

2010 PROJECT GRANTS (NOVICE RESEARCHER) – ROUND 2
Overview of Process and Communications

August 2010	
Panel established	<ul style="list-style-type: none"> • TPCHF Research Committee identified Chair and Members of Panel in consultation with TPC Research Council • Email sent to 300 medical and senior administrative staff advising of the opening of applications for Project Grants (Novice Researcher) Round 2 • Screen Saver loaded onto TPC computers advising of opening of applications
September 2010	
Membership of Panel finalised	<ul style="list-style-type: none"> • Novice Researcher panel members finalised
Process developed	<ul style="list-style-type: none"> • Discussions held between The Foundation and the Chair of the Panel to finalise the process for evaluation of the grants. This included enhancements as a result of queries and comments from Round 1 of 2010 New Researcher grants.
Advice and Scoring Document for assessing grants finalised	<ul style="list-style-type: none"> • Panel member Advice Document and Scoring Sheet was finalized and circulated to Panel Members.
11 October 2010	
Grant applications close	<ul style="list-style-type: none"> • 31 Project Grants (Novice Researcher) grant applications received
12 October 2010	
Request for Conflict of Interest Declarations	<ul style="list-style-type: none"> • List of all applications sent to Novice Researcher Panel members with a request to provide details of any Conflict of Interest or Potential Conflict of Interest
13 October 2010	
Conflict of Interest Declarations received and grants allocated to Panel members to assess. Applications circulated.	<ul style="list-style-type: none"> • Novice Researcher Panel members declared if they have: <ol style="list-style-type: none"> a) a conflict of interest b) a potential conflict of interest • Panel members were provided with a CD which contained: <ul style="list-style-type: none"> • Copy of all grant applications where no Conflict of Interest was declared. • Documents listing grant applications • Advice Document • Individual Scoring Sheet for each grant application • Grants were randomly allocated to panel members (without a declared Conflict of Interest) for assessment. All grants were assessed by 2 members of the panel.
13 October 2010 to 26 October 2010	
Stage 1 of Assessment Process	<ul style="list-style-type: none"> • Panel members independently scored the applications allocated to them using the scoring sheet provided. • All score sheets were returned to The Foundation and amalgamated and sorted. Amalgamated scores were provided to Chair of the panel prior to the panel meeting. • Foundation met with Chair of panel prior to panel meeting.
28 October 2010	
Stage 2 of Assessment Process	<ul style="list-style-type: none"> • Panel met and moderated together the final recommendation on rankings of the applications.
8 November 2010	
Stage 3 of Assessment Process	<ul style="list-style-type: none"> • Panel recommendations were presented to TPCHF Research Committee for comment and review.
19 November 2010	
Stage 4 of Assessment Process	<ul style="list-style-type: none"> • Panel and Research Committee recommendations and comments were provided to TPCHF Finance Committee meeting for allocation of funds.
19 November 2010 to 2 December 2010	
Stage 5 of Assessment Process	<ul style="list-style-type: none"> • TPCHF Board members confirmed their agreement with the recommendations of the TPCHF Finance Committee.
6 December 2010 to 10 December 2010	
Outcomes circulated	<ul style="list-style-type: none"> • All members of Panel were advised of TPCHF Board decision on funding • TPCHF Research Committee was advised of funding outcome • Applicants were advised of the outcome of their application.