

2011 SMALL AND LARGE EQUIPMENT GRANTS
Overview of Process and Communications

November 2010	
Panel established	<ul style="list-style-type: none"> TPCHF Research Committee identified Chair and Members of Panel in consultation with TPCH Research Council
December 2010	
Circulation of key dates	<ul style="list-style-type: none"> Email sent to 300 medical and senior administrative staff advising of the opening of applications for Project Grants (Novice Researcher) Screen Saver loaded onto TPCH computers advising of opening of applications
January 2011	
Membership of Panel finalised	<ul style="list-style-type: none"> Equipment Grant 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 2010 Equipment grants.
Advice and Scoring Document for assessing grants finalised	<ul style="list-style-type: none"> Panel member Advice Document and Scoring Sheet was finalised and circulated to Panel Members.
February 2011	
Grant applications close	<ul style="list-style-type: none"> 8 Large Equipment grant applications were received, and 10 Small Equipment grant applications
Request for Conflict of Interest Declarations	<ul style="list-style-type: none"> List of all applications sent to Equipment Grant Panel members with a request to provide details of any Conflict of Interest or Potential Conflict of Interest
Conflict of Interest Declarations received and grants allocated to Panel members to assess. Applications circulated.	<ul style="list-style-type: none"> Equipment Grant Panel members declared if they have: <ol style="list-style-type: none"> a conflict of interest 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 3 members of the panel.
9 February 2011 to 28 February 2011	
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.
1 March 2011	
Stage 2 of Assessment Process	<ul style="list-style-type: none"> Panel met and moderated together the final recommendation on rankings of the applications.
7 March 2011	
Stage 3 of Assessment Process	<ul style="list-style-type: none"> Panel recommendations were presented to TPCHF Research Committee for comment and review.
18 March 2011	
Stage 4 of Assessment Process	<ul style="list-style-type: none"> Panel and Research Committee recommendations were provided to TPCHF Finance Committee meeting for allocation of funding.
21 March to 24 March 2011	
Stage 5 of Assessment Process	<ul style="list-style-type: none"> TPCHF Board members review the recommendations of the TPCHF Finance Committee, Finance Committee and Board.
25 March to 1 April 2011	
Outcomes circulated	<ul style="list-style-type: none"> All members of Panel were advised of TPCHF Board decision on funding TPCHF Research Committee advised of funding outcome Applicants advised of the outcome of their application.