

Privacy Statement

Equity Trustees Limited, Equity Trustees Superannuation Limited, and Equity Trustees Wealth Services Limited ('the EQT Group') are committed to protecting your privacy and supporting the Australian Privacy Principles under the Privacy Act 1988 (Cth).

Our Privacy Statement is available [here](#) and is intended to inform you about the following:

- the type of personal information that we collect;
- the manner in which we collect your personal information;
- the main purposes for which we use that information;
- how you can access, correct or update any personal information that we hold about you; and
- how we keep the information secure.

Before submitting your application, please ensure you have read [Equity Trustees' Privacy Statement](#).

If this Grant Application is successful, Equity Trustees may make public your project description, the name of your organisation and the grant amount awarded to you.

Instructions

1. Completing your Form

You may fill in the form in any order you choose. Move between the pages of the form using the Form Navigation menu at the right of screen. Or, click the Next Page and Previous Page buttons at the top or bottom of the page.

2. Completing your Form in a group/team

You can share your applicant login details to allow colleagues to work on a form with you. However, avoid editing the form at the same time as somebody else.

3. Saving your draft Form and returning later

Your form is automatically saved each time you move between pages. You can also click the Save button at the top of the page, which you should do when logging out or leaving the computer for an extended period. Your saved form will be available for you to continue next time you log in.

4. Submitting your Form

To submit your form, you must click the Submit button on the final Review page of the form.

Your form will not submit if: - You have failed to answer any compulsory questions. - You have exceeded any word limits. - You have entered any other invalid data (such as an invalid ABN).

5. Form submission confirmation

After submitting you will receive a confirmation email including a PDF copy of your form. If you do not receive this email, contact Equity Trustees to confirm we have received your form.

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Further Support

Technical Support or Questions about Eligibility and Guidelines

Please email Equity Trustees at charities@eqt.com.au, quoting your application number if applicable.

Contact Details

Faculty, Centre/Research or Institution Details

Sponsoring Organisation (University, Institution, etc)

As per your ABN – refer to the Australian Business Register

Telephone (Research Office)

Postal Address (Research Office)

Address

Suburb State Postcode

Sponsoring Organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

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Website

Research Office Contact Details

Title

First Name

Last Name

Position Title

Phone

Must be a valid phone number.

Email Address

Chief Investigators

Name of Primary Chief Investigator

Title

First Name

Last Name

Position Title

Department

Phone

Email Address

Name of Chief Investigator B (if applicable)

Title

First Name

Last Name

Department

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Email

Name of Chief Investigator C (if applicable)

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Department

Email

Project Summary

Important: If you draft your application in Microsoft Word and then paste your answers into this form, we would appreciate if you could avoid using Word's automated bullets and numbered lists. These cause formatting issues when we print your application for assessment.

If possible, please switch off Word's auto-formatting options for lists. You can then manually type numbered lists, or use asterisks * or hyphens - in the place of bullets.

Project should address the following areas of focus of the Foundation:

- Scientific Credibility: the proposal includes a strong hypothesis, endorsed methodology and publication plan.
- Demonstrates Impact: the proposal identifies evidence that the research is likely to have a positive impact on people with ME/CFS.
- Translation: the proposal identifies how the research will be translated into clinical practice, policy, public education or further research.
- Capacity Building: the proposal has a capacity building element. Funds may be used for either supporting early career researchers or attracting new clinical researchers to the field.
- Collaboration: the proposal involves meaningful collaboration between researchers within Australia.
- Research Focus: Focus on priority areas of research for ME/CFS, including one or more of the following; understanding the pathology of the illness, developing a diagnostic test for patients, improving how health professionals currently diagnose and manage ME/CFS, severe cases of ME/CFS or emerging research priorities.

Scientific Project Title

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Brief 100-word summary of proposed project written for a lay audience (this may appear on the Equity Trustees website if your application is successful).

Word count:

Must be no more than 100 words

Grant Amount

Please note research grants are awarded for a maximum of \$120,000 p.a. for up to three years. For example \$360,000 over 3 years (Year 1 \$120,000, Year 2 \$120,000, Year 3 \$120,000)

Total Project Cost

Must be a dollar amount.

Grant Request Amount

Over What Time Period?

Attachments

* indicates a required field

Executive Summary

Please upload the Executive Summary of your project (1 page maximum)

The purpose of this text is to allow assessors to gain an overview of exactly what you are trying to do and to achieve in this endeavor.

Please upload the Executive Summary in PDF format

Attach a file:

Must be PDF format

Description of Project

Please describe the project for which you are seeking funding by providing the following information (5 pages maximum):

- The scientific project title
- The aims and significance of the project
- The background to the project
- The research plan for the project (approx 2 pages)

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- For studies involving human specimens or data, describe how subjects will be recruited and enrolled
- The expected results of the project
- Those who will benefit from the project
- References to works of other scientists relevant to the project
- When the project will start and the anticipated length of time to complete

(It is recommended that you use these points as sub headings)

Identify the source of human biospecimens and data for your study

- ☐ Targeted patient recruitment for this project
- ☐ AusME Biobank and Registry
- ☐ Other External Registry/biospecimen collection
- ☐ Samples and data collected by a collaborator
- ☐ Not applicable, human biospecimens and/or data will not be required for this project

Please select all that apply

Attach Description of Project in PDF format

Attach a file:

Must be in PDF format

Chief Investigator Information

Please upload information regarding the name, qualifications, relevant experience and achievements of the Chief Investigator(s) over the last 5 years, state the total number of publications in the past 5 years, and provide details of the top 5 publications and reasons why the paper was selected. **No more than 2 pages per Chief Investigator and a maximum of 3 Chief Investigators**

The assessment will also be guided by the NHMRC's *Career Disruption* and *Relative to Opportunity* policies.

If you have current and/or past circumstances that have impacted your research career and that are relevant to consider, please outline this in your CV and optionally in your referees letter (additional to 2 pages)

Please attach Chief Investigator Information in PDF format *

Attach a file:

Must be PDF format.

Associate Investigators

Please upload information regarding the name, qualifications, relevant experience and contributions to the project of any Associate Investigators. No more than 1 page in total.

Please attach Associate Investigator Information in PDF format *

Attach a file:

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Financial Information

Please provide a current budget for the project including:

- List each Chief Investigator on a separate line and include percentage of time spent on the project and budgeted costs (if any).
- List each staff member on a separate line and include percentage of time spent on the project and budgeted costs.- Indicate specific uses of the requested grant, if possible. - Include the total cost of the project, contributions received or pledged and the amount you are seeking funding for.
- List all sources (including government, ARC and NH&MRC) that you have approached for funding for this project and the status of your application with each. If your application to the NH&MRC for this project has been declined, give the reasons.

Attach financial information in PDF format *

Attach a file:

Referees

Please enclose a letter in support of this application from the Head (or other relevant higher authority) of the Sponsoring Institution or Department. The Head of Institution or Department should confirm that the Chief Investigator from the applicant institution has a funded position at the Institution for the next calendar year covered by the grant.

Please upload a letter of support in PDF format *

Attach a file:

Must be PDF format

Application Checklist and Certification

* indicates a required field

Application Checklist

I am applying on behalf of a charitable organisation that has the relevant tax exemptions. *

☐ Yes

The proposed project/ initiative fits within the Guidelines of the Grant Round *

☐ Yes

I have read the Privacy Statement on page 1

☐ Yes

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of this application and agree to the conditions therein. *

Certification

By lodging this application:

- I certify that to the best of my knowledge the statements made in this Grant Application and supporting documents are true.
- I consent to the information contained within this Grant Application being disclosed to or by Equity Trustees for the purpose of assessing, administering and monitoring this and any future Grant Applications.
- I understand that if Equity Trustees approves this Grant Application, my organisation will be bound by the contents of this Grant Application to carry out the project as described herein and in accordance with the grant conditions, timeline for completion and reporting requirements as set out in Equity Trustee's Letter of Approval to the successful applicant.*
- I consent to Equity Trustees making public any successful Grant Applications, including the project description, the name of your organisation and the grant amount awarded to you.

** Timelines for completion and reporting requirements are dependent on the particular grant and can be changed subject to agreement between the successful applicant and Equity Trustees. For most grants, successful applicants will be required to submit an annual progress report for the duration of the grant and a final report within two months of the completion of the grant period. These reports will fall due annually on the date that the grant was awarded unless otherwise agreed.*

Please enter your name below to signify agreement to this Certification.

Name

Position

One more step ...

YOU MUST FOLLOW THESE STEPS TO SUBMIT YOUR FORM

1. Click the "Review" button at the top right of this form.
2. If necessary, review your answers.

Important: Form submission is **final**. You cannot make changes to your form after it has been submitted.

3. When ready to submit, click the "Submit" button at the top right of the form.
4. Shortly after submitting you will receive a confirmation email including a PDF copy of your form.

Important: If you do not receive this confirmation email, your form may have failed to submit. Please check your spam mail folder, or contact Equity Trustees at charities@eqt.com.au to confirm we have received your form.

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Are you having trouble submitting?

If you have any questions regarding the submission of your form, please refer to the help contact details on Page 1 of the form.