



Dementia Australia™
Research Foundation

DEMENTIA GRANTS PROGRAM

Travel Grants

INFORMATION FOR APPLICANTS

2024

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BEFORE YOU BEGIN

This document contains important information for applicants regarding the process of applying for, and the eligibility conditions of, the 2024 Dementia Australia Research Foundation **Travel Grant** scheme.

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

- **Applications Open:** Monday 3 June May 2024 (9.00am AEST)
- **Applications Close:** Monday 29 July 2024 (5.00pm AEST)

LATE APPLICATIONS WILL NOT BE ACCEPTED

- **Successful Applicants Notified:** December 2024
- **Funding Commences:** From January 2025, or by arrangement

INTRODUCTION

The information in this booklet is designed to help those intending to apply for funding through the Dementia Australia Research Foundation – Dementia Grants Program. Applicants should read this document thoroughly to understand the grant conditions and application procedure. In most cases the answers to the [‘frequently asked questions’](#) are covered in this document.

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

Examples of the types of research and travel projects funded in the past can be found on the Foundation's website [here](#). Please note that the Dementia Australia Research Foundation will not consider projects that significantly overlap with existing in-house projects of [Dementia Australia](#), or projects that do not align with the mission of Dementia Australia. Researchers who are considering projects on topics such as post-diagnostic support, learning experiences using technology or other products and services similar to those provided by Dementia Australia should first discuss their idea with us.

If you would like to discuss your project with Dementia Australia, please contact us at research@dementia.org.au.

OVERVIEW – 2024 DEMENTIA GRANTS PROGRAM

The total value of the 2024 Dementia Grants Program is over \$4 million. An overview of these awards is presented below (Table 1). This document contains important information for applicants regarding Travel Grants. Further details regarding Fellowships, Stipend, Project Grants and the Dr Stuart and Bonnie Bartle Research Translation Grant in Dementia Care are available [here](#).

Table 1. Overview of 2024 Dementia Grants Program

Grant Type	Number Available (up to)	Funding	Total Amount	Details
Project Grants				
1. Dementia Australia Research Foundation Project Grant	6	\$85,000	\$510,000	Early-career researchers in any area of dementia research
2. Dr Maree Farrow Memorial Project Grant	1	\$85,000	\$85,000	Early-career researchers in dementia risk reduction
3. Hazel Hawke Research Grant in Dementia Care	1	\$85,000	\$85,000	Early-career researchers in dementia care
4. Dr Stuart & Bonnie Bartle Project Grant	1	\$85,000	\$85,000	Early-career researchers in dementia care
Post-doctoral Fellowships				
5. Race Against Dementia - Dementia Australia Research Foundation Post-doctoral Fellowship	1	Salary \$114,000 p.a. ¹ Project grant \$125,000 5 years		Early-career researchers, within the broad area of dementia prevention and treatment
6. Dementia Australia Research Foundation Post-doctoral Fellowship	3	Salary \$114,00 p.a. ¹ Project grant \$85,000 3 years		Early-career researchers in any area of dementia research
Mid-Career Research Fellowships				
7. Royce Simmons Foundation Mid-Career Research Fellowship	1	Salary \$151,000 p.a. ² Project grant \$85,000 2 years		Mid-career researchers in biomedical or clinical areas of dementia research
8. Dementia Australia Research Foundation Mid-Career Research Fellowship	1	Salary \$151,000 p.a. ² Project grant \$85,000 2 years		Mid-career researchers in any area of dementia research

Grant Type	Number Available (up to)	Funding	Total Amount	Details
Post-graduate Stipend				
9. Dementia Australia Research Foundation Clinical Practice Post-graduate Stipend	1	\$30,000	\$30,000	Health professionals undertaking a PhD, in any area of dementia research
Travel Grants				
10. Dementia Australia Research Foundation Travel Grant	6	\$15,000	\$90,000	Researchers (PhD students to mid-career) in any area of dementia research
Research Translation Grant				
11. Dr Stuart & Bonnie Bartle Research Translation Grant in Dementia Care ³	1	\$200,000	\$200,000	Researchers in dementia care

¹ Salary costs \$114,000 in year 1; salary will be reviewed annually and indexation may be applied

² Salary costs \$151,000 in year 1; salary will be reviewed annually and indexation may be applied

³ Refer to separate [Information for Applicants](#) booklet and application form

Dementia Advocates' and Professor Henry Brodaty Awards

All successful applicants will be nominated for the Dementia Advocates' Award. A small group of people with a lived experience of dementia (dementia advocates) will be invited to review successful applications and decide which is most likely to be of interest to, or yield important outcomes for, people living with dementia, their families, friends and carers. The Dementia Advocates' Award does not carry additional funding.

Successful applicants will also be eligible to receive a named award, acknowledging the significant contribution that Professor Henry Brodaty has made to the Foundation and the field of dementia over many years. It is awarded to one of the highest-ranking applications in any field.

TRAVEL GRANTS

Purpose

The Dementia Australia Research Foundation Travel Grant is designed to assist Australian dementia researchers to travel nationally or internationally, to learn new techniques and/or build networks with well-known research teams. The scheme aims to strengthen and build research skills and promote networking, collaborations, communication or dissemination of research results through scientific events, meetings or work experience. The proposed travel must benefit dementia research.

The award aims to support researchers across the early stages of their career, from PhD students (who have completed at least one year full-time equivalent of their PhD and passed their PhD confirmation) to Mid-Career researchers (who are up to 10 years post-PhD).

Topic and Scope

Travel Grants are open to Australian-based dementia researchers undertaking projects across all forms of dementia and in any topic area; biomedical (lab-based), clinical, psychosocial, or knowledge translation research projects will be considered. Examples of eligible events for which a Travel Grant can be used include, but are not limited to:

- Work experience at another institution, to learn new techniques, share ideas and build collaborations.
- Attendance at a masterclass, symposium or other skill-based workshop.
- Workshops for collaborative planning ahead of funding calls.
- Conference attendance, including an accepted oral and/or poster presentation or as part of an organising committee.

One or more of the above activities should be included in a single application.

Award Funding

The grant is valued up to \$15,000. The study period can be up to six months (depending on the purpose for travel) and the applicant must undertake to return to a position in Australia after completion of the award. Funding can be used for conference registration fees, travel, and reasonable accommodation expenses. Travel can be undertaken during 2025 or by arrangement.

Where applicable, the applicant must provide the following before grant payments commence:

- Evidence of an accepted conference presentation abstract, either virtual or in-person.
- Letter of support from the institution or department, agreeing to host the applicant's visit (must be provided at the time of application).
- Evidence of ethics approval, for research that may be undertaken as part of the proposed travel.
- Evidence of PhD confirmation.

ELIGIBILITY CRITERIA

To be eligible for a **Travel Grant**:

1. At the time of application, acceptance and for the duration of the grant, the applicant (Chief Investigator (CI) must be an Australian citizen, a New Zealand citizen living in Australia, a permanent resident of Australia, or have an appropriate work visa in place. All applicants must provide evidence to their host institution to support this criterion. Host institutions are responsible for certifying and ensuring that these requirements are met. The Dementia Australia Research Foundation may request further information in relation to these requirements, including evidence of residency and/or citizenship.
2. The CI must have completed at least one year full-time equivalent of their PhD (with confirmation passed) and not more than 10 years post-PhD experience at the time of applying, adjusted for career interruptions / relative to opportunity (i.e. the CI was awarded a PhD or equivalent (DPhil or M.D. by research) on or after 29 July 2014). If applicable, evidence of the applicant's PhD confirmation must be provided by March 2025.
3. Research that is to be presented publicly must be approved by an authorised ethics committee, if applicable.

ADDITIONAL INFORMATION AND CONDITIONS

Involving Dementia Advocates in research

For all applications, the CI must demonstrate that:

1. People living with dementia, their carers and families and/or the wider public (if appropriate) will be engaged meaningfully throughout the development and conduct of the program of research relevant to this travel application (beyond a role as participants). This may be achieved in any number of ways including:
 - a. Consultation about or involvement in the development of the associated research proposal – to ensure that a) it addresses an identified area of priority for people living with dementia, their carers and families and b) the relevant parts of the proposal are understood by a non-academic audience.
 - b. Inclusion as joint grant holders or co-applicants on the research team.
 - c. Invitation to co-present the research project and/or outcomes of the research at conferences and other events.
 - d. Membership of a Steering Committee or Advisory Group or as a 'research buddy' for the researcher.
 - e. Providing comment on and/or developing participant information leaflets or other research materials.
 - f. Involvement in the interpretation and dissemination of research outcomes and the development of plain language project summaries.

Please note people with a lived or living experience can be involved in different ways in all types of research projects, including research that focuses on technology and lab-based studies. For example, lab-based researchers may wish to discuss their ideas with people impacted by dementia (e.g. lab tours, public information forums, research 'buddy') and/or invite them to review plain English summaries of their research to ensure that their ideas are clear and easy to understand. Although people with lived experience are keen to know more about lab-based research, it is not expected that they conduct the experiments with you in the lab.

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

The Dementia Centre for Research Collaboration (DCRC) has developed the following [guide](#) specifically for researchers looking to involve people with a living experience of dementia in their research.

Further information on involving members of the public in research is available at:

- [*Statement on Consumer and Community Involvement in Health and Medical Research*](#)
- [*Becoming Involved in Research: A guide for People Living with Dementia, their Care Partners and Family Members*](#)
- Guidelines and training resources developed as part of [*Dementia Centre for Research Collaboration \(DCRC\) Lived Experience Project*](#).

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

Career interruptions

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

Eligibility for multiple awards

Where they are listed as the CI, applicants:

- May only submit one application within each funding scheme.
- Must submit a separate application if they are eligible and wish to be considered for another award i.e. a Travel Grant application will not automatically be considered for a Project Grant.

- May hold a Travel Grant jointly with another award. If a researcher has submitted an application as a CI and also appears as an Associate Investigator (AI) on another application, both may also be awarded.

Previous recipients can apply to the Dementia Grants Program, as long as they meet all relevant eligibility criteria.

Resubmission of previous applications

Applicants are welcome to resubmit previously unsuccessful applications, which will be assessed on their merits alongside all other applications. It should be noted, however, that the Dementia Grants Program is becoming increasingly competitive, and applications that have been unsuccessful in previous years are very unlikely to progress to the final stages of assessment in subsequent years, unless substantial improvements have been made with respect to the assessment criteria and any feedback that has been received.

Notification of additional funding

Applicants must notify the Dementia Australia Research Foundation if they receive funding from another source for activities that have been included as part of their Travel Grant application. If successful, applicants who currently hold an award funded by another organisation must relinquish this award prior to accepting a Travel Grant funded by the Dementia Australia Research Foundation.

APPLICATION PROCEDURE

Online application form

Applications must be submitted via an online application portal available through the Dementia Australia Research Foundation website [here](#). Applicants may download a template to work on the application offline and to view each section of the application form [here](#).

The portal will close at the advertised closing date and time, after which applicants will not be able to upload or modify any part of their application.

To start an application, applicants will click on the link provided. Please note that applications can be saved and resumed at a later date. A link that is valid for 30 days will be sent to the email address provided – for continued access over the submission period, applicants should save their work regularly and ensure that the most recent link is used each time they return to their application.

If there are any technical errors when uploading an application, please contact foundation@dementia.org.au.

Late applications and applications sent by mail or email will not be accepted.

The online application form includes required fields, such as:

- Details of the CI and the research team (up to 3 AIs/supervisors are permitted on the application form; details on the expertise and activities that the AIs will be undertaking must be provided, 250 word limit).

- If applicable, relative to opportunity considerations and career interruptions that the Scientific Panel should take into account.
- Contact details of the host institution where the applicant is employed. Please note that the host (or administering) institution must be an eligible university or research institute approved by [NHMRC](#).
- Proposal title.
- Key words (3-5 words).
- Plain language summary. Summarise the proposed travel activities (such as workshop attendance, conference presentation, networking, hosted visits to other institutions). Include reference to topics such as gaps in current knowledge and how the travel looks to fill those, aims and intended impact of the proposed travel (250 word limit). Please ensure that this summary is free of scientific jargon and is presented in a way that someone without scientific knowledge will be able to understand. Below are some good links on writing a lay summary:
 - Australian Clinical Trials Alliance – [writing in plain language](#).
 - The Academy of Medical Sciences – [tips](#) and [what a lay should look like](#).
 - Elsevier – [how to write a lay summary](#).
 - Plain English Campaign – [how to write in plain English](#).
- Benefits to professional development. Describe how the proposed travel will further the applicant's knowledge, skills and/or professional development (250 word limit).
- Implications for your research. Outline how the travel is linked to current research, including the benefits/significance of undertaking the travel and the role of the proposed travel in achieving research aim(s) and/or disseminating the research outcomes (250 word limit).
- How are/will people living with dementia, their carers, families and/or the wider public be involved in research related to the proposed travel (or the travel itself) (250 word limit). Please review the [additional information](#) before completing this section of the application.

Please note that Dementia Advocates will review the last four sections of the online application outlined above. As such, it is important that these sections are clear and 'stand-alone' (i.e. these sections should not refer the reader to content provided as part of the research proposal).

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

If the application proposes to involve Dementia Australia staff or our Dementia Advocates in the project in an advisory capacity, this must be discussed with the Foundation prior to submitting the application.

Supporting documents required

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

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

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

2. Qualifications (official record of PhD or equivalent higher degree, required for CI)

File naming convention: Travel Grant_Qualification_FirstName_Surname

A scanned copy of an academic transcript, letter of completion or degree showing PhD or equivalent higher degree. Applicants who are currently completing a doctorate degree at the time of applying must provide proof of candidature upon application; evidence of PhD confirmation or acceptance of the PhD should be provided to the Foundation as soon as this becomes available.

3. Academic Career Summary (maximum 2 pages, required for CI)

File naming convention: Travel Grant_CareerSummary_FirstName_Surname

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

4. Travel Grant Proposal

File naming convention: Travel Grant_Proposal_FirstName_Surname

The proposal should not exceed 2 pages (this does not include references i.e. references will start on page 3), using Times New Roman, Arial or Calibri font, minimum size 11 and margins not less than 1.5 cm. Any additional pages, or any explanatory appendices, will not be assessed.

The proposal, which is not required to be de-identified, should include details on each of the following sections:

a. Proposal title

- b. **Aims and Significance:** List specific aims, potential significance and the expected outcomes of travel as well as the overall objectives of the project to be funded through the Travel Grant.

- c. **Background:** Summarise the program of research, including research aims, methods and work completed to date, which provides the basis for the proposed travel.
- d. **Travel details:** Provide details of the activities that will be undertaken as part of the Travel Grant, including dates and purpose of travel. For example, research teams that you expect to visit (including their expertise and commitment to hosting the visit), conferences or workshops that will be attended and how these will enhance career development (including anticipated presentations – evidence of a submitted or accepted abstract is not required at the time of application) and any other planned activities. Outline how the travel will promote networking, collaborations, data collection and/or communication or dissemination of research outcomes and benefit the applicant's professional development.
- e. **Budget including justification and timeline:** Provide a high-level budget (up to \$15,000 excluding GST) and travel timeline, noting the amount of funding available from the Foundation and timeframe. Identify any other confirmed funding for the project. Funds can only be applied to costs that are directly related to achieving the objectives and outcomes of the project (e.g. airfares, accommodation, living expenses while travelling, costs associated with conference registration). Costs associated with involving people with a lived or living experience of dementia in the research (e.g. co-presenting at a conference or workshop) may also be included in the project budget. The proposed travel should be no more than three months in duration.

University infrastructure costs or levies should not be included in the budget and will not be covered by the Dementia Australia Research Foundation. As the Dementia Australia Research Foundation is considered Category 1 – Australian Competitive Grant Income, such costs should be covered by the Australian Government's Research Block Grants scheme. Further information on the Research Block Grants scheme is available [here](#).

- f. **Key references:** Please include a list of up to 20 key references cited in the proposal. The reference list is not included in the 2-page maximum of the proposal, i.e. references can start on page 3.

5. Letter of Support (if applicable)

File naming convention: Travel Grant_LetterSupport_FirstName_Surname

Applicants who plan to visit another institution must provide written agreement from the relevant institution or department to host the applicant for the specified travel dates.

6. Endorsement form (template available [here](#)) signed by:

File naming convention: Travel Grant_Endorsement_FirstName_Surname

- Each investigator named in the application (i.e. CI and all supervisors/AIs listed), confirming their contribution to the project as described in the application.
- The Head of Administering Institution (or nominee) where the CI is based.

Note that wet ink signatures or a time/date stamped electronic signatures are required. Cursive font signatures (which may be available through Adobe) will not be accepted.

ASSESSMENT PROCESS

Review

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

1. Eligibility check

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

2. External review (if required)

National or international expert external reviewers may be approached for selected comment and/or rating against the assessment criteria if required. Applicants are invited to nominate external reviewers if desired on the application form, but the decision on external reviewers is made by the Foundation.

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

Academic members of the Scientific Panel will review all eligible travel proposals (unless where a potential conflict of interest has been identified). Academic and Dementia Advocate members of the Scientific Panel will consider and rank all applications (reviewing the feedback from external reviewers if required).

Awards are allocated to applicants in order of ranking within each category and according to their eligibility for particular awards. Consideration is also made to supporting approximately equal numbers of applicants in the following research fields, where applications are of comparable quality:

- **Discovery, pre-clinical and mechanistic studies:** Studies that primarily use cells and animal models and/or studies that aim to understand causes, mechanisms or aetiology of disease processes.
- **Human studies (interventional and non-interventional, implementation and psychosocial studies):** Studies focused on dementia risk or prevention. Studies focused on improving relevant intervention or treatment outcomes for people living with dementia and/or carers. Studies that aim to understand experience and meaning (organisational, psychological and/or social and societal factors) relating to people living with dementia and/or their care or carers. Studies that focus on changing practice or management, knowledge translation or implementation of guidelines.

Applicants whose projects are considered fundable but are not allocated one of the available awards are placed on a reserve list and may be offered other funding opportunities in the future, for example, in the event that an applicant with a higher-ranked project turns down an award.

4. Final decision

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

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

Notification of successful and unsuccessful

Successful and unsuccessful applicants will be notified of the outcome of their application by email during December 2024; unsuccessful applicants may be notified earlier in the year, depending on the stage of assessment at which the decision is made. To facilitate notification, applicants must ensure that their contact details are filled in correctly on the application form.

Announcement of awards

An official announcement of the 2024 award winners will be made on the Dementia Australia Research Foundation website in early 2025. This announcement will detail each successful applicant's name, type of award, project title and institution. Award winners will be expected to assist the Foundation, if required, by being featured in media articles/releases and public announcements related to an award from the Foundation.

Feedback to unsuccessful applicants

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

Acknowledgement of support

Successful applicants must acknowledge the support of the Dementia Australia Research Foundation and its funding partners in all publications, presentations and media announcements relating to the awarded research. Grantees must also provide progress reports on the research and be prepared to assist the Dementia Australia Research Foundation and its funding partners, if required, by speaking at functions, attending specified conferences, hosting laboratory visits, or being featured in media articles/releases.

ASSESSMENT CRITERIA

Academic Assessment

The following assessment criteria will be used for rating applications:

1. Benefits to furthering applicants' professional development (50%)

This criterion considers the potential benefit to the applicant's professional development as a result of undertaking the travel and/or training (e.g. workshop attendance, submission of a conference abstract, conference presentation, conference networking, hosted visits to other institutions and building international relationships). The applicant should clearly outline how the travel will build connections with other teams and enhance individual learning in their field of dementia research. Where the applicant

intends to visit another institution, consider whether the institution and team would be suitable given the research area and/or can provide suitable mentoring.

2. Track record and independence of the applicant (30% weight)

This criterion considers whether the applicant's previous research experience demonstrates that they are capable of successfully benefiting from the proposed travel. Track record (career impact statement, research training, publications, awards and other relevant experience) is to be assessed relative to opportunity, including career stage.

3. Scientific merit and quality (20% weight)

This criterion considers the significance and value of the applicant's ongoing research that is the subject for their reason for travel, along with the clarity of the research aim(s), hypotheses or research objectives, the suitability of the research methodology and research plan (if described and applicable to the application) and the role of the proposed travel in achieving the research aim(s) and/or disseminating the research outcomes. The general scientific relevance should be evident in the proposal. Travel must also be feasible and realistic within the available timeframe and budget.

Dementia Advocate Assessment

The following assessment criteria will be used by Dementia Advocate members of the Scientific Panel for rating those applications that have been shortlisted:

1. Importance of the research and potential benefit (60% weight)

This criterion considers the rationale for, and importance of, the research related to the proposed travel (or the travel itself) and the potential for it to have a direct, beneficial impact on the lives of people impacted by dementia and/or the wider public. The benefit of the proposed travel for progressing the program of research and how well the overall research aims will be translated into practice and/or how the research will be applied in the real world will also be considered.

2. Involvement of the people impacted by this research (40% weight)

This criterion considers whether and how people living with dementia, carers, family members or friends of someone diagnosed with dementia, or other relevant members of the public have been involved in the research related to the proposed travel (or the travel itself).

The Dementia Advocate and academic assessment scores will be combined, with the Dementia Advocate assessment comprising 20% of the overall score. As such, it is important that the lay summary, implications of your research, knowledge translation and the involvement of people with lived experience of dementia sections of the application are written in a way that someone without a scientific background is able to understand.

FREQUENTLY ASKED QUESTIONS

Eligibility

Can a senior researcher be a member of the research team as long as the CI is an early or mid-career researcher?

Yes, the AIs and/or the applicant's supervisors can be senior researchers (e.g. at the level of Associate Professor or Professor).

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

Overseas collaborators can be listed as AIs.

Do I need to submit letters of support from hosting institutions (as part of the travel activities) with my application?

Written agreement from the institution hosting a visit is required at the time of application. A letter of support can be uploaded as part of the online application.

Can an AI apply on multiple applications with different CIs?

If successful, a CI can only hold one grant or fellowship as the CI in a single grant round. However, it is possible for AIs to be on one or more projects or a CI to be an AI on another successful project.

Is the eligibility based on position at the time of submission? If I receive a promotion after applying, would this make me ineligible to receive an award?

Eligibility with regards to academic status will be assessed at the time of submission.

Is there a limit on the amount of time since PhD completion for the CI?

There is a limit as to how much time has passed time since your PhD was completed, adjusted for career interruptions. The time limits specified for each grant at the time of application are provided below (also see ['eligibility criteria'](#)):

- Project Grant – up to six years post-PhD experience.
- Post-doctoral Fellowship – up to six years post-PhD experience.
- Mid-Career Research Fellowship – up to 10 years post-PhD experience.
- Travel Grants – completion of at least one year full-time equivalent of PhD or up to 10 years post-PhD experience.
- Clinical Practice Post-graduate Stipend – enrolled in a PhD before the commencement date of the project (i.e. before March 2025).

Do I need to have submitted my PhD thesis prior to applying for a grant?

No, students who have completed at least one year full-time equivalent of their PhD are eligible to apply for a Travel Grant.

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

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

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

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

Research proposal

Is ethics approval required at the date of the application?

Ethics approval is not required on the date of application but if the application is successful, ethics approval will be required for any work that will be undertaken as part of the proposed travel before any funds will be released.

Can data from overseas studies be used in the research?

Researchers may use data or samples from overseas studies if the analysis forms part of their travel activities.

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

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

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

Unfortunately, we are unable to re-open the application once submitted. However, the Dementia Australia Research Foundation team can discard a submitted application and a new submission can then be made, providing the request is received prior to the closing date of the grant round. Please contact our team at foundation@dementia.org.au to discuss further.

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

Yes, nothing in the agreement will affect background IP and any IP resulting from the project will remain with the host institution. The Dementia Australia Research Foundation will enter into an agreement with the successful applicant's host institution on behalf of the applicant.

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

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

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

Requests to delay the commencement date or for an extended period of leave during the project (e.g. parental leave, carers leave or leave due to health reasons) will not be reasonably refused by the Foundation. Grant payments may be paused or delayed during

the period of leave. An Agreement Variation with a revised schedule of milestones and payments will be implemented.

Budget

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

Yes, the costs associated with organising meetings with policy makers or advisory group members can be included in the budget, where they directly relate to a specific project activity. For Travel Grants, conference travel can also be included in the budget. Project Grant and Fellowship applicants can also apply for a Travel Grant, which can be held jointly with another award.

Can the salary of the applicant (CI) be requested in the budget?

A Travel Grant cannot be used to cover the salary of the applicant.

Investigators

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

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

Finalising the application

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

Please ensure that you have:

- Read the Information for Applicant's booklet, particularly sections relating to eligibility.
- Outlined how people with a living experience of dementia have been or will be involved in your application and/or as part of your research.
- Included all the relevant sections within your Research Proposal, including a budget.
- Prepared the Travel Proposal within the allowable specifications and page limit.
- Used the correct naming convention for all uploaded documents.
- Completed all mandatory fields in the online application form, including uploading required documentation.
- Checked that your endorsement form has been signed by all named Investigators and your Administering Institution (wet ink or time/date stamped electronic signatures only).
- Submitted your application by the specified deadline.

FURTHER INFORMATION

For any enquiries, please email: foundation@dementia.org.au.