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Dust Diseases Board
Research Stream Grants Program
Guidelines and Submission Protocols
FY26

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Acknowledgement

The Dust Diseases Board (DDB) acknowledges the Australian Research Council (ARC) for their comprehensive grant materials, which have been invaluable in developing our grant guidelines, application forms and submission protocols. While we have carefully adapted some of the content to meet the specific needs of the DDB and its specialised Research Stream Grants Program, the ARC's foundational work has significantly contributed to our documents.

The DDB also acknowledges the National Health and Medical Research Council (NHMRC), whose definition of impact was referenced in formulating the DDB's definition of impact.

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Dust Diseases Board Research Stream Grants Program Guidelines FY26

1. Introduction

The DDB has been providing research funding since 1983. The 2025-2029 DDB Grant Strategy is designed to make a positive impact on those affected by hazardous dust exposure and dust diseases by funding research that:

- Reduces the risk of developing dust diseases,
- Advances innovative treatments, and
- Optimises health and care outcomes for individuals with dust diseases and their families.

Through strategic investment in innovation, the translation of findings into policy and practice, and prevention-focused research, we strive to drive meaningful change in the lives of those impacted.

Since 2016, the DDB has awarded 62 grants worth over $14.8 million to support a broad range of research and support initiatives.

While the DDB is the grant owner, responsible for funding decisions, grants are administered by icare Dust Diseases Care (DDC), also known as the Dust Diseases Authority (DDA). DDC oversees the grant administration process, including opening funding calls, executing agreements, managing payments, and ongoing grant management on behalf of the DDB.

Beyond administering research funding, DDC plays a crucial role in supporting those affected by dust diseases. In FY24, DDC provided financial and health care support to 5,468 individuals and their families impacted by work-related dust diseases. More than 87% of the dust diseases managed by DDC are asbestos-related, including:

- Mesothelioma (66%)
- Asbestosis (21%)
- Other asbestos-related diseases, including lung cancer.

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Eligibility of Research Focus

To be considered eligible, applications must address **one or more** of the dust diseases listed in *Schedule 1 of the Workers' Compensation (Dust Diseases) Act 1942*. DDC only administers research funds directly related to the dust diseases covered under this legislation. Applications that focus on diseases outside this scope will be deemed ineligible.

The recognised dust diseases and their causal agents under *Schedule 1* include:

Workers' Compensation (Dust Diseases) Act 1942 – Schedule 1 of Dust Diseases	**Causal Dust**
Asbestos induced carcinoma - malignant disease of the lower respiratory tract and gas exchange areas of the lung.	Asbestos
Asbestos related pleural diseases - extensive fibrosis of the visceral pleura which is the lining of the lungs and interlobar fissures.	Asbestos
Diffuse dust-related pulmonary fibrosis - fibrotic condition of the lung parenchyma (portion of the lung involved in gas exchange) and is a sub-type of Coal Mine Dust Lung Disease. This condition is distinct from Coal Dust Pneumoconiosis.	Coal and Silica
Hypersensitivity Pneumonitis - an immune-mediated disorder that arises due to sensitisation to one or more organic agents in the workplace.	
Includes:	
Bagassosis	*Thermoactinomyces vulgaris* from mouldy sugarcane
Farmers' lung	*Saccharopolyspora rectivirgula* from mouldy hay, grain, silage
Mesothelioma - Malignant disease of the inside lining of the chest wall (pleura) or abdomen (peritoneum).	Asbestos
Pneumoconiosis (any form) - Diffuse non-malignant interstitial lung diseases typically caused by inhaling different types of dusts including inorganic dusts such as minerals and metals. These dusts cause inflammation which lead to fibrosis or nodule formation. Exposure typically occurs in an occupational setting.	
Includes:	
Aluminosis - may also be classified as granulomatous lung disease.	Aluminium

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Asbestosis	Asbestos
Berylliosis - may also be classified as granulomatous lung disease.	Beryllium
Byssinosis - an asthma-like disorder stemming from exposure to organic dust and has a different pattern of abnormality to other pneumonoconioses; is sometimes grouped with pneumoconioses or alternatively under the classification "An airway disease due to specific organic dust".	Cotton, flax, hemp or sisal dust
Coal dust pneumoconiosis	Coal dust
Hard metal pneumoconiosis - may also be classified as granulomatous lung disease.	Primarily Tungsten and Cobalt
Silicosis – includes acute, accelerated, chronic (simple; complicated) forms.	Silica
Talcosis	Talc
Silico-tuberculosis - tuberculosis (an infection that usually affects the lungs) in the presence of silicosis.	*Mycobacterium tuberculosis* infection in association with silicosis
Silica-induced carcinoma of the lung - malignant disease of the lower respiratory tract and gas exchange areas of the lung.	Silica
Systemic sclerosis (also known as scleroderma) - an autoimmune disease that affects connective tissue and can cause damage to the lung.	Silica

Note: Some occupational interstitial lung diseases may fall into more than one category (refer *Hoy & Brims Med J Aust. 2017 Nov 20;207(10):443-448* for further reference). Examples of this include byssinosis, aluminosis and berylliosis.

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2. Dust Diseases Board Research Stream Grants Program

Overview

The FY26 Research Stream Grants Program has been designed to align with the DDB's Vision, Mission, and Strategic Priorities outlined in the 2025-2029 DDB strategy. This alignment ensures that all initiatives support the DDB's commitment to making a positive difference for those impacted by hazardous dust exposure and dust diseases. The Program includes **Discovery & Innovations Grants**, **Research Translation Grants**, and **Dust Diseases Prevention Grants**.

This Program aims to support a wide range of research activities, from pioneering and exploratory studies to the practical application of research findings and preventive interventions. By fostering early-stage innovations, translating research into policy and practice, and identifying and mitigating risks, these grants are designed to improve health outcomes and the quality of life for workers with dust diseases.

Across Our Research Stream Grants Program the DDB encourages collaborative partnerships between research groups, with industry partners and across specialties, that aim to deliver increased research efficiency by sharing knowledge, capacity and resources through collaborative research effort.

Dust Diseases Board 2025-2029 Strategy

Vision: The DDB’s vision is to make a positive difference to those impacted by hazardous dust exposure and dust diseases.

Mission:

Funding of research: Fund research and other activities into the causes, mechanisms, diagnosis, treatment, and prevention of dust diseases to reduce the risk of people developing a dust disease and to optimise health and care outcomes for people with a dust disease.

Funding of support organisations: Fund organisations that support people with a dust disease and their families, to inform and educate people about dust diseases and the dust diseases scheme; support people through the compensation process; optimise the wellbeing of people with a dust disease.

Engaging effectively with ecosystem partners: Engage with relevant partners in the dust diseases environment to increase the impact and effectiveness of DDB funding to both research and support organisations.

Strategic Priorities:

Engage with the research community and enact clear principles for funding allocation: Revitalise the approach to research funding by engaging with the research community and refreshing principles for funding allocation. Increase agility and responsiveness to emerging needs by continuing to support prevention research while shifting funding emphasis towards treatment, care, and translation.

Be more selective and adaptable in how the DDB funds support organisations: Funding for support organisations will be more selective and adaptable. It will prioritise organisations with connections to broader support networks to enhance the services available to dust disease victims and their families. Additionally, regular reviews of the funding scope will be conducted to meet evolving worker, victim, and family needs.

Actively seek and engage potential partners whose missions align with the DDB: Collaborative partnerships will be forged with careful consideration of our scope in comparison to similar organisations to avoid duplication and maximise impact.

Dust Diseases Board Grant Strategy Guiding Principles

The DDB has established a set of guiding principles that form the cornerstone of Our grant strategy. These principles are essential criteria against which all grant applications are evaluated. Applicants must ensure their proposals align with **one or more** of these principles:

- Benefits NSW workers with dust diseases and their families and contributes to a better quality of life for workers with dust diseases.
- Contributes to the effective administration of the dust diseases scheme in NSW.
- Supports early stage innovations and ideas that can be turned into impact.
- Fosters collaboration to develop and broaden expertise and leverage investment to increase impact.
- Develop a better understanding of dust diseases in NSW, including epidemiology to prevent the development of dust diseases among people at risk.
- Provides funding for novel and innovative benchtop research, new treatments and pilot programs to improve health outcomes and quality of life.
- Advances and accelerates the translation of research into policy and practice, delivering meaningful outcomes to workers.
- Builds capacity and capability; developing dust diseases researchers of tomorrow.

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2.1 Discovery & Innovation Grants

Funding Allocation

Category	Details
Total Project Funding Pool*	$500,000 per funding round
Maximum Project Duration	Up to 3 years

Understanding the Total Project Funding Pool

Total Project Funding Pool* is a **total** allocation of $500,000 for all successful projects in a funding round. This pool is shared among **multiple** projects, with funding for individual projects determined based on the number and quality of applications received. Each project may have a funding duration of up to 3 years, but the total funding available for all projects in the round remains **capped** at $500,000.

Generally, funding for individual projects ranges from $100,000 to $300,000. The Board may, however, fund projects with smaller or larger budgets when proposals demonstrate alignment with the DDB's Strategic Priorities 2025-2029 and DDB Grant Strategy Guiding Principles.

Purpose

These grants are designed to support innovative and exploratory research that pushes the boundaries of our understanding and treatment of dust diseases. They are intended to foster novel approaches that have the potential to lead to significant advancements.

Scope

Funding is available for:

Basic and Translational Research: Aimed at building foundational knowledge and transitioning laboratory research to patient care.

Innovative Studies: Designed to foster pioneering research that proposes new theories, extends existing discoveries, or applies novel methodologies and technologies.

High-Risk High-Reward Projects: Supports projects with the potential to revolutionise the field through groundbreaking findings.

Epidemiological Research: Funds studies that analyse the patterns, causes, and impacts of dust diseases within populations, providing vital data to inform public health strategies and preventive measures.

Requirements

Innovative Approach: Applicants must demonstrate a clear break from traditional research methods, proposing novel hypotheses or employing emerging technologies.

Potential for Scalability: Projects should show potential for scalability or further development beyond the initial research phase.

Interdisciplinary Teams Encouraged: Proposals from interdisciplinary teams that combine expertise from different scientific backgrounds are highly encouraged, fostering holistic and innovative research outputs.

Sustainability Focus: The DDB encourages applicants to develop solutions with effective long-term sustainability. The durability of innovations is paramount.

Technology Integration: The DDB strongly advocates for the integration of advanced technology to enhance the efficacy and speed of research.

Diversity and Inclusion: DDB encourages proposals that consider the diversity of affected populations, ensuring that research and interventions are inclusive and applicable to a wide range of demographics affected by dust diseases.

Open Access: The DDB encourages, and may require, that all outputs of research be made available through open access channels, ensuring that findings are accessible to the wider research community and public.

Alignment with the DDB Strategic Priorities 2025-2029

Engage with the research community and refresh principles for funding allocation: This grant type supports the strategy's objective to engage more actively with the research community by funding innovative and exploratory research that encourages new directions and methodologies.

Increase agility and responsiveness to emerging needs: By supporting high-risk high-reward projects, these grants align with the strategic goal of adapting quickly to new and evolving research opportunities that could lead to significant breakthroughs in dust diseases research.

Alignment with the DDB Grant Strategy Guiding Principles

Worker and Family Benefits: Encourages innovations that could lead to breakthrough treatments and improve daily living for workers with dust diseases and their families.

Innovation and Early-stage Support: Strongly supports the exploration of new ideas, techniques, or technologies that are in the early stages but show potential for significant impact.

Novel Research and Pilot Programs: Focuses on funding cutting-edge benchtop research, experimental treatments, and pilot programs that could redefine care standards and outcomes.

Capacity and Capability Building: Aims to cultivate the next generation of researchers with skills in innovative and high-risk research areas related to dust diseases.

Collaboration and Impact: Encourages collaborative efforts that can leverage additional resources and expertise, amplifying the impact of the research and interventions funded.

2.2 Research Translation Grants

Funding Allocation

Category	Details
Total Project Funding Pool*	$1,250,000 per funding round
Maximum Project Duration**	• Proof of concept: up to **three years** • Development of Interventions and Educational Tools: up to **three years** • Practical Trials and Implementation: up to **five years** • Policy Translation: up to **five years**

Understanding the Total Project Funding Pool

Total Project Funding Pool* is a **total** allocation of $1,250,000 for all successful projects in a funding round. This pool is shared among **multiple** projects, with funding for individual projects determined based on the number and quality of applications received. Each project may have a funding duration between 3 and 5 years, depending on the nature and stage of the research, but the total funding available for all projects in the round remains **capped** at $1,250,000.

Generally, funding for individual projects ranges from $300,000 to $750,000. The Board may, however, fund projects with smaller or larger budgets when proposals demonstrate alignment with the DDB's Strategic Priorities 2025-2029 and DDB Grant Strategy Guiding Principles.

Project Duration: The project duration limits for translation grants vary depending on the **nature** and **stage** of the research, with a focus on converting scientific findings into practical applications.

Proof of Concept Projects

Item	Description
Early phase or First in Human studies	Projects aimed at validating the initial efficacy and safety of new interventions in clinical settings typically span **up to three years**. This duration allows for thorough testing, data collection, and refinement of the intervention.
Feasibility Studies	Projects that explore the feasibility of implementing research findings in real-world settings, such as initial small-scale trials or pilot studies, also fit within a **three-year** timeframe. This period supports necessary adjustments based on preliminary feedback.

Development of Interventions and Educational Tools

Item	Description
Prototype Development	Projects focused on creating and refining prototypes of new tools or technologies, such as wearable health monitors or educational software, are limited to **three years**. This period ensures iterative design, user testing, and optimisation.
Educational Program Development	Translating research findings into educational materials and training programs for stakeholders (e.g., healthcare providers, patients) can also be accomplished within **three years**. This includes development, pilot implementation, and refinement based on initial evaluations.

Practical Trials and Implementation Projects

Item	Description
Large-Scale Implementation Studies	For interventions ready to be deployed on a larger scale, such as comprehensive workplace safety programs or public health campaigns, a duration of **up to five years** can be requested. This extended period supports detailed planning, phased rollout, and evaluation.
Clinical Trial Implementation Studies	Projects that involve implementing and testing interventions in clinical settings, such as new treatment protocols or diagnostic methods, may also require **up to five years**. This timeframe allows for extensive testing, monitoring, and necessary modifications to ensure effectiveness.

Policy Translation

Item	Description
Policy Development and Advocacy	Projects that aim to translate research findings into policy recommendations or advocacy initiatives can span **up to three years**. This period supports stakeholder engagement, policy drafting, and advocacy efforts.
Policy Implementation Studies	For projects focused on implementing and evaluating new policies based on research findings, a duration of **up to five years** can be requested. This allows for comprehensive evaluation of policy impacts and adjustments as needed.

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Purpose

These grants aim to bridge the gap between research findings and their practical application, enhancing the impact of research by translating it into policy and practice that can directly benefit those affected by dust diseases.

Scope

Funding is available for:

Policy Development: Funds projects aimed at translating research findings into actionable government or organisational policy.

Practice Implementation: Supports initiatives that apply research findings in clinical or community health settings to improve treatment and care practices.

Epidemiological Research: Funds studies that analyse the patterns, causes, and impacts of dust diseases within populations, providing vital data to inform public health strategies and preventive measures.

Requirements

Evidence of Stakeholder Engagement: Proposals must include a plan for engagement with stakeholders (policy makers, healthcare providers, and other stakeholders) to facilitate the translation of research into practice.

Clear Implementation Pathway: Applications should outline a clear pathway for how the research findings will be implemented, including potential barriers and strategies to overcome them.

Impact Metrics: Projects must define clear metrics or indicators for measuring the impact of the translated research in practical settings.

Policy Impact: The DDB seeks research that can directly influence health policy by providing clear, evidence-based recommendations that improve public health and worker safety.

User-Centred Design: The DDB emphasises the importance of employing user-centred design principles to ensure interventions are tailored to the needs of those affected by dust diseases.

Policy Collaboration: Applicants are expected to demonstrate active collaboration with policymakers or advocacy groups to ensure research findings are effectively translated into actionable policy changes.

Sustainability Considerations: Projects should include considerations for the long-term sustainability of the proposed solutions or interventions.

Diversity and Inclusion: DDB encourages proposals that consider the diversity of affected populations, ensuring that research and interventions are inclusive and applicable to a wide range of demographics affected by dust diseases.

Open Access: The DDB encourages, and may require, that all outputs of research be made available through open access channels, ensuring that findings are accessible to the wider research community and public.

Alignment with the DDB Strategic Priorities 2025-2029

Revitalise the approach to research funding: These grants directly support the strategy's focus on translating research into practical applications, thus ensuring that the findings are effectively integrated into policy and practice, which is a key aspect of revitalising how research impacts real-world outcomes.

Engage with relevant partners in the dust diseases environment: By translating research findings into actionable policies and practices, these grants help to foster and strengthen partnerships with healthcare providers, policy makers, and other stakeholders.

Alignment with the DDB Grant Strategy Guiding Principles

Translation into Policy and Practice: Prioritises the application of research findings to create practical, impactful changes in policy or practice, directly affecting workers' health and safety.

Collaboration and Impact: Encourages partnerships between researchers and policymakers or healthcare providers to ensure that research findings are practically and effectively implemented.

Worker and Family Benefits: Focuses on translating research into real-world benefits that improve the health outcomes and quality of life for dust disease sufferers and their families.

Capacity and Capability Building: Supports the development of researchers and professionals who will continue to advance the field of dust diseases, ensuring a sustained impact over time.

Innovation and Early-stage Support: Fosters innovation, supporting novel ideas at their inception and through their development stages, to ensure the growth of creative and effective solutions in the field of dust diseases.

2.3 Dust Diseases Prevention Grants

Funding Allocation

Category	Details
Total Project Funding Pool*	$624,000 per funding round
Maximum Project Duration	Up to 3 years

Understanding the Total Project Funding Pool

Total Project Funding Pool* is a **total** allocation of $624,000 for all successful projects in a funding round. This pool is shared among **multiple** projects, with funding for individual projects determined based on the number and quality of applications received. Each project may have a funding duration of up to 3 years, but the total funding available for all projects in the round remains **capped** at $624,000.

Generally, funding for individual projects ranges from $124,800 to $374,400. The Board may, however, fund projects with smaller or larger budgets when proposals demonstrate alignment with the DDB's Strategic Priorities 2025-2029 and DDB Grant Strategy Guiding Principles.

Purpose

Dedicated to supporting research that identifies risk factors **relating to hazardous dust exposures in the workplace** and develops strategies to prevent the onset of dust diseases, these grants focus on reducing the incidence and mitigating the severity of dust diseases through proactive measures.

Scope

Funding is available for:

****Risk Identification:** Funds research that identifies new or under-recognised risks associated with dust diseases (****as relates to hazardous dust exposures in the workplace**).

Prevention Research: Supports the development and testing of interventions designed to prevent the onset of dust diseases in at-risk populations.

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Epidemiological Research: Funds studies that analyse the patterns, causes, and impacts of dust diseases within populations, providing vital data to inform public health strategies and preventive measures.

Requirements

****Comprehensive Risk Analysis:** Proposals should include a detailed analysis of current risks associated with dust diseases and how the proposed research will address these risks (****as relates to hazardous dust exposures in the workplace**).

Preventive Interventions: Projects must focus on developing or testing preventive interventions, detailing the methodologies and expected outcomes.

Community and Worker Engagement: Proposals should demonstrate how they will engage with at-risk communities or workplaces to implement and evaluate preventive measures.

Community Partnership: Projects should demonstrate effective partnerships with local communities, health departments, or other relevant organisations to ensure the successful implementation of prevention strategies.

Sustainability Considerations: Projects should include considerations for the long-term sustainability of the proposed solutions or interventions.

Diversity and Inclusion: DDB encourages proposals that consider the diversity of affected populations, ensuring that research and interventions are inclusive and applicable to a wide range of demographics affected by dust diseases.

Open Access: The DDB encourages, and may require, that all outputs of research be made available through open access channels, ensuring that findings are accessible to the wider research community and public.

Alignment with the DDB Strategic Priorities 2025-2029

Increase agility and responsiveness to emerging needs: These grants are dedicated to identifying and mitigating risks before they evolve into widespread health issues, directly aligning with the strategy's emphasis on quickly responding to the changing landscape of dust diseases. This approach enables the DDB to proactively address new challenges and trends in dust disease prevention.

Revitalise the approach to research funding: Focusing on prevention research supports the strategy's goal of revitalising how research funding is utilised by emphasising proactive measures. This not only addresses immediate needs but also anticipates future developments in the field of dust diseases, thereby enhancing the effectiveness and scope of the research funded.

Alignment with the DDB Grant Strategy Guiding Principles

Understanding of Dust Diseases: Funds research aimed at gaining insights into the epidemiology of dust diseases to develop effective prevention strategies.

Worker and Family Benefits: Supports interventions that directly prevent the occurrence or progression of dust diseases, thereby improving the life quality of workers and their families.

Innovation and Early-stage Support: Encourages innovative approaches to disease prevention, including novel risk identification and mitigation strategies.

Collaboration and Impact: Seeks collaborative projects that bring together experts from various fields to tackle prevention from multiple angles, enhancing the overall impact and effectiveness of prevention strategies.

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3. General Provisions

Definitions and Use of Terms

For the purpose of these guidelines:

Administering Organisation/Institution: Referred to as 'You', this is the Eligible Organisation responsible for applying to the Research Stream Grants Program, submitting the grant application, signing the Funding Agreement, managing the project, and fulfilling reporting obligations. The term 'Your' is also used in this context. The Eligibility Criteria for Eligible Organisations/Institutions are outlined below.

Dust Diseases Board (DDB) and **Dust Diseases Care (DDC)**: Referred to as 'We', 'Us', and 'Our' in these guidelines. The DDB is the funding body for the Research Stream Grants Program, while the DDC administers the grants on behalf of the DDB.

Use of Terms

Throughout these guidelines, the following terms are used interchangeably for clarity:

- **DDB** (*Dust Diseases Board*): Used when referring specifically to grant ownership, application assessment, and funding decisions.
- **DDC** (*Dust Diseases Care*): Used when referring to administrative processes, such as executing agreements and managing payments on behalf of the DDB.
- **Administering Organisation/Institution**: Refers to the Eligible Organisation responsible for applying for the grant, signing the Funding Agreement, managing the project, and meeting reporting requirements. Where applicable, this term also refers to You, the applicant and grant recipient.

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Roles, Responsibilities, and Eligibility Requirements for Participating Organisations

Organisations Involved in the Application

Applications may involve up to four categories of organisations, each with a distinct role in the project.

- Administering Organisation/Institution, Research Institution and Other Eligible Organisations/Institutions are classified as eligible organisations and must meet the specified eligibility criteria.
- Other Organisations may participate by providing expertise or resources but are not eligible to manage or administer grant funds.

Administering Organisation/Institution

The Administering Organisation/Institution is the primary entity responsible for managing the grant. A single Administering Organisation/Institution must be nominated, which will:

- Sign the Funding Agreement.
- Manage and oversee the administration of the grant funds.
- Ensure the project is delivered in accordance with DDB's funding objectives.

Administering Organisations/Institution may include, but are not limited to:

- Research or scientific institutes.
- Universities.
- Accredited industry clinics.

Requirements:

- All applications must be submitted through the nominated Administering Organisation/Institution.
- The Administering Organisation/Institution must have established policies and procedures for administering public funds, managing intellectual property, and ensuring ethical conduct in research.
- It must uphold good scientific practices and provide the necessary infrastructure to support the funded research.
- For GST purposes, the Administering Organisation/Institution is defined as the supplier.

Research Institution

The Research Institution is the organisation where the research activities will be conducted. This may include, but is not limited to:

- Research or scientific institutes.
- Universities.
- Accredited industry clinics.

The Research Institution may be:

- The **same** as the Administering Organisation/Institution.
- Affiliated with the Administering Organisation/Institution, where the Administering Organisation/Institution manages the grant while the research is conducted at an associated institution.

Where research is proposed across multiple Research Institutions, a lead institution must be nominated to coordinate the research activities.

Other Eligible Organisations/Institutions

Other Eligible Organisations/Institutions are entities that actively participate in the research project but do not manage or administer the grant funds. These organisations contribute to project delivery and may include:

- Collaborating universities or research institutes.
- Industry partners with a research focus.
- Accredited health organisations involved in the project.

While they play a crucial role in the project's success, the responsibility for fund management remains with the Administering Organisation/Institution.

Other Organisations

Other Organisations are participating entities that contribute to the research project but do **not** meet the criteria of Eligible Organisations/Institutions. These organisations:

- May support specific project components (e.g., data collection, technical expertise).
- Are **not** eligible to manage or administer grant funds.
- Must collaborate under the leadership of the Administering Organisation/Institution.

Examples of Other Organisations may include private sector partners, community organisations, or international collaborators.

Eligibility Criteria for Eligible Organisations/Institutions

(*Applies to Administering Organisation/Institution, Research Institution and Other Eligible Organisations/Institutions*)

To be eligible, organisations must meet the following criteria:

1. **Location and Legal Status:**
    - Must be Australian-based entities.
    - Demonstrated legal and administrative capacity to manage public funds.
2. **Financial and Administrative Capacity:**
    - Established policies and procedures for grant management and public fund administration.
    - Strong financial governance systems and capacity to oversee compliance with grant agreements.
    - Expertise in grant management and the ability to ensure proper reporting and auditing.
3. **Research Capability:**
    - Proven track record in conducting and supporting research aligned with DDB funding objectives.
    - Access to robust infrastructure and resources to support high-quality research activities.
    - Ability to deliver projects efficiently and effectively.
4. **Ethical and Scientific Standards:**
    - Adherence to good scientific practices and ethical conduct in research.
    - Policies in place for the management of intellectual property.
    - Demonstrated commitment to maintaining research integrity and compliance with all relevant guidelines.

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Funding

A Funding Agreement between You and DDC must be finalised and signed before any grant payments can be made. This agreement must be executed by 30 June 2026. DDB is not responsible for any expenses related to Your project prior to the execution of this agreement.

The commencement of funding date for the FY26 funding round is set between 1 July 2026 and 31 December 2026. The grant duration will range from three to five years, based on the type of grant awarded.

The Funding Agreement will specify the total approved grant amount. Under no circumstances will DDC provide funding beyond this approved amount. Any additional costs incurred will be Your responsibility.

The grant will be offered as a “one-line” grant without specification of distribution between salaries, consumables and equipment. The grant must be spent wholly for the purposes for which it was requested and so certified by You. If the research is terminated early or completed at a lower than initially envisaged cost, DDC must be advised and any unspent funds returned.

Payments in respect of any grant will be within the terms and conditions specified in the Funding Agreement. **Funds will not be provided to cover any overhead costs levied by the Administering Organisation/Institution**.

Grant payments will be released in stages following the successful submission of required reports, including Project Progress Reports, Final Project Report, Annual Financial Acquittal Reports, and the Final Financial Acquittal Report.

The stage payments are structured as follows: 20% of the funded amount will be paid upon execution of the Funding Agreement, 10% will be reserved for the final stage of the project, and the remaining funds will be equally distributed across the intermediate stages, with **no instalment exceeding 30%** of the total grant.

All amounts referred to in the Funding Agreement are exclusive of GST, unless stated otherwise. You are responsible for all financial and taxation implications associated with receiving funds.

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Freedom of Information

DDC treats all information provided in the Expression of Interest (EOI), Full Application, and related documents as confidential. However, as a government agency, DDC is subject to the *Government Information (Public Access) Act 2009*. Accordingly, information submitted in applications or supporting documentation may be disclosed if required under this legislation.

Privacy, Confidentiality, and Information Disclosure

All personal information provided in Your application will be managed in accordance with the *Privacy and Personal Information Protection Act 1998*. By submitting an application, You consent to the disclosure of information for the purpose of assessing, administering, and managing the grant process. This may include sharing information with:

- Members of the DDB;
- Independent assessors engaged by the Board for expert advice; and
- Relevant employees of Insurance and Care NSW (icare) involved in the grant process.

Information will only be disclosed as necessary to support fair and transparent decision-making and to ensure compliance with grant administration requirements.

The announcement of successful applicants will be published on the DDB website and shared publicly. This announcement will include details such as:

- The lead Chief Investigator;
- Your organisation as the Administering Organisation/Institution;
- Application title and overview provided in Your application;
- The funding amount awarded.

This information will be made available to recognise the awarded projects and their contributors.

You are responsible for ensuring that the application title and application overview do not disclose confidential information, including Intellectual Property protections. We may publish a modified version of the application overview that differs from what was submitted in the application.

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Intellectual Property (IP) Management

It is Your responsibility to establish Intellectual Property (IP) arrangements with any Other Eligible Organisations and Other Organisations involved in the project, as applicable. DDC does not assert ownership over any IP generated through the funded project.

Applicants must comply with an Intellectual Property Policy approved by the governing body of the Administering Organisation. This policy should align with the principles outlined in the *National Principles of Intellectual Property Management for Publicly Funded Research (September 2001)* and adhere to the IP provisions specified in the Funding Agreement.

Authorship and Intellectual Responsibility

All designated investigators listed as Specified Personnel in the application are required to take full responsibility for the originality and intellectual integrity of the submitted content. This includes ensuring that all references are properly cited and that any significant input, including contributions from third parties, is appropriately acknowledged. Applicants must uphold ethical standards in the preparation of their applications, demonstrating transparency in the use of external ideas, data, or resources.

Conflict of Interest Disclosure and Management

As part of the application process (EOI or Full Application), You must confirm that all actual, potential, or perceived conflicts of interest related to the application have been disclosed, or, to the best of Your knowledge, that no such conflicts exist.

All Specified Personnel and participating organisations involved in the project must declare any conflicts of interest to You at the time of submission. If a conflict of interest is identified before or during the project, You must have documented procedures in place to effectively manage the situation throughout the project's duration. These procedures must align with the *icare Conflict of Interest Policy* or any subsequent applicable policies.

Once a conflict of interest is identified, You are responsible for notifying DDC in a timely manner. If a conflict arises after the grant has been awarded, You must report it to DDC as soon as practicable after it is identified.

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Research Misconduct

By submitting an application, You confirm that, to the best of Your knowledge, no Specified Personnel named in Your application has a history of research misconduct. If any issues related to research integrity or misconduct arise at any stage during the project, You must notify Us immediately.

As the Administering Organisation/Institution, You are responsible for ensuring that all designated investigators involved in the project adhere to institutional policies and maintain the highest standards of research conduct.

Risk Management Plan

As part of the application process, You must submit a Risk Management Plan to ensure potential risks are proactively identified and effectively managed. This plan should outline all foreseeable risks associated with the project, including operational, financial, technical, legal, and reputational risks.

The Risk Management Plan must be regularly reviewed and updated throughout the project's duration. Any updates must be reported in:

- **Part C: Risks and Changes** of the **Project Progress Report**
- **Part C: Evaluation of Risks** in the **Final Project Report**

Both reports must be submitted to DDC, providing key checkpoints to monitor developments and address any deviations from the original plan.

Dissemination Plan

As part of the application process, You must submit a Dissemination Plan outlining how research findings will be communicated to key stakeholders. This plan should detail strategies for sharing outcomes with the scientific community, policymakers, healthcare providers, and the public to ensure effective knowledge transfer and maximise the impact of the research.

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Impact Plan

The definition of ‘impact’ can be found in Appendix 4: Glossary.

The DDB’s impact assessment framework considers the full Disease Lifecycle—from risk identification to treatment and quality of life—alongside the Research and Translation Lifecycle.

- **At the application stage**, You must outline the expected impact of Your project in relation to the grant you are applying for. For successful applicants, impact assessment will be conducted throughout the project, from initial research to dissemination.
- **An Impact Plan** will be co-designed with DDC post-award. This plan will outline the project's anticipated impact and provide a structured framework for tracking and demonstrating outcomes throughout the project's duration. Impact will be measured against this plan, ensuring a clear roadmap for assessing progress and achievements.

The DDB assesses impact across four primary categories:

- **Knowledge** Impact – Advancing research, generating new insights, and contributing to the evidence base.
- **Health** Impact – Improving prevention, diagnosis, treatment, and patient outcomes.
- **Economic** Impact – Contributing to cost-effective healthcare, workforce sustainability, and economic benefits.
- **Social** Impact – Enhancing community awareness, engagement, and quality of life.

Secondary impacts, which arise as indirect benefits of these primary categories, include:

- **Capacity** and **capability** building
- Strengthening **collaboration** across disciplines and sectors
- **Other** Impacts – that fall outside the above-mentioned categories, such as unexpected outcomes, cross-disciplinary benefits, or a broader societal contributions.

By embedding impact plan into the research journey, the DDB aims to ensure that funded projects create real, lasting benefits—driving discovery and innovation, shaping future policies and practice while advancing the identification and prevention of dust diseases.

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Incomplete, False or Misleading Information

Your application is the sole source of information used for assessment and must include all necessary details to allow for a comprehensive evaluation of the project. You must ensure that the application is complete, as no additional written or oral explanations will be requested, nor will assessors refer to external sources.

All information provided must be current and accurate, particularly regarding any ongoing DDB grants at the time of submission. If You provide false or misleading information, Your application will be deemed ineligible and excluded from further consideration for funding.

Declaration

By signing the application, You certify that all information provided is accurate and complete. You are responsible for ensuring the appropriate use of awarded funds and compliance with these guidelines and the Funding Agreement.

Before submitting the application, You must:

- Obtain all required documentation and consents.
- Inform all relevant parties that the application will be shared with external assessors and may be shared with NSW Government Departments or Agencies for advisory and assessment purposes.
- Disclose and manage personal and financial interests and conflicts of interest in accordance with relevant policies.
- Ensure that the project does not commence until all required ethics approvals are in place.
- Consider potential risks and, if funded, implement a Risk Management Plan.

The signatory must have the authority to sign on behalf of the Administering Organisation/Institution. Electronic signatures on grant applications are acceptable, and Funding Agreements will be signed via icare Procurement Central using *DocuSign*.

4. Eligibility Criteria

The following criteria outline the requirements that must be met for an application to be considered under the Research Stream Grants Program. These criteria apply to both EOIs and full applications and cover the eligibility of participating organisations, ongoing project and application limits, and Specified Personnel.

As the Administering Organisation/Institution, You are responsible for ensuring that Your application adheres to these requirements. Failure to meet any of the outlined criteria may result in the application being deemed ineligible for funding. You should carefully review and verify all eligibility requirements before submission.

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Eligibility Criteria for Applications

For detailed information on the roles, responsibilities, and eligibility requirements for participating organisations, refer to ***Section 3:*** *General Provisions* of these guidelines.

Eligible organisational roles in the Research Stream Grants Program:

Role	Description
Administering Organisation/Institution	The lead organisation responsible for submitting the application, managing the grant, signing the Funding Agreement, and ensuring compliance with funding requirements.
Research Institution	A participating organisation that meets eligibility requirements where research activities take place. It may be the **same as or affiliated with** the Administering Organisation/Institution, with the grant managed by the latter while research is conducted at the affiliated institution. If multiple Research Institutions are involved, a lead institution must be nominated to coordinate activities.
Other Eligible Organisation/Institution	A participating organisation that meets eligibility requirements but does not administer the grant. Contributes to the research project but is not responsible for financial or reporting obligations.
Other Organisation	An entity that collaborates on the project but does not meet eligibility criteria to manage or administer grant funds. May provide expertise, resources, or technical support.

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Application Limits

- Applicants may submit only **one** Expression of Interest (EOI) **per project**.
- If invited, applicants may submit only **one** full application for that **same project** under any Research Stream Grants Program grant type.
- Each EOI must propose a **distinct project**. If submitting multiple EOIs, each project must be **completely** different in terms of core research objectives, methodology, and expected outcomes.
- Changes to project design, team members, or participating organisations **do not qualify** a project as distinct. Applications that do not meet this requirement will be deemed ineligible.

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Specified Personnel Eligibility and Roles

Your application must designate a minimum of one Chief Investigator (CI).

Designated investigators may be nominated for any of the following roles under these guidelines:

Role	Description	Eligibility Requirements
Lead Chief Investigator (lead CI)	The primary investigator responsible for overall project leadership, coordination, and ensuring compliance with funding requirements.	As at the commencement of funding date, or if successful, at any point during the funding period, a designated investigator who meets the CI eligibility criteria must be a CI and cannot opt to be a PI.
Chief Investigator (CI)	Contributes to the research and assists in project delivery under the leadership of the lead CI. Shares responsibility for research direction and reporting.	As at the commencement of funding date, or if successful, at any point during the funding period, a designated investigator who meets the CI eligibility criteria must be a CI and cannot opt to be a PI.
Partner Investigator (PI)	Provides expertise or resources but does not have primary responsibility for project leadership or financial administration.	As at the commencement of funding date, or if successful, at any point during the funding period, a designated investigator who does not meet the CI eligibility criteria must be a PI.

At the application submission deadline (EOI), all designated investigators must have met their obligations for previously funded projects, including the submission of satisfactory Final Project Reports and Final Financial Acquittals to the DDC.

Once the EOI deadline has passed, the roles and participation details of Specified Personnel cannot be changed unless the DDB explicitly requests it.

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Chief Investigator (CI) Eligibility Requirements

A project can only commence once all designated investigators have met the eligibility requirements specified in these guidelines for their assigned roles.

Requirement	Eligibility Criteria
	CIs must satisfy at least one of the following criteria as of the funding commencement date and, if awarded, throughout the project duration:
Employment Requirement	Must hold a minimum 0.2 Full-Time Equivalent (FTE) position with an Administering Organisation/Institution, Research Institution, or an Other Eligible Organisation/Institution.
Honorary Appointments	May qualify if holding an honorary academic role at an Administering Organisation/Institution, Research Institution, or an Other Eligible Organisation/Institution with full academic standing, formally endorsed in the application by the Deputy Vice-Chancellor (Research) or an equivalent authority. The researcher must also have access to research infrastructure and support, equivalent to what is provided to active academic staff, such as an emeritus appointment.
Employment Restriction for Honorary Appointments	Individuals holding an honorary appointment cannot qualify as a CI if they are employed exceeding 0.2 FTE with an organisation that is not an Administering Organisation/Institution, Research institution, or an Other Eligible Organisation/Institution.

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Chief Investigator (CI) Eligibility Requirements

Requirement	Eligibility Criteria
Residency Requirement	Must reside in Australia for more than 50% of the project duration. Extended absences **directly related to the project** such as fieldwork or study leave, require approval from You and cannot exceed more than half of the project duration. Any exceptions must be formally submitted in a Project Variation Request Form to DDC and approved by the DDB.
Citizenship and Residency	The DDB will consider CIs who are Australian permanent residents or citizens. If a CI is not an Australian permanent resident or citizen but has applied for permanent residency, their participation may be considered, subject to DDB's approval. For a CI in this situation, You must: • Provide evidence of the status of their in-progress permanent residency application with the Department of Home Affairs. • Notify Us of any changes to the processing status of their permanent residency application while the application is under review.
Higher Degree by Research (HDR) Restriction	Cannot be enrolled in a Higher Degree by Research (HDR) during the project period.
Lead Chief Investigator (lead CI)	The lead CI is responsible for providing strategic direction, managing research activities, and ensuring project milestones are met. The lead CI must demonstrate the capability to effectively oversee all aspects of the project, including research coordination, team leadership, compliance with funding requirements, and timely delivery of project outcomes.

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Concurrent Funding Limits for Chief Investigators

These restrictions are exclusive to CIs.

These restrictions are in place to ensure designated investigators can effectively manage their commitments across projects.

Requirement	Eligibility Criteria
Maximum ongoing projects as a CI	A CI can hold concurrent funding for **up to two** ongoing projects under the Research Stream Grants Program
Combination of DDB fellowship and project as a CI	OR A CI may concurrently hold **one** DDB fellowship and **one** project as a CI
Maximum number of applications per funding round	A CI can submit **up to two** EOIs for two distinct projects in a funding round

Considerations at Application Submission Deadlines

Review of ongoing projects and applications	At the application submission deadlines (EOI and full application), the following will be considered: - The total number of CI roles or DDB fellowships the individual will hold on ongoing projects as of the Ongoing Project and Application Review Date. - The number of EOIs or full applications that will be under review as of the Ongoing Project and Application Review Date that include the designated investigator as a CI.
Ongoing Project and Application Review Date for FY26 funding round	The Ongoing Project and Application Review Date for the FY26 funding round is 1 January 2027
Eligibility check at EOI and full application deadlines	To be eligible to apply for the FY26 funding round, any projects that would place a CI above the concurrent project limit **must** have a closing date on or before 31 December 2026

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Eligibility for FY26 Funding Round

Condition	Requirement
To be eligible for the FY26 funding round, projects exceeding the concurrent project limit must conclude	By 31 December 2026
Relinquishment of a project or role to meet the limits must be formally approved	Prior to the application submission deadline (EOI or full application)
Project Variation Request Form approval deadline	The Variation must be approved by the DDB before the submission deadline (EOI or Full). Any relinquishment Variation submitted or approved after this date will not be considered when determining the number of concurrent projects a CI can hold.
Impact of Project Extensions on FY26 Funding	If a CI is awarded a grant in the FY26 funding round while already holding the maximum allowable number of concurrent projects, any ongoing project that would place them above the concurrent project limit must have a closing date on or before 31 December 2026. In **rare and exceptional circumstances**, such as natural disasters, serious illness, or other unforeseen events beyond the CI's control, where a delay prevents project completion by this date, a variation to extend the end date must be lodged **at least four weeks** before the December 2026 DDB Board meeting for consideration. If approved, funding for the new project awarded in the FY26 funding round will be paused until the ongoing project is fully completed and acquitted. CIs are responsible for managing their project timelines effectively, as extensions will only be granted in **extraordinary cases** and must not be expected.

It is Your responsibility to adhere to these guidelines when applying for or managing a project. The DDB may update project and application limits for future grant opportunities at its discretion.

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5. Permissible Uses of Grant Funds

The Research Stream Grants Program funds projects that align with the definition of 'research' as outlined in Appendix 4 – Glossary.

5.1 Allowable Use of Grant Funds

Grant funds from the DDB **may be** allocated to the following eligible expenditure items that **directly** support the research project:

Personnel Expenses

Salary Support: Funding is available for research staff, including associates, assistants, technicians, and laboratory attendants, at appropriate salary levels with **up to 30% on-costs**, at the employing organisation.

Equipment and Supplies

Equipment: Funds can be used for the purchase and maintenance of essential equipment, including specialised computer hardware and software required for the project.

Maintenance/Experimental Supplies: Funding is provided for consumable items necessary for conducting the research.

Travel Expenses

Project-Related Travel: Justified travel expenses **directly** related to the project's progress and objectives may be covered by the grant.

Essential Travel Costs: Essential travel expenses, **including** fieldwork, are covered **up to $15,000** over the project duration.

Publication and Outreach Expenses

Costs associated with the publication and dissemination of research findings and outreach activities.

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5.2 Non-Allowable Use of Grant Funds

Grant funds from the DDB **cannot** be allocated to the following items:

Indirect Expenses

Costs not directly tied to the project, such as professional membership fees, professional development courses, patent application and maintenance fees, entertainment expenses, insurance, and mobile phones.

Salaries for CIs and PIs

- Salaries or on-costs for CIs or PIs, whether partially or fully funded.
- Stipends, in whole or in part, for CIs or PIs pursuing Higher Degree by Research (HDR).

Consultancy Services

Fees for contracted research or consultancy services where external expertise is sought for tasks that involve minimal innovation or low risk.

Non-Research Production Items

Creation of computer programs, research aids, data warehouses, catalogues, bibliographies, or teaching materials unless they qualify and meet the definition of ‘research’.

Basic Facilities

Items and facilities expected to be provided and funded by the You, including:

- Bench fees or laboratory access fees
- Basic library access
- Work accommodation (laboratory and office space)
- Basic computer facilities (desktops, laptops, printers, standard software)
- Standard reference materials or abstracting services

Capital works and infrastructure

Capital works and general infrastructure costs.

Educational Fees and Liabilities

Costs associated with international student fees or liabilities related to the Higher Education Contribution Scheme (HECS) and the Higher Education Loan Program (HELP) for students are not permissible expenditures.

Additional Non-Eligible Costs

- **Administrative Overheads:** General office supplies, rent, and utility bills.
- **Personal Expenses:** Any personal costs incurred by Specified Personnel.
- **Entertainment Expenses:** Costs related to entertainment or hospitality.
- **Non-Essential Travel:** Travel expenses not critical to the project's success.
- **Office Equipment:** Purchases of office furniture and non-specialised equipment not directly related to the research project.
- **Unapproved Equipment:** Equipment not directly related to the project's objectives.

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6. Application Process and Assessment

The DDB is committed to fostering groundbreaking research through a systematic and transparent funding allocation process. This section outlines the structured **two-stage** application procedure for potential grantees, detailing the steps from the initial EOI to the commencement of funding. Our aim is to ensure clarity and fairness throughout the selection process, enabling the best research initiatives to succeed.

All applications will undergo a competitive review. The evaluation will focus on how effectively each application meets the **assessment criteria**, its **ranking in comparison to other submissions**, and its overall **value for money**.

As part of the competitive assessment process, "value for money" refers to the efficient and effective use of funds to achieve the proposed research outcomes. It involves ensuring that the project's costs are reasonable, the resources are well-allocated, and the expected benefits justify the investment. Additionally, it considers the potential impact, feasibility, sustainability, and risks associated with the research, ensuring that the funding provides significant returns and long-term benefits while managing any potential risks effectively.

The Research Stream Grants Program incorporates a **two-stage** application process:

Expression of Interest (EOI) Phase

Opening of EOIs	Applications for EOIs will open as scheduled.
Initial Eligibility Check	DDC will review the EOIs to ensure they meet the eligibility requirements.
Assessment of EOIs	Eligible EOIs will be assessed by DDB based on specific criteria outlined in ***Section 6.2*** of these guidelines.
Shortlisting and Invitation	DDB will shortlist the successful EOI applicants and invite them to submit a full application. This invitation will be sent out in **mid-June 2025***. The invitation will outline the process for submitting a full application, providing key details on requirements and next steps.

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Full Application Phase:

Submission of Full Applications	Shortlisted applicants will submit their full applications for further review.
Eligibility Assessment of Full Applications	These applications will undergo a preliminary eligibility check by DDC.
Detailed Assessment	Eligible full applications will be forwarded to an independent assessment body for a detailed scientific evaluation, as described in ***Section 6.4*** of these guidelines.
Recommendation and Decision	The independent assessment body will provide their recommendations to DDB, which will make the final funding decisions in **mid-December 2025***. The DDB's decision is final.

Post-Selection Process:

Announcement of Outcome	The final decisions and successful applicants will be announced in writing in **mid-December 2025***.
Execution of Funding Agreements	Funding Agreements must be signed by **June 30, 2026***.
Commencement of Funding	The funding period will start between **1 July 2026** and **31 December 2026*.**

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***Key Dates**

Event	Date
Expression of interest open	27 March 2025
Expression of interest close	23 April 2025 4:00 pm AEST
Expression of interest outcome announced	12 - 25 June 2025
Full Application Open	26 June 2025
Full Application Close	13 August 2025 4:00 pm AEST
Anticipated Announcement	12 - 23 December 2025
Funding Agreement Executed	30 June 2026
Funding Commenced	1 July 2026 - 31 December 2026
Ongoing Project and Application Review Date	1 January 2027

The DDB conducts a single funding round per year for the Research Stream Grants Program.

You must submit your EOI application by the application submission deadline listed in the table above. If invited, You must submit your full application within the timeframe specified in the same table.

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6.1 Submission of EOI

The following instructions are provided to guide You through the process of submitting an Expression of Interest (EOI) for the Research Stream Grants Program. These guidelines ensure that all submissions are complete, accurate, and compliant with the required format and Submission Protocols. You must adhere to these instructions to facilitate a smooth and efficient review process. Please carefully review each section to ensure Your EOI meets all requirements and is submitted correctly by the submission deadline.

Once the EOI submission deadline has passed, modifications to your application are not permitted unless specifically requested by the DDB.

The EOI application must define the Specified Personnel, participating organisations, and the overall project framework. Once submitted, these details are final and cannot be modified in the full application, if invited following the shortlisting of the EOI.

If You choose to withdraw Your application, You must provide written notification to Us.

Enquiries

Specified Personnel working on the EOI should first contact the Research Office at their Administering Organisation/Institution for assistance. The Research Office is responsible for clarifying the Guidelines, Submission Protocols, and supporting Specified Personnel throughout the application process. The Research Office will liaise with DDC as needed at ddcgrants@icare.nsw.gov.au.

If the Administering Organisation/Institution does not have a Research Office, Specified Personnel may contact DDC directly.

Responses to Frequently Asked Questions (FAQs) will be posted on the DDB Grants website.

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Instructions:

Item	Instructions
Use the Correct Form	Applicants must **use** the DDB Research Stream Grants Program EOI Form FY26 available from the DDC website.
Adhere to Word Limits	Word limits are strictly enforced. Any information provided beyond the word limit **will not** be considered.
Respond to All Questions	Applicants **must** respond to **all questions** in the EOI form.
Include Comprehensive Details	Ensure all significant information is **included** in Your submission. Applications that omit significant information will **not be** considered.
Refer to Appendices	• **Follow** the EOI Submission Protocol outlined in **Appendix 1** of these guidelines when completing Your EOI application form. • **Adhere** to the document formatting and PDF submission requirements as outlined in **Appendix 3**.
Submission Format	The application must be **saved** as a **PDF** using the format outlined in **Appendix 3.** **Use** the following subject line for email submission: DDB EOI_Surname_First Name_2026.
Submission Guidelines	• **PDF Format: Ensure** the final EOI application is formatted as **a single PDF file**, including **all** attachments. • **Review and Confirmation:** Before submission, **review** all information for accuracy. **Confirm** that all entries have been reviewed and are accurate by checking the appropriate box in the ***C2. Submission Details*** section in the application form. • **Submission Method:** Submit the completed EOI via email to ddcgrants@icare.nsw.gov.au
Deadline	Applications must be submitted by **4.00 pm AEST** on **Wednesday 23 April**. Late submissions **will not be considered** unless due to exceptional circumstances, which must be communicated to the DDC in advance. The DDB reserves the discretion to accept or decline late applications in such cases.

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6.2 Assessment of EOI

Upon receipt, EOIs will be reviewed for completeness and eligibility. The DDB will shortlist eligible EOIs based on merit and the assessment criteria outlined below. Shortlisted EOIs will then be invited to submit a full application.

The assessment criteria for each grant type—Discovery & Innovation Grants, Research Translation Grants, and Dust Diseases Prevention Grants—place a strong emphasis on the **capability and expertise of the research team**, ensuring that projects are well-supported and effectively executed.

As part of the assessment process, We may seek further details to clarify aspects of Your application without altering its original content.

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The Research Team Capability (30%) criteria apply consistently across **all three grant types**—Discovery & Innovation Grants, Research Translation Grants, and Dust Diseases Prevention Grants. You must address all relevant assessment criteria in your application. The remaining 70% of the assessment criteria are specific to each grant type and outlined separately below.

Research Team Capability (30%)

The Research Team Capability will be assessed based on the lead Chief Investigator's leadership, the expertise of the research team, and the strength of collaborations. Assessors will evaluate how well the team is positioned to execute the project successfully, manage resources, and deliver intended outcomes.

Leadership of the Lead CI

- Demonstrated ability to lead and manage projects of similar scale.
- Evidence of project oversight, resource coordination, and strategic leadership.
- Experience in delivering research outcomes and managing project challenges.

Capability of the Research Team to Execute the Project

- Alignment of team expertise with the project's objectives and research approach.
- Evidence of successful project implementation and outcome delivery.
- Demonstrated experience in contributing to high-quality research initiatives.

Collaborative Strength and Team Composition

- Team structure is clear and well-rationalised for project delivery.
- Strength of interdisciplinary, industry, or multi-institutional collaborations.
- Capacity to work effectively together to ensure project success.

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Discovery & Innovation Grants EOI Assessment Criteria

Purpose: These grants are designed to support innovative and exploratory research that pushes the boundaries of our understanding and treatment of dust diseases. They aim to foster novel approaches that have the potential to lead to significant advancements.

You must address all relevant assessment criteria in Your EOI application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Discovery & Innovation Grants EOI application are as follows:

Proposal Quality (70%)

The Proposal Quality will be assessed based on the clarity and significance of the research objectives, level of innovation, methodological rigor, expected impact, and alignment with strategic goals. The evaluation considers how well the project addresses a critical knowledge gap, introduces novel research approaches, and applies robust methodology, and, if applicable, incorporates epidemiological research to inform public health measures.

Assessors will also consider whether the project aligns with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles and has a feasible plan for achieving meaningful outcomes.

Research Objectives:

- Clearly defined research objectives that address a critical gap in dust diseases research.
- Relevance and significance of the project to dust disease prevention, treatment, or public health.
- If applicable, exploration of disease patterns or public health strategies through epidemiological research.

Innovation:

- Novel research approach, hypothesis, or methodology that could advance dust disease research, treatment, or prevention.
- Use of emerging technologies or methodologies that go beyond traditional research approaches.
- If applicable, exploration of high-risk research areas with potential for major breakthroughs.

Methodology:

- Well-structured and justified study design aligned with research objectives.
- Appropriate data collection and analysis methods ensuring valid and reliable outcomes.
- If applicable, clear strategy for translating research findings into real-world use.

Expected Impact:

- Potential to improve understanding, prevention, or treatment of dust diseases.
- Anticipated contributions to knowledge, health, economic and social outcomes, capacity and capability building, collaboration, and other impacts, including unexpected or broader societal effects.

Alignment with Strategic Goals:

- Alignment with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles.
- Contribution to new research directions, industry engagement, or responsiveness to emerging challenges.

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Research Translation Grants EOI Assessment Criteria

Purpose: These grants aim to bridge the gap between research findings and their practical application, enhancing the impact of research by translating it into policy and practice that can directly benefit those affected by dust diseases.

You must address all relevant assessment criteria in Your EOI application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Research Translation Grants EOI application are as follows:

Proposal Quality (70%)

The Proposal Quality will be assessed on the clarity and significance of the research objectives, innovation, practical application, methodological rigor, stakeholder engagement, expected impact, and alignment with strategic goals. This includes evaluating how well the project addresses a critical knowledge gap, proposes novel solutions, outlines a clear translation pathway, and engages key stakeholders, and, if applicable, incorporates epidemiological research to inform public health measures.

Assessors will also consider the feasibility of implementation and how the project aligns with the DDB 2025-2029 Strategic Priorities and Guiding Principles.

Research Objectives:

- Clarity and significance of the research objectives.
- How well the project addresses a critical gap in dust diseases research.
- Relevance of the research to policy development, practice implementation, or, if applicable, epidemiological research for public health strategies.

Innovation:

- Novelty of the research approach, including new ideas, methods, or technologies.
- How the project introduces fresh ideas that go beyond traditional research and contribute to improving policy or practice in dust diseases.

Practical Application:

- Clear and feasible pathway for applying research findings to policy or practice.
- Well-defined metrics to track impact and effectiveness of research translation.

Methodology:

- A structured and well-justified plan for conducting the research.
- Robust and appropriate data collection and analysis methods.
- Feasibility and realistic implementation plan for policy or practice application.

Stakeholder Engagement:

- Plan for engaging policymakers, healthcare providers, or industry partners.
- Active involvement of stakeholders in research translation and implementation.

Expected Impact:

- Potential of the research to influence policy or improve clinical or workplace practices.
- Anticipated benefits in terms of knowledge, health, economic and social outcomes, capacity and capability building, collaboration, and other impacts, including unexpected or broader societal effects.

Alignment with Strategic Goals:

- How well the project aligns with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles.
- Contribution to better research translation, industry engagement, and sustainable improvements in dust disease prevention and care.

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Dust Diseases Prevention Grants EOI Assessment Criteria

Purpose: Dedicated to supporting research that identifies risk factors ****(as relates to hazardous dust exposures in the workplace)** and develops strategies to prevent the onset of dust diseases, these grants focus on reducing the incidence and mitigating the severity of dust diseases through proactive measures.

You must address all relevant assessment criteria in Your EOI application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Dust Diseases Prevention Grants EOI application are as follows:

Proposal Quality (70%)

The Proposal Quality will be assessed on the clarity and significance of the research objectives, innovation, risk identification and prevention, methodological rigor, community and worker engagement, expected impact, and alignment with strategic goals. This includes evaluating how well the project identifies workplace risks, develops or tests preventive strategies, and, if applicable, incorporates epidemiological research to inform public health measures.

Assessors will also consider the project's feasibility, its potential to reduce the incidence and severity of dust diseases, and its alignment with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles.

Research Objectives:

- Clarity and significance of the research objectives.
- How well the project addresses a critical gap in dust disease prevention.
- Focus on workplace risk identification, prevention strategies, or, if relevant, epidemiological research.

Innovation:

- Introduction of novel ideas, methods, or technologies that improve risk identification or prevention.
- Development of innovative approaches beyond standard prevention methods.

Risk Identification and Prevention*:

- Focus on recognising new or overlooked risks related to dust diseases.
- Development or testing of practical, evidence-based preventive interventions.

Methodology:

- Structured and well-justified research plan.
- Appropriateness of methods for identifying risks, testing interventions, or, if relevant, analysing disease patterns through epidemiological research.

Community and Worker Engagement:

- Clear plan for working with at-risk communities, workplaces, or relevant organisations.
- Evidence that affected communities contribute to prevention efforts.

Expected Impact:

- Potential to reduce the incidence and severity of dust diseases.
- Anticipated benefits in terms of knowledge, health, economic and social outcomes, capacity and capability building, collaboration, and other impacts, including unexpected or broader societal impacts.

Alignment with Strategic Goals:

- Alignment with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles.
- Contribution to enhancing prevention strategies, strengthening collaborations, and achieving long-term impact.

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6.3 Submission of Full Application

If Your EOI has been successful, You will be invited to submit a full application for consideration. The following instructions are provided to guide You through the process of submitting a full application for the Research Stream Grants Program. These guidelines ensure that all submissions are complete, accurate, and compliant with the required format and Submission Protocols.

Applicants must adhere to these instructions to facilitate a smooth and efficient review process. Please carefully review each section to ensure Your full application meets all requirements and is submitted correctly by the specified deadline.

If You choose to withdraw Your application, You must provide written notification to Us.

Enquiries

Specified Personnel working on the application should first contact the Research Office at their Administering Organisation/Institution for assistance. The Research Office is responsible for clarifying the Guidelines, Submission Protocols, and supporting Specified Personnel throughout the application process. The Research Office will liaise with DDC as needed at ddcgrants@icare.nsw.gov.au.

If the Administering Organisation/Institution does not have a Research Office, Specified Personnel may contact DDC directly.

Responses to Frequently Asked Questions (FAQs) will be posted on the DDB Grants website.

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Instructions:

Item	Instructions
Use the Correct Form	Applicants **must** use the DDB Research Stream Grants Program Application Form FY26 available from the DDC website.
Adhere to Word Limits	Word limits are strictly enforced. Any information provided beyond the word limit **will not** be considered.
Respond to All Questions	Applicants must respond to **all** questions in the full application form.
Include Comprehensive Details	Ensure **all** significant information is **included** in Your submission. Applications that omit significant information will **not be** considered.
Use Required Project Templates	Applicants **must** use the following project templates* in their submission: • Project Staging Template • Project Budget Template • Risk Management Plan Template • Research Dissemination Plan Template. Please **download*** the project templates before completing them. These documents contain interactive elements that will not function correctly if filled out directly in the browser.
Data and Participant Utilisation Costs	• If Your project proposes to use DDC's data or scheme participants as research subjects, **include** all associated costs in Your research budget. • Researchers seeking access to participants **must** discuss the project's feasibility with DDC **before** submitting the grant applications.
Refer to Appendices	• **Follow** the full application Submission Protocol outlined in **Appendix 2** of these guidelines when completing Your application form. • **Adhere** to the document formatting and PDF submission requirements as outlined in **Appendix 3**.
Submission Format	The application **must** be saved as a **PDF** using the format outlined in **Appendix 3**. **Use** the following subject line for email submission: DDB Full Application_Surname_First Name_2026.

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Submission Guidelines	• **PDF Format:** Ensure the final full application is formatted as **a single PDF file**, including **all** attachments. • **Review and Confirmation:** Before submission, **review** all information for accuracy. **Confirm** that all entries have been reviewed and are accurate by checking the appropriate box in the ***H2. Submission Details*** section in the application form. • **Submission Method:** Submit the completed full application via email to ddcgrants@icare.nsw.gov.au
Deadline	Applications **must** be submitted by **4.00 pm AEST** on **Wednesday 13 August 2025**. Late submissions **will not** be considered unless due to exceptional circumstances, which must be communicated to the DDC in advance. The DDB reserves the discretion to accept or decline late applications in such cases.

6.4 Assessment of Full Application

Following the evaluation of Expressions of Interest (EOIs), shortlisted EOIs are invited to submit a full application. Full applications will undergo a detailed independent scientific assessment based on specific criteria, **with particular emphasis on the capability and expertise of the research team**. Below are the assessment criteria for the full applications for Discovery & Innovation Grants, Research Translation Grants, and Dust Diseases Prevention Grants.

All applications will undergo a competitive review focusing on how effectively each application meets the **assessment criteria**, its **ranking in comparison to other submissions**, and its overall **value for money**. "Value for money" refers to the efficient and effective use of funds to achieve the proposed research outcomes. This involves ensuring that project costs are reasonable, resources are well-allocated, and the expected benefits justify the investment. Additionally, it considers the potential impact, feasibility, sustainability, and risks associated with the research, ensuring that the funding provides significant returns and long-term benefits while managing any potential risks effectively.

As part of the assessment process, We may seek further details to clarify aspects of Your application without altering its original content.

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The Research Team Capability (30%) criteria apply consistently across **all three grant types**—Discovery & Innovation Grants, Research Translation Grants, and Dust Diseases Prevention Grants. You must address all relevant assessment criteria in your application. The remaining 70% of the assessment criteria are specific to each grant type and outlined separately below.

Research Team Capability (30%)

The Research Team Capability will be assessed on the lead Chief Investigator's leadership, the capabilities of the other CIs, and the team's overall ability to deliver the project successfully. This includes leadership, project management, expertise alignment with the project's objectives, and the strength of collaborations.

Leadership of the Lead CI

- Demonstrated ability to lead research projects of similar scale and complexity.
- Evidence of strategic leadership, project management, and resource allocation.
- Track record of delivering impactful research and navigating challenges effectively.

Capability of the Research Team to Execute the Project

- Alignment of expertise within the team to the project's objectives, methodology, and expected impact.
- Evidence of successful project implementation and the ability to achieve intended outcomes.
- Track record of contributing to high-quality research initiatives.

Collaborative Strength and Team Composition

- Rationale for the team structure and the specific roles of each CI.
- Strength of interdisciplinary, multi-institutional, or industry collaborations that enhance project delivery.
- Evidence that the team has the capacity to meet project milestones efficiently.

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Discovery & Innovation Grants Full Application Assessment Criteria

Purpose: These grants are designed to support innovative and exploratory research that pushes the boundaries of our understanding and treatment of dust diseases. They aim to foster novel approaches that have the potential to lead to significant advancements.

You must address all relevant assessment criteria in Your application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Discovery & Innovation Grants application are as follows:

Project Merit (70%)

Proposal Quality (45%)

The Proposal Quality will be assessed based on the significance of the research objectives, innovation and methodological rigor. Assessors will evaluate how the project addresses a critical knowledge gap, introduces novel approaches, and applies robust methods. Consideration will also be given to its potential to advance knowledge, improve treatment, and prevent dust diseases. If relevant, the role of epidemiological research in informing public health strategies will be assessed.

Research Objectives:

- Clarity and significance of the research objectives.
- How well the project addresses a critical knowledge gap or unresolved problem in dust diseases.
- Relevance, clarity, and significance of the key research questions.
- If applicable, how epidemiological research contributes to understanding disease patterns and public health strategies.

Innovation:

- Novelty of the research approach, including any new theories, methods, or technologies.
- Use of emerging technologies or methodologies that differ from traditional research.
- Exploration of high-risk high-reward concepts with the potential for transformative advancements in dust diseases research.

Methodology

- Comprehensiveness and justification of the study design and chosen methods.
- Rigor and robustness of the proposed data collection and analysis techniques.
- If applicable, use of robust epidemiological research methodology ensuring reliable data collection, analysis, and application to public health strategies.

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Impact and Alignment with Strategic Goals (15%)

The Impact and Alignment with Strategic Goals will be assessed on the research's potential to advance knowledge, treatment, and prevention of dust diseases, as well as how well it aligns with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles. Assessors will consider the broader contributions of the research to health outcomes, research capacity, and long-term impact.

Expected Impact:

- Potential to advance knowledge, treatment, and prevention of dust diseases.
- Anticipated benefits in terms of knowledge, health, economic and social outcomes, capacity and capability building, collaboration, and other impacts, including unexpected or broader societal impacts.
- If relevant, contribution to public health insights or prevention strategies.
- Potential for scalability or further development of research outcomes beyond the initial project phase.

Alignment with Strategic Goals:

- Alignment with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles.
- Contribution to engaging the research community and expanding innovative and exploratory research.
- Support for agility in responding to emerging research needs, particularly in high-risk high-reward projects.
- Potential to encourage breakthrough treatments, novel research approaches, and pilot programs that could enhance dust disease prevention and care.
- Fostering collaboration, capacity building, and long-term impact in the field.
- Potential benefits for workers and their families, improving health outcomes and quality of life through innovative research solutions.

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Feasibility (10%)

The Feasibility of the proposed research will be assessed on its cost-effectiveness, institutional support, and the research team's capacity to complete the project successfully. If applicable, assessors will also consider the practicality and achievability of implementation plans for high-risk high-reward projects or novel exploratory studies, as well as the feasibility of epidemiological research where relevant.

- Cost-effectiveness and value for money, ensuring that the budget aligns with the project's objectives and expected outcomes.
- Quality and extent of support from the Administering Organisation/Institution, including access to necessary facilities, equipment, infrastructure, and administrative assistance.
- Capacity and time commitment of the lead CI and research team, demonstrating the expertise, skills, and ability required to complete the project.
- If applicable, the practicality and feasibility of the implementation plan for high-risk high-reward projects or novel exploratory studies.
- If relevant, how well epidemiological research is integrated with a methodologically sound and achievable approach.

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Research Translation Grants Full Application Assessment Criteria

Purpose: These grants aim to bridge the gap between research findings and their practical application, enhancing the impact of research by translating it into policy and practice that can directly benefit those affected by dust diseases.

You must address all relevant assessment criteria in Your application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Research Translation Grants application are as follows:

Project Merit (70%)

Proposal Quality (45%)

The Proposal Quality will be assessed on the significance of the research objectives, innovation, practical application and methodological rigor. Assessors will evaluate how well the project addresses a critical knowledge gap, introduces novel approaches, and provides a clear pathway for translating research findings into policy or practice. If relevant, epidemiological research contributions to public health strategies will also be considered.

Research Objectives

- Clarity and significance of the research objectives.
- How well the project addresses a critical knowledge gap or unresolved problem in dust diseases.
- Relevance, clarity, and significance of the key research questions.
- Relevance of the objectives to policy development, practice implementation, or, if applicable, epidemiological research.

Innovation

- Novel aspects of the research approach, including new theories, methods, or technologies.
- Use of emerging methodologies that differ from traditional research.
- Potential for transformative advancements in policy development or practice implementation.

Practical Application

- A clear and feasible pathway for translating research findings into policy or practice.
- Defined impact metrics for measuring the success of research translation.
- If relevant, contributions to public health strategies through epidemiological research.
- Assessment of potential barriers to implementation and proposed strategies to overcome them.

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Methodology

- Comprehensiveness and justification of the study design and chosen methods.
- Rigor and robustness of the proposed data collection and analysis techniques.
- Feasibility of the proposed implementation pathway.
- If applicable, use of robust epidemiological research methodology ensuring reliable data collection, analysis, and application to public health strategies.

Impact, Engagement and Alignment with Strategic Goals (15%)

The Impact, Engagement, and Alignment with Strategic Goals component will be assessed based on the research's potential to influence policy or practice, engage key stakeholders, and contribute to the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles.

Expected Impact

- Potential impact on policy and practice, and direct benefits for those affected by dust diseases.
- Anticipated contributions to knowledge, health, economic and social outcomes, capacity and capability building, collaboration, and other impacts, including unexpected or broader societal effects.
- Potential for scalability or further development beyond the initial project phase.
- If relevant, contributions of epidemiological research to public health strategies and prevention efforts.

Stakeholder Engagement

- The strength and comprehensiveness of the plan for engaging stakeholders such as policymakers, healthcare providers, and industry partners.
- Stakeholder involvement in the research translation or implementation process.
- Effectiveness of integrating stakeholder feedback into policy, practice, or intervention strategies.

Alignment with Strategic Goals

- How well the project aligns with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles.
- Prioritisation of research translation into policy or practice to improve worker health and safety.
- Fostering of collaborations with policymakers, healthcare providers, or key stakeholders to enhance implementation and long-term sustainability.
- Contribution to long-term impact through capacity building, innovation, and the development of sustainable solutions in dust disease prevention and care.

Feasibility (10%)

The Feasibility of the project will be assessed based on cost-effectiveness, institutional support, team capacity, and the practicality of implementing the research into policy or practice.

- Cost-effectiveness and value for money, ensuring that the budget aligns with the project's objectives and expected outcomes.
- Quality and extent of support from the Administering Organisation/Institution, including access to necessary facilities, equipment, infrastructure, and administrative assistance.
- Capacity and time commitment of the lead CI and research team, demonstrating the expertise, skills, and ability required to complete the project.
- A realistic and achievable implementation plan, ensuring effective translation into policy or practice where applicable.
- If relevant, how well epidemiological research is integrated with a methodologically sound and achievable approach.

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Dust Diseases Prevention Grants Full Application Assessment Criteria

Purpose: Dedicated to supporting research that identifies risk factors ****(as relates to hazardous dust exposures in the workplace)** and develops strategies to prevent the onset of dust diseases, these grants focus on reducing the incidence and mitigating the severity of dust diseases through proactive measures.

You must address all relevant assessment criteria in Your application. Your application will be evaluated based on the weighting assigned to each criterion. The assessment criteria for the Dust Diseases Prevention Grants application are as follows:

Project Merit (70%)

Proposal Quality (45%)

The Proposal Quality will be assessed on the clarity and significance of the research objectives, innovation, risk identification and prevention, and methodological rigor. Assessors will evaluate whether the project addresses workplace exposure risks, fills a critical knowledge gap, and supports disease prevention. Consideration will also be given to the novelty of the approach, feasibility of preventive interventions, and study design robustness. If applicable, the role of epidemiological research in public health strategies will also be assessed.

Research Objectives:

- Clarity and significance of the research objectives in addressing a critical knowledge gap or unresolved problem in dust diseases.
- Relevance, clarity, and significance of the key research questions.
- Relevance of the objectives to workplace exposure risks, broader disease prevention efforts, and, if applicable, epidemiological research.
- Contribution to understanding disease patterns, risk factors, and prevention strategies.

Innovation:

- Introduction of novel theories, methods, or technologies to advance dust disease prevention.
- Use of emerging methodologies with the potential for transformative advancements in prevention research.
- If applicable, application of new epidemiological approaches to assess exposure risks and inform public health measures.

Risk Identification and Prevention*:

- Rigor in identifying new or under-recognised risks associated with dust diseases.
- Development of evidence-based, well-structured, and feasible preventive interventions.
- Methodology supporting effective implementation with strong potential for reducing disease incidence.
- If applicable, incorporation of epidemiological research contributing to public health strategies, including surveillance, risk assessment, or intervention evaluation.

Methodology:

- Comprehensive and well-justified study design, ensuring rigorous data collection and analysis.
- Effective integration of interdisciplinary approaches to enhance research quality.
- Realistic and actionable implementation pathway to facilitate successful project execution.
- If applicable, use of robust epidemiological research methodology ensuring reliable data collection, analysis, and application to public health strategies.

Impact, Engagement and Alignment with Strategic Goals (15%)

The Impact, Engagement, and Alignment with Strategic Goals will be assessed based on the project's potential to reduce the incidence and severity of dust diseases by identifying workplace exposure risks and developing effective prevention strategies. Assessors will consider the project's ability to engage at-risk communities, industry, and stakeholders in implementing research findings. The scalability of prevention measures, the strength of collaborative partnerships, and the project's contribution to risk identification and mitigation will also be evaluated. If relevant, the role of epidemiological research in informing public health strategies will also be evaluated.

Expected Impact:

- Contribution to reducing the incidence and severity of dust diseases through risk identification, prevention strategies, and mitigation efforts.
- Anticipated benefits in terms of knowledge, health, economic and social outcomes, capacity and capability building, collaboration, and other impacts, including unexpected or broader societal effects.
- Potential for scalability or further development beyond the initial project phase.
- If applicable, use of epidemiological research to generate valuable insights for public health strategies and prevention efforts.

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Community and Worker Engagement:

- Comprehensiveness of plans and strategies for engaging with at-risk communities or workplaces.
- Strength and effectiveness of partnerships with local communities, health departments, or relevant organisations to implement and evaluate preventive measures.
- Process for incorporating feedback from these communities or workplaces into the research, its translation, and prevention strategies.

Alignment with Strategic Goals:

- Alignment with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles.
- Support for the long-term vision of the DDB by contributing to early-stage prevention innovations, worker and family benefits, or improved understanding of dust diseases.
- Effective plans for engaging the research community and stakeholders to promote risk identification, prevention, and public health impact.

Feasibility (10%)

Feasibility will be assessed based on cost-effectiveness, institutional support, and the research team's capacity to deliver the project. Assessors will evaluate value for money, available resources, team expertise, and the feasibility of the implementation plan for identifying and preventing dust diseases.

- Cost-effectiveness and value for money, ensuring that the budget aligns with the project's objectives and expected outcomes.
- Quality and extent of support from the Administering Organisation/Institution, including access to necessary facilities, equipment, infrastructure, and administrative assistance.
- Capacity and time commitment of the lead CI and research team, demonstrating the expertise, skills, and ability required to complete the project.
- Feasibility of the implementation plan to support effective risk identification and prevention of dust diseases.
- If relevant, how well epidemiological research is integrated with a methodologically sound and achievable approach.

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7. Grant Administration

Acceptance of Grant

Offers for grants under the Research Stream Grants Program must be formally accepted in writing via email within **10 business days** of the offer date.

As the Administering Organisation/Institution, You are responsible for accepting the grant. Your formal acceptance must be submitted via email to ddcgrants@icare.nsw.gov.au with the subject line: Acceptance_Grant_CIName_2026.

Failure to submit the acceptance within the specified timeframe may result in the grant offer being withdrawn.

Grant Funding Agreement

If Your application for grant funding is successful, You will be required to enter into DDC's standard Funding Agreement, as DDC administers the grants on behalf of DDB. Preparation of the Funding Agreement will begin in January 2026.

The Funding Agreement details the specific conditions for each grant type and each individual grantee including reporting requirements and financial management.

All parties involved in a grant should familiarise themselves with the standard Funding Agreement conditions, but only You and DDC will be parties to the document.

By signing the Funding Agreement, the Administering Organisation/Institution is agreeing to the conditions contained in that Agreement. A project will not commence, nor grant funds be expended, prior to:

- The Funding Agreement between DDC and You have been signed by both parties; and
- Appropriate clearances relevant to the project, e.g., ethics approval, have been obtained and provided to DDC.

Evidence of Research Ethics Committee approval, Institutional Biosafety Committee approval or other regulatory body approvals, as appropriate to the project being conducted, must be forwarded to DDC upon their receipt. The offer of funding may be withdrawn if the necessary approvals/licenses are not received **six months** after the date of the research Funding Agreement. You should be aware that the *Schedule 2 Project, Reporting and Payment Schedule* is part of the Funding Agreement and the performance measures are used to evaluate satisfactory progress.

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A project variation request must be submitted if there are modifications to the project timeline, participating organisations, or designated investigators, or if changes result in the project no longer aligning with the original description. Requests to amend a Funding Agreement, Schedules or any clauses must be submitted in writing via the Project Variation Request Form. Any amendments to the Funding Agreement will be at DDB's absolute discretion. A sample of the standard Funding Agreement is available upon request.

You are required to notify DDC of any updates to Your:

- Legal name;
- Registered or correspondence address;
- Designated contact information; or
- Banking details.

Progress Reporting

DDC requires Project Progress and Financial Acquittal Reports to be submitted according to the *Schedule 2 Project, Reporting and Payment Schedule* which is part of every Funding Agreement. Any departure from the approved project and/or the budget must be disclosed in the Project Variation Request Form.

DDC reserves the right to suspend or terminate a grant if progress reports are not supplied by the due date or if progress is considered unsatisfactory by the DDB and/or DDC in accordance with Procedures for Dealing with Delayed Reports and Non-compliance specified in the Ongoing Project Reporting User Manual.

If a project fails to obtain the target number of research subjects the DDB may reduce the grant. If a project fails to obtain sufficient research subjects to produce statistically significant results, the DDB may terminate the funding for the project. DDC will provide notice in writing of any concerns to You.

At the completion of the project, You must submit the Final Project Report and the Final Financial Acquittal Report.

The Annual Financial Acquittal Reports and Final Financial Acquittal Report must be certified by the Administering Organisation/Institution Finance Manager to confirm their accuracy and completeness.

DDC withholds the final 10% of grant monies which are not paid until all Your obligations under the Funding Agreement are fulfilled.

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Grant Performance Monitoring and Audit

DDC monitors grant performance through regular Project Progress Reports, Financial Acquittal Reports, and periodic audits. The DDB is updated quarterly on grant performance. Reasonable notice will be given if a random audit is required. You must maintain all documents and financial records.

DDC may, at any time during the Term and for **12 months afterwards**, conduct an audit or ask You to arrange for an independent auditor, approved by DDC, to do so. This audit can cover any aspect of the project or the performance of the Funding Agreement, including verifying information provided to DDC.

You must give the auditor access as described in ***clause 10 (Access and Audits)*** of the Funding Agreement. DDC may also appoint an independent person to help with the audit. DDC will cover the audit costs unless the audit finds non-compliance with the Funding Agreement or misleading information from You, in which case You will bear the cost.

Quality Assurance Reference

You are advised to refer to the Quality Assurance section in the DDB Grant Templates User Manual: Application and Quality Assurance for detailed information on internal and external audits. The Manual includes the Quality Assurance Plan requirements and guidance on preparing for audits.

Quality Assurance Plan Template

You are encouraged to refer to the Quality Assurance Plan (QAP) template as a key resource. While **not required** at the application stage, implementing the QAP post-award is strongly recommended to maintain excellence in project delivery, and prepare for potential audits.

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Post-Project Impact Report

Information on the DDB's impact assessment framework, Impact Plan, and assessed impact areas can be found in ***Section 3****: General Provisions*. The impact of Your project will be assessed throughout its life cycle and documented in Your Project Progress Reports and Final Project Report.

Additionally, You must complete a Post-Project Impact Report approximately **12 months after** the project's completion.

Your Post-Project Impact Report should outline the impact of Your research findings in the following areas:

- **Knowledge Impact**
- **Health Impact**
- **Economic Impact**
- **Social Impact**

Additionally, your report may describe secondary impacts, such as:

- **Capacity and Capability Building**
- **Strengthening Collaboration**
- **Other Impacts**

Recognition of Funding

All publications, media releases or discussion of results originating from a grant must acknowledge funding support with the following wording:

This project was supported by a Dust Diseases Board competitive grant. The views expressed herein are those of the authors and are not necessarily those of icare or the Dust Diseases Board.

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Appendix 1 - EOI Submission Protocol

Introduction

The DDB Expression of Interest (EOI) Submission Protocol offers detailed instructions for completing and submitting the EOI. This protocol is intended to assist You in efficiently preparing and submitting Your EOI.

Before You Begin

Grant Guidelines: Ensure You have read and understood the *DDB Research Stream Grants Program Guidelines FY26* contained within this document. These guidelines provide crucial information on the purpose, scope, eligibility, and expectations for each grant type.

Assistance:

Specified Personnel working on the EOI should first contact the Research Office at their Administering Organisation/Institution for assistance. The Research Office is responsible for clarifying the Guidelines, Submission Protocols, and supporting Specified Personnel throughout the application process. The Research Office will liaise with DDC as needed at ddcgrants@icare.nsw.gov.au.

If the Administering Organisation/Institution does not have a Research Office, Specified Personnel may contact DDC directly.

Completing the EOI Form

General Requirements: Complete all required sections of the form accurately. Make sure all provided information is current and correct.

Declarations: All required declarations must be confirmed by checking the appropriate boxes within the form. This serves as verification that the information submitted is accurate and in compliance with the *DDB Research Stream Grants Program Guidelines FY26*. Additionally, a signature from the authorised delegate in the Administering Organisation/Institution is required.

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Key Sections of the EOI Form

Part A - Administrative Overview

A5. Partnerships

Formatting Guidelines

Follow the **structure** and **sequence** outlined above. Ensure your description is clear, concise, and within the **300-word limit**.

Indicate if you will collaborate with other organisations for this project.

Provide comprehensive details including:

- The name/s of the partnering organisation/s.
- The nature of the partnership and the role of the partnering organisation/s.
- How the partnership will contribute to the project's objectives.

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Part B - Project and Specified Personnel Details

B1. Detailed Project Overview

Attach a Detailed Project Overview as a **separate PDF document**, ensuring it **does not exceed two A4 pages**, including references. Adhere to the specified format and formatting guidelines provided in **Appendix 3**. Ensure all text, including content within figures and tables, meets these guidelines.

Project Title: This title can be different from the one provided in **A1.** and **can exceed 10 words**.

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Instructions for completing the Detailed Project Overview section for **Discovery & Innovation Grants**

Item	Instructions
Research Objectives	• Clearly **outline** the research objectives. • **Describe** how the project addresses a critical knowledge gap in dust diseases. • **Highlight** the relevance and significance of the project to dust disease prevention, treatment, or public health. • If applicable, **explain** how the project explores disease patterns or public health strategies through epidemiological research.
Innovation	• **Describe** the novel aspects of the research approach, hypothesis, or methodology. • **Highlight** the use of emerging technologies or methodologies that extend beyond traditional research approaches. • If applicable, **describe** any high-risk research areas with potential for major breakthroughs.
Methodology	• **Detail** the study design and methods. • **Justify** the data collection and analysis methods, ensuring they align with research objectives. • If applicable, **outline** your plan for translating research findings into real-world applications.
Expected Impact	• **Describe** the potential impact of the research on advancing understanding, prevention, or treatment of dust diseases. • **Outline** expected benefits such as improved knowledge, health, economic and social outcomes, capacity and capability building, collaboration, and other impacts, including unexpected or broader societal effects.
Alignment with Strategic Goals	• **Explain** how the project aligns with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles, please refer to ***Section 2.*** *DDB Research Stream Grants Program* of these guidelines for guidance. • **Describe** how the project contributes to new research directions, industry engagement, or emerging challenges.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

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Instructions for completing the Detailed Project Overview section for **Research Translation Grants**

Item	Instructions
Research Objectives	• Clearly **outline** the research objectives. • **Describe** how the project addresses a critical gap in dust diseases research. • **Explain** the relevance of the research to policy development, practice implementation, or epidemiological research for public health strategies (if applicable).
Innovation	• **Describe** the novel aspects of the research approach, including new ideas, methods, or technologies. • **Highlight** how the project introduces fresh ideas that improve policy or practice in dust diseases.
Practical Application	• **Outline** a clear and feasible pathway for applying research findings to policy or practice. • **Describe** the metrics that will be used to track impact and the effectiveness of research translation.
Methodology	• **Detail** the study design and methods. • **Justify** the data collection and analysis methods, ensuring they align with research objectives. • **Provide** a realistic and achievable implementation plan for translating research findings into policy or practice.
Stakeholder Engagement	• **Describe** plans for engaging policymakers, healthcare providers, or industry partners. • **Outline** how stakeholders will actively contribute to research translation and implementation.
Expected Impact	• **Describe** the potential impact of the research on policy, clinical practice, or workplace improvements. • **Outline** expected benefits such as improved knowledge, health, economic and social outcomes, capacity and capability building, collaboration, and other impacts, including unexpected or broader societal effects.
Alignment with Strategic Goals	• **Explain** how the project aligns with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles, please refer to ***Section 2.*** *DDB Research Stream Grants Program* of these guidelines for guidance. • **Describe** how the project contributes to better research translation, industry engagement, or sustainable improvements in dust disease prevention and care.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

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Instructions for completing the Detailed Project Overview section for **Prevention Grants**

Item	Instructions
Research Objectives	• Clearly **outline** the research objectives. • **Describe** how the project addresses a critical gap in dust disease prevention. • **Focus** on workplace risk identification, prevention strategies, or epidemiological research (if relevant).
Innovation	• **Describe** the novel ideas, methods, or technologies introduced by the project. • **Highlight** how these innovations improve risk identification or prevention beyond standard methods.
Risk Identification and Prevention	• **Focus** on recognising new or overlooked risks related to dust diseases. • **Describe** the development or testing of practical, evidence-based preventive interventions.
Methodology	• **Detail** the study design and methods. • **Justify** the methods chosen for identifying risks, testing interventions, or, if relevant, analysing disease patterns through epidemiological research.
Community and Worker Engagement	• **Outline** a clear plan for engaging with at-risk communities, workplaces, or relevant organisations. • **Provide** evidence that affected communities contribute to prevention efforts.
Expected Impact	• **Describe** the potential impact of the research in reducing the incidence and severity of dust diseases. • **Outline** expected benefits such as improved knowledge, health, economic, social, capacity and capability building, collaboration outcomes, and other impacts, including unexpected or broader societal effects.
Alignment with Strategic Goals	• **Explain** how the project aligns with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles, please refer to ***Section 2****. DDB Research Stream Grants Program* of these guidelines for guidance. • **Describe** how the project contributes to enhancing prevention strategies, strengthening collaborations, and achieving long-term impact.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

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B2. Research Team Capability Statement

Formatting Guidelines

Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **300-word limit**.

Structure Your Statement

Item	Instructions
Introduction (25-30 words)	Start with a brief introduction of the lead CI, outlining their leadership experience and role in guiding the project. **Highlight** the team's overarching expertise relevant to the project's objectives.
Lead Chief Investigator's Leadership (80-100 words)	**Describe** the CI's leadership experience, including key skills, relevant experience, and previous success in leading similar projects. • **Emphasise** achievements that demonstrate their ability to manage the team and deliver project outcomes. • **Provide** examples of strategic leadership, stakeholder engagement, or resource management where applicable.
Team's Skills and Composition (100-120 words)	**Describe** the research team's composition, including the roles of key team members. • **Highlight** the expertise each member brings and how their skills contribute to achieving the project's objectives. • **Emphasise** any collaborative experience and how the team's skills complement each other.
Alignment with Project Design (40-50 words)	**Explain** how the team's combined expertise supports the project's methodology, research objectives, and expected outcomes. • **Emphasise** how their skills align with delivering the proposed outcomes effectively.

Follow Writing Tips

Item	Instructions
Be Specific	**Provide** concrete examples that demonstrate leadership, expertise, and collaborative success.
Be Relevant	**Focus** on skills, experiences, and collaborations that directly relate to the project.
Highlight Achievements	**Emphasise** significant accomplishments that showcase the CI's leadership and the team's expertise.

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B4. Ongoing DDB-Funded Projects and Eligibility Assessment*

Definition of Ongoing DDB-Funded Projects:

A project that remains active under an existing Funding Agreement, either due to DDB-approved carryover funds or an officially granted extension to its completion date.

Include any current project financed by DDB that has **not yet** submitted and received approval for its Final Project Report and Final Financial Acquittal and has **not been** officially closed by the DDC.

Important:

- **List** all currently held DDB projects for **each** relevant **CI**.
- **Ensure** the details are up-to-date and accurately reflect the status of each project.
- **Compile** the list of currently held DDB projects listing entries in **descending order by date**.
- **Ensure** the information provided adheres to the formatting and submission requirements outlined in **Appendix 3** of these guidelines.

Use the Table Format:

Ongoing DDB-Funded Projects

Project Title	Chief Investigator(s)	Project Start Date	Expected Completion Date	Current Status
[Title of Project 1]	Dr. Alice Brown	[Start Date]	[Completion Date]	[Status]
[Title of Project 2]	Dr. Sarah Green	[Start Date]	[Completion Date]	[Status]

Legend:

- **Project Title**: The title of the ongoing DDB-funded project.
- **Chief Investigator(s)**: The designated investigators involved in the project.
- **Project Start Date**: The date when the project began.
- **Expected Completion Date**: The anticipated date for project completion.
- **Current Status**: The present status of the project (e.g., ongoing, nearing completion).

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B5. Statement of Research Integrity

Formatting Guidelines

Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **250-word limit**.

Structure Your Statement

Item	Instructions
Introduction (20-30 words)	Begin with a brief statement affirming the research team's commitment to responsible and ethical research conduct throughout the project.
Lead CI's Responsibilities (70-90 words)	**Outline** the CI's role in ensuring research integrity. • **Describe** how the CI will oversee ethical compliance, data management, and adherence to research codes of conduct. • **Highlight** any relevant training, policies, or frameworks the CI will implement to uphold research standards.
Team's Responsibilities (70-90 words)	**Describe** the team's collective responsibility for maintaining research integrity. • **Outline** the steps the team will take to ensure transparency, accuracy, and accountability in all project activities. • **Highlight** how team members will manage data, adhere to ethics protocols, and communicate findings responsibly.
Misconduct Declaration (20-30 words)	Clearly **confirm** that no members of the research team have a history of research misconduct.

Follow Writing Tips

Item	Instructions
Be Specific	Where possible, **refer** to frameworks, policies, or guidelines your team will follow (e.g., *NHMRC's Australian Code for the Responsible Conduct of Research, 2018*).
Be Reassuring	**Emphasise** proactive measures your team will take to prevent issues of misconduct, such as regular review processes, data verification steps, or team-wide ethics briefings.

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Appendix 2 - Full Application Submission Protocol

Introduction

The DDB Full Application Submission Protocol offers detailed instructions for completing and submitting the application. This protocol is intended to assist You in efficiently preparing and submitting Your application.

Before You Begin

Grant Guidelines: Ensure You have read and understood the *DDB Research Stream Grants Program Guidelines FY26* contained within this document. These guidelines provide crucial information on the purpose, scope, eligibility, and expectations for each grant type.

Assistance:

Specified Personnel working on the application should first contact the Research Office at their Administering Organisation/Institution for assistance. The Research Office is responsible for clarifying the guidelines, Submission Protocols, and supporting Specified Personnel throughout the application process. The Research Office will liaise with DDC as needed at ddcgrants@icare.nsw.gov.au.

If the Administering Organisation/Institution does not have a Research Office, Specified Personnel may contact DDC directly.

Completing the Application Form

General Requirements: Complete all required sections of the form accurately. Make sure all provided information is current and correct.

Declarations: All required declarations must be confirmed by checking the appropriate boxes within the form. This serves as verification that the information submitted is accurate and in compliance with the *DDB Research Stream Grants Program Guidelines FY26*. Additionally, a signature from the Deputy/Pro Vice-Chancellor (Research) or their delegate or equivalent in the Administering Organisation/Institution is required.

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Key Sections of the Application Form

Part A - Administrative Overview

A6. Partnerships

Formatting Guidelines

Follow the **structure** and **sequence** outlined above. Ensure your description is clear, concise, and within the **400-word limit**.

Provide comprehensive details including:

- The name/s of the partnering organisation/s.
- The nature of the partnership and the role of the partnering organisation/s.
- How the partnership will contribute to the project's objectives.

A7. Application Overview

Application Overview: Provide a brief overview of the project, **no more than 150 words**, clearly identifying the problem it seeks to resolve.

This summary should provide a general overview of the research and its significance. Follow these directives for the summary:

Item	Instructions
Clarity and Simplicity	Use straightforward and easy-to-understand language.
Objective Language	Avoid first-person expressions; instead, use phrases like "The project intends to..."
Formatting	• Do not use quotation marks or abbreviations. • Avoid using all capital letters or bullet points.

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Project's Aims*

Please note that project **aims** (requested below) and **objectives** (requested in **B3. Detailed Project Description**) are related but **serve different purposes** in the context of project planning and execution.

Definition	Project aims are broad, overarching statements that describe the general goals and purpose of the project.
Nature	They are usually more abstract and less specific.
Scope	Aims provide the overall direction and intent of the project.
Example	*To improve respiratory health outcomes for individuals exposed to occupational dust.*

Key Differences

When completing **this section** and **B3. Detailed Project Description**, ensure you **adhere to the distinctions between aims and objectives**:

Key Differences	**Aims**	**Objectives**
Specificity	Broad and general.	Specific and detailed.
Measurability	Often not directly measurable.	Always measurable and quantifiable.
Time Frame	Long-term and overarching.	Short to medium-term and time-bound.
Focus	Provide overall direction.	Focus on concrete tasks and milestones

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Format for Application Overview

Item	Instructions
Project's Aims*	Briefly **state** the primary aims of your project. What do you intend to achieve? **Example:** *To develop innovative prevention strategies for dust-related diseases in the workplace*.
Importance	**Explain** the significance of the project. Why is this research important? How does it address a current gap or need in the field? **Example:** *This research is crucial as it addresses the rising incidence of occupational dust diseases, providing potentially life-saving treatments.*
Anticipated Outcomes	**Describe** the expected results of the project. What do you hope to accomplish through this research? **Example:** *We anticipate discovering at least two viable therapeutic compounds that can proceed to clinical trials.*
Benefits	**Highlight** the potential benefits of the project. Who will benefit from the research and how? Consider both immediate and long-term impacts. **Example:** *The outcomes of this project could significantly improve the health and quality of life for individuals suffering from dust-related diseases, reducing healthcare costs and enhancing workplace safety standards.*

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Part B – Project Description

B3. Detailed Project Description

Attach a Detailed Project Description as a **separate PDF document**, ensuring it **does not exceed seven A4 pages**, including references. Adhere to the specified format and formatting guidelines provided in **Appendix 3**. Ensure all text, including content within figures and tables, meets these guidelines.

Project Objectives*

Please note that project **objectives** (requested below) and **aims** (requested in **A7. Application Overview** section) are related but **serve different purposes** in the context of project planning and execution.

Please refer to **A7. Application Overview** (above) for the key differences between project aims and objectives. Ensure you adhere to these distinctions when completing this section.

Definition	Project objectives are specific, measurable, and time-bound actions that need to be completed to achieve the project aims.
Nature	They are concrete and detailed.
Scope	Objectives break down the aims into actionable steps and define the criteria for success.
Example	*To develop and test a new treatment protocol for dust-related respiratory diseases within three years.*

The document should cover the following sections **in the specified order:**

Project Title: This title can be different from the one provided in **Question A1.** and **can exceed 10 words**.

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Instructions for completing the Detailed Project Description section for **Discovery & Innovation Grants**

Item	Instructions
Research Objectives*	• Clearly **define** the research objectives. **Emphasise** why these objectives are important. • **Describe** how the project addresses a significant knowledge gap or unresolved problem in dust diseases. • **Discuss** the importance of your objectives to the broader field of dust diseases and related health issues. • **Ensure** your key research questions are clear, relevant, and significant in relation to the objectives. • If applicable, **describe** how epidemiological research will contribute to understanding disease patterns or improving public health strategies.
Innovation	• **Highlight** the novel aspects of your research, including any new theories, methods, or technologies. • **Detail** the use of emerging technologies or methodologies that differ from traditional approaches. • **Explain** how your project could lead to groundbreaking advancements and potentially transformative outcomes. • If relevant, **describe** how the project explores high-risk, high-reward concepts with the potential for transformative advancements in dust diseases research.
Methodology	• **Provide** a comprehensive and well-justified study design, detailing the methods chosen. • **Detail** your data collection and analysis techniques, ensuring they are rigorous and appropriate for the project's objectives. • **Describe** any interdisciplinary approaches and their contribution to your methodology. • If applicable, **explain** how your methodology supports epidemiological research, pilot studies, or translation of findings into practice.
Expected Impact	• **Outline** the potential impact of your research in advancing knowledge, treatment, and prevention of dust diseases. • **Describe** anticipated benefits such as improved knowledge, health, economic and social outcomes, capacity and capability building, collaboration and other impacts, including unexpected or broader societal effects. • If relevant, **explain** how your project could influence public health strategies or prevention initiatives. • **Highlight** any potential for scaling the research outcomes or developing the project further beyond the initial phase.

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Instructions for completing the Detailed Project Description section for **Discovery & Innovation Grants**

Item	Instructions
Alignment with Strategic Goals	• **Show** how your project aligns with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles, please refer to ***Section 2***. *DDB Research Stream Grants Program FY26* of these guidelines for guidance. • **Describe** how your project engages with the research community and supports exploratory or innovative research. • If applicable, **outline** how your project responds to emerging research needs, particularly in high-risk, high-reward areas. • **Highlight** potential contributions to breakthrough treatments, novel approaches, or pilot programs that could improve dust disease prevention and care. • **Emphasise** benefits for workers and their families, including improved health outcomes and quality of life.
Feasibility	• **Demonstrate** that your project is cost-effective and offers value for money, ensuring the budget aligns with the project's objectives and outcomes. • **Outline** the support provided by your Administering Organisation/Institution, including access to facilities, equipment, infrastructure, and administrative resources. • **Describe** the capacity and time commitment of the lead CI and research team, detailing their skills, expertise, and ability to successfully complete the project. • If applicable, **describe** the feasibility of your implementation plan for high-risk, high-reward projects or exploratory studies. • If relevant, **ensure** epidemiological research is integrated with a practical and achievable methodology.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

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Instructions for completing the Detailed Project Description section for **Research Translation Grants**

Item	Instructions
Research Objectives*	• Clearly **define** the research objectives. **Emphasise** why these objectives are important. • **Explain** how your project addresses a significant knowledge gap or unresolved issue in dust diseases. • **Describe** how the project's objectives support policy development, practice implementation, or, if relevant, epidemiological research. • **Ensure** your key research questions are clear, relevant, and significant in relation to the objectives. • **Emphasise** the significance of your objectives in driving meaningful change in dust disease prevention, treatment, or public health strategies.
Innovation	• **Highlight** the novel aspects of your research, including any new theories, methods, or technologies. • **Detail** the use of emerging technologies or methodologies that differ from traditional approaches. • **Explain** how your project could lead to groundbreaking advancements and potentially transformative outcomes. • If applicable, **describe** how the project explores transformative concepts that have the potential to advance policy development or improve practice implementation.
Practical Application	• **Outline** a clear and achievable pathway for translating your research findings into policy or practice. • **Define** specific, measurable metrics for evaluating the impact of the translated research. Ensure these metrics are realistic and relevant. • If relevant, **describe** how your project will contribute to public health strategies through epidemiological research. • **Identify** potential barriers to implementation and provide strategies to address these challenges.
Methodology	• **Describe** the study design comprehensively, including the rationale for the chosen methods. Ensure the design aligns with your research objectives. • **Demonstrate** the rigor and robustness of your proposed data collection and analysis techniques. Explain why these techniques are appropriate for your study. • **Describe** any interdisciplinary approaches and their contribution to your methodology. • If relevant, **describe** how your methodology supports effective implementation in policy, practice, or epidemiological research. • **Outline** a realistic and achievable implementation pathway to support the translation of research outcomes.

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Instructions for completing the Detailed Project Description section for **Research Translation Grants**

Item	Instructions
Expected Impact	• **Describe** the potential impact of your research on policy and practice. Highlight the benefits to those affected by dust diseases. • **Outline** the anticipated benefits in terms of contributions to knowledge, health, economic, and social outcomes, as well as capacity and capability building, collaboration and other impacts, including unexpected or broader societal effects. • If applicable, **highlight** how your research may influence public health strategies or prevention efforts. • **Discuss** the potential for scalability or further development of the research outcomes beyond the initial project phase. Include any plans for future research or expansion.
Stakeholder Engagement	• **Outline** your strategy for engaging stakeholders such as policymakers, healthcare providers, or industry partners. Include specific actions, timelines, and goals. • **Describe** how stakeholders will contribute to the research translation or implementation process. • **Highlight** how you will incorporate stakeholder feedback to strengthen the impact of your project.
Alignment with Strategic Goals	• **Show** how your project aligns with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles, please refer to ***Section 2.*** *DDB Research Stream Grants Program* of these guidelines for guidance. • **Emphasise** how your project prioritises research translation to improve worker health and safety. • **Describe** how your project fosters collaborations with policymakers, healthcare providers, or other key stakeholders to support implementation and long-term sustainability. • **Highlight** how your project will contribute to long-term impact through capacity building, innovation, or sustainable solutions in dust disease prevention and care.
Feasibility	• **Demonstrate** that your project is cost-effective and aligns the budget with your objectives and expected outcomes. • **Outline** the support provided by your Administering Organisation/Institution, including access to facilities, equipment, infrastructure, and administrative resources. • **Describe** the capacity and time commitment of the lead CI and research team, ensuring they have the skills and expertise required to deliver the project successfully. • **Outline** a realistic and achievable implementation plan, ensuring effective translation into policy or practice where applicable.

	• If relevant, **describe** how epidemiological research is integrated into a methodologically sound and achievable approach.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

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Instructions for completing the Detailed Project Description section for **Prevention Grants**

Item	Instructions
Research Objectives*	• Clearly **define** the research objectives. **Emphasise** why these objectives are important. • **Explain** how your project addresses a significant knowledge gap or unresolved issue in dust diseases. • **Describe** how the objectives contribute to workplace exposure risk reduction, broader prevention efforts, or, if applicable, epidemiological research. • **Emphasise** the project's contribution to understanding disease patterns, risk factors, and prevention strategies.
Innovation	• **Describe** the novel aspects of your research approach, including new theories, methods, or technologies that advance dust disease prevention. • **Highlight** the use of emerging methodologies that differ from traditional prevention approaches. • If applicable, **explain** how the project applies innovative epidemiological methods to assess exposure risks and inform public health measures.
Risk Identification and Prevention*	• **Describe** how the project identifies new or under-recognised risks associated with dust diseases. • **Detail** the development of evidence-based, well-structured, and feasible preventive interventions. • **Outline** how your methodology supports effective implementation with strong potential to reduce disease incidence. • If relevant, **describe** how epidemiological research will inform public health strategies such as surveillance, risk assessment, or intervention evaluation.
Methodology	• **Present** a comprehensive and well-justified study design that aligns with your research objectives. • **Detail** your data collection and analysis methods, ensuring they are rigorous and appropriate for risk identification and prevention. • **Outline** how interdisciplinary approaches are integrated to enhance research quality. • **Provide** a realistic and actionable implementation plan that outlines how findings will be applied in practice. • If applicable, **explain** how epidemiological methods will ensure robust data collection, analysis, and public health application.
Expected Impact	• **Describe** the potential impact of your research on reducing the incidence and severity of dust diseases. Provide specific examples or scenarios. • **Highlight** the anticipated benefits in terms of contributions to knowledge, health, economic, and social outcomes. Include aspects of capacity and capability building, collaboration and other impacts, including unexpected or broader societal effects. • **Highlight** any potential for scaling the project's outcomes or further development beyond the initial phase. • If relevant, **describe** how epidemiological research findings could enhance public health strategies and prevention efforts.

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Instructions for completing the Detailed Project Description section for **Prevention Grants**

Item	Instructions
Community and Worker Engagement	• **Develop** a comprehensive plan and strategies for engaging with at-risk communities or workplaces. Include specific actions, timelines, and goals. • **Detail** the quality and effectiveness of partnerships with local communities, health departments, or other relevant organisations. Describe how these partnerships will help implement and evaluate preventive measures. • **Explain** how community or workplace feedback will be incorporated into the research, its translation, and prevention strategies.
Alignment with Strategic Goals	• **Show** how your project aligns with the DDB 2025-2029 Strategic Priorities and Grant Strategy Guiding Principles, please refer to ***Section 2****. DDB Research Stream Grants Program* of these guidelines for guidance. • **Highlight** how your project supports the DDB's long-term vision by contributing to early-stage prevention innovations, worker and family benefits, or improved understanding of dust diseases. • **Describe** strategies for engaging the research community and stakeholders to promote risk identification, prevention, and public health outcomes.
Feasibility	• **Demonstrate** that your project is cost-effective and aligns the budget with your objectives and expected outcomes. • **Outline** the support provided by your Administering Organisation/Institution, including access to facilities, equipment, infrastructure, and administrative resources. • **Describe** the capacity and time commitment of the lead CI and research team, ensuring they have the skills and expertise required to deliver the project successfully. • **Outline** a realistic and achievable implementation plan that supports effective risk identification and prevention. • If relevant, **describe** how epidemiological research is integrated into a methodologically sound and achievable approach.
References	• **List** all sources cited in your application, including relevant literature, previous work of the Specified Personnel, and any other sources used to support your claims and methodologies. • You **may use** a **10-point font** for the references.

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B4. Research Team Capability Statement

Formatting Guidelines

Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **400-word limit**.

Structure Your Statement

Item	Instructions
Introduction (40-50 words)	**Start** with a brief introduction of the lead CI, outlining their leadership experience and expertise in the project's focus area. • **Highlight** the CI's role in guiding the project and ensuring its success. • **Provide** a brief overview of the team's combined strengths in relation to the project's objectives.
Lead Chief Investigator's Leadership (100-120 words)	**Describe** the CI's leadership experience, focusing on relevant skills, experience, and achievements. • **Emphasise** the CI's ability to manage the team, deliver outcomes, and lead successful projects. • **Provide** examples of leadership in strategic decision-making, stakeholder engagement, or resource management. • **Highlight** previous success in similar projects, particularly those addressing dust diseases, workplace safety, or prevention strategies.

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Structure Your Statement

Item	Instructions
Team's Skills and Composition (140-150 words)	**Describe** the research team's composition, including the roles of key team members. • **Highlight** each member's relevant expertise, ensuring it aligns with the project's objectives. • **Emphasise** how the team's skills complement one another and contribute to achieving the desired outcomes. • **Highlight** collaborative experience, including partnerships with industry, policymakers, or healthcare providers (if relevant). • **Describe** any interdisciplinary strengths that enhance the project's approach.
Alignment with Project Design (70-80 words)	**Explain** how the combined expertise of the CI and the research team aligns with the project's design, objectives, and methodology. • **Emphasise** how the team's skills and collaborative experience will support successful project delivery. • If applicable, **describe** how the team's experience supports innovative or high-risk elements of the project.

Follow Writing Tips

Item	Instructions
Be Specific	**Provide** concrete examples that demonstrate leadership, expertise, and collaborative success.
Be Relevant	**Focus** on skills, experiences, and collaborations that directly relate to the project.
Highlight Achievements	**Emphasise** significant accomplishments that showcase the CI's leadership and the team's expertise.
Show Collaboration	**Highlight** partnerships with external organisations or key stakeholders that strengthen the project's delivery.

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B5. Specified Personnel Details

Please refer to ***Section 4**, Eligibility Criteria*, in these guidelines to determine the eligibility of **each Specified Personnel member**. Ensure that you adhere to these formatting instructions for the CVs when completing this question:

Item	Instructions
Format	CVs must be submitted as a **single PDF document** containing all Chief Investigator (CI) and Partner Investigator (PI) CVs.
Length	**Chief Investigator (CI):** Each CV must be no more than **four A4 pages**, including publications from the **past five years** (or earlier, if particularly relevant). **Partner Investigator (PI):** Each CV must be no more than **one A4 page**.
Submission	Combine all CVs **into one PDF document** and attach it to the application form. Ensure the document is clearly named to reflect its contents.
File Naming Convention	Use the format: **"LeadCISurname_CVs.pdf"** Example: **"Smith_CVs.pdf"**
Order	Within the PDF, arrange CVs in the following order: 1. **Chief Investigator(s)** (in alphabetical order by surname) 2. **Partner Investigator(s)** (in alphabetical order by surname)

B6. External Research Funding

Include details of all research funding obtained from non-DDB sources, both within Australia and abroad. For **each relevant CI**, specify all projects, applications, awards, and fellowships awarded or requested for the years 2025 to 2031 inclusive. Organise this information using the table format provided, listing entries in **descending order by date**.

Important:

- Report funding amounts in thousands and in Australian dollars.
- Please ensure that you **adhere** to the following format when providing details for non-DDB funding sources.
- Ensure the table **follows** the formatting and submission guidelines detailed in **Appendix 3**.

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Use the Table Format:

Funding from External Sources

Project Information	Relevance to Dust Diseases (Y/N)	Funding Status (R/C/P)	2025 ($'000)	2026 ($'000)	2027 ($'000)	2028 ($'000)	2029 ($'000)	2030 ($'000)	2031 ($'000)
Provide details for each project or fellowship involving the relevant CI, including title, funding source, and program	Y/N	R/C/P	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Dr. Alice Brown's project	Y	R	150	250					
Dr. Sarah Green and Prof. Michael White's collaboration	N	C	180	300					

Legend:

- **Project Information**: Include details such as project title, funding source, and program.
- **Relevance to Dust Diseases (Y/N)**: State if the project is related to dust diseases.
- **Funding Status (R/C/P)**: Indicate if the funding is Requested (R), Current (C), or Past (P).
- **Annual Funding Amounts ($'000)**: List the funding amounts for each year from 2025 to 2031.

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B9. Pilot Study

Formatting Guidelines

Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **400-word limit**.

Structure Your Statement

Item	Instructions
Introduction (40-50 words)	**Provide** a concise overview of the study's purpose, timeframe, and key focus areas.
Description of Pilot Study (150-160 words)	**Describe** the work undertaken, outlining: • The study design, methods, and data collection process. • Key activities, such as sample testing, method refinement, or data analysis. • Any partnerships, collaborations, or stakeholder involvement that contributed to the study.
Outcomes and Findings (100-110 words)	**Summarise** the key outcomes of the pilot study, focusing on results that demonstrate feasibility, success, or challenges addressed. • **Provide** specific examples such as improved methodologies, validated techniques, or preliminary data that inform your project design.
Link to Current Project (70-80 words)	**Explain** how the pilot study outcomes support the feasibility, methodology, and objectives of your proposed project. • **Highlight** how the pilot data strengthens your research design, improves risk management, or confirms the project's viability. • If applicable, **describe** how pilot study insights shaped your implementation plan, stakeholder engagement, or expected outcomes.

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Follow Writing Tips

Item	Instructions
Be Specific	**Focus** on clear examples that link your pilot study outcomes to the feasibility and objectives of your proposed project.
Emphasise Feasibility	**Highlight** how the pilot study provides evidence that your project is achievable and well-informed
Use Evidence	**Reference** key data points, successful methods, or partnerships that enhanced your pilot study's outcomes.

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B10. Literature Review

Formatting Guidelines

- Ensure the document does not exceed **three A4 pages**, including references.
- Follow the **structure** and **sequence** outlined below for your Literature Review Document. Use the **specified headings**.
- Ensure **adherence** to **Appendix 3** Submission Protocol on General and PDF Formatting.

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Structure Your Statement

Item	Instructions
Introduction	• **Provide** a brief overview of the research topic. • **Explain** the purpose and importance of the literature review in relation to your project. • **Summarise** the main themes or areas covered in the review.
Background and Context	• **Outline** the historical context and development of the research field. • **Define** key concepts and terminology relevant to your project.
Review of Key Studies and Theories	• **Summarise** significant studies and their findings. • **Discuss** major theories, frameworks, or models related to your research topic. • **Compare** and contrast different approaches, highlighting key insights and differing viewpoints.
Identification of Gaps in Existing Research	• **Identify** areas where current research is lacking, incomplete, or underdeveloped. • **Explain** the relevance of these gaps and how they connect to your proposed research.
Significance of Your Project	• **Describe** how your project addresses the identified research gaps. • **Explain** the potential impact and contribution of your research to the field. • **Highlight** how your project relates to global academic publications and current initiatives.
Relevance to Research Aims and Objectives	• Clearly **explain** how the literature review supports the aims and objectives of your proposed project.
Conclusion	• **Summarise** the key points discussed in the literature review. • **Reinforce** the significance of your project in the context of existing research
References	• **Include** a full list of all sources cited in your literature review. • References may be formatted in **10-point font.**

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Follow Writing Tips

Item	Instructions
Be Focused	**Keep** your content clear and aligned with your project's aims.
Be Selective	**Prioritise** key studies and theories that are most relevant to your research.
Be Analytical	**Go** beyond summarising — highlight gaps, debate conflicting perspectives, and link insights to your project's significance.

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B11. Subject Recruitment

Formatting Guidelines

Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **400-word limit**.

Structure Your Statement

Item	Instructions
Detail the Number of Subjects Needed	• **Specify** the total number of subjects required for your study. Be precise and avoid ranges. • Briefly **explain** how this number was determined, including any statistical considerations or power calculations used. **Ensure** that the **sample size calculation is included**.
Recruitment Strategies	• **Describe** the recruitment methods you will use. • If applicable, **mention** any incentives for participation, such as compensation or reimbursement for expenses.
Evidence of Feasibility	• **Provide** examples of previous successful recruitment efforts in similar studies. Include specific numbers if possible. • **Mention** any pilot studies or preliminary work that support your recruitment targets. • **Highlight** any resources or tools available to aid in recruitment, such as access to databases, dedicated recruitment staff, or collaborations with other institutions.
Feasibility of Achieving Recruitment Targets	• **Outline** a realistic timeline for recruitment. Specify the phases and expected milestones. • **Identify** potential challenges in recruiting subjects and describe strategies to overcome them. • **Explain** how you will monitor recruitment progress and adapt strategies if needed.

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Follow Writing Tips

Item	Instructions
Be Specific	**Provide** exact numbers, timelines, and strategies.
Show Feasibility	**Reference** successful recruitment efforts or pilot studies.
Address Challenges	**Identify** risks and explain your solutions.
Emphasise Monitoring	**Describe** how you will track and adjust recruitment progress.

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B12. Advisory or Reference Group

Formatting Guidelines

Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **250-word limit**.

Structure Your Statement

Item	Instructions
Outline the Role of the Group	**Purpose and Responsibilities**: Briefly describe the intended role and responsibilities of the advisory or reference group. This may include: • Providing expert guidance and advice on project direction and methodology. • Ensuring the project aligns with best practices and current research trends. • Offering insights based on their expertise to enhance project outcomes. • Facilitating stakeholder engagement and collaboration.
Provide Details on Membership	**Membership Information**: List the members of the advisory or reference group, including: • **Job Titles**: Specify the job titles of the members. • **Organisations**: Identify the organisations they are affiliated with. • **Names**: Include names if known at this stage. If not, indicate the types of experts you intend to recruit (e.g., "a senior epidemiologist from a leading health institution").

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Part D – Contributions and Support

D1. Description of External Contributions

Formatting Guidelines

- Follow the **structure** and **sequence** outlined below. Use the **specified headings** and **subheadings.**
- Ensure your description is clear, concise, and within the **two A4 pages**.
- Ensure **adherence** to **Appendix 3** Submission Protocol on General and PDF Formatting.

Structure Your Statement

Item	Instructions
Create a Separate PDF Document	• **Ensure** your submission is formatted as a PDF document, with a **maximum length of two A4 pages**. • **Refer** to the **Appendix 3** Submission Protocol on General and PDF Formatting to ensure your document meets all formatting requirements. • **Organise** the document clearly with headings and subheadings for each section as mentioned below.
Detail Financial Contributions	• **Source of Contributions**: Identify the sources of financial contributions, including names of organisations or individuals. • **Amount and Purpose**: Specify the amount of each financial contribution and explain how these funds will be used to support the project.
Detail In-Kind Contributions	• **Source of Contributions**: Identify the sources of in-kind contributions, such as organisations or individuals providing goods, services, or expertise. • **Type and Value**: Describe the type of in-kind contributions and estimate their monetary value. • **Impact on Project**: Explain how these in-kind contributions will support and enhance your project.
Justification and Integration	• **Role in Project**: Justify the necessity and impact of both financial and in-kind contributions on the project's success. • **Integration**: Describe how these external contributions will be integrated into the project plan and budget.
Final Review and Submission	• **Review**: Proofread the document to ensure clarity and completeness. Verify that all information is accurate and aligns with the guidelines provided. • **Submission**: Attach the completed PDF document to your application form as specified.

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D3. Sub-contracting

Formatting Guidelines

Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **200-word limit**.

Structure Your Statement

Item	Instructions
Provide Full Details	• **Describe** the specific activities to be subcontracted. • **Identify** the subcontracted organisations or individuals, including names and affiliations if known.
Financial Commitments	• **Specify** the financial commitments associated with the subcontracted work. • Briefly **justify** the need for subcontracting and its benefits to the project.

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D4. Involvement of Employer Groups, Unions, or Community Groups

Formatting Guidelines

Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **150-word limit**.

Structure Your Statement

Item	Instructions
Provide Details	**Names of Groups/Unions/Community Groups**: Identify the specific employer groups, unions, or community groups that will be involved. **Nature of Involvement**: Describe the nature of their involvement in the project. This may include: • **Collaboration**: How they will collaborate with your team. • **Support**: The type of support they will provide, such as resources, expertise, or advocacy. • **Role**: Their specific role and responsibilities in the project.

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Part E – Risk and Ethics

E2. Ethical Issues

Formatting Guidelines

Follow the **structure** and **sequence** outlined below. Ensure your description is clear, concise, and within the **250-word limit**.

Structure Your Statement

Item	Instructions
Describe Ethical Concerns	• **Provide** a detailed description of the ethical risks or ethical considerations related to your project. Consider aspects such as participant privacy, consent, potential harm, or data security.
Outline Mitigation Measures	• **Describe** the measures you will implement to mitigate these ethical concerns. This may include: ○ **Informed Consent**: Procedures to obtain and document informed consent from participants. ○ **Confidentiality**: Strategies to ensure the confidentiality and privacy of participant data. ○ **Minimising Harm**: Steps to minimise any potential harm to participants. ○ **Ethical Training**: Training for team members on ethical guidelines and best practices.
Ethics Committee Approval	• **Provide** the name of the Ethics Committee to which you will apply for project approval. • Briefly **outline** the process for obtaining ethical approval from the committee.

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Appendix 3 - Submission Protocol on General and PDF Formatting

These guidelines ensure uniformity, professionalism, and clear presentation in grant applications. Proper formatting supports efficient review and ensures assessors can easily access key information. This appendix outlines document formatting, content requirements, PDF specifications, and final submission checks to meet DDC standards.

General Formatting

Item	Instructions
Font Type and Size	• **Use** a clear, standard font such as Arial or Times New Roman. • Main text should be in 12-point font. • Footnotes and figure legends should be in 10-point font.
Margins	• **Set** all margins to at least 2.54 cm (1 inch), with the exception of the required templates.
Line Spacing	• **Use** single or 1.5 line spacing.

Document Preparation

Item	Instructions
Text Layout	• **Align** text to the left or justify it. • **Use** centre alignment only for titles and headings.
Page Numbering	• **Include** page numbers at the bottom centre of each page.
Section Headings	• **Use** bold text for section headings to clearly distinguish them from the main text.

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Content Inclusion

Item	Instructions
Figures and Tables	• **Place** figures and tables near their first reference in the text. • **Ensure** all text within figures and tables is at least 10-point font.
Hyperlinks and URLs	• **Use** hyperlinks and URLs **sparingly** and only when essential. • **Do not** use web addresses to bypass page limits or include extra information not in the application.

Attachments:

Attach additional required documents, such as CVs and specified templates, as separate, clearly labelled PDF files referenced in the main document.

To include an attachment to the PDF document, go to:

Tools > Edit PDF > More > Attach File

Follow instructions on the Adobe website

PDF File Specifications

Item	Instructions
File Size	**Ensure** the PDF file size does not exceed 10 MB.
File Naming	Use a **clear**, **consistent** naming convention for PDF files: DDB_GrantType_LCIName_Application_2026.pdf (GrantType represents the type of grant, and LCIName is the lead Chief Investigator's name).
Security Settings	**Do not** apply passwords or encryption to PDF documents.

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Final Check and Submission

Item	Instructions
Proofreading	• Carefully **proofread** the document to correct any typographical, formatting, or grammatical errors.
Compatibility Check	• **Open** your finalised PDF on a different computer or PDF reader to ensure it displays as intended.
Submission:	• **Submit** the PDF via the specified email address. • **Ensure** you receive confirmation of submission from the DDC Research and Education Team.

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Appendix 4 – Glossary

Acronyms

Within these guidelines for the Research Stream Grants Program, the following acronyms are defined as follows.

Acronym	Description
CI	Chief Investigator
DDB	Dust Diseases Board
DDC	Dust Diseases Care
EOI	Expression of Interest
FTE	Full Time Equivalent
GST	Goods and Services Tax
HDR	Higher Degree by Research
HECS	Higher Education Contribution Scheme
HELP	Higher Education Loan Program
PI	Partner Investigator

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Definitions

In the context of the Research Stream Grants Program guidelines, the following terms are defined as follows.

Term	Definition
Applicant	The Administering Organisation/Institution
Application	A formal submission by an Administering Organisation/Institution requesting grant funding through the Research Stream Grants Program. It details the proposed project along with the required administrative information to assess eligibility. In this funding round, the term 'application' refers collectively to both the Expression of Interest (EOI) and full application, or the overall two-stage submission process.
Application Submission Deadlines	The specified dates by which Expressions of Interest (EOIs) and full applications must be submitted for consideration under the Research Stream Grants Program. Applications received after these deadlines will not be accepted.
Assessment criteria	The set of defined standards used to evaluate applications. These criteria guide the assessment process by measuring the strength of each submission and, in competitive funding rounds, determining the ranking of applications based on merit.
Bench fees	Charges imposed by an organisation for access to its facilities and resources, which are typically available to its employees. These fees may cover various forms of infrastructure, such as office or laboratory space, essential equipment, or shared-use non-specialised resources owned by the organisation.
Chief Investigator	A designated investigator who meets the specified eligibility requirements outlined in these grant guidelines.
Commencement of Funding Date	Refers to the official start date from which a funded project is eligible to commence, as specified in the Funding Agreement.

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Definitions

Term	Definition
Consultancy	The delivery of expert guidance, analysis, support, or specialised services to another organisation, typically for its exclusive or primary benefit.
Designated investigators	Researchers assigned specific roles within a grant application as part of the project team.
Eligibility criteria	The essential requirements that must be fulfilled to be considered for grant funding. Additional assessment criteria may also be applied during the evaluation process.
Eligible Organisation	Refers to both Administering Organisations/Institutions and Other Eligible Organisations/Institutions that meet the requirements outlined in ***Section 3:*** *General Provisions* of these guidelines. These organisations must have the legal, financial, and administrative capacity to manage grant funding, along with the necessary research capability and ethical standards to participate in the Research Stream Grants Program.
Expression of Interest (EOI) application	The initial step in a two-stage application process, where applicants provide a concise preliminary submission to DDB for consideration under the Research Stream Grants Program. This submission must align with the grant guidelines established by the DDB.
Fieldwork	The process of gathering essential data for the project in an environment beyond a laboratory, library, or standard workplace. This typically takes place outside the designated investigator's usual place of employment.
Full application	A comprehensive submission that may be lodged by applicants who have been shortlisted from the EOI stage. It provides detailed information and must meet all eligibility and assessment requirements.
Funding Agreement	A contractual arrangement established between DDC and an Administering Organisation/Institution upon the approval of a grant application, outlining the terms and conditions governing the funding.

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Definitions

Term	Definition
Funding Period	The Funding Period refers to the duration for which a funded project is supported under a Funding Agreement, beginning from the Commencement of Funding Date and continuing until the project's agreed completion date.
Funding Round	Refers to a designated application period within the Research Stream Grants Program, during which eligible organisations can submit EOIs and full applications for grant funding. Each round follows a structured assessment process and has specific deadlines and requirements.
Grant Recipient	An individual or organisation awarded funding through the DDB to support an approved research project.
Grant type	Refers to a specific category of funding offered under the Research Stream Grants Program, each with distinct objectives and focus areas. There are three grant types available: Discovery & Innovation Grants, Research Translation Grants, and Dust Diseases Prevention Grants.
Grantee	The Administering Organisation/Institution awarded funding under the grant program.
GST	As defined in Section 195-1 of the *A New Tax System (Goods and Services Tax) Act 1999*.
Higher Degree by Research (HDR)	A 'Research Doctorate or Research Masters course, for which at least two-thirds of the student load for the course is required as research work' as defined by the *Commonwealth Scholarships Guidelines (Research) 2017.*
Impact	For the purposes of these grant guidelines, 'impact' refers to the measurable benefits and long-term contributions of DDB-funded research once it has been integrated into practice, modified for application, or shapes future investigations. It is assessed across four primary key impact areas: Knowledge Impact, Health Impact, Economic Impact, and Social Impact. Secondary impacts include capacity and capability building, strengthening collaboration across disciplines and sectors, and other impacts such as unexpected outcomes, cross-disciplinary benefits, and broader societal contributions.

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Definitions

Term	Definition
Impact Plan	A structured framework, co-designed with DDC post-award, that outlines the expected impact of the project and provides a clear approach for tracking, measuring, and demonstrating outcomes throughout its duration. The Impact Plan should align with the DDB's Impact Assessment Framework, addressing key impact areas as well as any unexpected outcomes or broader societal contributions.
In-kind contributions	Non-monetary support provided to a funded project in the form of goods, services, materials, or time by an individual, business, or organisation. Contributions should be valued based on their realistic market cost at the time of application, such as standard industry rates, preferred supplier pricing, or internal cost estimates for labour, facilities, equipment, or data access. The Administering Organisation/Institution is responsible for documenting the valuation of these contributions, and DDC may request an audit to verify the calculations.
Ongoing Project	A project that remains active under an existing Funding Agreement, either due to DDB-approved carryover funds or an officially granted extension to its completion date.
Ongoing Project and Application Review Date	The designated date when the eligibility of ongoing projects will be assessed against the project and application limits for each designated investigator.
Participating Organisation	An entity involved in a grant application, including the Administering Organisation/Institution, Other Eligible Organisations/Institutions, and Other Organisations contributing to the project.
Partner Investigator	A Specified Personnel member listed in the application who meets the eligibility requirements for a Partner Investigator, as outlined in these grant guidelines.
Project	A funded research activity approved by the DDB following a successful application.

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Definitions

Term	Definition
Post-Project Impact Report	A report completed approximately 12 months after the project's completion that outlines the Project's impact in alignment with the DDB's Impact Assessment Framework. It details outcomes achieved against those proposed in the Impact Plan and includes any additional impact realised beyond what was originally anticipated.
Research	For the purposes of these grant guidelines, 'research' refers to the generation of new knowledge or the innovative application of existing knowledge to develop new concepts, methods, technologies, or insights. This includes the synthesis and analysis of prior research where it leads to original and creative advancements. This definition aligns with the broader understanding of research and experimental development, which involves "creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge" OECD (2015), *Frascati Manual 2015: Guidelines for Collecting and Reporting Data on Research and Experimental Development* (p.378).
Research Office	A department within an Eligible Organisation/Institution responsible for managing applications and funded projects, including overseeing the Funding Agreement with the DDC.
Research output	Any tangible or digital product resulting from a research project that aligns with the definition of research, including preprints or similar materials.
Selection process	The procedure used to identify potential grant recipients, which may include evaluating applications against eligibility and assessment criteria or conducting a comparative review to determine suitability for funding.
Specified Personnel	All designated investigators listed in a grant application, including Chief Investigators (CIs) and Partner Investigators (PIs), as well as any unnamed researchers, such as postdoctoral fellows and postgraduate students, contributing to the project.
Submission Protocol	A set of guidelines provided by DDC to support applicants in accurately completing and submitting their application forms.
Travel costs	Expenses related to domestic and international economy travel required for the project, including travel aimed at enhancing research collaboration between Australian and international researchers.

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