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# NSW Health Statewide Health Literacy Hub Research Grant Application Form

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| SECTION B – PROJECT OVERVIEW, BUDGET AND TIMELINE |
| --- |
| 1.  | Project title(Max 15 words) |   |
| 2.  | Project summary in lay terms(Max 150 words) |   |
| 3.  | Total funds requested in this application Request cannot exceed $10,000 (excl GST); applications that exceed this amount will not be reviewed. | $  |
| 4.  | Funding received from other sources for this research project  | ☐ Yes (specify amount and source) If yes, please explain how funding would extend and/or accelerate work that has already been funded from other sources   ☐ No  |
| 5.  | Future plans to seek additional funding for your research(Max 150 words) |   |
| 6.  | Will the project require human ethics research and governance approvals? | ☐ HREC application approval already received☐ HREC application submitted, awaiting approvals☐ HREC application will be developed☐ HREC not required Please provide more information if an HREC application is not required |
| 7.  | Risk management: Aside from ethics/governance approvals and staffing, are there any other potential delays or barriers that might affect the project’s progress, and what strategies will be implemented to mitigate such risks? (Max 300 words) |   |

**8.Please outline any Conflicts of Interest:**

|  |  |
| --- | --- |
|  |   |

**9.Research project timeline:** Please nominate a commencement date and include key deliverables and/or milestones.

|  |  |  |
| --- | --- | --- |
| Activity | Key Deliverable/Milestone | Due Date |
| E.g. recruitment of project staff | 2 Research Officers employed | 1 October 2025 |
|   |   |   |
|   |   |   |
|   |   |   |

**10. Project budget:** Provide an overview of the FTE and Level of any employees who will be contracted to the project using project funds.

| Item | Description  | Amount ($) |
| --- | --- | --- |
| Salaries |   |   |
|   |   |   |
|   |   |   |
| Other direct research costs |   |   |
|   |   |   |
|   |   |   |
| In-kind contributions |   |   |
|   |   |   |
|   |   |   |
| Total funds requested |   |

|  |
| --- |
| SECTION C– PROJECT PROPOSAL |

**11. Please describe the project based on the selection criteria.** **Use the selection criteria as headings to structure your proposal, including**

* Significance of the health literacy problem and clarity of the aims (25%)
* Quality and feasibility of the research project and plan (35%)
* Reach and significance of anticipated impacts (15%)
* Collaboration and engagement, including consumer, community involvement and team organisation (25%):

The selection criteria can be found within the **NSW Health Statewide Health Literacy Hub Research Grant Program Guidelines 2025** under section 3.1.

The project proposal (Section C) can be a maximum of three (3) pages, comprised of:

Two pages for the Project description (maximum)

One page of references (maximum)

Start your Project Proposal on the next page **(3 pages maximum)**

**Project Description (2 Pages) Complete all 4 sections**

**Individual or organisational health literacy problem and project aims (25%).**

**Research Plan (35%).**

**Reach and significance of anticipated impacts (15%).**

**Collaboration and engagement, including consumer, community involvement and team organisation. (25%).**

**References (1 page maximum)**