



Alcohol and Drug Research Innovation Agenda

Program Guidelines

Version 2.0 (updated 29 April 2022)

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Table of contents

1. INTRODUCTION.....	1
ABOUT THE GRANTS	2
1.1 Purpose	2
1.2 Grant amount	2
1.3 Grant period	2
1.4 Eligibility criteria	2
1.5 Multiple applications	3
1.6 Who is not eligible for a grant?	3
1.7 What ADRIA grant money can be used for	4
1.7.1 Eligible grant activities	4
1.7.2 Eligible locations	4
1.7.3 Eligible expenditure	4
1.8 What the grant money cannot be used for	5
1.9 Timeline	5
2. RESEARCH AGENDA	6
2.1 Purpose	6
2.2 Principles	6
2.3 Priorities	7
3. RESEARCH ETHICS	8
4. GRANT CONDITIONS	10
4.1 Monitoring, reporting and acquittal	11
4.1.1 Project activities	11
4.1.2 Funding Agreement	12
4.1.3 Reporting	12
4.1.4 Financial acquittal	12
4.1.5 Restrictions and limitations	12
4.1.6 Publications arising	12
5. OTHER ISSUES	13
5.1 Collaborative projects	13

5.2	Public dissemination.....	13
5.3	Research involving Aboriginal communities	13
5.4	Research involving marginalised communities	14
6.	HOW TO APPLY	16
6.1	Expression of Interest	16
6.1.1	Assessment criteria	16
6.2	Full application	17
6.2.1	Assessment criteria	17
7.	FUNDING ALLOCATION	19
7.1	Funding agreements and conditions	19
7.2	Grant instalments.....	19
8.	KEY CONTACTS AND OTHER INFO	20
8.1	Key contacts	20
8.2	Frequently Asked Questions	20
8.3	ADRIA roles and Responsibilities	20
8.3.1	Victorian Department of Health	20
8.3.2	The Victorian Alcohol & Drug Association	20
8.3.3	ADRIA Advisory Group	20
8.3.4	ADRIA Evaluation Panel	21
8.3.5	Lowitja Institute.....	21

1. INTRODUCTION

These guidelines contain information for the Alcohol and Drugs Research Innovation Agenda (**ADRIA**) research grants program.

ADRIA provides grant funding to eligible organisations to undertake Alcohol and Other Drugs (**AOD**)-related research in Victoria.

You must read these guidelines before completing a grant application.

This document sets out:

- The purpose of the ADRIA grant program
- The eligibility and assessment criteria
- How grant applications are considered and selected
- How grantees are notified and receive grant payments
- How grantees will be monitored and evaluated
- Responsibilities and expectations in relation to ADRIA grants.

This grants program and process is administered by the Victorian Alcohol and Drug Association (**VAADA**) on behalf of the Victorian Government.

Please note: These guidelines will be updated as required. Please ensure you have the latest version, available on the [ADRIA webpage](#).

For further information or clarification on any matters relating to these guidelines, please contact James Petty, Grants Administration Officer, VAADA on 03 9412 5600 or jpetty@vaada.org.au

ABOUT THE GRANTS

ADRIA was announced in 2019 as part of the Victorian Government's response to the *Parliamentary Inquiry into Drug Law Reform* (2018).

ADRIA represents a unique opportunity for agencies delivering AOD services to increase their participation in AOD-related research.

1.1 Purpose

ADRIA's purpose is to:

Support innovative and responsive AOD research aimed at improving social and health outcomes for Victorians by informing program design, service excellence and policy development.

Supporting this Purpose is the Research Agenda, which also describes ADRIA's Principles and Priorities. See **Section 3 Research Agenda**. ADRIA's objectives are to:

- i. *Increase the amount of high quality AOD-related research being conducted in Victoria;*
- ii. *To help establish Victoria as a national leader in AOD research;*
- iii. *Increase the participation of agencies delivering AOD services in research.*

1.2 Grant amount

The Victorian Government has announced a total of \$4 million over four years for ADRIA.

\$1.2 million in grants is available in the 2022 grant round.

- There is no minimum grant amount
- The maximum grant amount is \$300,000
- It is anticipated that most grants will be between \$50,000-\$300,000, depending on the scope and complexity of the research activity.

Note: Total project funding can be greater than \$300,000 where additional funding sources (in-kind contributions or funding from other sources) are identified. Applications that identify additional funding sources will be considered favourably.

1.3 Grant period

The grant period for the current round is 24 months/two years.

That means you must complete your research projects within 24 months of the project's commencement date (agreed upon by the grantee and VAADA). There is no minimum project duration (though ADRIA is unlikely to fund projects with a duration of under 6 months).

1.4 Eligibility criteria

To be eligible for an ADRIA grant, the applying organisation must be:

- i. funded by the Victorian Department of Health to deliver AOD-related supports, services or treatment (including harm reduction); OR
- ii. a Victorian Aboriginal Community Controlled Organisation (ACCO); OR
- iii. a consortia for the purposes of the proposed research with a lead organisation that meets the eligibility criteria;

AND

- iv. Have public and product liability insurance covering professional indemnity, entity and employer liability cover.

Note: Eligibility criteria for ADRIA grants cannot be waived under any circumstances.

TIP

If you are unsure if your organisation is eligible for an ADRIA grant, talk to your manager or someone in your Executive.

If you are still unsure, contact VAADA (see page 4 of this document for contact details).

1.5 Multiple applications

Organisations may submit multiple applications. However, only one grant will be awarded per lead organisation (if successful).

The lead organisation on a successful application can be a secondary/partner organisation on one an additional successful application.

The lead investigator on one successful application may be named as a secondary investigator on an additional two successful applications.

ADRIA will only accept applications where the applicant can provide evidence from your manager or chief executive (or equivalent) that the proposed research activity is supported and approved.

1.6 Who is not eligible for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'institutions that have not joined or signed their intent to join the Scheme' (www.nationalredress.gov.au).
- a commonwealth, state, territory, or local government agency or body (including government business enterprises);
- an individual;
- an unincorporated association;

- an overseas resident/organisation;
- a resident/organisation not based in Victoria;
- any organisation that does not meet the criteria in Section 3.3 of this document.

1.7 What ADRIA grant money can be used for

ADRIA grant funding is available for research projects with a primary focus on AOD. This includes research into:

- patterns of AOD use
- social attitudes toward AOD
- determinants of AOD risk and/or harm
- support, intervention or treatment for AOD dependence and/or harms
- prevention[†] and early intervention
- AOD service provision and workforces
- under-serviced populations
- improving client outcomes in AOD service provision
- improving AOD responses outside of the AOD sector
- AOD best practice and models of care
- improving links and collaboration between the AOD and other sectors
- innovation in any of these areas.

1.7.1 Eligible grant activities

To be eligible, your proposed grant activity/ies must be:

- Research as defined by the Australian Research Council's definition;
- Directly relevant to the ADRIA project, its delivery and outcomes.

1.7.2 Eligible locations

Your funded project activities can be conducted across multiple locations as long as they are all in Victoria.

Note: Minor exceptions to this are acceptable. For example, a project where data is collected in Victoria but one of the research partners assisting with analysis is based outside of Victoria.

1.7.3 Eligible expenditure

You can only spend the grant on expenditure you have incurred on eligible and agreed project activities.

[†] Projects with a focus on prevention should be specific rather than general (i.e. involve cohorts or groups identified as being at-risk of AOD-related harms or dependence).

A list of funding conditions is included (see Section 6.) and in the grant agreement you will be required to sign in the event your application is successful.

Please note: Grant monies are not available to organisations to make up funding shortfalls or to evaluate recently and/or regularly evaluated programs.

1.8 What the grant money cannot be used for

Applications that include any of the following **will not** be considered:

- **Animal testing** – Projects that involve animal testing.
- **Lab research** – Research conducted solely in labs (for example, pre-clinical pharmacology).
- **Drug trials** – Trials of drugs or medicines for the treatment of AOD dependence or related issues.
- **Commercial research and/or development** – Projects involving commercial market research or developing new commercial products (including drugs and medicines).
- **Retrospective funding or funding shortfalls** – Completed projects, projects where the research component is complete, or to make up funding shortfalls in existing projects or programs.
- **Inappropriately sponsored or associated** – Projects sponsored financially, otherwise supported by or associated with inappropriate sources (such as the tobacco or alcohol industries) or sources that pose a reputational risk to VAADA or the Victorian Government.
- **Routine program evaluations or audits** – ADRIA grants cannot be used to subsidise the cost of routine program evaluation or service audits.

1.9 Timeline

Table 1: Key dates for the 2022 ADRIA grant round

Milestone	Date
EOI submissions open	13 June – 15 July 2022
Successful applicants invited to submit Full Application	29 July 2022
Full Application submissions open	12 August - 30 September 2022
Recommendation brief delivered to DH	28 October 2022

Note: Projects can commence any time after the applicant receives notice of their successful outcome. Projects that do not commence within six months of notification will be subject to review. If a project has not commenced within 12 months of notification the grant will be cancelled and allocated grant monies recouped.

2. RESEARCH AGENDA

ADRIA's Research Agenda establishes the scope of research suitable for grants and outlines the principles underpinning ADRIA. The Research Agenda is available on the ADRIA webpage.

The Research Agenda is comprised of three domains: Purpose, Principles and Priorities. Applicants invited to submit a full application will be required to demonstrate their proposed research alignment with ADRIA's Research Agenda.

2.1 Purpose

ADRIA's purpose is:

- i. *Support innovative and responsive AOD research aimed at improving social and health outcomes for Victorians by informing program design, service excellence and policy development.*

2.2 Principles

ADRIA is guided by the following five principles:

Inclusive

Applications demonstrate an inclusive approach, including: the inclusion of affected communities and their perspectives and experiences in all stages of funded projects (i.e. research design, activities and analysis).

Research involving diverse¹ and/or marginalised communities demonstrates respect for the experiences and perspectives of these communities and acknowledges and responds to the enduring patterns of social inequality experienced by marginalised communities.

Person-centred

Applications and the proposed research activity demonstrates respect and compassion for research participants and an understanding that people are at the heart of AOD issues, harms, interventions and service provision.

¹ Diverse in respect of gender; ethnic, national or cultural background; class and poverty; religion; CALD and migrant experience; geography; health status including mental health, wellbeing and experiences of trauma; disability and neuro-diversity; experiences of trauma, histories of incarceration and/or inequality. Gender refers to all expressions of gender and sexual identity including normative expressions (i.e. cis-gendered, heterosexual).

Outcomes-focused

The proposed research is aimed at improving or otherwise strengthening outcomes for clients, affected communities and workforces in tangible ways clearly articulate the anticipated benefits of the project for involved communities and workforces.

Applications also demonstrate an awareness of the broader context of the research, such as sector capacity; current or emerging trends in patterns of use or harm; social, economic and/or political factors, and identifies opportunities and potential outcomes related to these.

Evidence-informed

Applications demonstrate a good understanding of areas relevant to the proposed research (i.e. Alcohol and Other Drugs, social and community services provision, program design, public health, Aboriginal and Torres Strait Islander health, etc.).

The rationale, method and approach of the proposed research are informed by current accepted understandings of the issues the project intends to address.²

Innovative

Applicants engage with novel or emerging methodologies, models, programs, interventions or concepts OR apply existing/traditional methods, models or practices in new ways or settings. Projects identify limitations, barriers and weaknesses in current systems and seek to improve, change or traverse these.

TIP

Applicants should demonstrate an understanding of and engagement with the Principles in their application.

2.3 Priorities

Priorities are areas of research that the ADRIA Advisory Group has chosen to prioritise in a particular grant round.

The Advisory Group has identified the following Priorities for the 2022 grant round.

² This can include projects that seek to challenge current accepted understandings of an issue. However, such projects must demonstrate sufficient understanding of the issue and engage critically with the understandings they plan to challenge.

Priority populations

Priority populations are populations, groups and communities that experience higher risks of AOD-related harms, face additional barriers in accessing AOD-related supports and services, and/or are under-served by the AOD service system.

This includes but is not limited to:

- Sex, sexuality and gender-diverse (LGBTIQ+) people;
- People in contact with the criminal justice system;
- Women and their children;
- CALD communities;
- Older people who use AOD;
- People with a mental illness;
- People living with disabilities;
- Aboriginal and Torres Strait Islander people.³

Research that improves our understanding of priority populations, is critical to increasing the AOD service sector's engagement with them, and improving services.

Lived-and-living experience workforce

In the context of AOD, lived-and-living experience refers to having a personal experience of AOD use. This may be former or current use. The term 'peer' is commonly used to identify those who share this common experience whereas a 'peer worker' is used for a designated role and is the focus of this priority area. A 'peer support worker' uses their lived and/or living experience in their work supporting people impacted by AOD.

There is widespread recognition of the value and benefit of employing people with lived experience-and-living experience of AOD in the sector. Despite this, engagement with and integration of this workforce has been piecemeal and uneven.

Research that improves and/or expands the evidence base for the lived-and-living experience workforce is needed to increase integration of this valuable and under-utilised workforce in the AOD service system

3. RESEARCH ETHICS

Research projects involving human research will need approval from a Human Research Ethics Committee (**HREC**) *before data collection begins*.

³ 25% of ADRIA's total funding has been allocated to Aboriginal and Torres Strait Islander led AOD research administered as a separate grant program by Lowitja Institute. Aboriginal and Torres Strait Islander led and/or focused research is eligible to apply for ADRIA's General grant stream but applicants may also wish to contact Lowitja Institute.

The National Health and Medical Research Council's [National Statement on Ethical Conduct in Human Research](#) defines human research as:

Research conducted with or about people, or their data or tissue. Human participation in research is therefore to be understood broadly, to include the involvement of human beings through:

- *taking part in surveys, interviews or focus groups;*
- *undergoing psychological, physiological or medical testing or treatment;*
- *being observed by researchers;*
- *researchers having access to their personal documents or other materials;*
- *the collection and use of their body organs, tissues or fluids (e.g. skin, blood, urine, saliva, hair, bones, tumour and other biopsy specimens) or their exhaled breath;*
- *access to their information (in individually identifiable, re-identifiable or non-identifiable form) as part of an existing published or unpublished source or database.*

TIP

Applying for research ethics approval can be a complicated and time-consuming process. If your proposed research will require ethics approval but you are unfamiliar with the process, you should consider a project partnership with an organisation or researcher familiar with the research ethics process.

Please note: For projects that require ethics approval, the provision of grant monies is subject to obtaining ethics approval. If a project requiring ethics approval fails to obtain it, the project cannot proceed and allocated grant monies will be reacquired.

Please see the FAQ on the [ADRIA webpage](#) for further information on research ethics.

4. GRANT CONDITIONS

The following conditions are compulsory and will be included in the ADRIA Funding Agreement successful applicants will be required to sign for funding to be allocated.

- i. In order for the grant to be paid, the Grantee will supply a Tax Invoice to VAADA for the agreed amount of the first payment instalment (amount indicated in the attached Grant Schedule). Grants made by VAADA are regarded as gifts for the purpose of GST legislation and are therefore not subject to GST.
- ii. The Grantee must use the whole grant exclusively for the Project as described in the grant application submitted by the Grantee and not for any other purpose(s) without the prior written consent of VAADA.
- iii. The Grantee will expend the Grant only for the purposes stipulated within the Grantee's application and this Research Grant Agreement.
- iv. The Grantee will use its best endeavours to complete the project within the timeframe stipulated in their application and this funding agreement, including the provision of satisfactory progress reports and financial acquittals, as indicated in the attached Grants Schedule, to the satisfaction of VAADA in order for subsequent grant payments to be made.
- v. The Grantee accepts that if the project has not commenced within six months of the approval date the grant will be deemed to have lapsed unless VAADA is advised of the delay in writing and has approved the delay in writing.
- vi. The Grantee will promptly advise VAADA of any material change that may affect the Grantee's ability to undertake or complete the Project within the agreed timeframe and as outlined in their application.
- vii. If the project is not completed within the agreed timeframe (or any extension of the agreed timeframe approved in writing by VAADA), no part of the grant may be paid out or otherwise used after the agreed timeframe or extension without the approval in writing of VAADA.
- viii. The Grantee will maintain adequate records to enable the use of grant funds to be identified, reported and checked readily. VAADA, DH or their agents has a right to inspect records of relevance to grant funds on reasons by notice to the Grantee.
- ix. Publications deriving from the funded activity must display the ADRIA logo in official recognition of the grant by the Grantee. High-resolution versions of the logo are available on request and approval must be sought prior to publication.
- x. The Grantee will provide a report on the Project to VAADA within two months of the end of the agreed project period. The Grantee will report against the Project's objectives, aims and expected outcomes as stated in the Grant Application, and provide a signed statement of expenditure showing the amount received, details of expenditure and any balance of unspent grant funds.

- xi. The Grantee agrees that VAADA and/or DH may use general information regarding the Grantee organisation, Research Project and size of grant for communication purposes (i.e. VAADA's website, annual report, presentations at conferences, etc.).
- xii. The Grantee must ensure that all rights, consents, licenses and permissions have been obtained prior to submitting images and/or video relating to the research project. Images sent to VAADA should include captions, names of any people pictured and any acknowledgements required. The provision of information and images will be taken as permission to reproduce and publish.
- xiii. Intellectual property and data developed in whole or in part by ADRIA grant funding are the property of the Grantee unless otherwise agreed.
- xiv. VAADA is not responsible for any liabilities associated with the Project, or errors, misrepresentations or misinterpretations of publicly available material and/or data resulting from the project.
- xv. It is the responsibility of the Grantee to ensure that all relevant rights, consents, approvals (including those granted by Human research Ethics Committees), licenses and permissions have been obtained prior to the commencement of relevant activities.
- xvi. The following limitations apply to all ADRIA grants:
 - a. Project administration fee (or equivalent) is limited to 15% limit of total grant amount;
 - b. Salary on-costs (payroll tax, workers' compensation, annual leave loading, long-service leave) are limited to 28%.
- xvii. By accepting payment of the grant, the Grantee accepts these conditions and other obligations as specified in the ADRIA Program Guidelines (this document), Funding Agreement and Grant Reporting Guidelines.

Note: Failure to meet and comply with grant conditions may result in payment of grant instalments being ceased, paid grant instalments needing to be repaid and will be taken into consideration if future application are submitted to ADRIA.

4.1 Monitoring, reporting and acquittal

Projects funded under ADRIA will be subject to monitoring, reporting and acquittal requirements as well as other restrictions and limitations.

4.1.1 Project activities

Projects funded under ADRIA will be required to carry out the activities described in their Full Application. Any changes or alterations to project activities will need to be approved by VAADA.

4.1.2 Funding Agreement

All successful applicants will be required to sign a funding agreement. This sets out the applicant's obligations in relation to the grant. No funding will be allocated without a signed funding agreement.

4.1.3 Reporting

Applicants are required to submit quarterly and annual progress reports (as stipulated in their funding agreement and the grant reporting guidelines). Applicants who fail to meet these reporting requirements will be subject to audit and may be required to return grant funding.

At the conclusion of the project, applicants will submit a final report on the project that acknowledges the source of funding, describes the research methodology (including ethics process and approval if applicable), findings, a discussion of project outcomes and any ongoing changes or benefits arising from the project.

4.1.4 Financial acquittal

Applicants are required to provide a financial acquittal of the grant. A copy of the acquittal form will be provided to you once the funding agreement is signed.

Applicants that do not submit a final acquittal will be subject to audit and may be required to return grant funding.

4.1.5 Restrictions and limitations

Successful applicants are not entitled to any further funding beyond that described in the funding agreement. No funding beyond the amount specified in the funding agreement will be provided in support of the original application.

4.1.6 Publications arising

Any publications arising from the funded research activity must appropriately acknowledge ADRIA grant funding as a Victorian Government initiative. For example:

This research was funded (partially or fully) by the Victorian Government through the Alcohol and Drug Research Innovation Agenda (ADRIA).

Publications include journal articles, project reports, evaluations, promotional and advertising activity, editorial and any other outward facing media.

5. OTHER ISSUES

5.1 Collaborative projects

Applications for collaborative projects are encouraged. Collaborative applications should include letters of support from project partners' Executive Officer OR Managing Director OR Head of Research OR equivalent.

Applicants proposing collaborative projects will be required to nominate a 'lead agency'. The lead agency must meet the eligibility criteria (Section 2.6) and will:

- be required to submit the application form;
- be the sole recipient of grant funding (VAADA will not 'split' funding payments between project partners);
- take sole legal responsibility for meeting agreed milestone and delivering outcomes (including consequences for not meeting or delivering these);
- be responsible for ensuring project partners are suitable, and for effectively communicating the conditions of the partnership to project partners;
- be responsible for managing relationships with project partners.

Please note: VAADA will only deal with the lead agency on matters pertaining to ADRIA funding and/or the research activities supported.

5.2 Public dissemination

Research funded by ADRIA should be suitable for public dissemination. VAADA and/or the Victorian Government reserve the right to identify research funded through ADRIA in promotional activities.

5.3 Research involving Aboriginal communities

25% of total ADRIA funding has been allocated to Aboriginal and Torres Strait Islander led AOD research. This portion of funding is being administered by Lowitja Institute. For further information about the Aboriginal and Torres Strait Islander ADRIA grant stream please contact Lowitja Institute at grants@lowitja.org.au

However, research led by and/or focusing on Aboriginal and Torres Strait Islander communities is also eligible for funding through the general (this) stream.

Aboriginal and Torres Strait Islander led and/or focused applications submitted to the general stream will be assessed via the normal assessment process. However, VAADA will liaise with Lowitja Institute regarding assessment of these applications. This may include Lowitja Institute assisting in reviewing relevant applications.

Those considering submitting an Aboriginal and Torres Strait Islander led and/or focused application to the general stream should consult the following resources:

5.4 Research involving marginalised communities

Research involving marginalised and disadvantaged communities is historically complex. While research on the challenges facing these communities is important, such research has a long history of being exclusionary, disempowering and actively harmful to the communities involved.

If your research involves members of disadvantaged or marginalised communities, there are several things you should consider:

- Does the research account for and include voices and perspectives of community members?
- Do community members have the opportunity to contribute to the research, including the early stages such as design?
- Is the research topic or question identified as a priority by the community in question?
- Does the research prioritise the safety (including psychological and cultural safety) of the community members that are participating in the research?
- Does the community support the research?
- Do community members have an opportunity to review the findings prior to their publication or release?
- Is the research likely to benefit the community in question? How? Is this benefit specific to those who participate in the research or to their community generally?
- Does your project team include members of the community in question? If not, why not?
- Are there opportunities to increase consultation with or inclusion of members of the relevant community?

TIP

Research that focuses primarily or exclusively on a marginalised or disadvantaged community (for example, Aboriginal and Torres Strait Islanders, LGBTIQ+ people, Culturally and Linguistically Diverse communities or sex workers) should involve, at the very least, extensive consultation with those communities.

A better approach is for researchers to partner with organisations representing these communities and do the research together through a process of 'co-design'.

6. HOW TO APPLY

Before applying, you must read and understand these guidelines.

ADRIA has a two-stage application process. The first stage is an Expression of Interest (EOI). Applicants who submit a successful EOI will be invited to progress to the second stage: Full Application.

To apply you must:

- Complete the official application form and submit it as instructed.
- Provide all the information requested
- Meet the eligibility criteria
- Include all necessary attachments and supporting documentation;

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

Submit your application via email to adria@vaada.org.au by the nominated time and date.

If you find an error in your application after submitting it, you should contact VAADA immediately on 03 9412 5602 or jpetty@vaada.org.au.

If we find an error or information that is missing, we may contact you for clarification or to provide the missing information. However, we can refuse to assess incomplete applications or to accept any additional information from you that would change your submission after the application deadline has passed.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within three working days. If you need further guidance about your application please contact James Petty at VAADA (contact details above).

6.1 Expression of Interest

6.1.1 Assessment criteria

EOIs will be assessed on the following criteria:

- i. The applicant and proposed research are eligible for ADRIA grant funding;
- ii. The proposed research activity:
 - Is feasible (within both the timeframe and budget):
 - Demonstrates understanding of the issue(s) to be researched and engagement with appropriate evidence;

- Has clearly identified a research question(s);
- Is likely to answer the research question;
- Is likely to contribute to the health and wellbeing of Victorians impacted by AOD-related harms.

Expressions of Interest must be submitted by 5pm on 15th July 2022.

6.2 Full application

Applicants who submit a successful EOI will be invited to submit a Full Application.

Full Applications **must be** submitted online via the online submission portal on the ADRIA website.

6.2.1 Assessment criteria

Full Applications will be assessed on the following criteria:

Research Agenda – 25%

- The proposal demonstrates alignment with ADRIA's Research Agenda (Purpose, Principles and Priorities).

Benefit to be derived (demonstrated need) – 20%

- The application identifies anticipated benefits of the project. These may be broad (e.g. addressing a gap in knowledge), specific (for the population served by the project) and organisational (benefits for the applicant organisation).

Research design – 30%

- The proposed research is feasible within the proposed timeframe and budget; has a clearly define research question; identifies and describes an appropriate method of investigation (research activity).

Project team – 15%

- The project team has relevant experience, expertise and skills (relative to opportunity). This may include a track-record of research, experience working with relevant groups or issues, or lived experience.

Value-for-money – 10%

- The project demonstrates good value-for-money. The project uses ADRIA resources in an efficient, effective and ethical manner that promotes accountability and transparency. The grant request is commensurate with the scale and scope of the research activity and outputs. Proposed spending is cost-conscious, results-focused and realistic.

Note: Projects demonstrating partnership and collaboration (for example, between an eligible organisation and university or research institute), will be considered favourably.

Applicants will receive a confirmation email upon receipt of their full application. If a confirmation email is not received within two business days of submission, please contact VAADA (see section 5.1 for contact details).

Full applications must be submitted by the due date and time (this will be provided upon invitation to submit a Full Application).

7. FUNDING ALLOCATION

7.1 Funding agreements and conditions

Successful applicants will be required to sign a funding agreement. Grant monies will not be allocated until the funding agreement is agreed to and signed.

The agreement spells out the conditions of funding including reporting obligations and other requirements. Funded projects will be required to submit progress reports as part of their funding agreement.

Grantees must also submit a final report and financially acquit the grant upon completion of the research.

Under no circumstances will funding be transferred into a personal account. Applicants must provide organisational bank account details.

7.2 Grant instalments

Grantees will receive their allocated funding in instalments. This is to ensure project oversight and compliance with funding agreements.

Projects will receive:

- 40% of allocated funding at the beginning of the project;
- 40% upon reaching a key project milestone (progress report); and
- 20% upon satisfactory completion and acquittal.

8. KEY CONTACTS AND OTHER INFO

8.1 Key contacts

For questions relating to ADRIA and the application process, please contact VAADA Project Officer – Special Projects, James Petty at jpetty@vaada.org.au or 03 9412 5600.

For questions for the Victorian Government and their funding of ADRIA, please contact the Department of Health and Human Services.

8.2 Frequently Asked Questions

FAQ are available on the [ADRIA webpage](#) on the VAADA website.

8.3 ADRIA roles and Responsibilities

This section outlines the roles of key decision-making groups in the ADRIA grant program.

8.3.1 Victorian Department of Health

The Victorian Department of Health (**DH**) provided the funding for ADRIA.

The Minister will make the final determination for which projects are successful, based on recommendations from the ADRIA Evaluation Panel.

8.3.2 The Victorian Alcohol & Drug Association

VAADA has been commissioned by the Victorian Government to administrate ADRIA.

VAADA is committed to ensuring ADRIA operates to a very high standard of transparency, probity and professionalism.

VAADA has convened two independent bodies – the ADRIA Advisory Group and the ADRIA Evaluation Panel – to oversee ADRIA and to evaluate individual applications respectively. VAADA **does not** have a role in determining how funding is allocated.

8.3.3 ADRIA Advisory Group

The ADRIA Advisory Group provides independent guidance to VAADA on various aspects of ADRIA. The approval of the Advisory Group is required for various key components of ADRIA and any changes to ADRIA will require the Advisory Group's approval.

Advisory Group members come from a range of relevant backgrounds and professional experience such as research, service delivery, AOD advocacy and lived experience. Membership of the Advisory Group is voluntary.

The primary tasks of the Advisory Group are to:

- Establish a research agenda and priorities for the first two years of the program.

- Oversee various aspects of the administration of ADRIA, such as convening the Evaluation Panel, approving key program documents and providing relevant guidance and expertise to VAADA in its role as administrator of ADRIA.

The ADRIA Advisory Group has no direct role in determining the outcomes of specific grant applications.

8.3.4 ADRIA Evaluation Panel

The Evaluation Panel is comprised of independent experts from a variety of fields (research, service delivery, public health, lived experience, etc.).

The Evaluation Panel's role is to evaluate and provide feedback on ADRIA applications and make recommendations to DH regarding the eligibility and merit of each application.

The Minister will make the final determination regarding successful applications.

Members of the Evaluation Panel will be required to declare any conflicts of interest regarding applications and will not assess applications for which a conflict is identified.

8.3.5 Lowitja Institute

Lowitja Institute are the national peak body for Aboriginal health research. They will be administering ADRIA's Aboriginal funding stream (see section 2.4 in this document). Lowitja Institute are based in Melbourne and can be contacted at grants@lowitja.org.au or 03 8341 5599.