



THE UNIVERSITY OF  
**SYDNEY**

# Healthy Sydney University

Seed funding information pack  
2015-16



# Healthy Sydney University

## Seed funding information pack 2015-16

This information pack provides a guide for students and staff across the University of Sydney to conceive, develop and present initiatives to Healthy Sydney University for seed funding support in 2015-16. For more information, please contact our Senior Project Officer at [healthy.uni@sydney.edu.au](mailto:healthy.uni@sydney.edu.au) or call (02) 9036 7891.

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# About Healthy Sydney University

**Healthy Sydney University** aims to create a healthy learning and working environment for students and staff at the University of Sydney. We bring together students, professional staff, academics and researchers from across our faculties and professional service units to plan, implement and evaluate strategies and initiatives that will improve the health and wellbeing of our community. These strategies are informed by the best available evidence and are rigorously evaluated to ensure we generate new evidence around healthy learning and working environments.

**Healthy Sydney University** seeks to support *healthy people*, build *healthy places*, and create *healthy policies* and *practices*.

**Healthy Sydney University** is broadly organised through four working groups which comprise staff, student and associate organisation members from across the University.

These working groups meet regularly to plan, implement and evaluate health-promoting initiatives for staff and students in the following areas:

## **Move More, Sit Less**

Promoting increased physical activity and decreased sitting time.

### **Chairs**

Professor Tim Gill  
Professor Adrian Bauman



## **Mental Wellbeing**

Promoting the mental wellbeing of students & staff

### **Chair**

Dr Marie Leech



## **Eat Better**

Promoting healthy food choices through a healthier on campus food environment

### **Chairs**

Professor Stephen Colagiuri  
Professor Margaret Allman-Farinelli



## **Embedding**

Ensuring Healthy Sydney University activities and research are embedded in our University's policies and practices

### **Chairs**

Ms Julia Cohen  
Professor Ian Caterson



## Our guiding principles

The five guiding principles underpinning **Healthy Sydney University** are:

- 1) **Evidence informed and evidence generating:** Projects carried out under (or in association with) Healthy Sydney University should be evidence-informed and evidence-generating.
- 2) **Collaboration:** Projects affecting staff or student life should be developed in collaboration with staff or students and their representatives.
- 3) **Holistic view of health and wellbeing:** Projects implemented and/or endorsed by Healthy Sydney University recognise the relationship between physical and mental health and wellbeing.
- 4) **University-wide approach:** Academic and professional staff, management, students and champions across all sections of the university working together.
- 5) **Population, settings-based approach** Activities should adopt an integrated, sustainable, population-based approach, rather than address individual health needs.

# Seed funding information

## General information

Healthy Sydney University has a small allocation of funding available each year to 'seed' original initiatives that can improve the health and wellbeing of our University community, and which relate to the areas of interest of our Healthy Sydney University working groups.

Seed funding may be used to assist the funding of:

- Consumables or non-consumables needed for measuring the impact of interventions or strategies with university-based outcomes;
- Materials for which there is no other identified funding source;
- Student or research assistant time; and/or
- Other appropriate items as decided by Healthy Sydney University.

There will generally be an upper limit of AUD \$5,000 available for each project seed funded by Healthy Sydney University.

## Eligibility

Any University of Sydney staff member or student is eligible to apply for seed funding. However, seed funding is not available for strategies planned by Faculties or Professional Services Units in the course of their usual business.

Additionally, all applications for seed funding must be presented to a Healthy Sydney University working group before submission. **Applications for seed funding that have not been discussed at the relevant Healthy Sydney University working group will not be considered for funding.** Please contact [healthy.uni@sydney.edu.au](mailto:healthy.uni@sydney.edu.au) for a list of working group meeting dates, well in advance of the close of seed funding.

## Assessment of applications

All applications for seed funding will be assessed and ranked by the Healthy Sydney University working group Chairs. This assessment and ranking is based on whether the application has demonstrated that they have sufficiently addressed these five criteria in the application:

- Project Plan (including possible evaluation)
- Evidence and research basis
- Project team
- Potential sustainability, scalability and dissemination of project findings
- Budget.

It is expected that all successful projects will fit within the timeline outlined by Healthy Sydney University on page 6 of this document.

## Successful applications

Each successful project must also submit (i) one 200 word written update at the half way point of the project and (ii) a final report within one month of finishing the project. This report will be approximately 1000 word including a 200 word summary in lay language which may be used for public dissemination about the project and its findings.

This final project report should include the following information:

- Project Name
- Project Leader and affiliation
- Names of team members and affiliation
- Lay summary of project (200 words)
- Aims and Objectives
- Findings/outcomes
- Implications/ recommendations for university wide scalability & sustainability.



## Project timeline 2015-16

| <b>Activity Description</b>   | <b>Date</b>                     |
|---|---------------------------------|
| Applications for 2015-16 seed funding open  | 18 May 2015 –<br>31 August 2015 |
| Applications for 2015-16 seed funding close   | 5pm 31 August 2015              |
| Successful projects announced by Healthy Sydney University (via email)  | 1 October 2015                  |
| Seed funding set up for successful projects and expenditure guidelines sent to project leaders – project can commence | 31 October 2015                 |
| 200 word update to Healthy Sydney University Chairs   | 1 May 2016                      |
| Final project report (1,000 words) due to Healthy Sydney University   | 1 November 2016                 |
| Presentation at end of year Healthy Sydney University event   | Early December 2016             |



## Assessment criteria for seed funding

All applications for seed funding are judged using the following criteria (50 points in total) using the scale 1-10, where 1 equals 'Does not address any criteria' to 10 'Addresses all criteria to a high level.'

| Section   | Criteria  |
|---|---|
| Project Plan (10 points)  | <ul style="list-style-type: none"> <li>The project is aligned with either healthy people, or places, or policies or practices as set out by Healthy Sydney University.</li> <li>The project is aligned with one or more of the four Working Groups</li> <li>The project is innovative in creating a healthy learning and working environment for University of Sydney staff and/or students</li> <li>The project plan includes collection of data or information to evaluate the project.</li> </ul>  |
| Evidence and research basis (10 points)   | <ul style="list-style-type: none"> <li>The project builds on available evidence</li> <li>The project applies a promising approach from another setting to the University setting</li> <li>The project is well planned, realistic, and has a methodology to achieve the proposed aims and objectives</li> <li>The project will generate robust/ reasonably robust evidence about health promotion within a university setting.</li> </ul>  |
| Project team (10 points)  | <ul style="list-style-type: none"> <li>The project involves a range of staff (academic and professional) and/or students working together</li> <li>The project will utilise existing resources, staff and/or students to generate project outcomes</li> <li>The project involves a range of people from around the University with the knowledge or expertise to deliver the objectives of the program or project</li> <li>The project <i>may</i> involve engaging with external organisations (eg. Local council; not-for-profit) to achieve the project's aims and objectives.</li> </ul> |
| Potential sustainability, scalability and dissemination of project findings (10 points) | <ul style="list-style-type: none"> <li>The project demonstrates potential for sustainability ie. The project could be sustained on a longer term basis</li> <li>The project has potential for permanent embedding as everyday university business</li> <li>There is a well-articulated plan to disseminate findings to the wider university community and publish findings as appropriate (journal article, website, open access, infographics etc).</li> </ul>   |
| Budget (10 points)  | <ul style="list-style-type: none"> <li>The project demonstrates value for money with a realistic budget matched to anticipated project outcomes</li> <li>The project leader has carefully considered how to utilise existing resources and limited Healthy Sydney University funds to ensure the project achieves its aims and objectives.</li> </ul>   |

## Submitting your application

All applications for seed funding must be completed using the Healthy Sydney University online form on our website.

Before submitting your application, you should ensure you have presented your project idea to the relevant working group(s). Then complete your application, ensuring to include the following information in the form:

### **Details of Applicant (Project Leader)**

- Full Name
- Position & Organisation (eg. Department; Faculty; Student Organisation or Association).
- Email
- Phone number
- Whether you are a member of staff or a student, or both.

### **Details of Project by Sections**

- Project Name
- Which HSU working group relates to your proposal
- Project plan (max. 500 words)
- Evidence and research (max. 500 words)
- Project team (max. 500 words)
- Potential sustainability, scalability and dissemination of project findings (max. 500 words)
- Budget.

## Contact us

Healthy Sydney University is based in the **Charles Perkins Centre**, a multi-disciplinary \$385 million research and education hub committed to discovering life-changing solutions to global health problems such as obesity, diabetes and cardiovascular disease and related conditions.

For further information about seed funding applications or Healthy Sydney University in general, please contact:

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