

Research Support Scheme

2017 Funding Guidelines

Postgraduate Scholarships

New Appointment Grant

Small Grants

Project Grants

Large Project Grant

Health Systems and Health Economics Project Grant

Sponsored by:

Metro South Health
Study, Education and Research Trust Account



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1. VISION

The Research Support Scheme aims to award excellence in research that translates research discoveries into health and medical outcomes. The overall objective of the Scheme is to strengthen researchers, research projects and research infrastructure within Metro South Health (MSH) and, more specifically, on the Princess Alexandra Hospital (PAH) Campus.

A major endeavour of the Scheme is to strengthen cross disciplinary collaborations (e.g., across medical, allied health, nursing departments and basic-clinical research), multi-site collaborations within MSH, and inter-institutional collaborations with Griffith University and PAH academic partner university schools and research institutes based on the PAH campus [The University of Queensland School of Medicine (UQ SOM), The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology (QUT) Institute of Health and Biomedical Innovation (IHBI)].

In line with this vision, priority for research funds will be given to applications that clearly demonstrate the translation of collaborative research into improved health outcomes.

The Research Support Scheme is supported by the **MSH Study, Education, and Research Trust Account** and **PA Research Foundation**, and is administered by the PAH Centres for Health Research.

2. FUNDING BODIES

There are two independent funding bodies of the Research Support Scheme; the **MSH Study, Education, and Research Trust Account (SERTA)** and the **PA Research Foundation (PARF)**. The funding bodies stipulate the type and number of grants they support and the level of funding provided.

The award of research funds is governed by the regulations associated with each funding body. Recommendations for grant awards are made to the **SERTA Committee** and **PARF** by the PAH Research Committee after an external review process.

Funding types supported by each funding body are provided in sections 5 and 6.

2.1. GRANT PAYMENTS

2.1.1. SERTA

Payments from **SERTA** can only be made to MSH employees who have a minimum 0.5 FTE MSH appointment. The level of employment held with a PAH academic partner university holds no bearing on eligibility for SERTA funding. **SERTA** grant payments must be deposited into a MSH research cost centre.

2.1.2. PARF

Payments from the **PARF** can be paid to support MSH employees and employees of a PAH-based academic partner university school or research institute who have a combined (MSH/PAH academic partner) FTE appointment of 0.5 or greater. **PARF** grant payments may be deposited into a MSH research cost centre OR the research account of a PAH academic partner university.

3. APPLICATION PROCESS

Applications for 2017 Research Support Grants must be prepared using the supplied application form and, if required, the 'Appendix – Additional Grants Held' template document (available for download at <http://metrosouth.health.qld.gov.au/research/grants-and-funding/pa-research-support-scheme/applications>). All sections must be completed; incomplete applications may not be considered.

APPLICATIONS CLOSE 5:00 PM, MONDAY 8 AUGUST 2016

3.1 SIGNATURES

The Applicant is required to sign the application on behalf of the investigative team, with the exception of Postgraduate Scholarship Applicants who must have their Primary Supervisor co-sign the application.

Digital signatures (electronic or scanned) will 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.

3.2. SUBMISSION

Applications must be submitted electronically to CHR-RSS@health.qld.gov.au:

- A signed copy of the application to be submitted as a PDF,
- The application must also be submitted in Word format (signatures not required).

Files must not exceed 2 MB in size and should be named using the following naming convention:

Applicant Surname_2017 Funding Type
E.g., Smith_2017 Small

APPLICATIONS MUST BE RECEIVED BY THE CENTRES FOR HEALTH RESEARCH

NO LATER THAN 5:00 PM MONDAY 8 AUGUST 2016

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

4. 2017 FUNDING ROUND

4.1. OVERVIEW

Two categories of funding will be available through the 2017 Research Support Scheme; People Support and Research Support. The **funding body** supporting each award type is provided in sections 5 and 6.

4.1.1. PEOPLE SUPPORT

POSTGRADUATE SCHOLARSHIPS provide funding for up to three (3) years of full-time (six (6) years part-time) study towards a research masters or doctorate degree.

The **NEW APPOINTMENT GRANT** is provided to assist a new MSH-based clinical appointee set up their research program. Only applicants who are within 18 months of their official start date of employment within MSH by the application closing date are eligible to apply.

4.1.2. RESEARCH SUPPORT

SMALL GRANTS are provided for seed funding for projects that have the potential to build capacity.

PROJECT GRANTS are provided as stand-alone support for defined projects that demonstrate potential for the research to be translated into improved health outcomes and/or result in future NHMRC grants. Research proposals demonstrating multi-site collaborations within MSH will be highly regarded.

LARGE PROJECT GRANTS are provided as stand-alone support for defined projects that demonstrate potential for the research to be translated into improved health outcomes and/or result in future NHMRC grants. Research proposals demonstrating multi-site collaborations within MSH will be highly regarded.

HEALTH SYSTEMS AND HEALTH ECONOMICS PROJECT GRANT specifically supports defined projects focusing on health systems and health economics.

4.2. GENERAL ELIGIBILITY

4.2.1. FUNDING BODY GRANT PAYMENTS

Eligibility for funding body grant payments is provided in section 2.1. The **funding body** supporting each award type is provided in the description of each award (refer to sections 5 and 6).

Applicants that are ineligible to receive grant payments from the specified funding body are by default ineligible for that award – e.g., as Small Grants are only funded by **SERTA**, applicants ineligible to receive SERTA funding are ineligible for a Small Grant.

4.2.2. APPLICANTS

For all award types the following general eligibility criteria apply.

1. The Applicant (PI/Student) must meet all of the following three criteria:
 - i. Be a member of staff of either:
 - a. MSH (or hold a formal appointment with MSH).
 - b. A PAH academic partner university school or research institute based on the PAH campus (UQ SOM, UQDI, QUT IHBI).
 - OR**
 - c. Griffith University and based at a MSH site.
 - ii. Be currently employed with a minimum 0.5 FTE in the above referred to appointment ; **AND**
 - iii. Hold a permanent/temporary appointment with MSH or a PAH academic partner university for the duration of the grant.
2. The majority of the proposed research activity must take place on a MSH campus; successful applicants will be required to provide a copy of their Site Specific Approval (SSA) number (provided by MSH Governance) as proof of this. If the majority of the research activity cannot take place on a MSH campus the Applicant must provide adequate justification as to why this is not possible (e.g.: facilities unavailable).
 3. A complete and full application, including signatures at all relevant sections **and full details of three Reviewers** of their application (see section 7 Reviewer Nomination) must be received by the Centres for Health Research (or TRI reception) by 5.00 pm on the due date.
 4. The proposed research must not be concurrently funded by the ARC, NHMRC or any other organisation currently listed on the Australian Competitive Grants Register.

Please note additional eligibility rules pertain to specific award types. These are found in the relevant sections below.

4.2.3. RESEARCH TEAMS

In line with the Vision of the Research Support Scheme, only employees of MSH or a PAH academic partner university school or research institute based on the PAH campus (UQ SOM, UQDI, QUT IHBI) may be the

PI/Student or a CI. Thus, if the Applicant is not a MSH member of staff but fills eligibility criteria 1.i.b or 1.i.c in section 4.2.2 above, at least one MSH employee must be named as a CI.

Investigators from other institutions or organisations (including the Mater Research Institute) can only be listed as an Associate Investigator (AI).

Up to four (4) CIs and two (2) AIs are allowed.

5. PEOPLE SUPPORT GRANTS

5.1. POSTGRADUATE SCHOLARSHIPS

The **POSTGRADUATE SCHOLARSHIP** provides funding for up to three (3) years full-time (six (6) years part-time) study towards a research higher degree.

Up to three **POSTGRADUATE SCHOLARSHIPS** may be available.

5.1.1. FUNDING AMOUNT

The **POSTGRADUATE SCHOLARSHIP** may be funded by **SERTA**. Award amounts for a full-time Scholarship are as follows:

Award Type	Applicant Qualifications	Amount
Standard	For honours graduates who do not hold medical, dental or allied health qualifications	\$36,000 pa
Nursing/Allied Health	For holders of nursing or allied health professional qualifications who are registered with their relevant Association	\$43,000 pa
Medical/Dental	For holders of medical or dental qualifications	\$48,000 pa

The above funding amount is provided annually for salary, conference (travel and accommodation), thesis preparation and research consumables.

Of the funding provided:

- \$10,000 p.a. **must** be non-salary expenses (e.g. used to purchase research consumables);
 - \$750 p.a. may be used for conference travel relevant to the Research Proposal described with in the submitted Postgraduate Scholarship application.
 - \$500 is provided to assist with thesis preparation and presentation costs.

Rates for part-time Scholarships will be provided pro rata, with a minimum research higher degree commitment of 0.5 FTE. The duration the Scholarship will be reduced by any periods of study undertaken prior to the commencement of the award. For example: If the Student has completed six months of their three year full-time research higher degree prior to the scheduled commencement of funding, the duration of the Scholarship will be 2.5 years (three years minus six months).

Funding of years two and/or three (or part time equivalent) of the Scholarship are conditional upon demonstrating satisfactory progress each year the award is held.

5.1.2 SPECIFIC ELIGIBILITY CRITERIA

In addition to the General Eligibility Requirements outlined in section 4.2, the Student **and** their Primary Supervisor must meet the below criteria which is specific to the Postgraduate Scholarship.

For honours graduates who do not hold Medical, Dental or Allied Health qualifications:

- The Student must begin their research higher degree by 1 April 2017.
- The Student must not have entered the third full-time year (or part-time equivalent) of their PhD studies or final year of their Masters studies before 1 February 2017.
- The Student's Primary Supervisor must meet the general eligibility criteria outlined in section 0 (i.e. Student eligibility is based upon that of their Primary Supervisor).

For holders of Nursing, Allied Health, Medical or Dental qualifications:

- The Student must begin their research higher degree by 1 April 2017.
- The Student must not have entered the third full-time year (or part-time equivalent) of their PhD studies or final year of their Masters studies before 1 February 2017.
- The Student **and** their Primary Supervisor must meet the general eligibility criteria outlined in section 0.
- The Student must be engaged in clinical or health service delivery.

The Student will be ineligible if they hold an Australian Postgraduate Award (APA) or Postgraduate Scholarship supported by their university/institution, or any other award currently listed in the Australian Competitive Grants Register (or international equivalent).

5.2. NEW APPOINTMENT GRANT

The **NEW APPOINTMENT GRANT** is provided to assist a new MSH clinical appointee establish their research program. A 'new appointment' is an appointment with an official start date no more than 18 months prior to the application closing date. One **NEW APPOINTMENT GRANT** will be available.

5.2.1. FUNDING AMOUNT AND DURATION

The **NEW APPOINTMENT GRANT** provides two years of funding at \$75,000 p.a. This award is funded by **SERTA** and therefore grant payments can only be made to MSH employees as described in Section 2.1.1.

5.2.2. SPECIFIC ELIGIBILITY CRITERIA

In addition to the General Eligibility Requirements outlined in section 4.2, the Applicant must meet the following criteria specific to the New Appointment Grant.

- The Applicant must be a member of staff of (or hold a formal appointment with) MSH **AND** be engaged in clinical or health service delivery.
- The application must be submitted within 18 months of the Applicant's official start date of employment with MSH.

6. RESEARCH SUPPORT GRANTS

6.1. SMALL, PROJECT AND TARGETED RESEARCH PROJECT GRANTS

All Research Support grant applications are required to demonstrate cross disciplinary collaborations (e.g. across medical, allied health, nursing departments and/or basic/clinical research) that strengthen collaborative research across MSH and on the PAH campus. While **SMALL GRANTS** and **PROJECT GRANTS** support defined projects from all fields of basic and clinical research, **TARGETED RESEARCH PROJECT GRANTS** specifically support defined projects focusing on health systems and health economics.

For more detailed grant descriptions refer to section 4.1.2.

For information regarding eligibility to receive funding body grant payments refer to section 2.1.

6.1.1. FUNDING AMOUNT AND DURATION

- **SMALL GRANTS** (\$25,000 for one year) are funded by **SERTA**. Up to three grants may be available.
- **PROJECT GRANTS** (\$75,000 for expenditure within two years) may be funded by either **SERTA** or the **PARF**. Up to five grants may be available.
- **LARGE PROJECT GRANTS** (\$150,000 for expenditure within two years) is funded by **SERTA**. One grant may be available.
- **HEALTH SYSTEMS AND HEALTH ECONOMICS PROJECT GRANT** specifically supports defined projects focusing on health systems and health economics. (\$75,000 for expenditure within two years) is funded by the **SERTA**. One grant may be available.

For all 2017 Research Support grants, the funding will be paid up front.

Grants will be terminated and funds will be recovered if Annual Ethics Reports are not submitted by the due date, and in accordance with the National Health and Medical Research Council National Statement on Ethical Conduct in Human Research.

The ranking of future Grant Applications may be disadvantaged if an unsatisfactory Final Report is received, or if the Final Report is received more than eleven months after the grant period concludes, future grant applications may be adversely affected.

6.1.2. SPECIFIC ELIGIBILITY CRITERIA

In addition to the General Eligibility Requirements outlined in section 4.2., the Applicant must meet the following criteria which are specific to Small, Project, and Targeted Research Grants.

The Applicant must be a member of staff of either:

- a. MSH (or hold a formal appointment with MSH) **AND** be engaged in clinical or health service delivery;
 - b. A PAH academic partner university school or research institute based on the PAH campus (UQ SOM, UQDI, QUT IHBI);
- OR**
- c. Griffith University and engaged in clinical or health service delivery at a MSH site.

7. REVIEWER NOMINATIONS

Applicants must nominate **three** Reviewers of their application. Reviewers must be:

Completely independent of all members of the investigative team (CIs and AIs) and without conflict of interest.

- An acknowledged expert in the field of work proposed (i.e. publication track record and PhD or equivalent research experience);
- Not an employee of MSH, or the university school(s)/research institute(s) of all named investigators (CIs and AIs) that appear on the application.

One nominated Reviewer **must** be interstate or overseas, and **reviewer availability must be confirmed** prior to submitting the application.

Complete contact details of all Reviewers **must** be provided.

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

7.1 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.

8. GENERAL INFORMATION

Applicants must be the Principal Investigator and lead the investigative team.

Investigative teams may contain up to four (4) Co-Investigators and two (2) Associate Investigators.

The Research Committee wishes to encourage new researchers and the independence of the Applicant will be judged on a case by case basis.

Preference will be given to applications demonstrating outcomes that can be used to justify or strengthen subsequent comprehensive applications to state and/or national peer-reviewed funding agencies.

Applicants may apply for more than one category of funding. However, applications may not be for the same project (identified through similar aims and/or objectives). A separate application is required for each submission.

The Research Committee does not encourage the practice of experienced researchers making multiple applications in the names of dependent researchers. **Identical research proposals submitted to multiple categories of funding may be deemed ineligible.**

Applicants will not normally be awarded more than one grant in one year.

The total number of Research Support Scheme grants awarded per year is dependent upon the amount of funds made available by each **funding body**. In addition, the **funding body** determines the number of grants it will fund per award type.

All applications will be assessed for completeness and eligibility prior to external review. The 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.

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.

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 may be reformatted prior to the Assessment Process (see section 9) and additional content/pages beyond the set limits discarded.

9. ASSESSMENT PROCESS

Applications will be allocated to a Spokesperson from the Research Committee who is without Conflict of Interest to the investigative team. Spokespersons will confirm Reviewers have been nominated in accordance with Section 7 (Reviewer Nomination), after which time applications will be sent for **CONFIDENTIAL** peer review. Reviewers will assess applications for merit according to the Assessment Criteria.

ASSESSMENT 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 within the grant duration specified for each award type; 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.
 - In the case of Postgraduate Scholarships, the assessment will also take into account the Student's research experience and the track record of the Supervisor(s).
4. **Originality and Innovation:** the ability of the proposed 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.
5. **Collaborations (Research Support Grants ONLY):** based on the strength and appropriateness of collaborations, both within MSH and across disciplines, and the potential for the research team to strengthen the research profile of MSH and the PAH campus.

Selection criteria 1 to 5 above will be scored as:

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

6. **Budget (Excluding Postgraduate Scholarships):** the assessment will take into consideration the alignment of the requested budget with the proposed research.

The Centres for Health Research will collate assessment scores provided by Reviewers and shortlist applications accordingly. The merit of shortlisted applications will be discussed by Spokespersons at a **CONFIDENTIAL** Grants Recommendation meeting and recommendations for funding made.

The Grants Recommendation meeting will be overseen by an external Chair without Conflict of Interest with Applicants or MSH. Recommendations for funding will be considered by the relevant delegate of each **funding body**, who make the final decision on the award of their funds.

10. GRANTING CONDITIONS

- i. The **Study, Education and Research Trust Account (SERTA) Committee** and **PA Research Foundation (PARF)** reserve the right to terminate funding where progress is deemed unsatisfactory, or where the researcher and/or research project has moved from MSH or PAH campus based PAH academic partner university school or research institute.
- ii. The majority of the research must be conducted on a MSH campus, unless otherwise agreed upon.
- iii. All research must comply with the ethical standards as approved by an accredited National Health and Medical Research Council, Human Research Ethics Committee (HREC), or an Animal Ethics Committee. All ethics clearance letters must be forwarded to the Centres for Health Research upon receipt.

- iv. All clinical research conducted at a MSH site must be approved by the Metro South Research Governance Office and the site specific approval (SSA) letter forwarded to the Centres for Health Research.
- v. Small and Project Research Grants will be paid up front. Award payments must be initiated by Recipients through the Grant Payment Request form. Payments will only be made following provision of a completed form.
- vi. Successful Applicants must return the Acceptance of Offer by the due date provided for the grant to be administered. The Acceptance of Offer must be signed by the Principal Investigator and all Co-Investigators named on the submitted application.
- vii. Grants may be terminated and funds recovered under the following circumstances:
 - The ethics clearance letter(s) have not been submitted to the PAH Centres for Health Research;
 - The SSA notification letter(s) have not been submitted to the PAH Centres for Health Research;
 - Progress of the research has been unsatisfactory; and/or
 - Funds have not been expended within the relevant grant period.
- viii. Recipients will be required to submit a final report to the PAH Centres for Health Research by 30 November of the year following the completion the grant period.
- ix. In the event of a period of absence of more than 30 working days (parental leave, sabbatical, long service leave, interstate or overseas travel), Recipients must apply in writing to the Chair, Centres for Health Research, for a pause in or extension of funding.
- x. Award payments must be initiated by Recipients through the Grant Payment Request form as directed in the Letter of Offer. Payments will only be made following provision of a completed form.
- xi. Funding is only to be applied to the work described within the Research Proposal section of the successful application.
- xii. Any grant funds not expended by 31 December of the grant period must be returned to the funding body, unless a request for an extension has been made in writing and approved by the Chair, Centres for Health Research.
- xiii. Appropriate recognition of **SERTA** and/or the **PARF**, and the PAH Centres for Health Research must be included in publications and presentations resulting from the work described in the Research Proposal section of the successful application.
- xiv. Recipients must be available upon request to present the outcomes of their Research Support Scheme funded research at future events, such as the Research Support Scheme Award Winners session of the PAH Symposium, one of the PAH Grand Rounds, or the official Grants Announcement event.

11. ENQUIRIES

Enquiries regarding the PA Research Support Scheme should be directed to:

PAH Research Grant Administration Officer

Email: CHR-RSS@health.qld.gov.au