversity and Inclusion: DDB encourages proposals that consider the diversity of affected populations, ensuring that research and interventions are inclusive and applicable to a wide range of demographics affected by dust diseases.

Open Access: The DDB encourages, and may require, that all outputs of research be made available through open access channels, ensuring that findings are accessible to the wider research community and public.

Alignment with the DDB Strategic Priorities 2025-2029

Revitalise the approach to research funding: These grants directly support the strategy's focus on translating research into practical applications, thus ensuring that the findings are effectively integrated into policy and practice, which is a key aspect of revitalising how research impacts real-world outcomes.

Engage with relevant partners in the dust diseases environment: By translating research findings into actionable policies and practices, these grants help to foster and strengthen partnerships with healthcare providers, policy makers, and other stakeholders.

Alignment with the DDB Grant Strategy Guiding Principles

Translation into Policy and Practice: Prioritises the application of research findings to create practical, impactful changes in policy or practice, directly affecting workers' health and safety.

Collaboration and Impact: Encourages partnerships between researchers and policymakers or healthcare providers to ensure that research findings are practically and effectively implemented.

Worker and Family Benefits: Focuses on translating research into real-world benefits that improve the health outcomes and quality of life for dust disease sufferers and their families.

Capacity and Capability Building: Supports the development of researchers and professionals who will continue to advance the field of dust diseases, ensuring a sustained impact over time.

Innovation and Early-stage Support: Fosters innovation, supporting novel ideas at their inception and through their development stages, to ensure the growth of creative and effective solutions in the field of dust diseases.

icare™ | Dust Diseases Care

Dust Diseases Prevention Grants

Funding Allocation

Category	Details
Total Project Funding Available	$250,000 pa
Project Funding Duration	Up to 3 years

Purpose

Dedicated to supporting research that identifies risk factors **relating to hazardous dust exposures in the workplace** and develops strategies to prevent the onset of dust diseases, these grants focus on reducing the incidence and mitigating the severity of dust diseases through proactive measures.

Scope

Funding is available for:

*Risk Identification: Funds research that identifies new or under-recognised risks associated with dust diseases (**as relates to hazardous dust exposures in the workplace**).

Prevention Research: Supports the development and testing of interventions designed to prevent the onset of dust diseases in at-risk populations.

Epidemiological Research: Funds studies that analyse the patterns, causes, and impacts of dust diseases within populations, providing vital data to inform public health strategies and preventive measures.

Requirements

*Comprehensive Risk Analysis: Proposals should include a detailed analysis of current risks associated with dust diseases and how the proposed research will address these risks (**as relates to hazardous dust exposures in the workplace**).

Preventive Interventions: Projects must focus on developing or testing preventive interventions, detailing the methodologies and expected outcomes.

Community and Worker Engagement: Proposals should demonstrate how they will engage with at-risk communities or workplaces to implement and evaluate preventive measures.

icare™ | Dust Diseases Care

Community Partnership: Projects should demonstrate effective partnerships with local communities, health departments, or other relevant organisations to ensure the successful implementation of prevention strategies.

Sustainability Considerations: Projects should include considerations for the long-term sustainability of the proposed solutions or interventions.

Diversity and Inclusion: DDB encourages proposals that consider the diversity of affected populations, ensuring that research and interventions are inclusive and applicable to a wide range of demographics affected by dust diseases.

Open Access: The DDB encourages, and may require, that all outputs of research be made available through open access channels, ensuring that findings are accessible to the wider research community and public.

Alignment with the DDB Strategic Priorities 2025-2029

Increase agility and responsiveness to emerging needs: These grants are dedicated to identifying and mitigating risks before they evolve into widespread health issues, directly aligning with the strategy's emphasis on quickly responding to the changing landscape of dust diseases. This approach enables the DDB to proactively address new challenges and trends in dust disease prevention.

Revitalise the approach to research funding: Focusing on prevention research supports the strategy's goal of revitalising how research funding is utilised by emphasising proactive measures. This not only addresses immediate needs but also anticipates future developments in the field of dust diseases, thereby enhancing the effectiveness and scope of the research funded.

Alignment with the DDB Grant Strategy Guiding Principles

Understanding of Dust Diseases: Funds research aimed at gaining insights into the epidemiology of dust diseases to develop effective prevention strategies.

Worker and Family Benefits: Supports interventions that directly prevent the occurrence or progression of dust diseases, thereby improving the life quality of workers and their families.

Innovation and Early-stage Support: Encourages innovative approaches to disease prevention, including novel risk identification and mitigation strategies.

Collaboration and Impact: Seeks collaborative projects that bring together experts from various fields to tackle prevention from multiple angles, enhancing the overall impact and effectiveness of prevention strategies.

icare™ | Dust Diseases Care

3. General Provisions

Funding

Project grant funding will commence between 1 July 2025 and 31 December 2025 and will be offered for a maximum of five years. The grant will be offered as a "one-line" grant without specification of distribution between salaries, consumables and equipment. There will be no additional sums paid by DDC outside of the one-line grant. The grant must be spent wholly for the purposes for which it was requested and so certified by the lead Chief Investigator and the Administering Organisation/Institution. If the research is terminated early or completed at a lower than initially envisaged cost, DDC must be advised and any unspent funds returned.

Payments in respect of any grant will be within the terms and conditions specified in the funding offer and set out in the Funding Agreement. **Funds will not be provided to cover any overhead costs levied by the Administering Organisation/Institution**.

The stage payments are structured as follows: 20% of the funded amount will be paid upon execution of the Funding Agreement, 10% will be reserved for the final stage of the project, and the remaining funds will be equally distributed across the intermediate stages, with **no instalment exceeding 30%** of the total grant.

All amounts referred to in the Funding Agreement are exclusive of GST, unless stated otherwise. Administering Organisations/Institutions are responsible for all financial and taxation implications associated with receiving funds.

Privacy and Confidentiality

Documents containing personal information will be handled and protected in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*. Applicants are required to consent to the information supplied as part of their application being disclosed for assessment and purposes connected with the making and administration of the grant. Such disclosure includes, but is not limited to, members of the DDB, independent assessors requested by the Board to provide advice, and relevant employees of Insurance and Care NSW (icare) involved in the grant process.

The announcement of the successful applicants will involve the dissemination of information to the public about the general nature of the Grant funded including the lay description provided in the application, the funding awarded, the applicants involved in the Grant, and the Administering Organisation/Institution, and any actual organisations at which the Grant is being carried out.

icare™ | Dust Diseases Care

Intellectual Property

Applicants must adhere to an Intellectual Property Policy approved by the governing body of the Administering Organisation and/or Research Institution that is similar with the document 'National Principles of Intellectual Property Management for Publicly Funded Research' released in September 2001 and to the intellectual property requirements set out in the Funding Agreement.

Conflict of Interest

All parties involved in or associated with the application/project must disclose all material personal and financial interests and conflicts of interest to the Administering Organisation/Institution before submitting the Expression of Interest (EOI) and the full application. The Administering Organisation/Institution is then responsible for notifying DDC about these conflicts in a timely manner. If a conflict of interest arises after the grant is funded, the Administering Organisation/Institution must report it to DDC as soon as practicable after being identified. The Administering Organisation/Institution must agree to manage all conflicts of interest in line with the *icare Conflict of Interest Policy*, and any relevant successor documents.

Dissemination Plan

The DDB requires applicants to provide a dissemination plan during the application stage. The plan will need to outline how the research findings will be communicated to relevant stakeholders, including the scientific community, policymakers, healthcare providers, and the public, to ensure the effective transfer of knowledge and maximise the impact of the research.

icare™ | Dust Diseases Care

Impact Planning

The DDB's approach to impact assessment encompasses the entire Disease Lifecycle—from risk identification and prevention to treatment and quality of life—and the Research and Translation Lifecycle, covering all research methodologies. Impact assessment starts at the application stage, where applicants outline the issues or problems they will investigate. For those awarded funding, impact assessment continues throughout the project, from experimental work through to project completion and the dissemination of research findings. This plan, which will not be part of the assessment criteria, will be developed collaboratively with the DDC Research and Education Team in a co-design session with successful applicants. The DDB evaluates impact against four primary categories: Knowledge, Health, Economic, and Social impact. Secondary impacts, considered "by-products" of these primary categories, include benefits in knowledge generation and innovation, capacity and capability building and fostering collaboration.

Enquiries

Enquiries can be directed by Administering Organisation/Institution to DDC by email at ddcgrants@icare.nsw.gov.au

icare™ | Dust Diseases Care

Guidelines for Administering Organisation, Research Institution and Compliance

Administering Organisation/Institution

Applicants must nominate a single Administering Organisation/Institution that will sign the Funding Agreement and assume responsibility for managing the grant funds. The Administering Organisation/Institution includes, but is not limited to, a research or scientific institute, university or relevant accredited industry clinic. Applications are to be lodged through the Administering Organisation/Institution.

The Administering Organisation/Institution must have in place policies and procedures for the administration of public funds; for the management of intellectual property; and proper conduct of research in relation to ethics. The Administering Organisation/Institution must have a good scientific practice and will provide appropriate infrastructure to allow the research supported by the grant to be undertaken. For the purposes of GST arrangements, the Administering Organisation/Institution is defined as the supplier.

Research Institution

Applicants must nominate the institution where the research will be undertaken. The Research Institution includes, but is not limited to, a research or scientific institute, university or relevant accredited industry clinic. Where the research is proposed to be performed across multiple research institutions, a lead institution must be nominated.

The Administering Organisation/Institution and Research Institution **may be the same**.

Incomplete, False or Misleading Information

The application is the only source of information available for assessment. As such it must contain all the information necessary for assessment of the project without need for further written or oral explanation or reference to additional information.

All details provided in the application must be current, particularly concerning any other successful grants, at the time of application. If you provide false or misleading information within the application to the DDB, it will be excluded from any further consideration for funding.

icare™ | Dust Diseases Care

Declaration

By signing the applications, the accuracy and completeness of all information submitted must be certified. The Administering Organisation/Institution is responsible for the appropriate use of the awarded funds and compliance with the grant guidelines and Funding Agreement. All required documentation and consents must be obtained before the lodgement of the application. Relevant parties must be informed that the applications will be shared with external assessors and may be shared with other NSW Government Departments or Agencies for advisory and assessment purposes. Personal and financial interests and conflicts must be disclosed and managed according to relevant policies. The project cannot commence until any required ethics plans are in place. Potential risks must be considered, and a risk management plan implemented if funded. The signatory must have the authority to sign on behalf of the Organisation/Institution. Electronic signatures on grant applications are acceptable. Funding Agreements will be signed via icare Procurement Central using DocuSign.

icare™ | Dust Diseases Care

4. Eligibility Criteria

The following eligibility criteria apply to both EOIs and full applications. The Administering Organisation/Institution is responsible for ensuring that all applicants listed in the Specified Personnel Details section of the application form meet the eligibility criteria listed below. These criteria ensure that all applications meet the necessary standards and that the Specified Personnel involved in the project are suitably qualified and prepared to fulfill their roles. It is important to review these requirements carefully to ensure compliance and eligibility for funding consideration.

Submission Guidelines and Personnel Requirements

Submission Limits: Only **one** EOI and, if invited, **one** full application may be submitted **per project** for **each** grant opportunity.

Eligibility for Specified Personnel

Eligible Roles: Specified Personnel may be nominated as:

- Chief Investigators (CIs)
- Partner Investigators (PIs)

Project Start Criteria: Projects can only commence once all Specified Personnel meet the eligibility requirements for their designated roles as outlined in these guidelines.

Completion of Prior Obligations: All Specified Personnel must have fulfilled their responsibilities for any current or previously funded DDB projects, including the submission of Final and Financial Acquittal Reports to the DDC by the EOI application deadline.

icare™ | Dust Diseases Care

Chief Investigators (CIs) Eligibility

Employment Status Requirements

Item	Criteria
Minimum Employment	Must be employed **at least 0.2 FTE** at the Administering Organisation/Institution.
Contract Duration	Must have an employment contract in place **for the entire duration** of the proposed project.
Qualifications and Resources	Chief Investigators must hold relevant professional qualifications and have the skills, knowledge, and resources necessary to carry out the proposed grant.
Project Leadership	The lead CI on the application must show capability to manage the project.
Restrictions	CIs cannot be enrolled in a Higher Degree by Research (HDR) during the project period.

Residency Requirement

Item	Criteria
Location Requirement	Must reside in Australia for **more than 50%** of the project's duration.
Absence Approval	Extended absences require approval and should **not exceed 50%** of the project period.
Citizenship and Residency	The DDB will consider applications from Australian permanent residents or citizens. If you are not an Australian permanent resident or citizen but have applied for permanent residency, the Board may consider your proposal. Please provide evidence of the status of your in-progress application with the Department of Immigration. While your funding application for a DDB grant is in progress, you will need to notify us of any change to the processing status.

icare™ | Dust Diseases Care

Partner Investigators (PIs) Eligibility

Employment Status Requirements

Item	Criteria
Affiliation Requirement	Must be affiliated with a recognised research institution, organisation or industry. This affiliation can be through academic institutions, research centres, governmental agencies, non-profit organisations, or private sector companies. The affiliation should support the PI's ability to contribute effectively to the project's goals and ensure access to necessary resources.
Commitment Level	Must demonstrate sufficient time commitment to contribute effectively to the project.

Qualifications and Resources

Item	Criteria
Professional Qualifications	Must hold relevant professional qualifications and experience necessary to contribute to the project.
Resource Availability:	Must have access to the necessary resources and facilities to support their role in the project

Project Contribution

Item	Criteria
Role Definition	Must have a clearly defined role that adds value to the project.
Collaboration	Must demonstrate the ability to collaborate effectively with the Chief Investigator and other team members.

icare™ | **Dust Diseases Care**

Restrictions

Concurrent Projects: PIs should **not be** involved in **more than four** ongoing DDB-funded projects simultaneously, unless specifically approved by the DDB.

General Requirements

Item	Criteria
Project Participation Limits	CIs can be involved in **no more than two** active projects simultaneously—either **two** projects as a CI or **one** DDB Fellowship alongside **one** CI project. This rule ensures effective project management.
Role Consistency	Once the EOI deadline has passed, the roles and participation details of Specified Personnel **cannot** be changed unless the DDB explicitly requests it. This maintains the consistency and integrity of the application.
CV Submission	CV information must be submitted for all Specified Personnel listed in the application.

icare™ | Dust Diseases Care

5. Permissible Uses of Grant Funds

5.1 Allowable Use of Grant Funds

Grant funds from the DDB **may be** allocated to the following eligible expenditure items that directly support the research project:

Personnel Expenses

Salary Support: Funding is available for research staff, including associates, assistants, technicians, and laboratory attendants, at appropriate salary levels with **up to 30% on-costs**, at the employing organisation.

Equipment and Supplies

Equipment: Funds can be used for the purchase and maintenance of essential equipment, including specialised computer hardware and software required for the project.

Maintenance/Experimental Supplies: Funding is provided for consumable items necessary for conducting the research.

Travel Expenses

Project-Related Travel: Justified travel expenses directly related to the project's progress and objectives may be covered by the grant.

Essential Travel Costs: Essential travel expenses, including fieldwork, are covered **up to $15,000** over the project duration.

Publication and Outreach Expenses

Costs associated with the publication and dissemination of research findings and outreach activities.

icare™ | **Dust Diseases Care**

5.2 Non-Allowable Use of Grant Funds

Grant funds from the DDB **cannot** be allocated to the following items:

Indirect Expenses

Costs not directly tied to the project, such as professional membership fees, professional development courses, patent application and maintenance fees, entertainment expenses, insurance, and mobile phones.

Salaries for CIs and PIs

- Salaries or on-costs for CIs or PIs, whether partially or fully funded.
- Stipends for CIs or PIs pursuing Higher Degree by Research (HDR).

Consultancy Services

Fees for contracted research or consultancy services where external expertise is sought for tasks that involve minimal innovation or low risk.

Non-Research Production Items

Creation of computer programs, research aids, data warehouses, catalogues, bibliographies, or teaching materials unless they qualify as 'research'.

Basic Facilities

Items and facilities expected to be provided and funded by the Administering Organisation/Institution, including:

- Bench fees or laboratory access fees
- Basic library access
- Work accommodation (laboratory and office space)
- Basic computer facilities (desktops, laptops, printers, standard software)
- Standard reference materials or abstracting services

Capital works and infrastructure

Capital works and general infrastructure costs.

icare™ | Dust Diseases Care

Educational Fees and Liabilities

Costs associated with international student fees or liabilities related to the Higher Education Contribution Scheme (HECS) and the Higher Education Loan Program (HELP) for students are not permissible expenditures.

Additional Non-Eligible Costs

- **Administrative Overheads:** General office supplies, rent, and utility bills.
- **Personal Expenses:** Any personal costs incurred by Specified Personnel.
- **Entertainment Expenses:** Costs related to entertainment or hospitality.
- **Non-Essential Travel:** Travel expenses not critical to the project's success.
- **Office Equipment:** Purchases of office furniture and non-specialised equipment not directly related to the research project.
- **Unapproved Equipment:** Equipment not directly related to the project's objectives.

icare™ | Dust Diseases Care

6. Application Process and Assessment

The DDB is committed to fostering groundbreaking research through a systematic and transparent funding allocation process. This section outlines the structured **two-stage** application procedure for potential grantees, detailing the steps from the initial EOI to the commencement of funding. Our aim is to ensure clarity and fairness throughout the selection process, enabling the best research initiatives to succeed.

All applications will undergo a competitive review. The evaluation will focus on how effectively each application meets the **assessment criteria**, its **ranking in comparison to other submissions**, and its overall **value for money**. As part of the competitive assessment process, "value for money" refers to the efficient and effective use of funds to achieve the proposed research outcomes. It involves ensuring that the project's costs are reasonable, the resources are well-allocated, and the expected benefits justify the investment. Additionally, it considers the potential impact, feasibility, sustainability, and risks associated with the research, ensuring that the funding provides significant returns and long-term benefits while managing any potential risks effectively.

The DDB Research Stream Grants Program incorporates a **two-stage** application process:

Expression of Interest (EOI) Phase

Opening of EOIs	Applications for EOIs will open as scheduled.
Initial Eligibility Check	DDC will review the EOIs to ensure they meet the basic eligibility requirements.
Assessment of EOIs	Eligible EOIs will be assessed by DDB based on specific criteria outlined in *Section 6.2* of these *Guidelines*.
Shortlisting and Invitation	DDB will shortlist the successful EOI applicants and invite them to submit a full application. This invitation will be sent out in **mid-October 2024***.

icare™ | **Dust Diseases Care**

Full Application Phase:

Submission of Full Applications	Shortlisted applicants will submit their full applications for further review.
Eligibility Assessment of Full Applications	These applications will undergo a preliminary eligibility check by DDC.
Detailed Assessment	Eligible full applications will be forwarded to an independent assessment body for a detailed evaluation, as described in *Section 6.4* of these *Guidelines*.
Recommendation and Decision	The independent assessment body will provide their recommendations to DDB, which will make the final funding decisions in **mid-March 2025***.

Post-Selection Process:

Announcement of Outcome	The final decisions and successful applicants will be announced in **mid-March 2025***.
Execution of Funding Agreements	Funding Agreements must be signed by **June 30, 2025***.
Commencement of Funding	The funding period will start between **1 July 2025** and **31 December 2025*.**

icare™ | Dust Diseases Care

*Key Dates

EOI Open	5 August 2024
EOI Close	2 September 2024
EOI Outcomes Announced	14 October to 25 October 2024
Full Application Open	28 October 2024
Full Application Close	13 January 2025
Anticipated Announcement	13 March to 24 March 2025
Funding Agreements Executed	30 June 2025

ISDDCFR012_V1.1

icare™ | **Dust Diseases Care**

6.1 Submission of EOI

The following instructions are provided to guide applicants through the process of submitting an Expression of Interest (EOI) for the DDB Research Stream Grants Program. These guidelines ensure that all submissions are complete, accurate, and compliant with the required format and protocols. Applicants must adhere to these instructions to facilitate a smooth and efficient review process. Please carefully review each section to ensure your EOI meets all requirements and is submitted correctly by the specified deadline.

icare™ | Dust Diseases Care

Instructions:

Item	Instructions
Use the Correct Form	Applicants must **use** the DDB Research Stream Grants Program EOI Form FY25 available from the [DDC website](#).
Adhere to Word Limits	Word limits are strictly enforced. Any information provided beyond the word limit **will not** be considered.
Respond to All Questions	Applicants **must** respond to **all questions** in the EOI form.
Include Comprehensive Details	Ensure all significant information is **included** in your submission. Applications that omit significant information will **not be** considered.
Refer to Appendices	• **Follow** the EOI submission protocol outlined in **Appendix 1** of these *Guidelines* when completing your EOI application form. • **Adhere** to the document formatting and PDF submission requirements as outlined in **Appendix 3**.
Submission Format	The application must be **saved** as a **PDF** using the format outlined in **Appendix 3.** **Use** the following subject line for email submission: DDB EOI_Surname_First Name_2025.
Submission Guidelines	• **PDF Format: Ensure** the final EOI application is formatted as **a single PDF file**, including **all** attachments. • **Review and Confirmation:** Before submission, **review** all information for accuracy. **Confirm** that all entries have been reviewed and are accurate by checking the appropriate box in the *C2. Submission Details* section in the application form. • **Submission Method:** Submit the completed EOI via email to ddcgrants@icare.nsw.gov.au
Deadline	Applications must be submitted by **4.00 pm AEST** on **Monday 2 September 2024**. Late submissions **will not be considered** unless due to exceptional circumstances, which must be communicated to the DDC in advance.

icare™ | Dust Diseases Care

6.2 Assessment of EOI

Upon receipt, EOIs will be reviewed for completeness and eligibility. The DDB will shortlist eligible EOIs based on merit and the assessment criteria outlined below. Shortlisted EOIs will then be invited to submit a full application. The assessment criteria for each grant type—Discovery & Innovation Grants, Research Translation Grants, and Dust Diseases Prevention Grants—are designed to evaluate the clarity and significance of research objectives, innovation, methodology, expected impact, stakeholder engagement, and alignment with strategic goals, **with a particular emphasis on the capability and expertise of the research team**.

Discovery & Innovation Grants EOI Assessment Criteria

Purpose: These grants are designed to support innovative and exploratory research that pushes the boundaries of our understanding and treatment of dust diseases. They aim to foster novel approaches that have the potential to lead to significant advancements.

You must address all relevant assessment criteria in your EOI application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Discovery & Innovation Grants EOI application are as follows:

Research Team Capability (30%)

- Expertise and track record of the research team.
- Capability to build collaborations both within Australia and internationally.
- Evidence of excellence in research training, mentoring, and supervision (where applicable).

Proposal Quality (70%)

Research Objectives:

- Clarity and significance of the research goals.
- How well the project addresses a significant knowledge gap or problem related to dust diseases.
- Relevance, clarity, and significance of the key research questions in relation to the research objectives.

icare™ | Dust Diseases Care

Innovation:

- Novelty of the research approach or hypotheses.
- Use of emerging technologies or methodologies that differ from traditional research.

Methodology:

- Appropriateness and rigor of the study design and methods.
- Rigor and robustness of the proposed data collection and analysis techniques.

Expected Impact:

- Potential impact of the research on advancing knowledge and treatment of dust diseases.
- Anticipated benefits in terms of contributions to knowledge, health, economic and social outcomes, capacity and capability building, and collaboration.

Alignment with Strategic Goals:

- How well the project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles.

![icare | Dust Diseases Care]

Research Translation Grants EOI Assessment Criteria

Purpose: These grants aim to bridge the gap between research findings and their practical application, enhancing the impact of research by translating it into policy and practice that can directly benefit those affected by dust diseases.

You must address all relevant assessment criteria in your EOI application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Research Translation Grants EOI application are as follows:

Research Team Capability (30%)

- Expertise and track record of the research team.
- Capability to build collaborations both within Australia and internationally.
- Evidence of excellence in research training, mentoring, and supervision (where applicable).

Proposal Quality (70%)

Research Objectives:

- Clarity and significance of the research goals.
- How well the project addresses a significant knowledge gap or problem related to dust diseases.
- Relevance, clarity, and significance of the key research questions in relation to the research objectives.

Innovation:

- Novelty of the research approach or hypotheses.
- Use of emerging technologies or methodologies that differ from traditional research.

Practical Application:

- Clear pathway for translating research findings into policy or practice.
- Defined metrics for measuring the impact of the translated research.

Methodology:

- Appropriateness and rigor of the study design and methods, including data collection and analysis techniques.
- Feasibility of the proposed implementation pathway.

ISDDCFR012_V1.1

![icare™ | Dust Diseases Care]

Stakeholder Engagement:

- Plan for engaging stakeholders such as policymakers and healthcare providers.
- Involvement of stakeholders in the implementation process.

Expected Impact:

- Potential impact on policy and practice, and the benefits to those affected by dust diseases.
- Anticipated benefits in terms of contributions to knowledge, health, economic and social outcomes, capacity and capability building, and collaboration.

Alignment with Strategic Goals:

- How well the project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles.

icare™ | Dust Diseases Care

Dust Diseases Prevention Grants EOI Assessment Criteria

Purpose: Dedicated to supporting research that identifies risk factors *(as relates to hazardous dust exposures in the workplace)** and develops strategies to prevent the onset of dust diseases, these grants focus on reducing the incidence and mitigating the severity of dust diseases through proactive measures.

You must address all relevant assessment criteria in your EOI application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Dust Diseases Prevention Grants EOI application are as follows:

Research Team Capability (30%)

- Expertise and track record of the research team.
- Capability to build collaborations both within Australia and internationally.
- Evidence of excellence in research training, mentoring, and supervision (where applicable).

Proposal Quality (70%)

Research Objectives:

- Clarity and significance of the research goals.
- How well the project addresses a significant knowledge gap or problem related to dust diseases.
- Relevance, clarity, and significance of the key research questions in relation to the research objectives.

Innovation:

- Novelty of the research approach or hypotheses.
- Use of emerging technologies or methodologies that differ from traditional research.

Risk Identification and Prevention*:

- Focus on identifying new or under-recognised risks associated with dust diseases.
- Development or testing of preventive interventions.

Methodology:

- Appropriateness and rigor of the study design and methods.
- Rigor and robustness of the proposed data collection and analysis techniques.

icare | Dust Diseases Care

Community and Worker Engagement:

- Plan for engaging with at-risk communities or workplaces.
- Partnerships with local communities or relevant organisations.

Expected Impact:

- Potential impact on reducing the incidence and severity of dust diseases.
- Anticipated benefits in terms of contributions to knowledge, health, economic and social outcomes, capacity and capability building, and collaboration.

Alignment with Strategic Goals:

How well the project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles.

6.3 Submission of Full Application

If your EOI has been successful, you will be invited to submit a full application for consideration. The following instructions are provided to guide applicants through the process of submitting a full application for the DDB Research Stream Grants Program. These guidelines ensure that all submissions are complete, accurate, and compliant with the required format and protocols. Applicants must adhere to these instructions to facilitate a smooth and efficient review process. Please carefully review each section to ensure your full application meets all requirements and is submitted correctly by the specified deadline.

icare™ | Dust Diseases Care

Instructions:

Item	Instructions
Use the Correct Form	Applicants **must** use the DDB Research Stream Grants Program Application Form FY25 available from the DDC website.
Adhere to Word Limits	Word limits are strictly enforced. Any information provided beyond the word limit **will not** be considered.
Respond to All Questions	Applicants must respond to **all** questions in the full application form.
Include Comprehensive Details	Ensure **all** significant information is **included** in your submission. Applications that omit significant information will **not be** considered.
Use Required Templates	Applicants **must** use the following templates in their submission: • [Project Staging Template](#) • [Project Budget Template](#) • [Risk Management Plan Template](#) • [Research Dissemination Plan Template](#).
Data and Participant Utilisation Costs	• If your project proposes to use DDC's data or scheme participants as research subjects, **include** all associated costs in your research budget. • Researchers seeking access to participants **must** discuss the project's feasibility with DDC before submitting the grant applications.
Refer to Appendices	• **Follow** the full application submission protocol outlined in **Appendix 2** of these *Guidelines* when completing your application form. • **Adhere** to the document formatting and PDF submission requirements as outlined in **Appendix 3**.
Submission Format	The application **must** be saved as a **PDF** using the format outlined in **Appendix 3**. **Use** the following subject line for email submission: DDB Full Application_Surname_First Name_2025.

icare™ | Dust Diseases Care

Submission Guidelines	**PDF Format:** Ensure the final full application is formatted as **a single PDF file**, including **all** attachments. **Review and Confirmation:** Before submission, **review** all information for accuracy. **Confirm** that all entries have been reviewed and are accurate by checking the appropriate box in the *H2. Submission Details* section in the application form. **Submission Method:** Submit the completed full application via email to <u>ddcgrants@icare.nsw.gov.au</u>
Deadline	Applications **must** be submitted by **4.00 pm AEST** on **Monday 13 January 2025**. Late submissions **will not** be considered unless due to exceptional circumstances, which must be communicated to the DDC in advance.

icare™ | **Dust Diseases Care**

6.4 Assessment of Full Application

Following the evaluation of Expressions of Interest (EOIs), shortlisted EOIs are invited to submit a full application. Full applications will undergo a detailed assessment based on specific criteria designed to evaluate the clarity and significance of research objectives, methodology, innovation, expected impact, stakeholder engagement, and alignment with strategic goals, **with particular emphasis on the capability and expertise of the research team**. Below are the assessment criteria for the full applications for Discovery & Innovation Grants, Research Translation Grants, and Dust Diseases Prevention Grants, including the feasibility aspect, to ensure a comprehensive evaluation process.

All applications will undergo a competitive review focusing on how effectively each application meets the **assessment criteria**, its **ranking in comparison to other submissions**, and its overall **value for money**. "Value for money" refers to the efficient and effective use of funds to achieve the proposed research outcomes. This involves ensuring that project costs are reasonable, resources are well-allocated, and the expected benefits justify the investment. Additionally, it considers the potential impact, feasibility, sustainability, and risks associated with the research, ensuring that the funding provides significant returns and long-term benefits while managing any potential risks effectively.

Discovery & Innovation Grants Full Application Assessment Criteria

Purpose: These grants are designed to support innovative and exploratory research that pushes the boundaries of our understanding and treatment of dust diseases. They aim to foster novel approaches that have the potential to lead to significant advancements.

You must address all relevant assessment criteria in your application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Discovery & Innovation Grants application are as follows:

Research Team Capability (30%)

- The expertise and track record of the research team members, including relevant publications and previous work.
- The quality and impact of existing or planned collaborations, both within Australia and internationally, and how they will enhance the project.
- The evidence of excellence in research training, mentoring, and supervision where applicable.

icare™ | **Dust Diseases Care**

Proposal Quality (45%)

Research Objectives:

- Clarity and significance of the research goals.
- How well the project addresses a significant knowledge gap or unresolved problem in dust diseases.
- Significance of the objectives to the broader field of dust diseases and related health issues.
- Relevance, clarity, and significance of the key research questions in relation to the research objectives.

Innovation:

- The innovative aspects of the research approach, including any new theories, methods, or technologies.
- The use of emerging technologies or methodologies that differ from traditional research.
- How the project could lead to pioneering advancements and potentially transformative outcomes.

Methodology

- The comprehensiveness and rationale of the study design, including the chosen methods.
- The rigor and robustness of the proposed data collection and analysis techniques.
- The quality and contribution of any interdisciplinary approaches to the research methodology.

icare™ | Dust Diseases Care

Impact and Alignment with Strategic Goals (15%)

Expected Impact:

- Potential impact of the research on advancing knowledge and treatment of dust diseases.
- Anticipated benefits in terms of contributions to knowledge, health, economic and social outcomes, capacity and capability building, and collaboration.
- The potential for scalability or further development of the research outcomes beyond the initial project phase.

Alignment with Strategic Goals:

- How well the project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles.
- The extent to which the research supports the long-term vision and goals of the DDB.
- The effectiveness of plans and strategies for engaging with the research community and stakeholders throughout the project.

Feasibility (10%)

- The cost-effectiveness of the proposed research and its value for money.

- The quality and extent of support from the Administering Organisation/Institution, including access to necessary facilities, equipment, and administrative assistance.

- The time commitment and capacity of the lead CI or team to undertake and complete the research successfully.

icare™ | Dust Diseases Care

Research Translation Grants Full Application Assessment Criteria

Purpose: These grants aim to bridge the gap between research findings and their practical application, enhancing the impact of research by translating it into policy and practice that can directly benefit those affected by dust diseases.

You must address all relevant assessment criteria in your application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Research Translation Grants application are as follows:

Research Team Capability (30%)

- The expertise and track record of the research team members, including relevant publications and previous work.
- The quality and impact of existing or planned collaborations, both within Australia and internationally, and how they will enhance the project.
- The evidence of excellence in research training, mentoring, and supervision where applicable.

Proposal Quality (45%)

Research Objectives

- Clarity and significance of the research goals.
- How well the project addresses a significant knowledge gap or unresolved problem in dust diseases.
- Significance of the objectives to the broader field of dust diseases and related health issues.
- Relevance, clarity, and significance of the key research questions in relation to the research objectives.

Innovation

- The innovative aspects of the research approach, including any new theories, methods, or technologies.
- The use of emerging technologies or methodologies that differ from traditional research.
- How the project could lead to pioneering advancements and potentially transformative outcomes.

icare™ | Dust Diseases Care

Practical Application

- A clear and feasible pathway for translating research findings into policy or practice.
- Well-defined metrics for measuring the impact of the translated research.
- The thoroughness of the assessment of potential barriers to implementation and the effectiveness of proposed strategies to overcome them.

Methodology

- A comprehensive description of the study design, including the rationale for chosen methods.
- The rigor and robustness of the proposed data collection and analysis techniques.
- The feasibility of the proposed implementation pathway.

Impact, Engagement and Alignment with Strategic Goals (15%)

Expected Impact

- Potential impact on policy and practice, and the benefits to those affected by dust diseases
- Anticipated benefits in terms of contributions to knowledge, health, economic and social outcomes, capacity and capability building, and collaboration.
- The potential for scalability or further development of the research outcomes beyond the initial project phase.

Stakeholder Engagement

- The comprehensiveness of the plan for engaging stakeholders such as policymakers and healthcare providers.
- The involvement of stakeholders in the implementation process.
- The method and effectiveness of integrating stakeholder feedback into the research and its translation.

Alignment with Strategic Goals

- How well the project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles.
- The extent to which the research supports the long-term vision and goals of the DDB.
- The effectiveness of plans and strategies for engaging with the research community and stakeholders throughout the project.

icare™ | **Dust Diseases Care**

Feasibility (10%)

- The cost-effectiveness of the proposed research and its value for money.

- The quality and extent of support from the Administering Organisation/Institution, including access to necessary facilities, equipment, and administrative assistance.

- The time commitment and capacity of the lead CI or team to undertake and complete the research successfully.

icare™ | Dust Diseases Care

Dust Diseases Prevention Grants Full Application Assessment Criteria

Purpose: Dedicated to supporting research that identifies risk factors ***(as relates to hazardous dust exposures in the workplace)** and develops strategies to prevent the onset of dust diseases, these grants focus on reducing the incidence and mitigating the severity of dust diseases through proactive measures.

You must address all relevant assessment criteria in your application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Dust Diseases Prevention Grants application are as follows:

Research Team Capability (30%)

- The expertise and track record of the research team members, including relevant publications and previous work.
- The quality and impact of existing or planned collaborations, both within Australia and internationally, and how they will enhance the project.
- The evidence of excellence in research training, mentoring, and supervision where applicable.

Proposal Quality (45%)

Research Objectives:

- Clarity and significance of the research goals
- How well the project addresses a significant knowledge gap or unresolved problem in dust diseases.
- Significance of the objectives to the broader field of dust diseases and related health issues.
- Relevance, clarity, and significance of the key research questions in relation to the research objectives.

Innovation:

- The innovative aspects of the research approach, including any new theories, methods, or technologies.
- The use of emerging technologies or methodologies that differ from traditional research.
- How the project could lead to pioneering advancements and potentially transformative outcomes.

![icare Dust Diseases Care logo]

Risk Identification and Prevention*:

- The rigor and comprehensiveness in identifying new or under-recognised risks associated with dust diseases.
- The clarity and effectiveness in the development or testing of preventive interventions.
- The robustness and feasibility of the methodologies and the significance of the expected outcomes of the preventive measures.

Methodology:

- The comprehensiveness and rationale of the study design, including the chosen methods.
- The rigor and robustness of the proposed data collection and analysis techniques.
- The quality and contribution of any interdisciplinary approaches to the research methodology.

Impact, Engagement and Alignment with Strategic Goals (15%)

Expected Impact:

- The potential impact on reducing the incidence and severity of dust diseases.
- Anticipated benefits in terms of contributions to knowledge, health, economic and social outcomes, capacity and capability building, and collaboration.
- The potential for scalability or further development of the research outcomes beyond the initial project phase.

Community and Worker Engagement:

- The comprehensiveness of the plan and strategies for engaging with at-risk communities or workplaces.
- The quality and effectiveness of partnerships with local communities, health departments, or other relevant organisations to implement and evaluate preventive measures.
- The process and effectiveness of integrating feedback from these communities or workplaces into the research and its translation.

Alignment with Strategic Goals:

- How well the project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles.
- The extent to which the research supports the long-term vision and goals of the DDB.
- The quality of plans for engaging with the research community and stakeholders throughout the project.

icare™ | **Dust Diseases Care**

Feasibility (10%)

- The cost-effectiveness of the proposed research and its value for money.

- The quality and extent of support from the host institution, including access to necessary facilities, equipment, and administrative assistance.

- The time commitment and capacity of the lead CI or team to undertake and complete the research successfully.

icare™ | Dust Diseases Care

7. Grant Administration

Acceptance of Grant

Offers of DDB Research Stream Grants Program grants must be **formally accepted** in writing via email **within two weeks** of the date of the offer.

1. **Successful Applicant Acceptance**: The successful lead Chief Investigator must provide their acceptance in writing to the Administering Organisation/Institution.

2. **Administering Organisation/Institution Acceptance**: The Administering Organisation/Institution must then facilitate the acceptance process by collecting the successful applicant's acceptance and emailing both the successful applicant's acceptance and their own acceptance to ddcgrants@icare.nsw.gov.au

The email should have the subject line: Acceptance_Grant_CIName_2025. Both acceptances must be received within the specified timeframe to ensure the grant is formally accepted

Grant Funding Agreement

If the application for grant funding is successful, the Administering Organisation/Institution will be required to enter into DDC's standard Funding Agreement. Preparation of the Funding Agreement will commence in March 2025.

The Funding Agreement details the specific conditions for each grant type and each individual grantee including reporting requirements and financial management.

All parties involved in a grant should familiarise themselves with the standard Funding Agreement conditions, but only the Administering Organisation/Institution and DDC will be parties to the document.

By signing the Funding Agreement, the Administering Organisation/Institution is agreeing to the conditions contained in that Agreement. A grant will not commence, nor grant funds be expended, prior to:

- The Funding Agreement between DDC and the Administering Organisation/Institution having been signed by both parties; and
- Appropriate clearances having been obtained relevant to the project e.g. ethics approval and provided to DDC.

Evidence of Research Ethics Committee approval, Institutional Biosafety Committee approval or other regulatory body approvals, as appropriate to the project being conducted, must be forwarded to DDC upon their receipt. The offer of funding may be withdrawn if the

icare™ | **Dust Diseases Care**

necessary approvals/licenses are not received **6 months** after the date of the research Funding Agreement. Applicants should be aware that the *Schedule 2 Project, Reporting and Payment Schedule* is part of the Funding Agreement and the Performance Measures are used to evaluate satisfactory progress.

Requests to vary a Funding Agreement or Schedules must be forwarded in writing. Amendment of any clauses of the Funding Agreement will be at DDC's absolute discretion. A sample of the standard Funding Agreement is available upon request.

Progress Reporting

DDC requires Project Progress and Financial Acquittal Reports to be submitted according to the *Schedule 2 Project, Reporting and Payment Schedule* which is part of every Funding Agreement. Any departure from the approved project and/or the budget must be disclosed in the Project Variation Request Form. DDC reserves the right to suspend or terminate a grant if progress reports are not supplied by the due date or if progress is considered unsatisfactory by the DDB and/or DDC in accordance with Procedures for Dealing with Delayed Reports and Non-compliance specified in the Active Project Reporting User Manual. If a project fails to obtain the target number of research subjects the Board may reduce the grant. If a project fails to obtain sufficient research subjects to produce statistically significant results, the Board may terminate the funding for the project. DDC will provide notice in writing of any concerns to the Administering Organisation/Institution.

At the completion of the project, the Administering Organisation/Institution will be required to submit the Final Financial Acquittal Report certified by the Administering Organisation/Institution Finance Manager to confirm its accuracy and completeness.

DDC withholds the final 10% of grant monies which are not paid until all of the researcher's obligations under the Funding Agreement are fulfilled.

Grant Performance Monitoring and Audit

DDC monitors grant performance through regular progress reports and periodic audits. The DDB is updated quarterly on grant performance. Reasonable notice will be given if a random audit is required. The Administering Organisation/Institution must maintain all documents and financial records.

DDC may, at any time during the Term and for **12 months afterwards**, conduct an audit or ask the Recipient to arrange for an independent auditor, approved by DDC, to do so. This audit can cover any aspect of the Project or the performance of the Funding Agreement, including verifying information provided to DDC. The Recipient must give the auditor access as described in *clause 10 (Access and Audits)* of the Funding Agreement. The auditor can make copies of any relevant records or documents. DDC may also appoint an independent

icare™ | **Dust Diseases Care**

person to help with the audit. DDC will cover the audit costs unless the audit finds non-compliance with the Funding Agreement or misleading information from the Recipient, in which case the Recipient will bear the cost.

Quality Assurance Reference

You must refer to the Quality Assurance section in the Project Planning and Scheduling Manual for detailed information on internal and external audits. The Manual includes the Quality Assurance Plan and tips on preparing for audits.

Quality Assurance Plan Template

You are required to use the Quality Assurance Plan Template to prepare for potential audits. While implementing a Quality Assurance Plan is **not mandatory during the grant application**, it is essential once the grant is awarded to ensure research integrity and excellence. The template provides a framework for maintaining high research standards, covering quality metrics, audits, communication and data management.

Impact Evaluation

The impact will be assessed throughout the grant's life cycle and documented in Project Progress and Final Reports. Additionally, the grantee must complete an impact assessment approximately **one year after** project completion. These evaluations will inform the DDB about the impact areas addressed by each project for reporting purposes.

To ensure that the funded research provides long-term benefits, the DDB requires the lead CI to report on the project's impact beyond its lifetime. Specifically, the lead CI must submit an impact report to the DDC approximately **12 months after** the project's completion. This report should detail how the research outcomes have continued to influence the field, contribute to further research, and benefit the community or industry. The impact report is crucial for demonstrating the enduring value of the project and for informing future funding decisions.

Recognition of Funding

All publications, media releases or discussion of results originating from a grant must acknowledge funding support with the following wording:

"This project was supported by a Dust Diseases Board competitive grant. The views expressed herein are those of the authors and are not necessarily those of icare or the Dust Diseases Board."

icare™ | Dust Diseases Care

Appendix 1 EOI Submission Protocol

Introduction

The DDB Expression of Interest (EOI) Submission Protocol offers detailed instructions for completing and submitting the EOI. This protocol is intended to assist you in efficiently preparing and submitting your EOI.

Before You Begin

Grant Guidelines: Ensure you have read and understood the *DDB Research Stream Grants Program Guidelines FY25* contained within this document. These *Guidelines* provide crucial information on the purpose, scope, eligibility, and expectations for each grant type.

Assistance: For help or additional clarification while filling out the EOI form, please reach out to the **Research Office of your Administering Organisation/Institution**.

Completing the EOI Form

General Requirements: Complete all required sections of the form accurately. Make sure all provided information is current and correct.

Declarations: All required declarations must be confirmed by checking the appropriate boxes within the form. This serves as verification that the information submitted is accurate and in compliance with the *DDB Research Stream Grants Program Guidelines FY25*. Additionally, a signature from the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the Administering Organisation/Institution is required.

icare™ | **Dust Diseases Care**

Key Sections of the EOI Form

Part A - Administrative Overview

Include a brief project title, information about the lead Chief Investigator, details of participating organisations and partnerships, and an overview that emphasises the project's goals, importance, anticipated outcomes and benefits.

A1. Application Title

Create a concise title for your project (**max.10 words**). Ensure the title clearly reflects the main focus of the research.

- Refrain from using acronyms and quotation marks.
- Avoid using all capital letters.

icare™ | Dust Diseases Care

A2. Lead Chief Investigator Summary

Provide the title, full name, institutional affiliation and qualifications of the lead Chief Investigator.

Field	Entry	Instructions
Title	[e.g., Dr., Prof.]	**Enter** the title of the lead Chief Investigator (e.g., Dr., Prof.).
First Name	[First Name	**Provide** the first name of the lead Chief Investigator.
Middle Name	[Middle Name]	**Include** the middle name of the lead Chief Investigator, if applicable.
Family Name	[Family Name]	**Enter** the family name (surname) of the lead Chief Investigator.
Institutional Affiliation	[Name of the Institution]	**Provide** the name of the institution with which the lead Chief Investigator is affiliated.
Qualifications	[List the relevant degrees, certifications, and professional qualifications, starting with the highest degree and including professional certifications in reverse chronological order.]	**List** the relevant degrees, certifications, and professional qualifications of the lead Chief Investigator, starting with the highest degree and including professional certifications in reverse chronological order.
Email Address	[Email address]	• **Use** a **professional email address** associated with your organisation or institution. • **Ensure** there are no typographical errors. • **Avoid** using personal or informal email addresses.

icare™ | Dust Diseases Care

A3. Name of the Administering Organisation/Institution

Provide details for the university, research organisation, or institute responsible for signing the Funding Agreement and managing the grant funds.

Field	Instructions
Organisation/Institution name	**Enter** the full name of the Administering Organisation/Institution
Email Address	**Provide** the email address for the organisation: - Use the official email address associated with the organisation or institution. **Double-check** for accuracy to ensure there are no typographical errors. **Do not** use personal or informal email addresses

A4. Name of the Research Institution

Provide details for the institution where the research/project will be conducted. Note that the Administering Organisation/Institution and the Research Institution **may be the same entity**.

Item	Instructions
Institution name	**Enter** the full name of the Research Institution
Email Address	**Provide** the email address for the organisation: **Use** the official email address associated with the organisation or institution. **Double-check** for accuracy to ensure there are no typographical errors. **Do not** use personal or informal email addresses

icare™ | Dust Diseases Care

A5. Partnerships

Indicate if you will collaborate with other organisations for this project. If so, provide comprehensive details including:

- The name/s of the partnering organisation/s.
- The nature of the partnership and the role of the partnering organisation/s.
- How the partnership will contribute to the project's goals and objectives.

Formatting Guidelines

- **Structure:** Follow the **structure** and **sequence** outlined above. Ensure your description is clear, concise, and within the **400-word limit**.

A6. Application Overview

Application Overview: Provide a brief overview of the project, **no more than 150 words**, clearly identifying the problem it seeks to resolve. This summary should provide a general overview of the research and its significance. Follow these instructions for the summary:

Clarity and Simplicity

Use straightforward and easy-to-understand language.

Objective Language

Avoid first-person expressions; instead, use phrases like "The project intends to..."

Formatting:

- Do not use quotation marks or abbreviations.
- Avoid using all capital letters or bullet points.

icare™ | **Dust Diseases Care**

Project's Aims*

Please note that project **aims** (requested below) and **objectives** (requested in **B1. Detailed Project Overview**) are related but **serve different purposes** in the context of project planning and execution.

Definition: Project aims are broad, overarching statements that describe the general goals and purpose of the project.

Nature: They are usually more abstract and less specific.

Scope: Aims provide the overall direction and intent of the project.

Example: "To improve respiratory health outcomes for individuals exposed to occupational dust."

Key Differences

When completing **this section** and **B1. Detailed Project Overview**, ensure you **adhere to the distinctions between aims and objectives**:

Specificity	**Aims**: Broad and general.	**Objectives**: Specific and detailed.
Measurability	**Aims**: Often not directly measurable.	**Objectives**: Always measurable and quantifiable.
Time Frame	**Aims**: Long-term and overarching.	**Objectives**: Short to medium-term and time-bound.
Focus	**Aims**: Provide overall direction.	**Objectives**: Focus on concrete tasks and milestones.

ISDDCFR012_V1.1

icare™ | Dust Diseases Care

Format for Application Overview:

Section	Content
Project's Aims*	Briefly **state** the primary aims of your project. What do you intend to achieve? **Example:** "To develop innovative prevention strategies for dust-related diseases in the workplace."
Importance	**Explain** the significance of the project. Why is this research important? How does it address a current gap or need in the field? **Example:** "This research is crucial as it addresses the rising incidence of occupational dust diseases, providing potentially life-saving treatments."
Anticipated Outcomes	**Describe** the expected results of the project. What do you hope to accomplish through this research? **Example:** "We anticipate discovering at least two viable therapeutic compounds that can proceed to clinical trials."
Benefits	**Highlight** the potential benefits of the project. Who will benefit from the research and how? Consider both immediate and long-term impacts. **Example:** "The outcomes of this project could significantly improve the health and quality of life for individuals suffering from dust-related diseases, reducing healthcare costs and enhancing workplace safety standards."

icare™ | Dust Diseases Care

Part B - Project and Specified Personnel Details

B1. Detailed Project Overview

Attach a Detailed Project Overview as a **separate PDF document**, ensuring it **does not exceed three A4 pages**, including references. Adhere to the specified format and formatting guidelines provided in **Appendix 3**. Ensure all text, including content within figures and tables, meets these guidelines.

Project Objectives*

Please note that project **objectives** (requested below) and **aims** (requested in **A6. Application Overview** section) are related but **serve different purposes** in the context of project planning and execution. Please refer to **A6. Application Overview** section above for the key differences between project aims and objectives. Ensure you **adhere** to these distinctions when completing this section.

Definition: Project objectives are specific, measurable, and time-bound actions that need to be completed to achieve the project aims.

Nature: They are concrete and detailed.

Scope: Objectives break down the aims into actionable steps and define the criteria for success.

Example: "To develop and test a new treatment protocol for dust-related respiratory diseases within three years."

The document should cover the following sections **in the specified order:**

Project Title: This title can be different from the one provided in **Question A1.** and **can exceed 10 words**.

ISDDCFR012_V1.1

icare™ | Dust Diseases Care

Instructions for completing the Detailed Project Overview section for **Discovery & Innovation Grants**

Section	Contents
Research Objectives*	• Clearly **outline** the research objectives. • **Describe** how the project tackles an important knowledge gap or issue related to dust diseases. • Clearly **articulate** the key research questions of the project, highlighting their relevance, clarity, and significance to the research objectives.
Innovation	• **Describe** the novel aspects of the research approach or hypotheses. • **Highlight** the use of emerging technologies or methodologies that differ from traditional research.
Methodology	• **Detail** the study design and methods. • **Explain** the data collection and analysis techniques and their appropriateness.
Expected Impact	• **Describe** the potential impact of the research on advancing knowledge and treatment of dust diseases. • **Discuss** the anticipated benefits in terms of knowledge, health, economic, social, capacity and capability building and collaboration.
Alignment with Strategic Goals	• **Explain** how the project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles, please refer to *Section 2. DDB Research Stream Grants Program* of these *Guidelines* for guidance.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

icare™ | Dust Diseases Care

Instructions for completing the Detailed Project Overview section **Research Translation Grants**

Section	Contents
Research Objectives*	• Clearly **outline** the research objectives. • **Describe** how the project tackles an important knowledge gap or issue related to dust diseases. • Clearly **articulate** the key research questions of the project, highlighting their relevance, clarity, and significance to the research objectives.
Innovation	• **Describe** the novel aspects of the research approach or hypotheses. • **Highlight** the use of emerging technologies or methodologies that differ from traditional research.
Practical Application	• **Describe** the pathway for translating research findings into policy or practice. • **Define** the metrics for measuring the impact of the translated research.
Methodology	• **Describe** the study design and methods. • **Explain** the data collection and analysis techniques and their appropriateness. • **Explain** the feasibility of the proposed implementation pathway.
Stakeholder Engagement	• **Provide** a plan for engaging stakeholders such as policymakers and healthcare providers. • **Detail** the involvement of stakeholders in the implementation process.
Expected Impact	• **Discuss** the potential impact on policy and practice and the benefits to those affected by dust diseases. • **Highlight** the contribution to knowledge, health, economic, social, capacity and capability building, and collaboration outcomes.
Alignment with Strategic Goals	• **Explain** how the project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles, please refer to *Section 2. DDB Research Stream Grants Program* of these *Guidelines* for guidance.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

icare™ | Dust Diseases Care

Instructions for completing the Detailed Project Overview section for **Prevention Grants**

Section	Contents
Research Objectives*	• Clearly **outline** the research objectives. • **Describe** how the project tackles an important knowledge gap or issue related to dust diseases. • Clearly **articulate** the key research questions of the project, highlighting their relevance, clarity, and significance to the research objectives.
Innovation	• **Describe** the novel aspects of the research approach or hypotheses. • **Highlight** the use of emerging technologies or methodologies that differ from traditional research.
Risk Identification and Prevention	• **Focus** on identifying new or under-recognised risks associated with dust diseases **(as relates to hazardous dust exposures in the workplace)** • **Describe** the development or testing of preventive interventions.
Methodology	• **Detail** the study design and methods. • **Explain** the data collection and analysis techniques and their adequacy.
Community and Worker Engagement	• **Provide** a plan for engaging with at-risk communities or workplaces. • **Detail** partnerships with local communities or relevant organisations.
Expected Impact	• **Describe** the potential impact on reducing the incidence and severity of dust diseases. • **Discuss** the anticipated benefits in terms of knowledge, health, economic, social, capacity and capability building, and collaboration outcomes.
Alignment with Strategic Goals	• **Explain** how the project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles, please refer to *Section 2. DDB Research Stream Grants Program* of these *Guidelines* for guidance.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

icare™ | **Dust Diseases Care**

B2. Capability Statement

When completing the "Capability Statement" section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Formatting Guidelines

Structure: Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **250-word limit**.

Understand the Purpose

Recognise that the Capability Statement is crucial for demonstrating the expertise and capability of the lead Chief Investigator (CI) and the research team.

The purpose is to show how well your team's skills and experience align with the project design and your ability to achieve the desired outcomes.

Structure Your Statement

Item	Instructions
Introduction (20-25 words)	**Start** with a brief introduction of the lead CI and the research team. **Mention** the overarching expertise and experience relevant to the project.
Lead Chief Investigator's Skills and Experience (70-90 words)	**Highlight** the CI's qualifications, key skills, and relevant experience. **Emphasise** previous successful projects or research in a similar field. **Include** specific examples that demonstrate the CI's capability to lead the project.
Team's Skills and Composition (70-90 words)	**Describe** the composition of the research team and their respective roles. **Detail** the relevant skills and expertise each team member brings to the project. **Highlight** any collaborative experience and how the team's skills complement each other.
Alignment with Project Design (25-35 words)	**Explain** how the team's collective skills and experience align with the project's objectives and methodology. **Emphasise** the team's ability to deliver the desired outcomes based on their combined expertise.

icare™ | Dust Diseases Care

Follow Writing Tips

Item	Instructions
Be Concise	**Ensure** your statement **does not** exceed **250 words**. **Use** clear and direct language.
Be Specific	**Provide concrete** examples and **evidence** of past successes.
Be Relevant	**Focus** on skills and experiences that **directly** relate to the project.
Highlight Achievements	**Include** significant accomplishments and contributions from team members that showcase their expertise and leadership in relevant areas.

B3. Specified Personnel Details

Please refer to **Section 4***, Eligibility Criteria*, in these *Guidelines* to determine the eligibility of **each Specified Personnel member**. Ensure that you adhere to these formatting instructions for the CVs when completing this question:

Item	Instructions
Format	PDF
Length	• Each CV must be **no more** than **two A4 pages**, including publications from the **past five years,** • Partner Investigator (PI) CV **should not exceed one A4 page**
Submission	**Attach** CVs to the EOI form. Ensure that each CV file is named to **correspond** with the Specified Personnel member on the project.
File Naming Convention:	
Format	LastName_FirstName_CV.pdf
Example	Smith_John_CV.pdf

icare | Dust Diseases Care

B4. External Research Funding

Include details of all research funding obtained from non-DDB sources, both within Australia and abroad. For **each Specified Personnel member**, specify all projects, applications, awards, and fellowships awarded or requested for the years 2024 to 2030 inclusive. Organise this information using the table format provided, listing entries in **descending order by date**.

Important:

- Report funding amounts in thousands and in Australian dollars.
- Please ensure that you **adhere** to the following format when providing details for non-DDB funding sources.
- Ensure the table **follows** the formatting and submission guidelines detailed in **Appendix 3**.

icare™ | Dust Diseases Care

Use the Table Format:

Funding from External Sources

Project Information	Relevance to Dust Diseases (Y/N)	Funding Status (R/C/P)	2024 ($'000)	2025 ($'000)	2026 ($'000)	2027 ($'000)	2028 ($'000)	2029 ($'000)	2030 ($'000)
Provide details for each project or fellowship involving the Specified Personnel, including title, funding source, and program	Y/N	R/C/P	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Dr. Alice Brown's project	Y	R	150	250					
Dr. Sarah Green and Prof. Michael White's collaboration	N	C	180	300					

Legend:

- **Project Information**: Include details such as project title, funding source, and program.
- **Relevance to Dust Diseases (Y/N)**: State if the project is related to dust diseases.
- **Funding Status (R/C/P)**: Indicate if the funding is Requested (R), Current (C), or Past (P).
- **Annual Funding Amounts ($'000)**: List the funding amounts for each year from 2024 to 2030.

icare™ | **Dust Diseases Care**

B5. Allocation of Research Time

For the lead Chief Investigator: Determine the portion of your working week dedicated to the project, expressed as a Full-Time Equivalent (FTE), where **1.0 equals** a full-time workload of **5 days per week**. Specify this commitment as a decimal value (e.g., 0.5 for half-time). Ensure the FTE value accurately reflects your planned allocation of time to the project.

icare™ | Dust Diseases Care

B6. Ongoing DDB-Funded Projects

Definition of Ongoing DDB-Funded Projects:

Include any current project financed by DDB that has **not yet** submitted and received approval for its Final Project Report and Final Financial Acquittal and has **not been** officially closed by the DDC.

Important:

- **List** all currently held DDB projects for **each Specified Personnel member**.
- **Ensure** the details are up-to-date and accurately reflect the status of each project.
- **Compile** the list of currently held DDB projects listing entries in **descending order by date**.
- **Ensure** the information provided adheres to the formatting and submission requirements outlined in **Appendix 3** of these *Guidelines*.

Use the Table Format:

Ongoing DDB-Funded Projects

Project Title	Specified Personnel	Project Start Date	Expected Completion Date	Current Status
[Title of Project 1]	Dr. Alice Brown	[Start Date]	[Completion Date]	[Status]
[Title of Project 2]	Dr. Sarah Green	[Start Date]	[Completion Date]	[Status]

Legend:

- **Project Title**: The title of the ongoing DDB-funded project.
- **Specified Personnel**: The personnel involved in the project.
- **Project Start Date**: The date when the project began.
- **Expected Completion Date**: The anticipated date for project completion.
- **Current Status**: The present status of the project (e.g., ongoing, nearing completion).

ISDDCFR012_V1.1

Part C - Compliance and Declaration

C1. Declaration by Applicants

Before completing this section, please ensure you follow the instructions outlined below.

Item	Instructions
Read Guidelines	**Ensure** you have thoroughly read and understood the *DDB Research Stream Grants Program Guidelines FY25.*
True and Complete Details	**Confirm** that all information provided in your application is accurate and complete.
Eligibility Check	**Verify** that you meet all eligibility requirements specified in the *Guidelines*.
Acknowledge Contributions	**Take** responsibility for the content of your application, and ensure all references and contributions are properly acknowledged.
Follow Guidelines and Protocols	**Confirm** you have followed the *DDB Research Stream Grants Program Guidelines FY25* and Submission Protocols. **Commit** to adhering to the DDC Grant Funding Agreement if successful.
Legal Compliance	**Ensure** that all legal requirements will be satisfied before starting the research.
Disclose Interests	**Disclose** any significant personal and financial interests or conflicts of interest to the relevant Administering Organisation/Institution and update them of any changes after submission.
Update Changes	**Inform** the Administering Organisation/Institution of any changes in your circumstances that may affect your eligibility or ability to undertake the project post-submission.
Information Use	**Acknowledge** that the information in the form and attachments will be used for funding recommendations and post-award reporting. This information may be shared with external assessors and other NSW Government Departments or Agencies as allowed by law.
Consent	**Confirm** your consent by completing the declaration.

ISDDCFR012_V1.1

icare™ | Dust Diseases Care

C2. Submission Details

Declaration by the primary Administrative Organisation/Institution contact. Before completing this section, please ensure you follow the instructions outlined below.

Item	Instructions
Certification	**Confirm** that you have read, understood, and complied with the *DDB Research Stream Grants Program Guidelines FY25.*
Review Entries	**Verify** all entries in the EOI for compliance and accuracy before submission.
Submission Method	**Ensure** you understand the method and requirements for submission as outlined in these guidelines.
Confirmation	**Check** the box to confirm that all details in the EOI have been reviewed and are accurate.

ISDDCFR012_V1.1

icare™ | Dust Diseases Care

C3. Declaration by the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the Administering Organisation/Institution

Before completing this section, please ensure you follow the instructions outlined below.

Item	Instructions
Read Guidelines	**Confirm** that you have thoroughly read and complied with the *DDB Research Stream Grants Program Guidelines FY25.*
Eligibility Checks	**Ensure** that all applicants and associated organisations meet the eligibility criteria through necessary checks.
Update Notifications	**Commit** to notifying the DDC of any updates to applicants or organisations after submission.
Accuracy of Details	**Confirm** that all details in this Expression of Interest application and associated documents are true and complete to the best of your knowledge.
Attach Documentation	**Verify** that all required documentation and templates have been attached as instructed.
Applicant Responsibility	**Ensure** applicants are responsible for the creation and intellectual content of the application, with proper citations and acknowledgments.
Consent for Reviews	**Obtain** necessary consents for third-party reviews for assessment purposes.
Permission for Management	**Secure** permissions for the DDC to manage the details provided in this application.
Inform Relevant Parties	**Inform** relevant parties that information from this application may be shared with other NSW Government Departments or Agencies for advisory purposes.
Ensure Disclose of Interests	**Ensure** applicants have disclosed all personal and financial interests and conflicts of interest to the Administering Organisation/Institution. Commit to managing conflicts according to relevant policies and guidelines if awarded.
Privacy Awareness	**Ensure** applicants whose personal information is included in the **B3. Specified Personnel Details** section are aware of the Privacy and Confidentiality terms in these *Guidelines*.
Consent	**Confirm** your consent by completing the declaration.

icare™ | Dust Diseases Care

Appendix 2 Full Application Submission Protocol

Introduction

The DDB Full Application Submission Protocol offers detailed instructions for completing and submitting the application. This protocol is intended to assist you in efficiently preparing and submitting your application.

Before You Begin

Grant Guidelines: Ensure you have read and understood the *DDB Research Stream Grants Program Guidelines FY25* contained within this document. These *Guidelines* provide crucial information on the purpose, scope, eligibility, and expectations for each grant type.

Assistance: For help or additional clarification while filling out the application form, please reach out to the **Research Office** of **your Administering Organisation/Institution**.

Completing the Application Form

General Requirements: Complete all required sections of the form accurately. Make sure all provided information is current and correct.

Declarations: All required declarations must be confirmed by checking the appropriate boxes within the form. This serves as verification that the information submitted is accurate and in compliance with the *DDB Research Stream Grants Program Guidelines FY25*. Additionally, a signature from the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the Administering Organisation/Institution is required.

icare™ | **Dust Diseases Care**

Key Sections of the Application Form

Part A - Administrative Overview

Include a brief project title, information about the lead Chief Investigator, details of participating organisations, partnerships and application overview.

A1. Application Title

Create a concise title for your project (**max.10 words**). Ensure the title clearly reflects the main focus of the research.

- Refrain from using acronyms and quotation marks.
- Avoid using all capital letters.

icare™ | **Dust Diseases Care**

![icare™ | Dust Diseases Care]

A2. Lead Chief Investigator Summary

Provide the title, full name, institutional affiliation and qualifications of the lead Chief Investigator.

Field	Entry	Instructions
Title	[e.g., Dr., Prof.]	**Enter** the title of the lead Chief Investigator (e.g., Dr., Prof.).
First Name	[First Name]	**Provide** the first name of the lead Chief Investigator.
Middle Name	[Middle Name]	**Include** the middle name of the lead Chief Investigator, if applicable.
Family Name	[Family Name]	**Enter** the family name (surname) of the lead Chief Investigator.
Institutional Affiliation	[Name of the Institution]	**Provide** the name of the institution with which the lead Chief Investigator is affiliated.
Qualifications	[List the relevant degrees, certifications, and professional qualifications, starting with the highest degree and including professional certifications in reverse chronological order.]	**List** the relevant degrees, certifications, and professional qualifications of the lead Chief Investigator, starting with the highest degree and including professional certifications in reverse chronological order.
Email Address	[Email address]	**Use** a **professional email address** associated with your organisation or institution. **Ensure** there are no typographical errors. **Avoid** using personal or informal email addresses.

icare™ | Dust Diseases Care

A3. Name of the Administering Organisation/Institution

Provide details for the university, research organisation, or institute responsible for signing the Funding Agreement and managing the grant funds.

Field	Instructions
Organisation/institution name	**Enter** the full name of the Administering Organisation/Institution
Email Address	**Provide** the email address for the organisation: **Use** the **official email address** associated with the organisation or institution. **Double-check** for accuracy to ensure there are no typographical errors. **Do not use** personal or informal email addresses

A4. Name of the Research Institution

Provide details for the institution where the research/project will be conducted. Note that the Administering Organisation/Institution and the Research Institution **may be the same entity**.

Item	Instructions
Institution name	**Enter** the full name of the Research Institution
Email Address	**Provide** the email address for the organisation: **Use** the official email address associated with the organisation or institution. **Double-check** for accuracy to ensure there are no typographical errors. **Do not use** personal or informal email addresses

icare™ | Dust Diseases Care

A5. Partnerships

Indicate if you will collaborate with other organisations for this project. If so, provide comprehensive details including:

- The name/s of the partnering organisation/s.
- The nature of the partnership and the role of the partnering organisation/s.
- How the partnership will contribute to the project's goals and objectives.

Formatting Guidelines

Structure: Follow the **structure** and **sequence** outlined above. Ensure your description is clear, concise, and within the **400-word limit**.

A6. Application Overview

Application Overview: Provide a brief overview of the project, **no more than 150 words**, clearly identifying the problem it seeks to resolve. This summary should provide a general overview of the research and its significance. Follow these directives for the summary:

Clarity and Simplicity

Use straightforward and easy-to-understand language.

Objective Language

Avoid first-person expressions; instead, use phrases like "The project intends to..."

Formatting:

- Do not use quotation marks or abbreviations.
- Avoid using all capital letters or bullet points.

Project's Aims*

Please note that project **aims** (requested below) and **objectives** (requested in **B3. Detailed Project Description**) are related but **serve different purposes** in the context of project planning and execution.

Definition: Project aims are broad, overarching statements that describe the general goals and purpose of the project.

Nature: They are usually more abstract and less specific.

Scope: Aims provide the overall direction and intent of the project.

Example: "To improve respiratory health outcomes for individuals exposed to occupational dust."

ISDDCFR012_V1.1

icare™ | Dust Diseases Care

Key Differences

When completing **this section** and **B3. Detailed Project Description**, ensure you **adhere to the distinctions between aims and objectives**:

Specificity	**Aims**: Broad and general.	**Objectives**: Specific and detailed.
Measurability	**Aims**: Often not directly measurable.	**Objectives**: Always measurable and quantifiable.
Time Frame	**Aims**: Long-term and overarching.	**Objectives**: Short to medium-term and time-bound.
Focus	**Aims**: Provide overall direction.	**Objectives**: Focus on concrete tasks and milestones

![icare™ | Dust Diseases Care]

Format for Application Overview

Section	Content
Project's Aims*	Briefly **state** the primary aims of your project. What do you intend to achieve? **Example:** "To develop innovative prevention strategies for dust-related diseases in the workplace."
Importance	**Explain** the significance of the project. Why is this research important? How does it address a current gap or need in the field? **Example:** "This research is crucial as it addresses the rising incidence of occupational dust diseases, providing potentially life-saving treatments."
Anticipated Outcomes	**Describe** the expected results of the project. What do you hope to accomplish through this research? **Example:** "We anticipate discovering at least two viable therapeutic compounds that can proceed to clinical trials."
Benefits	**Highlight** the potential benefits of the project. Who will benefit from the research and how? Consider both immediate and long-term impacts. **Example:** "The outcomes of this project could significantly improve the health and quality of life for individuals suffering from dust-related diseases, reducing healthcare costs and enhancing workplace safety standards."

icare™ | Dust Diseases Care

Part B – Project Description

B1. Proposed Start Date

Select a start date between **1 July 2025 and 31 December 2025**. Consider the time needed for ethics approval, staff recruitment, laboratory access, equipment setup, and supply procurement. Ensure the date accommodates these factors and verify the availability of key personnel and resources.

B2. Duration

Specify the anticipated duration for completing the project, as this will be fixed in the Funding Agreement and cannot be easily adjusted. Refer to the *Section 2* of these *Guidelines* for **restrictions on project duration**.

B3. Detailed Project Description

Attach a Detailed Project Description as a **separate PDF document**, ensuring it **does not exceed seven A4 pages**, including references. Adhere to the specified format and formatting guidelines provided in **Appendix 3**. Ensure all text, including content within figures and tables, meets these guidelines.

Project Objectives*

Please note that project **objectives** (requested below) and **aims** (requested in **A6. Application Overview** section) are related but **serve different purposes** in the context of project planning and execution. Please refer to **A6. Application Overview** for the key differences between project aims and objectives. Ensure you adhere to these distinctions when completing this section.

Definition: Project objectives are specific, measurable, and time-bound actions that need to be completed to achieve the project aims.

Nature: They are concrete and detailed.

Scope: Objectives break down the aims into actionable steps and define the criteria for success.

Example: "To develop and test a new treatment protocol for dust-related respiratory diseases within three years."

icare™ | Dust Diseases Care

The document should cover the following sections **in the specified order:**

Project Title: This title can be different from the one provided in **Question A1.** and **can exceed 10 words**.

Instructions for completing the Detailed Project Description section for **Discovery & Innovation Grants**

Section	Contents
Research Objectives*	• Clearly **define** the research goals. Emphasise why these goals are important. • **Explain** how your project addresses a significant knowledge gap or unresolved issue in dust diseases. • **Discuss** the importance of your objectives to the broader field of dust diseases and related health issues. • **Ensure** your key research questions are clear, relevant, and significant in relation to the objectives.
Innovation	• **Highlight** the novel aspects of your research, including any new theories, methods, or technologies. • **Detail** the use of emerging technologies or methodologies that differ from traditional approaches. • **Explain** how your project could lead to groundbreaking advancements and potentially transformative outcomes.
Methodology	• **Provide** a comprehensive and well-justified study design, detailing the methods chosen. • **Demonstrate** the rigor and robustness of your proposed data collection and analysis techniques. • **Describe** any interdisciplinary approaches and their contribution to your methodology.
Feasibility	• **Outline** the cost-effectiveness of your research and its value for money. • **Detail** the support from your Administering Organisation/Institution, including access to facilities, equipment, and administrative assistance. • **Discuss** the time commitment and capacity of the lead Chief Investigator (CI) or team to complete the research successfully.
Expected Impact	• **Describe** the potential impact of your research on advancing the knowledge and treatment of dust diseases. • **Highlight** the anticipated benefits in terms of knowledge, health, economic, and social outcomes, as well as capacity building and collaboration. • **Explain** the potential for scalability or further development of the research outcomes beyond the initial project phase.

icare™ | Dust Diseases Care

Alignment with Strategic Goals	• **Show** how your project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles, please refer to *Section 2. DDB Research Stream Grants Program FY25* of these *Guidelines* for guidance. • **Discuss** how your research supports the long-term vision and goals of the DDB. • **Outline** your plans and strategies for engaging with the research community and stakeholders throughout the project.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

icare™ | **Dust Diseases Care**

Instructions for completing the Detailed Project Description section for **Research Translation Grants**

Section	Contents
Research Objectives*	• Clearly **define** the research goals. Emphasise why these goals are important. • **Explain** how your project addresses a significant knowledge gap or unresolved issue in dust diseases. • **Discuss** the importance of your objectives to the broader field of dust diseases and related health issues. • **Ensure** your key research questions are clear, relevant, and significant in relation to the objectives.
Innovation	• **Highlight** the novel aspects of your research, including any new theories, methods, or technologies. • **Detail** the use of emerging technologies or methodologies that differ from traditional approaches. • **Explain** how your project could lead to groundbreaking advancements and potentially transformative outcomes.
Practical Application	• Clearly **outline** how your research findings will be translated into policy or practice. Include steps, timelines, and key milestones. • **Define** specific, measurable metrics for evaluating the impact of the translated research. Ensure these metrics are realistic and relevant. • **Conduct** a thorough assessment of potential barriers to implementation. Provide detailed strategies to address and overcome these barriers effectively.
Methodology	• **Describe** the study design comprehensively, including the rationale for the chosen methods. Ensure the design aligns with your research objectives. • **Demonstrate** the rigor and robustness of your proposed data collection and analysis techniques. Explain why these techniques are appropriate for your study. • **Discuss** the feasibility of the proposed implementation pathway. Address any potential challenges and how you plan to manage them.
Feasibility	• **Outline** the cost-effectiveness of your research and its value for money. • **Detail** the support from your Administering Organisation/Institution, including access to facilities, equipment, and administrative assistance. • **Discuss** the time commitment and capacity of the lead Chief Investigator (CI) or team to complete the research successfully.
Stakeholder Engagement	• **Develop** a comprehensive plan for engaging stakeholders, such as policymakers and healthcare providers. Outline the methods and timing of engagement. • **Detail** how stakeholders will be involved in the implementation process. Highlight any roles or responsibilities they will have. • **Explain** the methods for collecting stakeholder feedback and how it will be integrated into the research and its translation. Ensure this process is systematic and effective.

icare™ | Dust Diseases Care

Expected Impact	• **Describe** the potential impact of your research on policy and practice. Highlight the benefits to those affected by dust diseases. • **Outline** the anticipated benefits in terms of contributions to knowledge, health, economic, and social outcomes, as well as capacity and capability building, and collaboration. • **Discuss** the potential for scalability or further development of the research outcomes beyond the initial project phase. Include any plans for future research or expansion.
Alignment with Strategic Goals	• **Show** how your project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles, please refer to *Section 2. DDB Research Stream Grants Program* of these *Guidelines* for guidance. • **Discuss** how your research supports the long-term vision and goals of the DDB. • **Outline** your plans and strategies for engaging with the research community and stakeholders throughout the project.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

icare™ | Dust Diseases Care

Instructions for completing the Detailed Project Description section for **Prevention Grants**

Section	Contents
Research Objectives*	• Clearly **define** the research goals. Emphasise why these goals are important. • **Explain** how your project addresses a significant knowledge gap or unresolved issue in dust diseases. • **Discuss** the importance of your objectives to the broader field of dust diseases and related health issues. • **Ensure** your key research questions are clear, relevant, and significant in relation to the objectives.
Innovation	• **Highlight** the novel aspects of your research, including any new theories, methods, or technologies. • **Detail** the use of emerging technologies or methodologies that differ from traditional approaches. • **Explain** how your project could lead to groundbreaking advancements and potentially transformative outcomes.
Risk Identification and Prevention*	• Thoroughly **identify** new or under-recognised risks associated with dust diseases, specifically those related to hazardous dust exposures in the workplace. Ensure your identification process is rigorous and comprehensive. • Clearly **develop** or test preventive interventions. Explain the methods and logic behind these interventions, focusing on their clarity and effectiveness. • **Demonstrate** the robustness and feasibility of your methodologies. Discuss the significance of the expected outcomes of the preventive measures. Ensure your approach is practical and evidence-based.
Methodology	• **Provide** a comprehensive and well-justified study design, detailing the methods chosen. • **Demonstrate** the rigor and robustness of your proposed data collection and analysis techniques. • **Describe** any interdisciplinary approaches and their contribution to your methodology.
Feasibility	• **Outline** the cost-effectiveness of your research and its value for money. • **Detail** the support from your Administering Organisation/Institution, including access to facilities, equipment, and administrative assistance. • **Discuss** the time commitment and capacity of the lead Chief Investigator (CI) or team to complete the research successfully.
Community and Worker Engagement	• **Develop** a comprehensive plan and strategies for engaging with at-risk communities or workplaces. Include specific actions, timelines, and goals. • **Detail** the quality and effectiveness of partnerships with local communities, health departments, or other relevant organisations. Describe how these partnerships will help implement and evaluate preventive measures. • **Outline** the process for collecting and integrating feedback from these communities or workplaces. Ensure this process is systematic and effective, contributing to the research and its practical application.

icare™ | Dust Diseases Care

Expected Impact	• **Describe** the potential impact of your research on reducing the incidence and severity of dust diseases. Provide specific examples or scenarios. • **Highlight** the anticipated benefits in terms of contributions to knowledge, health, economic, and social outcomes. Include aspects of capacity and capability building, and collaboration. • **Discuss** the potential for scalability or further development of the research outcomes beyond the initial project phase. Include any future plans for expanding or continuing the research.
Alignment with Strategic Goals	• **Show** how your project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles, please refer to *Section 2. DDB Research Stream Grants Program* of these *Guidelines* for guidance. • **Discuss** how your research supports the long-term vision and goals of the DDB. • **Outline** your plans and strategies for engaging with the research community and stakeholders throughout the project.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

icare™ | Dust Diseases Care

B4. Capability Statement

When completing the "Capability Statement" section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Formatting Guidelines

Structure: Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **400-word limit**.

Understand the Purpose

The Capability Statement is a crucial section of your application. It demonstrates the expertise and capability of the lead Chief Investigator (CI) and the research team to successfully execute the proposed project. This section should highlight how the team's skills align with the project design, their ability to deliver the desired outcomes, and the composition of the team.

icare™ | Dust Diseases Care

Structure Your Statement

Item	Instructions
Introduction (30-35 words)	**Start** with a brief introduction of the lead CI and the research team. **Mention** the overarching expertise and experience relevant to the project.
Lead Chief Investigator's Skills and Experience (90-120 words)	**Highlight** the CI's qualifications, key skills, and relevant experience. **Emphasise** previous successful projects or research in a similar field. **Include** specific examples that demonstrate the CI's capability to lead the project.
Team's Skills and Composition (90-120 words)	**Describe** the composition of the research team and their respective roles. **Detail** the relevant skills and expertise each team member brings to the project. **Highlight** any collaborative experience and how the team's skills complement each other.
Alignment with Project Design (70-100 words)	**Explain** how the team's collective skills and experience align with the project's objectives and methodology. **Emphasise** the team's ability to deliver the desired outcomes based on their combined expertise. **Include** any previous experience with similar projects that demonstrate their capability to achieve project goals.

icare™ | Dust Diseases Care

Follow Writing Tips

Item	Instructions
Be Concise	While you have a **400-word limit**, **ensure** that every word adds value to your statement. Use clear and direct language.
Be Specific	**Provide concrete** examples and **evidence** of past successes to substantiate your claims.
Be Relevant	**Focus** on skills and experiences that **directly** relate to the project to keep your statement focused and impactful.
Highlight Achievements	**Include significant** accomplishments and contributions from team members that showcase their expertise and leadership in relevant areas.

icare™ | Dust Diseases Care

B5. Specified Personnel Details

Please refer to *Section 4, Eligibility Criteria*, in these guidelines to determine the eligibility of **each Specified Personnel member**. Ensure that you adhere to these formatting instructions for the CVs when completing this question:

Item	Instructions
Format	PD
Length	Each CV must be **no more than four A4 pages**, including publications from the **past five years.** Partner Investigator (PI) CV **should not exceed one A4 page.**
Submission	**Attach** CVs to the EOI form. Ensure that each CV file is named to correspond with the Specified Personnel member on the project.
File Naming Convention:	
Format	LastName_FirstName_CV.pdf
Example	Smith_John_CV.pdf

B6. Interdisciplinary Research

Indicate if your application involves interdisciplinary research by selecting "Yes" or "No." If "Yes," provide a brief description outlining the different disciplines involved and their integration (**maximum 150 words**).

B7. Pilot Study

When completing the "Pilot Study" section of your application form, please follow these detailed instructions to ensure clarity and completeness:

ISDDCFR012_V1.1

icare™ | **Dust Diseases Care**

Formatting Guidelines

Structure: Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **400-word limit**.

Structure for the Pilot Study Section

Item	Instructions
Introduction	**Briefly introduce** the pilot study or preliminary work related to this project.
Objectives	**State** the main objectives of the pilot study.
Methods	**Describe** the methods and approaches used in the pilot study.
Key Achievements/ Outcomes	**Summarise** the key achievements of the pilot study, including advancements in knowledge or capabilities, and their impact on the field, establishing a foundation for your proposal.
Relevance to Current Proposal	**Explain** how the pilot study informs and supports your current project proposal. **Highlight** any insights, improvements, or adjustments made based on the pilot study outcomes.

B8. Literature Review

When completing the "Literature Review" section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Formatting Guidelines

- **Page Limit:** Ensure the document does not exceed **three A4 pages**.
- **Structure and Headings:** Follow the **structure** and **sequence** outlined below for your Literature Review Document. Use the **specified headings**.
- Ensure **adherence** to **Appendix 3** Submission Protocol on General and PDF Formatting.

icare™ | Dust Diseases Care

Structure for the Literature Review Document

Item	Content/Instructions
Introduction	**Brief overview** of the research topic. **Explanation** of the purpose and importance of the literature review. **Summary** of the main themes or areas covered in the review.
Background and Context	**Historical context** and development of the research field. **Key concepts** and definitions relevant to your project.
Review of Key Studies and Theories	**Detailed summary** of significant studies and their findings. **Discussion** of major theories and models related to your research topic. **Comparison and contrast** of different approaches and perspectives.
Identification of Gaps in Existing Research	**Highlight** areas where current research is lacking or incomplete. **Explain** the relevance of these gaps to your proposed project.
Significance of Your Project	**Discussion** of how your project addresses the identified gaps. **Explanation** of the potential impact and contribution of your research to the field. **Relation** of your project to global academic publications and current initiatives.
Relevance to Research Aims and Objectives	**Discussion** on how the literature review is relevant to the aims and objectives of your proposed research.
Conclusion	**Summary** of the key points discussed in the literature review. **Restatement** of the significance of your project in the context of existing research.
References	**List** of all the sources cited in the literature review, formatted in Harvard referencing style.

icare™ | **Dust Diseases Care**

B9. Subject Recruitment

When completing the "Subject Recruitment" section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Formatting Guidelines

Structure: Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **400-word limit**.

Structure for the Subject Recruitment Section

Item	Instructions
Confirm Participation of Human Subjects	**Begin** by clearly stating whether your project involves human subjects. For example, "Yes, this project involves the participation of human subjects."
Detail the Number of Subjects Needed	**Specify** the total number of subjects required for your study. Be precise and avoid ranges. Briefly explain how this number was determined, including any statistical considerations or power calculations used. **Ensure** that the **sample size calculation is included**.
Recruitment Strategies	**Describe** the recruitment methods you will use. If applicable, **mention** any incentives for participation, such as compensation or reimbursement for expenses.
Evidence of Feasibility	**Provide** examples of previous successful recruitment efforts in similar studies. Include specific numbers if possible. **Mention** any pilot studies or preliminary work that support your recruitment targets. **Highlight** any resources or tools available to aid in recruitment, such as access to databases, dedicated recruitment staff, or collaborations with other institutions.
Feasibility of Achieving Recruitment Targets	**Outline** a realistic timeline for recruitment. Specify the phases and expected milestones. **Identify** potential challenges in recruiting subjects and describe strategies to overcome them. **Explain** how you will monitor recruitment progress and adapt strategies if needed.

icare™ | Dust Diseases Care

B10. Advisory or Reference Group

When completing the "Advisory or Reference Group" section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Formatting Guidelines

Structure: Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **250-word limit**.

Structure for the Advisory or Reference Group Section

Item	Instructions
Confirm Formation of Advisory or Reference Group	**Statement of Formation**: Begin by clearly stating whether an advisory or reference group will be formed for your project. For example, "Yes, an advisory group will be formed for this project."
Outline the Role of the Group	**Purpose and Responsibilities**: Briefly describe the intended role and responsibilities of the advisory or reference group. This may include: • Providing expert guidance and advice on project direction and methodology. • Ensuring the project aligns with best practices and current research trends. • Offering insights based on their expertise to enhance project outcomes. • Facilitating stakeholder engagement and collaboration.
Provide Details on Membership	**Membership Information**: List the members of the advisory or reference group, including: • **Job Titles**: Specify the job titles of the members. • **Organisations**: Identify the organisations they are affiliated with. • **Names**: Include names if known at this stage. If not, indicate the types of experts you intend to recruit (e.g., "a senior epidemiologist from a leading health institution").

icare™ | Dust Diseases Care

Part C – Project Expenses

C1. Total Grant Funding Requested

State the Total Amount: Clearly specify the total funding amount you are requesting for your project. Ensure the figure is accurate and rounded to the nearest dollar.

C2. Proposed Budget and Justification

When completing the "Proposed Budget and Justification " section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
Review the Project Budget Template	• **Access and download** the Project Budget Template • Carefully **read** the detailed **instructions** and **examples** included in the template to understand how to fill it out correctly.
Complete the Project Budget Template	• **Fill out** each budget category as specified in the template, such as personnel, equipment, materials, travel, etc. • **Provide** a detailed breakdown of each cost item within the budget categories. Ensure all amounts are accurate and justified.
Justify Each Budget Item	• For each cost item, **provide** a clear and concise justification. Explain why the expense is necessary for the project and how it contributes to achieving the project's objectives. • **Ensure** that all proposed expenses adhere to the permissible use of grant funds criteria specified in these *Guidelines*. Refer to these guidelines as needed to confirm eligibility.
Attach the Completed Template	• **Review** the completed template to ensure all information is accurate and complete. Make any necessary revisions. • **Attach** the finalised Project Budget Template to your application form as required.

icare™ | Dust Diseases Care

Part D – Contributions and Support

D1. Description of External Contributions

When completing the "Description of External Contributions" section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Formatting Guidelines

- **Structure and Headings:** Follow the **structure** and **sequence** outlined below. Use the **specified headings** and **subheadings.**
- Ensure your description is clear, concise, and within the **two A4 pages**.
- Ensure **adherence** to **Appendix 3** Submission Protocol on General and PDF Formatting.

Structure for the Description of External Contributions PDF document

Item	Instructions
Create a Separate PDF Document	• **Ensure** your submission is formatted as a PDF document, with a **maximum length of two A4 pages**. • **Refer** to the **Appendix 3** Submission Protocol on General and PDF Formatting to ensure your document meets all formatting requirements. • **Organise** the document clearly with headings and subheadings for each section as mentioned below.
Detail Financial Contributions	• **Source of Contributions**: Identify the sources of financial contributions, including names of organisations or individuals. • **Amount and Purpose**: Specify the amount of each financial contribution and explain how these funds will be used to support the project. • **Evidence**: If available, include evidence of committed funds, such as letters of support or Funding Agreements
Detail In-Kind Contributions	• **Source of Contributions**: Identify the sources of in-kind contributions, such as organisations or individuals providing goods, services, or expertise. • **Type and Value**: Describe the type of in-kind contributions and estimate their monetary value. Examples include donated equipment, volunteer time, or provision of facilities. • **Impact on Project**: Explain how these in-kind contributions will support and enhance your project.

ISDDCFR012_V1.1

icare™ | **Dust Diseases Care**

Justification and Integration	**Role in Project**: Justify the necessity and impact of both financial and in-kind contributions on the project's success. **Integration**: Describe how these external contributions will be integrated into the project plan and budget.
Final Review and Submission	**Review**: Proofread the document to ensure clarity and completeness. Verify that all information is accurate and aligns with the guidelines provided. **Submission**: Attach the completed PDF document to your application form as specified.

D2. Sub-contracting

When completing the " Sub-contracting " section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Formatting Guidelines

Structure: Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **200-word limit**.

Structure for the Sub-contracting Section

Item	Instructions
Confirm Sub-contracting	Clearly state whether any research activities will be subcontracted. Example: "Yes, certain research activities will be subcontracted."
Provide Full Details	**Describe** the specific activities to be subcontracted. **Identify** the subcontracted organisations or individuals, including names and affiliations if known.
Financial Commitments	**Specify** the financial commitments associated with the subcontracted work. - Briefly **justify** the need for subcontracting and its benefits to the project.

icare™ | **Dust Diseases Care**

D3. Involvement of Employer Groups, Unions, or Community Groups

When completing the "Involvement of Employer Groups, Unions or Community Groups" section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Formatting Guidelines

Structure: Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **150-word limit**.

Structure for the Involvement of Employer Groups, Unions, or Community Groups Section

Item	Instructions
Confirm Involvement	Clearly **state** whether any employer groups, unions, or community groups will be involved in the project. For example, "Yes, employer groups/unions/community groups will be involved."
Provide Details	**Names of Groups/Unions/Community Groups**: Identify the specific employer groups, unions, or community groups that will be involved. **Nature of Involvement**: Describe the nature of their involvement in the project. This may include: • **Collaboration**: How they will collaborate with your team. • **Support**: The type of support they will provide, such as resources, expertise, or advocacy. • **Role**: Their specific role and responsibilities in the project.

icare | Dust Diseases Care

Part E – Risk and Ethics

E1. Risk Management Plan

When completing the " Risk Management Plan " section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
Download and Review the Template	• **Access and download** the Risk Management Plan Template • **Review** the **instructions** and **examples** in the template to understand how to fill it out correctly.
Identify Potential Risks	• **Identify** all potential risks associated with your project. Consider operational, financial, technical, legal, and reputational risks. • **Provide** a clear description for each identified risk.
Assess the Risks	• **Score Likelihood and Severity**: Use the provided scale to score the likelihood (High=3, Medium=2, Low=1) and consequence (High=3, Medium=2, Low=1) of each risk. • **Calculate Risk Level**: Multiply the likelihood by the consequence to get the overall risk level (1-9). Indicate whether the level is acceptable or unacceptable.
Develop Mitigation Strategies	• **Outline** specific strategies to manage each identified risk. Include preventive measures and contingency plans. • **Assess** the adjusted risk level after implementing mitigation strategies and ensure it is within acceptable limits.
Complete and Attach the Template	• **Provide** detailed information for each section as outlined in the instructions. • **Attach** the completed Risk Management Plan Template to your grant application.

ISDDCFR012_V1.1

icare™ | **Dust Diseases Care**

E2. Ethical Issues

When completing the "Ethical Issues" section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Formatting Guidelines

Structure: Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **250-word limit**.

Structure for the Ethical Issues Section

Item	Instructions
Confirm Ethical Risks or Sensitive Issue	• Clearly **state** whether your project involves any ethical risks or sensitive issues. For example, "Yes, this project involves ethical risks."
Describe Ethical Concerns	• **Provide** a detailed description of the ethical risks or sensitive issues related to your project. Consider aspects such as participant privacy, consent, potential harm, or data security.
Outline Mitigation Measures	• **Describe** the measures you will implement to mitigate these ethical concerns. This may include: 　○ **Informed Consent**: Procedures to obtain and document informed consent from participants. 　○ **Confidentiality**: Strategies to ensure the confidentiality and privacy of participant data. 　○ **Minimising Harm**: Steps to minimise any potential harm to participants. 　○ **Ethical Training**: Training for team members on ethical guidelines and best practices.
Ethics Committee Approval	• **Provide** the name of the Ethics Committee to which you will apply for project approval. • Briefly **outline** the process for obtaining ethical approval from the committee.

ISDDCFR012_V1.1

icare™ | Dust Diseases Care

Part F – Dissemination

F1. Dissemination Plan

When completing the "Dissemination Plan " section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
Download and Review the Template	• **Access** and **download** the <u>Research Dissemination Plan Template.</u> • **Review** the **instructions** and **examples** in the template to understand how to fill it out correctly.
Complete Each Section of the Template	• Dissemination Goals • Anticipated Outcomes • Target Audiences • Dissemination Strategies • Timeline for Dissemination Activities • Evaluation Plan • Ethical and Accessibility Considerations
Attach the Completed Template	• **Provide** detailed information for each section as outlined in the instructions. • **Attach** the completed Research Dissemination Plan Template to your grant application form.

icare™ | Dust Diseases Care

Part G – Staging

G1. Project Staging

When completing the "Dissemination Plan" section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
Download and Review the Template	• **Access** and **download** the [Project Staging Template](#). • **Review** the detailed **instructions** and **examples** in the template to understand the format and required content.
Complete Each Stage of the Project	• **Specify** the duration of each stage, ensuring no stage exceeds nine months. • Clearly **describe** the activities planned for each stage. Include specific objectives and expected outcomes. • **Detail** the criteria or indicators that will demonstrate the successful completion of each stage. Include measurable and observable outcomes. • **Specify** the funding required for each stage. Ensure the funding breakdown aligns with the guidelines (**execution stage** at **20%** and **final stage** at **10%** of the total requested amount, and the remaining funds equally distributed across the intermediate stages with **no instalment exceeding 30%** of the total grant).
Attach the Completed Template	• **Provide** comprehensive and clear information for each section as outlined in the instructions. • **Attach** the completed Project Staging Template to your grant application form.

![icare™ | Dust Diseases Care]

Part H – Compliance and Declaration

H1. Declaration by Applicants

Before completing this section, please ensure you follow the instructions outlined below.

Item	Instructions
Read Guidelines	**Ensure** you have thoroughly read and understood the *DDB Research Stream Grants Program Guidelines FY25*.
True and Complete Details	**Confirm** that all information provided in your application is accurate and complete.
Eligibility Check	**Verify** that you meet all eligibility requirements specified in the guidelines.
Acknowledge Contributions	**Take** responsibility for the content of your application, and ensure all references and contributions are properly acknowledged.
Follow Guidelines and Protocols	**Confirm** you have followed the *DDB Research Stream Grants Program Guidelines FY25* and Submission Protocols. **Commit** to adhering to the DDC Grant Funding Agreement if successful.
Legal Compliance	**Ensure** that all legal requirements will be satisfied before starting the research.
Disclose Interests	**Disclose** any significant personal and financial interests or conflicts of interest to the relevant Administering Organisation/Institution and update them of any changes after submission.
Update Changes	**Inform** the Administering Organisation/Institution of any changes in your circumstances that may affect your eligibility or ability to undertake the project post-submission.
Information Use	**Acknowledge** that the information in the form and attachments will be used for funding recommendations and post-award reporting. This information may be shared with external assessors and other NSW Government Departments or Agencies as allowed by law.
Consent	**Confirm** your consent by completing the declaration.

icare™ | **Dust Diseases Care**

H2. Submission Details

Declaration by the primary Administrative Organisation/Institution contact. Before completing this section, please ensure you follow the instructions outlined below.

Item	Instructions
Certification	**Confirm** that you have read, understood, and complied with the *DDB Research Stream Grants Program Guidelines FY25*.
Review Entries	**Verify** all entries in the EOI for compliance and accuracy before submission.
Submission Method	**Ensure** you understand the method and requirements for submission as outlined in these guidelines.
Confirmation	**Check** the box to confirm that all details in the EOI have been reviewed and are accurate.

icare™ | Dust Diseases Care

H3. Declaration by the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the Administering Organisation/Institution

Before completing this section, please ensure you follow the instructions outlined below.

Item	Instructions
Read Guidelines	**Confirm** that you have thoroughly read and complied with the *DDB Research Stream Grants Program Guidelines FY25*.
Eligibility Checks	**Ensure** all necessary checks confirm that applicants and associated organisations meet eligibility criteria.
Update Notifications	**Commit** to notifying the DDC of any updates to applicants or organisations after submission.
Accuracy of Details	**Confirm** that all details in this application and associated documents are true and complete to the best of your knowledge.
Attach Documentation	**Verify** that all required documentation and templates have been attached as instructed.
Applicant Responsibility	**Ensure** applicants are responsible for the creation and intellectual content of the application, with proper citations and acknowledgments.
Consent for Reviews	**Obtain** necessary consents for third-party reviews for assessment purposes.
Permission for Management	**Secure** permissions for the DDC to manage the details provided in this application.
Inform Relevant Parties	**Inform** relevant parties that information from this application may be shared with other NSW Government Departments or Agencies for advisory purposes.
Disclose Interests	**Ensure** all personal and financial interests and conflicts of interest have been disclosed to the Administering Organisation/Institution. Commit to managing conflicts according to relevant policies and guidelines if awarded.

icare™ | Dust Diseases Care

Project Implementation	**Confirm** that consent from all necessary individuals and organisations for project implementation is documented. Commit to executing the project as proposed and adhering to the guidelines and Funding Agreement.
Use of Funds	**Confirm** that allocated funds will be used exclusively for the purposes outlined in the grant.
Ethics Plan	**Ensure** that the project will not commence until an appropriate ethics plan, if required, is in place.
Risk Management	**Confirm** that potential project risks have been considered and a risk management plan will be implemented before project initiation, if funded.
Privacy and Confidentiality	**Ensure** applicants whose personal information is included in the B5. Specified Personnel Details section are aware of the Privacy and Confidentiality terms in the *DDB Research Stream Grants Program Guidelines FY25*.
Consent	**Confirm** your consent by completing the declaration.

icare™ | Dust Diseases Care

Appendix 3 Submission Protocol on General and PDF Formatting

The following guidelines are designed to ensure **uniformity** and **professionalism** in the submission of grant applications. Proper formatting and clear presentation are crucial for the efficient review and evaluation of your proposal. Adhering to these standards will help **maintain consistency** and ensure that all necessary information is **easily accessible to reviewers**. This appendix provides detailed instructions on general document formatting, content inclusion, PDF file specifications, and final submission checks to assist you in preparing your documents in accordance with DDC requirements.

General Formatting

Item	Instructions
Font Type and Size	• Use a clear, standard font such as Arial or Times New Roman. • Main text should be in 12-point font. • Footnotes and figure legends should be in 10-point font.
Margins	• Set all margins to at least 2.54 cm (1 inch).
Line Spacing	• Use single or 1.5 line spacing.

Document Preparation

Item	Instructions
Text Layout	• Align text to the left or justify it. • Use centre alignment only for titles and headings.
Page Numbering	Include page numbers at the bottom centre of each page.
Section Headings	Use bold text for section headings to clearly distinguish them from the main text.

![icare Dust Diseases Care logo]

Content Inclusion

Item	Instructions
Figures and Tables	• Place figures and tables near their first reference in the text. • Ensure all text within figures and tables is at least 10-point font.
Hyperlinks and URLs	• Use hyperlinks and URLs sparingly and only when essential. • Do not use web addresses to bypass page limits or include extra information not in the application.

Attachments:

Attach additional required documents, such as CVs and specified templates, as separate, clearly labelled PDF files referenced in the main document.

To include an attachment to the PDF document, go to:

Tools > Edit PDF > More > Attach File

Follow instructions on the [Adobe website](#)

PDF File Specifications

Item	Instructions
File Size	Ensure the PDF file size does not exceed 10 MB.
File Naming	Use a **clear**, **consistent** naming convention for PDF files: DDB_GrantType_LCIName_Application_2025.pdf (GrantType represents the type of grant, and LCIName is the lead Chief Investigator's name).
Security Settings	Do not apply passwords or encryption to PDF documents.

icare™ | Dust Diseases Care

Final Check and Submission

Item	Instructions
Proofreading	Carefully proofread the document to correct any typographical, formatting, or grammatical errors.
Compatibility Check	Open your finalised PDF on a different computer or PDF reader to ensure it displays as intended.
Submission:	• Submit the PDF via the specified email address. • Ensure you receive confirmation of submission from the DDC Research and Education Team.

icare™ | Dust Diseases Care

Document Changes

These changes were made to the Assessment Criteria of the EOI and Full Application to better reflect DDB's strategic priorities, emphasising the importance of the research team's capability. The improved structure and clearer format will enhance the effectiveness and fairness of the assessment process for both applicants and assessors.

6.2 Assessment of EOI

Discovery & Innovation Grants EOI Assessment Criteria – Updated assessment criteria

Research Translation Grants EOI Assessment Criteria - Updated assessment criteria

Dust Diseases Prevention Grants EOI Assessment Criteria - Updated assessment criteria

6.4 Assessment of Full Application

Discovery & Innovation Grants Full Application Assessment Criteria - Updated assessment criteria

Research Translation Grants Full Application Assessment Criteria - Updated assessment criteria

Dust Diseases Prevention Grants Full Application Assessment Criteria - Updated assessment criteria

icare™ | Dust Diseases Care

This page is intentionally left blank

icare™

DDB Research Stream Grants Program Guidelines and
Submission Protocols FY25

icare™ | **Dust Diseases Care**

This page is intentionally left blank

icare™ | **Dust Diseases Care**

This page is intentionally left blank

icare | **Dust Diseases Care**

This page is intentionally left blank

icare™ | Dust Diseases Care