



REQUEST FOR PROPOSAL CYSTIC FIBROSIS RELATED DIABETES COMMUNITY NEEDS ASSESSMENT – RESEARCH PRIORITY SETTING

*Please read this Request for Proposal guidelines before completing your application
via the SmartyGrants portal open on THURSDAY 12 MARCH 2026*

<https://diabetesaustralia.smartygrants.com.au/>

Closing date for applications:

SUNDAY 3 MAY 2026

CONTENTS

Introduction 3
Background3

Project Objective and Description 4

Scope of Work 5

RFP Submission 7

Instructions on Proposal Submission..... 9

Proposal Review Process 10

Acknowledgement..... 11

INTRODUCTION

Request for Proposal (RFP) – up to \$80k AUD available

Cystic Fibrosis related Diabetes Community Needs Assessment – Research Priority Setting

Diabetes Australia (DA), Cystic Fibrosis Queensland (CFQ) and Cystic Fibrosis Research Limited (CFRL), with funding provided through the generosity of donors, is seeking proposals from expert researchers, research institutes, health organisations and qualified consultants for a contract to complete a comprehensive Community Needs Assessment to identify the unmet needs to inform research priorities of the Cystic Fibrosis Related Diabetes (CFRD) community.

Proposals will be accepted until Sunday 3 May 2026 via the Diabetes Australia Smarty Grants Portal:

<https://diabetesaustralia.smartygrants.com.au/>

BACKGROUND

CFRD is one of the most common complications of Cystic Fibrosis in adults, occurring in around 30% of people with Cystic Fibrosis by the age of 25. DA, CFQ and CFRL are dedicated to funding research to reduce the impact of CFRD on people, health systems and the community. To ensure research funding and efforts address the issues that matter most to people living with CFRD and the CFRD community, it is important to identify the unmet needs and ‘challenges’ experienced by the CFRD community including people living with CFRD, their carers, health professionals and the health system.

PROJECT OBJECTIVE AND DESCRIPTION

The successful awardee will use best-practice research methodology to identify and prioritise the unmet needs and related research topics that matter most to the CFRD community in Australia. Research priorities should be identified through wide scale engagement and assessment including engagement and participation of both people living with CFRD, health professionals and health system leaders with comprehensive national representation.

Upon completion of the assessment that will identify the unmet needs and research priorities of the CFRD community, the following outputs are expected:

1. A Community Research Needs Assessment report prepared for funding partners. The assessment and recommendations will be used to guide future research investment into CFRD by researchers and funding bodies.
2. Publication in a relevant peer-reviewed scientific journal.

The successful research team will be well connected to the CFRD community (lived experience and health professionals) and well-versed in needs assessment and research priorities setting methods to frame and direct the work approach.

SCOPE OF WORK

The successful awardee shall develop the research protocol including the following items for the project, but not limited to:

- Prepare and submit a Human Research Ethics application to a certified Human Research Ethics Committee in Australia.
- Review other previous and applicable community-based needs assessment and research priorities setting research to inform study questions and research methodology
- Identify, build and maintain relationships with critical partners, including, but not limited to, Cystic Fibrosis related societies, governing bodies, healthcare organisations and people living with CFRD
- Conduct a research study using appropriate methodology to identify and prioritise the unmet needs and research priorities of the CFRD Community to determine focus areas and recommendations for future research grants and initiatives. This should include, but is not limited, to:
 - Use of pre-existing related needs assessment data and information
 - Identify the population scope and reach of the proposed study
 - Design a comprehensive community needs assessment/survey tool or related engagement tools using established, best-practice research methods to gather relevant information regarding the unmet needs, problems and research priorities of the CFRD community.
 - Distribute the survey and/or conduct interviews or focus groups through a variety of channels to optimise survey responses from key stakeholders including people living with CFRD, health professionals and health system leaders to attain primary data. This includes a broad outreach strategy to ensure engagement of hard-to-reach populations.
 - Analyse and verify all data and survey responses and identify common trends and research priorities.
 - Ensure thorough engagement of all demographic groups as pre-determined by the successful awardee (children, adolescents, adults, health professionals and underserved populations) and stakeholders to collect and analyse data in support of the Community Needs Assessment and Research Priorities.
- Write a comprehensive Needs Assessment report. This should include an executive summary, goals, methodology, needs assessment data analysis, and conclusion including a definitive list

identifying the Top 3-6 research priorities of the CFRD community and their needs to be addressed.

- Guide the prioritisation of the community needs and research priorities.
- Prepare and submit a scientific manuscript of the research findings to a relevant peer-reviewed journal.
- The data collection tools and data collected during this assessment will be the property of the funding partners. All raw data will be given to the funding bodies in a format that the funding partners can use for further analysis and be considered in future assessments to track trends. All qualitative data will be summarised in a narrative text and provided in an Appendix in the project report.
- Funding Available: Up to \$80,000 AUD is available to complete the project.

RFP SUBMISSION

Proposals should illustrate that the Applicant has experience to successfully carry out and operate a comprehensive needs assessment with all the required components.

The response to this Request for Proposal must include the following:

- Title Page
 - Submit a Title Page/Cover Letter that provides the RFP subject, the bidding organisations' name and address, the contact person's name, address, number and email address, the date of the Proposal and brief description of the interest in the project. The cover letter should be signed by an authorised representative of the organisation or applicant.

 - Project and Organisational Details
 - Write a narrative that is numbered/lettered that corresponds to each item in the following section. Each item will be taken into consideration when reviewing and evaluating the proposals.
1. Introduction and Method
 - a. Provide an overview of the proposed approach to identify and determine the Community needs assessment and research priorities of the CFRD community.

 - b. Investigators, Institutions and Track Record
 - Provide information adequately describing background, expertise and track record. This should include information about the research institution/s involved as well as the individuals and investigative team response for conducting the research.
 1. Must have established relationships and/or strong communication and facilitation skills and the ability to establish relationships with a diverse set of stakeholders across the CFRD community

 2. Must have prior experience of previously conducted community needs assessment, research priority setting, survey development and comprehensive data analysis.

 - c. Track Record
 - Provide a track record summary including evidence of previously conducted needs assessment and research priority setting research that are representative of experience, skills and talent and strategies you have used to successfully engage hard to reach populations.

- Provide a brief description of the qualifications and experience of the research team that will be working on this project and a 2-page CV as an attachment.
- d. Detailed Program Description
- Describe your approach to meeting the requirements outlined in the scope of work listed above. The proposal must describe how you plan to capture broad insights and input from the CFRD community and how you plan to engage lived experience, health care professionals and health system leaders, particularly those who are difficult to reach, in participating. Please describe what platforms will be used for data collection.
 - Data Collection and Analysis methods
 1. Describe the data collection methods to be used such as surveys, focus groups, community forum, stakeholder interviews.
 2. Data analysis questions: What patterns and common themes emerge around specific community needs? What are the primary research priority topics requested by respondents in meeting those needs?
 - Timeline
 1. Please include a timeline with estimated dates for completion when various activities and milestones will be started and completed.
- e. References
- f. Budget
- Provide a detailed outline and justification of proposed costs with details regarding the salary and operating costs. This can be a separate document in Excel spreadsheet or a PDF document.

INSTRUCTIONS ON PROPOSAL SUBMISSION

1. **Closing and Submission Date:** Proposals must be received by Diabetes Australia via the Smarty Grants portal no later than Sunday 3 May 2026.
2. **Enquiries:** Inquiries concerning this RFP should be directed to the Diabetes Australia Research Office: research@diabetesaustralia.com.au
3. **Conditions of the Proposal:** All costs incurred in the preparation of the proposal will be the responsibility of the Respondent and will not be reimbursed by the funding partners.
4. **Instruction to prospective Respondents:** It is the responsibility of the respondent to ensure the funding partners receive the proposal by the date and time specified above.
5. **Electronic Submissions:** Submit proposal via the Diabetes Australia Smarty Grants Portal: <https://diabetesaustralia.smartygrants.com.au/> no later than Sunday 3 May 2026. All files should be submitted as a PDF.
6. **Right to Reject:** The Funding partners reserve the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of the Community Needs Assessment. A contract for the accepted proposal will be based on the factors described in this RFP.
7. **Notification of Award:** A decision regarding the selection of the successful respondent is expected to be made on or about the last week of May 2026. Upon consultation of final negotiations with the successful respondents, all respondents submitting proposals will be informed via email of the decision.
8. **Time Period:** Time period for services shall be completed within 18 months from signed contract date.

PROPOSAL REVIEW PROCESS

The review process will be conducted in two stages, as follows:

1. Preliminary Proposal Review examines the proposal to ensure it contains all requirements specified in the RFP. If it does not, it will be rejected. A proposal must meet the following mandatory conditions and requirements:

- a. The proposal must have been received in the format indicated in the RFP by the deadline. A proposal not received by the specified date and time will be rejected.
- b. As detailed in the RFP, all relevant sections must be in order, and attachments must be included and received by the deadline. The cover letter of the proposal must be signed by an authorised representative of the applicant.

2. Review Committee Process

- b. All proposals meeting the requirements above will be evaluated by a Review Committee composed of key stakeholders within the CFRD community, including lived experience and members of the funding partners. Review Committee representatives will not include applicants to this RFP or anyone else who may have any conflict of interest that would prohibit a fair and equitable review process.
- c. The Committee intends to select an applicant that demonstrates satisfactory evidence that it has the requisite experience, ability, resources and staffing to enable it to achieve the scope of work successfully.

In making the determination as to whether to select an Applicant, the committee will evaluate proposals on a qualitative basis against the response to the following factors (listed in no particular order):

- Overall proposed approach and methods used, including data collection and analysis methods
 - Breadth of stakeholder engagement and their knowledge and ability to connect with the CFRD community including difficult to research groups
 - Proposed deliverable timeline
 - Proposed budget and cost estimate
 - Track Record to deliver and prior experience performing similar work
- d. An interview with the top applicant(s) may be conducted.
 - e. Once an applicant is selected and approved, notification will be sent.

Diabetes Australia, Cystic Fibrosis Queensland and Cystic Fibrosis Research Limited (CFRL) appreciate your interest in this needs assessment. Any questions regarding this Request for Proposal can be directed to the Research Office of Diabetes Australia by email at research@diabetesaustralia.com.au

ACKNOWLEDGEMENT

Successful applicants must adhere to the Diabetes Australia Research Funding Acknowledgment Policy that includes appropriately acknowledging the support of Diabetes Australia (DA), Cystic Fibrosis Queensland (CFQ) and Cystic Fibrosis Research Limited (CFRL).

<https://www.diabetesaustralia.com.au/wp-content/uploads/DA-Research-Funding-Acknowledgement-Policy.pdf>