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# TRAUMA AND DISASTER MANAGEMENT (TRADIM) RESEARCH GRANTS

## **FUNDING GUIDELINES FOR FUNDING COMMENCING IN 2016**

A partnership between the National Critical Care and Trauma Response Centre and Queensland Health, administered by the Princess Alexandra Hospital Centres for Health Research



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## 1. BACKGROUND

In 2004 the Royal Darwin Hospital (RDH) was established as the National Critical Care and Trauma Response Centre (NCCTRC) to provide a medical response to incidents of national significance. In 2010 Queensland Health, via the Metro Health South Hospital and Health Service's Princess Alexandra Hospital (PAH), was recruited to the NCCTRC to provide a primary link in the event the NCCTRC was required to provide a medical response to an incident of national significance. As a result of this NCCTRC – Queensland Health partnership, three funding opportunities are available to NCCTRC, Metro South Health (MSH) and RDH employees undertaking research studies in trauma and disaster management.

The aim of the Scheme is to encourage trauma research activities by providing financial support to staff undertaking research in trauma and disaster management. The aims of the research grants are to:

- Increase the evidence base of trauma clinical practice.
- Develop research collaborations between the NCCTRC, MSH and RDH.
- Improve trauma patient outcomes through research.

Research focusing on or aiming to address clinical delivery of trauma care or trauma system management will be highly regarded.

Trauma and Disaster Management (TRADIM) Research Grants are funded by the NCCTRC Trust Fund and administered through the PAH Centres for Health Research.

## 2. 2016 TRADIM RESEARCH GRANTS

Two categories of funding will be available through the 2016 TRADIM Research Grant Scheme. These are **SMALL GRANTS** and **PROJECT GRANTS**.

For both categories of funding, 75% of the funding will be paid upfront and the remaining 25% will be paid on receipt of a satisfactory progress report before 30 November 2016. **No payment will be made if a late or unsatisfactory progress report is submitted.**

### 2.1. SMALL GRANTS

**SMALL GRANTS** provide seed funding (\$20,000) for research studies that have the potential to build capacity. Applicants should demonstrate the potential for the research to improve health outcomes through evidence based practice. Up to two grants will be available.

### 2.2. PROJECT GRANTS

The **PROJECT GRANT** provides stand-alone support (\$50,000) for a defined project that demonstrates potential for the research outcomes to be translated into improved health outcomes (through evidence based practice) and/or result in future national or international grants. One grant will be available.

## 3. ELIGIBILITY

Applicants must:

- Be the Principal Investigator on the application and lead the proposed research.
- Be an employee (minimum 0.5 FTE) of the NCCTRC, MSH or RDH and hold this appointment for the duration of the grant.
- Nominate **three** Reviewers of their application as per section 4 (Reviewer Nomination).

Investigative teams must:

- Contain at least one MSH **AND** one RDH/NCCTRC employee.
- Contain a medical doctor, nurse or allied health professional.
- Not contain more than five people.

The research must be conducted:

- i. within a MSH site or at the RDH/NCCTRC; or
- ii. in partnership with another service facility or organisation within Queensland or the Northern Territory that is acceptable to the NCCTRC.

Projects currently funded by the ARC, NHMRC or any other any other organisation (or award) currently listed on the Australian Competitive Grants Register are not eligible for support through the TRADIM Research Grant Scheme.

#### 4. REVIEWER NOMINATION

Applicants must nominate **three** Reviewers to assess their application. Reviewers must be:

- Completely independent of the applicant and without a conflict of interest.
- An acknowledged expert in the field of work proposed (i.e. publication track record and PhD or equivalent research experience).
- External to MSH, the RDH/NCCTRC and all other service facilities or organisations with which named investigators of the application are associated.

One nominated Reviewer **must** be interstate or overseas.

Applicants **must** provide:

- Complete contact details of all Reviewers
- Confirmation of Reviewer availability from mid-August to mid-October for application assessment.

***A breach of these requirements may disadvantage the ranking of your proposal.***

#### 4.1. CONFLICT OF INTEREST

A Conflict of Interest exists when a Reviewer has an interest in a grant, publication or cooperative agreement application, or an R&D contract proposal directly related to the submitted research proposal that is likely to bias his or her evaluation of it.

A conflict of interest also exists if the reviewer is a current or previous supervisor of the Applicant or is a co-supervisor of students or staff within the investigative team.

#### 5. GENERAL INFORMATION

- Preference will be given to:
  - i. Applications focusing on or aiming to address clinical delivery of trauma care or trauma system management.
  - ii. Projects which are carried out in partnership between MSH and RDH/NCCTRC facilities.
- Identical research proposals may not be submitted to both categories of funding. In the event of this occurring, the Applicant will be requested to withdraw one application.
- Principal Investigators will not normally be awarded more than one grant in any one year.
- All applications will be assessed for completeness and eligibility by the PAH Research Committee. The PAH Research Committee has the right to remove applications that are found to be incomplete, ineligible, not keeping within the guidelines or are clearly non-competitive.
- When preparing the research proposal, Applicants must adhere to the formatting requirements (font size/type, line spacing and page length) specified in the application form; additional content/pages beyond the set limits will be discarded. Research proposals that do not comply with formatting requirements will be reformatted prior to confirmation of Reviewer nominations (see section 9 Assessment Process) and additional content/pages beyond the set limits discarded.

- Once submitted, the application will be considered final and no changes will be permitted.
- All details in the application must be current and accurate at the time of submission.
- Applicants must adhere to the space limits specified in the application form. Any additional pages will be discarded.

## 6. ASSESSMENT PROCESS

Applications will be allocated to a Spokesperson from the PAH Research Committee who is without Conflict of Interest to the investigator team. Spokespersons will confirm Reviewers have been nominated as per Section 4 (Reviewer Nomination), after which time applications will be sent for **CONFIDENTIAL** peer review. Reviewers will assess applications for merit according to the following criteria.

1. **Significance:** the ability of the research to translate into improvements in human health such as the application of new ideas, diagnosis, procedures, technologies, programs or health policy that will impact on human health.
2. **Scientific Quality:** based on:
  - well-defined highly coherent and strongly developed objectives;
  - quality of the methodology;
  - ability of the research plan to successfully address the stated hypothesis or research objectives;
  - achievability of the stated goals; and
  - appropriateness of the investigating team.
3. **Track Record:** based on the team's contribution to their field of research, the applicant's track record (relative to opportunity) that is relevant to the proposed research, and the ability of the applicant to lead the proposed research.
4. **Originality and Innovation:** the ability of the research to introduce advancements in concept, and the likelihood of resulting in influential publications and attracting future funding from state and national peer-reviewed funding agencies.

Each of the above selection criteria will be scored as:

- |                |                   |   |         |
|----------------|-------------------|---|---------|
| 1. No Evidence | 2. Unsatisfactory | 3. Fair                                   | 4. Good |
| 5. Very Good   | 6. Excellent      | 7. Outstanding by international standards |         |

5. **Budget:** the assessment will take into consideration the alignment of the requested budget with the proposed research.

The PAH Centres for Health Research will collate assessment scores provided by Reviewers and rank applications according to merit. The top ranked applications will be discussed at a **CONFIDENTIAL** Spokesperson's panel meeting and recommendations for funding made; this meeting will be overseen by an external Chair without Conflict of Interest with Applicants or MSH, RDH or NCCTRC. Recommendations for funding will be considered by the NCCTRC Trust Fund, who makes the final decision on the awards.

## 7. GRANTING CONDITIONS

- i. The research study must be conducted at a MSH site, RDH or in partnership with another service facility or organisation that is acceptable to the NCCTRC.
- ii. Grant funds may not be used for:
  - attendance at seminars and/or conferences other than for the presentation of research findings from a NCCTRC funded research study;
  - purchase of computers or other information technology hardware; or
  - payment of university or other course fees.

- iii. All research must comply with the ethical standards as set out by the National Health and Medical Research Council of Australia and Human Research Ethics Committee (HREC). All ethics clearance letters must be forwarded to the PAH Centres of Health Research upon receipt. Successive award payments will not be paid until a study's ethics clearance letter(s) has been received.
- iv. Recipients will be required to submit to the PAH Centres for Health Research:
  - a progress report by 30 November 2016 (approximately one month prior to the grant end date); and
  - a final report by 30 November 2017 (approximately one year following the completion of funding).Financial statements must be included with each report.
- v. Grant payments will be made in two instalments following receipt of an invoice:
  - 75% of the funding will be paid upfront;
  - 25% of the funding will be paid on receipt of a satisfactory annual report by 30 November 2016 (unless the ethical clearance letter has not been received by the PAH Centres for Health Research).
- vi. The NCCTRC Trust Fund reserves the right to terminate funding where:
  - progress is deemed unsatisfactory;
  - the Recipient is in breach of the granting conditions;
  - the Recipient ceases to be employed by the NCCTRC, MSH or RDH;
  - the research study has moved from a MSH site, the RDH or a NCCTRC-approved service facility or organisation within Queensland or the Northern Territory; or
  - the Recipient discontinues the research study prior to its completion.
- vii. In the event of a period of absence of more than 30 working days (parental leave, sabbatical, long service leave, interstate or overseas travel), successful recipients will need to apply in writing to the Research Office, PAH Centres for Health Research, for a pause in or extension of funding.
- viii. A Recipient must immediately notify the PAH Research Grants Administration Officer of changes in his/her circumstances that may:
  - impact adversely on his/her capacity to complete the research study; or
  - otherwise affect his/her eligibility to receive the awarded Grant.
- ix. Funding is to be applied only to the work described within the research proposal of the successful application.
- x. Funds must be acquitted by the end of the calendar year of the final year of funding, unless a request for an extension has been made in writing and approved by the PAH Research Office, PAH Centres for Health Research.
- xi. The Recipient must acknowledge the support of the NCCTRC in all publications and/or presentations arising from the NCCTRC funded research study.

## 8. APPLICATION PROCESS

Applications must be prepared using the supplied application form available for download at <http://metrosouth.health.qld.gov.au/research/grants-and-funding/tradim-research-grant-scheme/applications>). All sections must be completed; incomplete applications may not be considered.

Applicants may apply for more than one grant however research proposals must not be identical. A separate application is required for each submission.

**APPLICATIONS CLOSE 5 PM FRIDAY 31 JULY 2015**

## 8.1. SIGNATURES

The Applicant is required to sign the application on behalf of the investigative team.

Signatures are only required on the hard copy of the application. Digital signatures (electronic or scanned) provided on the hard copy application will be accepted.

**Electronic versions containing signatures will not be accepted.**

Note: For successful applications, the Principal Investigator (PI) and all named Co-investigators (CIs) will be required to sign the Acceptance of Offer.

## 8.2. SUBMISSION

Applications must be submitted to the PAH Centres for Health Research via a two-step process:

### **Step 1: Paper submission**

The hard copy of the application, complete with signatures, must be either mailed to the PAH Centres for Health Research OR hand delivered to the Translational Research Institute reception desk.

Mailed applications must be post-dated no later than Thursday 30 July 2015 and addressed to:

PAH Research Grants Administration Officer  
Princess Alexandra Hospital Centres for Health Research  
Level 7, Translational Research Institute Pty Ltd  
37 Kent Street  
Woolloongabba Qld 4102

### **Step 2: Electronic submission**

Electronic versions containing signatures will not be accepted.

PDF files will not be accepted.

Email the unsigned application as a WORD document to [CHR-TRADIMgrants@health.qld.gov.au](mailto:CHR-TRADIMgrants@health.qld.gov.au). Files must not exceed 2 MB in size and should be named using the following naming convention:

Applicant Surname\_2016 [Funding Type (Small or Project)]  
E.g., Smith\_2016 Small

**BOTH THE SIGNED PAPER COPY AND UNSIGNED WORD DOCUMENT MUST BE RECEIVED BY THE PAH CENTRES FOR HEALTH RESEARCH NO LATER THAN 5:00 PM FRIDAY 31 JULY 2015**

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

## 9. ENQUIRIES

Enquiries regarding the TRADIM Research Grant Scheme should be directed to:

Dr Megan Probyn, PAH Research Grants Administration Officer  
Email: [CHR-TRADIMgrants@health.qld.gov.au](mailto:CHR-TRADIMgrants@health.qld.gov.au)  
Tel: (07) 3443 8057