



SLEEP HEALTH FOUNDATION

POLICY FOR PROVIDING SUPPORT FOR SHF MEMBER RESEARCH GRANT APPLICATIONS

PURPOSE

This policy describes the duties of the SHF, through the Industry Research and Collaboration Committee, when a requests support from the SHF for a research grant application. Specifically, this policy relates to requests for a:

Partnership Letter of Support for a team submitting a grant to an external funding body.

The SHF may agree to be a stakeholder in the application and/or enter into a partnership with the applicant team. It would do so on the basis of reciprocal in-kind contributions specific to the grant (should it be successful).

Vision: Promoting better sleep to optimise health, safety, wellbeing, and performance for all Australians.

Mission: Improving people's lives through better sleep.

PARTNERSHIP LETTER OF SUPPORT

The SHF may agree to be a stakeholder in an application and/or enter into a partnership with the applicant team on the basis of reciprocal in-kind contributions specific to the grant (should it be successful).

Reciprocal in-kind refers to an exchange of in-kind contributions between the members of the project team and the SHF whereby members of the project team could contribute to the SHF vision and mission through service on committees, participation as speakers on webinars, media engagements and as content experts for external engagement and consultation. This reciprocal in-kind contributions should be described in Letter of Support for the partnership using the **SHF Letter of Support Template**.

Members of the project team who are also a member of the SHF (condition of partnership eligibility) may be nominated to act as the SHF representative as part of the SHF in-kind contribution to the project. This representative would act as the conduit between the SHF and the project team.

SHF as a Stakeholder

Stakeholder roles for the SHF may include:

- providing representation and input into project committees relevant to raising community awareness of sleep health , advocacy and knowledge translational activities. This contribution would typically be captured as in-kind support from the SHF. The total amount of the in-kind contribution provided by the SHF should be no more then \$25K over the life of the project. Higher level of in-kind may be considered on a case-by-case basis and would need to be strongly justified and couple with sufficient budget line allocation for any



additional support.

Contributions

Contributions that go beyond the standard work of the SHF and require **additional support** from the SHF should be resources by including a line item in the project budget for financial remuneration (on a full cost-recovery basis) to the SHF

- Additional support may include:
 - dissemination of research outputs from the project through promotion on website, news letters, webinars, advocacy and lobbying activities
 - Facilitate Lived Experience input into project through the SHF Lived Experience Advisory Partners (LEAP) group and Lived Experience Registry
 - Broker industry partnerships through the Industry and Research Collaborations committee
- It is the preferred option that the additional SHF support be listed as a line item in the grant budget with a typical allocation of \$15K across the life of the project to support any/all the additional support the applicants may require from the SHF if the application is successful. Please note that this figure may change depending on the duration and scope of the additional support requested and may range between \$10-30K which will be determined by the SHF during the review and approval process. If additional support is required, this should be described in the SHF Letter of Support Template.
- Please use the **SHF Letter of Support Template** which provides further guidelines and examples to support applicants in drafting the letter of support.
- If this is not possible to use the SHF Letter of Support Template to describe budget allocation for additional SHF support due to grant scheme or institution specific Letter of Support format requirements, please use a separate **Confirmation of Budget Allocation** form.

Application

- Requests will only be accepted from an SHF member (at least one Chief Investigator on the grant must be an SHF member).
- The request must comprise of a 1-page synopsis including a list of Chief Investigators and associated Institutions. In addition, proposed partnership arrangements must be described in detail.
- All industry related involvement must be listed and transparent.
- Applicants should use the **SHF Letter of Support** template (unless otherwise required by the funding scheme) to describe their request including any in-kind support and any additional support



- The requested due date for letter of support is also required. Where possible, a 4-week lead in time is required to allow adequate administration time to supply the letter of support (urgent grant announcements will be accommodated where possible).
- Partnership requests to be sent to the SHF office (email: admin@sleephealthfoundation.org.au)

Endorsement

- Applications to be endorsed by the SHF Industry Research and Collaborations Committee (IRCC) (out-of-session) instigated by the IRCC Co-Chairs. Any non-standard requests will involve approval from the SHF Board
- Decision making guidelines must align with the SHF vision and mission. Specific questions that may be used to inform the decision include:
 - *Would the partnership enhance SHF reputation as the recognised community sleep health organisation?*
 - *Does the decision contribute toward delivery of SHF's organisational strategy and its mission to foster and advocate for community sleep health?*
 - *Is the decision financially viable and sustainable for the SHF?*
 - *Are there risk issues (financial or reputational) which need to be addressed?*

Final Sign-off

- The requests that are endorsed by the SHF Co-Chairs and IRCC will be recommended for sign-off of the Letter of Support. Letter of Support will be signed by the SHF CEO (or SHF Chair if CEO is unavailable) and be sent to the applicants by SHF Operations team

Project Reporting

- A report including major outcomes is required within 3 months of project completion.
- If successful, there is an expectation that the SHF will be provided with the opportunity to lead or co-lead public dissemination of findings (after manuscript publication).