



**2015 LARGE AND SMALL EQUIPMENT GRANTS
Overview of Process and Communications**

November 2014	
Panel established	<ul style="list-style-type: none"> Total on panel – 7 members confirmed
Circulation of key dates	<ul style="list-style-type: none"> Email sent to medical and senior administrative staff advising of the opening of applications for 2015 grants program Screen Saver loaded onto TPCCH computers advising of opening of applications
December 2014	
Systems developed	<ul style="list-style-type: none"> Preparation for all grant programs to go online through Smarty Grants software
January 2015	
Panel advice and scoring	<ul style="list-style-type: none"> Panel member advice document was circulated to panel members. Email sent to medical and senior administrative staff advising all grants applications now online.
February 2015	
Grant applications close	<ul style="list-style-type: none"> 11 Small and 7 Large grant applications were received.
Request for Conflict of Interest Declarations	<ul style="list-style-type: none"> List of all applications sent to panel members with a request to provide details of any Conflict of Interest or Potential Conflict of Interest
Conflict of Interest Declarations received and grants allocated to Panel members to assess. Applications circulated.	<ul style="list-style-type: none"> Panel members declared if they have: <ol style="list-style-type: none"> a conflict of interest a potential conflict of interest Grants were randomly allocated to panel members (without a declared Conflict of Interest) for assessment. All grants were assessed by 3 members of the panel.
27 February 2015 to 23 March 2015	
Stage 1 of Assessment Process	<ul style="list-style-type: none"> Panel members independently scored the applications allocated to them. All score sheets were submitted online and ranked prior to meeting. Amalgamated scores were provided to Chair of the panel prior to the panel meeting. Foundation met with Chair of panel prior to panel meeting.
30 March 2015	
Stage 2 of Assessment Process	<ul style="list-style-type: none"> Panel met and moderated together the final recommendation on rankings of the applications.
13 April 2015	
Stage 3 of Assessment Process	<ul style="list-style-type: none"> Panel recommendations were presented to TPCCH Research Committee for comment and review.
22 April 2015	
Stage 4 of Assessment Process	<ul style="list-style-type: none"> Panel and Research Committee recommendations provided to TPCCH Finance Committee meeting for allocation of funding.
27 April 2015	
Outcomes circulated	<ul style="list-style-type: none"> All members of Panel were advised of TPCCH Board decision on funding TPCCH Research Committee advised of funding outcome Applicants advised of the outcome of their application.