



APPLICATION FOR CAPACITY BUILDING FUNDING PROCEDURE

1. GOVERNING POLICY

The Rio Tinto Children's Diabetes Centre (a Breakthrough T1D Centre of Excellence) Governance Framework and the Talent and Capacity Building Subcommittee Terms of Reference.

2. PURPOSE

The Rio Tinto Children's Diabetes Centre is committed to supporting high quality research by providing support for researchers and other staff to undertake appropriate training or other activities that support their career development and the Rio Tinto Children's Diabetes Centres primary objective to improve the to improve the lives of all young people with type 1 diabetes (T1D).

3. SCOPE

The following are eligible activities for the capacity building funding;

- Advanced training courses
- Technical courses and training
- On the job training at other research organisations
- Invitation to give a lecture or delivering an oral presentation at a conference (poster presentations are not usually supported). It is expected that in addition to the oral presentation further networking or training will be planned concurrently during the activity.
- HDR students receiving a Global CoE Scholarship are eligible to apply for funds to attend conferences for the duration of their scholarship.

To apply for funding, a *Capacity Building Funding Application form* must be completed and sent to JDRF.GlobalCoE@thekids.org.au with the following information:

- A copy of the primary funding application
- A flyer and/or web link detailing the training opportunity (if applicable)
- A letter of support from the lead of a research group (if applicable)
- A letter of acceptance of the oral presentation (if applicable)
- Details of the activities that will be undertaken with a research group (if applicable)

Applications:



- Need to be received at least 1-calendar month before the capacity building activity.
- Are accepted and assessed by the Global CoE talent and capacity Building sub-Committee.
- Should address all questions in a clear and simple manner.
- Are assessed on how the Global CoE's investment in this training course or activity will advance the applicant's career and the objectives of the Global CoE.
- Can be submitted in conjunction with the application to the primary funding source.
- The funding offer is withdrawn if:
 - The primary funding source is withdrawn or the application is unsuccessful.
 - The primary funding source covers the full cost of the training.
 - The eligibility criteria are no longer met.
 - The applicant must return any upfront payments when these conditions apply.
- Eligible applicants can apply for up to \$5,000 of funding for a single activity. Applicants are eligible to apply for a further \$5,000 after the initial successful application and following acquittal of any previously awarded funding.

4. PROCESSES AND PROCEDURES

4.1 ELIGIBILITY CRITERIA

The applicant must:

- Be an employee of, higher degree research (HDR) student or hold an Honorary Appointment with a partner organisation of the Rio Tinto Children's Diabetes, conducting or providing professional support to ongoing research in the areas of Type 1 Diabetes.
- The applicant may be collaborating with Rio Tinto Children's Diabetes Centre researchers from another institution, if the collaboration is aligned with the Objectives of the CoE
- Have applied or is applying for alternative sources of funding.

4.2 THE ACTIVITY

- Will advance the applicant's career objectives and support the objectives of the Rio Tinto Children's Diabetes Centre.
- Is not more appropriately considered to be a project-related cost.
- Previous recipients that have been awarded the full \$5,000 are eligible to apply for an additional \$5,000 funding after the original application is acquitted and the final report submitted.



4.3 APPLICATION PROCESS

- Applications must be submitted by the closing date for each grant round.
- Applicants will complete applications using the standardised template provided.
- Applicants will submit completed applications to the Senior Program Manager via JDRF.GlobalCoE@thekids.org.au using the standardised template.
- The Senior Program Manager, or their delegate, will distribute the application to the Talent and Capacity Building sub-Committee to consider and advise on the relative merit of the application.
- The Talent and Capacity Building sub-Committee will assess the merit of the application in terms of:
 - 1) Benefit to applicant's career objectives
 - 2) Alignment with the objectives of the Rio Tinto Children's Diabetes Centre
- The Talent and Capacity Building sub-Committee will advise the Management Steering Group (MSG), or their delegate, on their recommendations on the application. The MSG will endorse or reject the final award.

4.4 NOTIFICATION & ACCEPTANCE

- The decision to support or not support an application is final. Applicants are welcome to resubmit at a later date.
- Feedback on unsuccessful applications will be provided on how to strengthen the application for future consideration.
- Successful applicants will be notified of the level and type of support offered by the Rio Tinto Children's Diabetes Centre within 4-6 weeks of the application.
- Applicants will have five business days to negotiate the terms of support and accept or decline the support offered.
- Applicants will be notified of the outcome in writing.

4.5 AWARDING OF FUNDS

- Successful applicants will receive the funding on a cost recovery basis on presentation of and receipts for the activity.
- The invoices and receipts are to be submitted electronically via the Senior Program Manager JDRF.GlobalCoE@thekids.org.au
- Following approval by the Senior Program Manager, invoices will be processed for reimbursement.



5 REPORTING

- Successful applicants and the training attended may be published on the Rio Tinto Children's Diabetes Centre website, social media pages and in annual reports.
- Successful applicants are to present a written report on the outcomes of the training or activity with four weeks of completion of the activity.
- Successful applicants are expected to pass on knowledge learned as a result of the training or activity attended to others as appropriate e.g. other team members of those in similar roles. How this knowledge was passed on should be documented in the written report.
- A report on the annual expenditure will be provided to the MSG and be made available to funders as required.

6 ACKNOWLEDGEMENTS

- The Rio Tinto Children's Diabetes Centre logo is to be used when talking about the supported project according to the Logo Guidelines. The logo can be used on relevant presentations, posters, reports, websites, etc.

7 RELATED DOCUMENTS

Internal Documents

Global CoE Capacity Building Funding Application Form
Global CoE Capacity Building Funding Information Sheet

FURTHER INFORMATION

Further information about this procedure can be obtained by contacting the Senior Program Manager
JDRF.GlobalCoE@thekids.org.au

VERSION HISTORY Version	Approved By	Approval Date	Review Date	Sections Modified	Owner	Author
1.0	Global CoE MSG			All	Global CoE MSG	Senior Program Manager