



NSW Statewide Health Literacy Hub Research Grant Program



Research Grant Application Guidelines

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Section A: NSW Health Statewide Health Literacy Hub Research Grant Program

1. Overview

1.1. Background

Health literacy represents the personal competencies and organisational structures which enable people to access, understand, appraise, and use information and services in ways which promote and maintain good health, and, hence, to improve the quality and effectiveness of health services”^[1]. Addressing health literacy is one of eight immediate priorities under the National Preventive Health Strategy to improve navigation of the health system, improve service delivery and reduce burden on the health system^[2].

The NSW Health Statewide Health Literacy Hub (The Hub) was established as an action from the NSW Health Elevating the Human Experience Implementation Plan 2022–2023^[3]. The goal of the Hub is to build and advance health literacy leadership and capacity at local and system levels from 2024-2027^[4]. The Hub’s goals will be achieved by building awareness and capacity in health literacy, fostering partnerships and knowledge sharing in health literacy, enhancing systemwide processes and resource implementation, and growing health literacy research, translation, and dissemination.

The Hub plans to advance health literacy research through its Strategic Research Objectives:

- Promote, enable and support health literacy research across the translational research pathway.
- Cultivate an environment that fosters research collaboration and partnerships.
- Build research capacity through training, mentoring and supervision of clinician-researchers, health staff and consumers in health literacy.
- Lead translational health literacy research, nationally and globally.

¹ Nutbeam, D., & Muscat, D. (2023). Health literacy in a nutshell: a practical guide to health communication. Sydney, NSW: McGraw-Hill Education Australia.

² [National Preventive Health Strategy](#), Australian Government Department of Health

³ [Elevating the human experience](#) New South Wales Health

⁴ [Home - Health Literacy Hub Portal](#)

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With a focus on The Hub's core research values of pursuing impactful research, working in partnership, advancing equity and building capacity, we have established the NSW Health Statewide Health Literacy Hub Research Grant.

1.2. Purpose and objective

The purpose of the NSW Health Statewide Health Literacy Hub Research Grant Program is to encourage teams (healthcare staff, clinicians, consumers, researchers) to undertake collaborative research projects that focus on health literacy research questions to address an individual or organisational health literacy problem. Successful projects will investigate health literacy challenges and explore practical solutions and opportunities to inform evidence-based health literacy practice.

Grant applicants are encouraged to join the Health Literacy Hub Community of Practice, and awardees will be offered opportunities to build their research expertise through mentoring or expert pairing initiatives with the Sydney Health Literacy Lab at the University of Sydney. Support to publish research project outcomes in peer-reviewed publications is available to successful grant applicants to enable wider dissemination.

1.3. Funding Program Overview

In 2025, the NSW Health Statewide Health Literacy Hub will provide \$30,000 to fund up to three pilot projects (\$10,000 excluding GST, per project) to commence in July 2025. The maximum project duration for this funding is 12 months. The NSW Health Statewide Health Literacy Hub has designed this Grant Program with the objective to build capacity and expertise in health literacy research across NSW Health.

2. Eligibility

2.1. Eligibility Criteria – Investigators

The Project team for proposed research projects should fulfil the following eligibility criteria:

- Up to two Principal Investigators (PI) can be named and lead the project.
- One of the Principal Investigators is a current employee of NSW Health. This is to ensure that the proposed project is health service led.

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- Up to eight team members can also be named as collaborators on the application (e.g., healthcare providers, health services researchers, consumer representatives, postgraduate students).
- Grant applicants are encouraged to become a member of the Hub Community of Practice (CoP). If you are not yet a member, you can sign-up [here](#).

2.2. Eligibility Criteria - Project

Proposed research projects should fulfil the following eligibility criteria:

- The research project is clearly aligned to health literacy, i.e., it is focused on access, understanding, appraisal and use of health information and services. Projects address issues related to a) individuals and communities or b) organisations and health systems. (See Figure 1)⁵

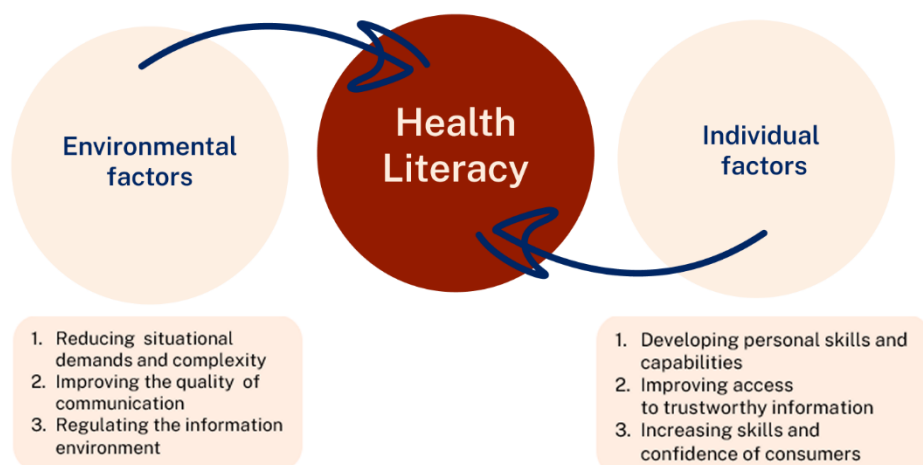


Figure 1 Focus of Health Literacy projects

- The research project seeks to contribute to an equitable healthcare system that is inclusive and accessible to all.
- The research project is conducted within the NSW Health system and led in partnership with NSW Health staff and/or consumers.
- The research project is focused on interventional research and clearly aligns with step/s situated on the pathway of the Translational Research Framework (See Figure 2)

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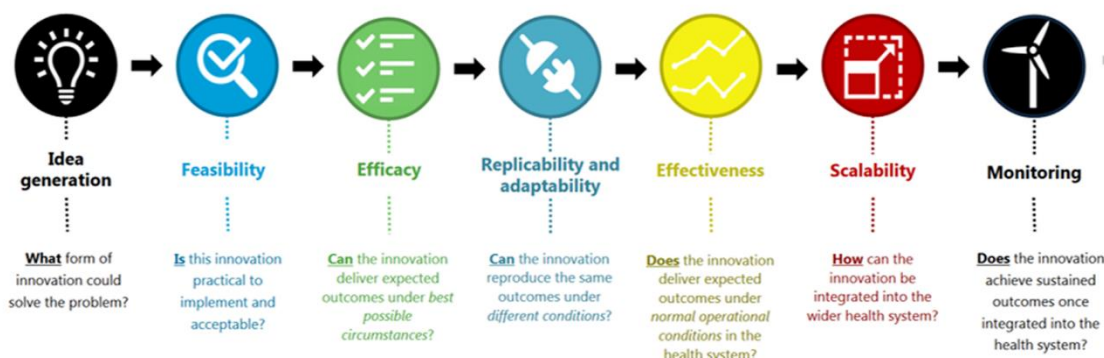


Figure 2 Translational Research Framework

- The research project should aim to develop and deliver scalable solutions to address current health service challenges, and that can be implemented across NSW Health services (i.e., potential for adaptation, integration and scalability).
- We welcome projects that use quantitative or qualitative data collection and co-design methods.
- **Length of project:** The length of the project can range from 6 to 12 months maximum.
- **Location(s):** The project and research data collection must be conducted in one or more NSW Health LHD, specialty network or pillar organisation.

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3. Selection criteria for applications

3.1. Selection Criteria

Applications will be assessed using the selection criteria described below:

1. Individual or organisational health literacy problem and aims (25%).
2. Quality and feasibility of the research project and plan (35%).
3. Reach and significance of anticipated impacts (15%).
4. Collaboration and engagement, including consumer, community involvement and team organisation. (25%). We will use a guide for describing and assessing consumer and community involvement in health research in funding applications, developed by Sydney Health Partners. See Appendix 1.

	Selection Criteria
Individual or organisational health literacy problem and aims (25%)	Applications should: <ul style="list-style-type: none"> • Describe the significance of the individual or organisational health literacy challenge and the aims that the project will address. • Include background about the evidence-practice gap including any local data.
Quality and feasibility of the research project and plan (35%)	Applications should: <ul style="list-style-type: none"> • Describe the research methods, analysis plan, project milestones and time plan. • Refer to a framework, model, or theory from the literature to inform the research plan, where applicable. • Outline how the team will achieve the project aims and milestones of value to the health system within a 12-month timeframe. • Describe how the team will engage participating health services in the project.
Reach and significance of anticipated impacts (15%)	Applications should: <ul style="list-style-type: none"> • Describe the potential impact on health service/organisational improvements and/or patient outcomes. • Describe how potential knowledge generated will contribute to the field of health literacy. • Outline potential to expand the project and/or leverage future funding. • Outline how the project may contribute to an effective, sustainable, scalable, and/or impactful solution to current health service challenges that can be tailored and integrated used across NSW Health services.
Collaboration & engagement, including consumer, community involvement and team organisation (25%)	Applications should: <ul style="list-style-type: none"> • Describe consumer and/or community representation and engagement. • Demonstrate consumer and community involvement in project planning, the application process and as members of the project team. • Describe how the team will work together (e.g., team structures, member roles, frequency, and purpose of meetings), including activities to build a strong sustainable collaboration.

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3.2. Submission instructions

Applications must be submitted using the [NSW Health Statewide Health Literacy Hub Research Grant Program Application Form](#).

Applications must be submitted as single PDF document using the standard file name convention.

- One Principal Investigator only:
PrincipallInvestigatorTwoSurname_HLHGrant2025_Grant Proposal.pdf
- Two Principal Investigators:
PrincipallInvestigatorOneSurname_PrincipallInvestigatorTwoSurname_HLH Grant2025_Grant Proposal.pdf

Principal Investigator/s must indicate they consent to the application submission by checking the relevant boxes at the bottom of the application form.

Applications will be initially assessed against the eligibility criteria outlined above. Any application that does not fulfil those criteria will not proceed further for review. This includes any applications that exceed the budget of \$10,000 excluding GST.

Applications should be submitted by 5pm AEST on the closing date via the [online application form](#).

Applicants should ensure that the application is complete, with all required fields filled out and supporting documents attached before submission.

Receipt of applications will be acknowledged via email.

Late applications will not be accepted.

3.3. Assessment Process

A transparent process will be undertaken for review of the NSW Health Statewide Health Literacy Hub Research Grant Program through a Review Panel (comprised of members from the NSW Statewide Health Literacy Hub, Consumers) and the NSW Statewide Health Literacy Hub Academic leads.

All applications will be reviewed for eligibility by the NSW Health Statewide Health Literacy Hub Administrative team before being provided to the Review Panel. The Review Panel will score the applications according to the selection criteria. Final recommendations will be made to the NSW Health Statewide Health Literacy Hub Executive. All applicants will be advised by email on the outcome of their application.

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If members of the assessment panel are named investigators on an application or have real or potential perceived conflict of interest to an application/s, then they will be excluded from the assessment panel for discussion and assessment of that application/s.

Grants will commence from July 2025.

[Email your questions](#)

3.4. Conflict of Interest

Any real or potential perceived conflict of interest in relation to applying for the NSW Health Statewide Health Literacy Hub Research Grant Program should be declared in the application form (See Application Form Q13).

3.5. Grant Timeline and Submission Details

The timeline for the application process can be seen in the below table.

Dates	Activity
Mon 17th March 2025	Applications open via the NSW Health Statewide Health Literacy Hub web portal.
Monday 24th March 2025	Online information session 11:00am – 11:30pm via our Hub Community. Register here
Mon 28th April 2025	<p>Applications close.</p> <p>Eligible and complete applications must be submitted by 5pm AEST on the closing date. Applications must be submitted online.</p> <p>Submit your application</p> <p>You must upload your application as a single PDF document in the following format: PrincipallInvestigatorOneSurname_PrincipalInvestigatorTwoSurname_HLHGrant2025_Grant Proposal.pdf</p> <p>For example: Barty de Minaur_HLHGrant2025_Grant Proposal.pdf</p> <p>Late applications will not be accepted.</p>
June 2025	<p>Successful Applicants will be notified.</p> <p>Award letters issued and funding arranged.</p>
July 2025	Projects to commence.

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Section B: Conditions of Award

1. Budget

1.1. Funds available

The total funding request cannot exceed \$10,000 (excl GST).

Each grant will be awarded a maximum of \$10,000 (ex GST), to be spent over a maximum period of 12 months.

1.2. Funding Conditions

The full funding amount for successful grants will be transferred in a single payment to the institution of, and in the name of one of the lead Principal Investigators. The Principal Investigator/s will need to nominate which organisation (administering institution) will hold, manage, and acquit the funds if the grant is successful and name the financial contact and/or department head to oversee the transfer of funds (See Application Form Q3).

Funds can be used for costs associated with conducting research activities, including salaries.

1.3. The Funder

These funds awarded from WSLHD Account (ABN 48 702 394 764) and are not from an externally awarded competitive grant. The conditions of these Guidelines apply to the successful awardees.

1.4. What this program will fund

Examples of the activities the NSW Health Statewide Health Literacy Hub Research Grant Program will fund:

- Salary support for research assistants or project support staff (e.g., scientific officers/project officers/managers) for research related activities.
- Salary support for research-related consultations, for example statisticians, health economists.

Examples Costs associated with consumer reimbursement and remuneration.

- Essential items specifically required for the project completion are allowed if such items are normally not available.

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- Direct research costs such as equipment and software will be approved on a case by-case basis.

1.5. What this program will not fund

The list below outlines items that NSW Health Statewide Health Literacy Hub Research Grant Program will not fund and should not be included:

- Websites
- Publication fees/costs
- Professional memberships/subscriptions
- Airfares
- Indirect research costs or infrastructure costs.

2.Expected Outcomes, Reporting and Progress Reviews

2.1. Reporting and Progress Reviews

In line with the application criteria for funding, successful applicants are expected to report on the progress of the project at two timepoints:

- At 6 months: Interim Progress Report
- Before or at 12 months: Final Report

The purpose of the reporting is to share details of the achievements and potential implications of the research that is supported by the NSW Health Statewide Health Literacy Hub. This enables NSW Health Statewide Health Literacy Hub to ensure that research has been carried out in accordance with their objectives.

The progress and final report require the Principal Investigator/s to report on:

- The overall status of the project
- Progress according to the research plan
- Data collection summary and interim/final findings
- The impact of the research
- Plans for future development/additional funding
- Project findings dissemination

2.2. Future Impacts

NSW Health Statewide Health Literacy Hub Research Grant Program acknowledges that any impacts and outcomes will come well after the funding, and we are likely to contact you on an annual basis to determine if you have had any success.

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2.3 Variations

The PI/s must inform NSW Health Statewide Health Literacy Hub of any significant variations to the submitted project including the request for an extension of time. The variations must not be implemented until approval is sent by reply email, confirming the changes have been agreed to and are accepted by the NSW Health Statewide Health Literacy Hub. If an extension is applied for a progress report must be provided at the time of the extension in addition to the standard reports required.

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Appendix 1

Guide for Describing and Assessing Consumer and Community Involvement in Health Research in Funding Applications at Sydney Health Partners

Please review the Consumer and Community Involvement Resources available from Sydney Health Partners, you can find them here:

[Consumer and Community Involvement Resources » Sydney Health Partners](#)

The Guide for Describing and Assessing Consumer Involvement in Health Research in Funding Applications aims

1. to help researchers to describe planned consumer involvement in their research funding applications; and
2. reviewers to assess proposed consumer involvement in research applications

The Guide includes a scoring guide (p5) enabling reviewers to score the degree of consumer involvement in a research project, from low to high.

Please see the full details here: [Guide for Describing and Assessing Consumer and Community Involvement in Health Research in Funding Applications at Sydney Health Partners](#)