

# Metro South Health Research Support Scheme

## 2022 Funding Guidelines

Metro South SERTA Novice Researcher Grants - **\$25,000**

Metro South SERTA Innovation (Seed) Grants - **\$25,000**

Metro South SERTA Early Career Researcher Grants - **\$75,000**

Metro South SERTA Project Grants - **\$100,000**

Metro South SERTA Program Grants - **\$300,000**

PA Research Foundation Research Awards - **\$100,000**

Co-funded Collaboration Grants - **\$50,000**

Funding Guidelines and Application information available at:

<http://metrosouth.health.qld.gov.au/rss>

Enquiries to:

Research Support Coordinator, Metro South Research

Email: [MSH-RSS@health.qld.gov.au](mailto:MSH-RSS@health.qld.gov.au)

Phone: 07 3443 8057

Metro South Health  
Study, Education and Research Trust Account



## Contents

CONTENTS .....	2
1. CONTEXT .....	3
2. OBJECTIVES .....	3
2.1 <i>Research translation</i> .....	3
2.2 <i>Research innovation</i> .....	3
2.3 <i>Research capacity building and collaboration</i> .....	3
3. ADMINISTRATION OF THE MSH RESEARCH SUPPORT SCHEME .....	3
4. FUNDING BODIES .....	4
5. OVERVIEW OF 2022 MSH RSS GRANT CATEGORIES .....	4
5.1 <i>Metro South SERTA funded grants</i> .....	4
5.2 <i>Eligibility criteria for Metro South SERTA funded grants</i> .....	5
5.3 <i>Co-funded Collaboration grants</i> .....	6
5.4 <i>Eligibility criteria for Co-funded Collaboration grants</i> .....	6
5.5 <i>PA Research Foundation funded grants</i> .....	7
5.6 <i>Eligibility criteria for PA Research Foundation Awards</i> .....	7
6. FUNDING AMOUNTS, DURATION, INDICATIVE NUMBER OF GRANTS OFFERED.....	8
7. APPLICATION INSTRUCTIONS.....	8
7.1 <i>Application timeframe</i> .....	8
7.2 <i>Application form</i> .....	8
7.3 <i>General instructions</i> .....	9
7.4 <i>Budget preparation</i> .....	10
7.5 <i>Eligible and ineligible expenditure</i> .....	10
8. EVALUATION PLAN.....	10
8.1 <i>External experts</i> .....	10
8.2 <i>Initial assessment for eligibility</i> .....	11
9. EVALUATION CRITERIA AND WEIGHTING .....	11
9.1 <i>Evaluation criteria for SERTA funded and co-funded grants</i> .....	11
9.2 <i>Scoring</i> .....	13
9.3 <i>Evaluation criteria for PA Research Foundation Awards</i> .....	13
10. RANKING AND RECOMMENDATION .....	13
10.1 <i>Awarding of grants</i> .....	14
10.2 <i>Second round offers</i> .....	14
10.3 <i>Feedback and issues/disputes</i> .....	14
11. REPORTING.....	14
11.1 <i>Annual progress report</i> .....	14
11.2 <i>Final report</i> .....	14
12. CERTIFICATION .....	15
12.1 <i>Certification by head of department/division</i> .....	15
12.2 <i>Certification by research supervisor (Novice Researcher applications only)</i> .....	15
13. CERTIFICATION – CO-FUNDED COLLABORATION GRANTS .....	16
13.1 <i>Certification by university authorised delegate</i> .....	16

## 1. CONTEXT

Established in 2012, the purpose of the Metro South Health Research Support Scheme is to facilitate high quality health and medical research that benefits our community through its annual research funding program. Originally the PA Research Support Scheme, in recent years the scheme has broadened to include all Metro South Health facilities and services, and partner institutions. The Scheme is administered by the Metro South Health Research Office and funded by the Metro South Health Study, Education and Research Trust Account (SERTA), the PA Research Foundation, and our university partners.

The goals of the Metro South Health Research Support Scheme align with the Queensland Government objectives for the community and Queensland Department of Health strategic plans, underpinned by Metro South Health's objectives to provide equitable access to excellent care, deliver great value, lead by innovating and collaborating, and maintaining and developing an exceptional workforce. The following documents describe the principles that guide service delivery and research in Queensland's public health system, and can be used to inform your Metro South Health Research Support Scheme application:

- [Queensland Government's objectives for the community – updated 2021](#)
- [Department of Health Strategic Plan 2019-2023 – updated 2020](#)
- [My health, Queensland's future: Advancing health 2026](#)
- [Metro South Health Strategic Plan 2021-2025](#)
- [Metro South Health Research Strategy 2019-2024](#)

## 2. OBJECTIVES

The Metro South Health Research Support Scheme (MSH RSS) aims to reward excellence in research that translates research discoveries into health and medical outcomes. The Scheme's objectives are:

### 2.1 RESEARCH TRANSLATION

Support the translation of the highest quality research evidence into health care policy and clinical practice.

### 2.2 RESEARCH INNOVATION

Support the development of the highest quality new knowledge in health research within MSH and partners.

### 2.3 RESEARCH CAPACITY BUILDING AND COLLABORATION

Maintain and build the highest quality research capacity and collaborations within MSH and partners.

2.3.1 Support the development of cross-disciplinary and multi-site research collaborations within MSH.

2.3.2 Support the development of inter-institutional collaborations between MSH and university partners.

2.3.3 Separate funding streams for the highest quality Metro South Novice and Early Career researchers so that they establish themselves as independent, self-directed researchers, in addition to Seed, Project and Program funding for established researchers.

## 3. ADMINISTRATION OF THE MSH RESEARCH SUPPORT SCHEME

The MSH RSS is administered by the Metro South Health Research Office, in accordance with Metro South Health Research Management policy and procedures, which may be accessed at:

<https://metrosouth.health.qld.gov.au/research/about-us/policies-and-procedures>

## 4. FUNDING BODIES

The MSH RSS is supported by the following funding bodies:

- **Metro South Health Study, Education, and Research Trust Account (SERTA)**
- **PA Research Foundation**
- **Griffith University Health Group (Griffith Health)**
- **Queensland University of Technology (QUT)**
- **The University of Queensland Faculty of Medicine (UQ FOM)**
- **The University of Queensland Institute for Molecular Bioscience (UQ IMB)**

The award of research funds is governed by the regulations associated with each funding body that decide the type and number of grants they support and the level of funding to be provided.

## 5. OVERVIEW OF 2022 MSH RSS GRANT CATEGORIES

These Funding Guidelines provide information in relation to 2022 MSH RSS grant categories by Funding Body:

### 5.1 METRO SOUTH SERTA FUNDED GRANTS

- 5.1.1 **Novice Researcher Grants** provide up to \$25,000 over two years for MSH employees new to research. The applicant will have no previous experience as a Principal Investigator on a research project/grant. The aim is to encourage participation in research and the development of a research track record, under the guidance of a Research Supervisor. The supervisor must be an experienced researcher and be willing and have the capacity to provide expert guidance for the duration of the project. The supervisor may be a MSH employee or external to MSH if that facilitates access to the most appropriate expertise. A new opportunity within this category encourages applications for an **Aboriginal and Torres Strait Islander Novice Researcher Grant** - one targeted grant is available to a MSH employee who is Aboriginal and/or Torres Strait Islander and is new to research.
- 5.1.2 **Innovation (Seed) Grants** provide up to \$25,000 over two years for projects that are genuinely new work and not currently or previously funded from any source.
- 5.1.3 **Early Career Researcher Grants** provide up to \$75,000 over two years for MSH employees with an emerging track record of conducting and publishing research. Applicants with a HDR will be within four (4) years of the award at the time of application. Applicant's without a HDR are eligible to apply, however where an applicant without a HDR is determined by the assessment panel to have a research track record equivalent to a HDR plus four years, they will not be considered eligible as an early career researcher. Applicants must nominate a Mentor who is an experienced researcher and be willing and have the capacity to provide expert guidance for the duration of the project. The mentor may be a MSH employee or external to MSH if that facilitates access to the most appropriate expertise.
- 5.1.4 **Project Grants** provide up to \$100,000 over two years to support research aligned with MSH strategic objectives. Research proposals demonstrating multi-centre collaborations within MSH will be highly regarded. Within this category are three additional targeted opportunities to encourage applications for:
- **Women in Health Research Project Grants** – MSH supports the [NHMRC Gender Equality Strategy 2018-2021](#) and initiatives aimed at increasing the retention and progression of women in research. Up to three WiHR Project Grants will be awarded to female-led research teams.

- **Indigenous Health Research Project Grant** – MSH supports the [Metro South Health Aboriginal and Torres Strait Islander Closing the Gap Plan 2018-2020](#) aimed at improving health service delivery and health outcomes for Aboriginal and Torres Strait Islander people. One IHR Project Grant will be available for a research project that focusses on improving the health and wellbeing of the Aboriginal and Torres Strait Islander community. The [NHMRC Indigenous Research Excellence Criteria](#) provides guidance for designing a IHR proposal.
- **Capacity Development Project Grants** – MSH is committed to providing opportunities for building research capability and capacity in alignment with the [Metro South Health Research Strategy 2019-2024](#). This is a targeted opportunity aimed at building research capacity outside of the PAH research precinct, to encourage applications from MSH facilities and services with a developing research footprint.

5.1.5 **Program Grants** of up to \$300,000 over three years to sustain a substantial program of research aligned with MSH strategic objectives. Research proposals demonstrating multi-centre collaborations within MSH will be highly regarded. The research team must include a HDR student or novice or early career researcher as a co-investigator. Within this category is an additional targeted opportunity to encourage applications for:

- **Women in Health Research Program Grants** – MSH supports the [NHMRC Gender Equality Strategy 2018-2021](#) and initiatives aimed at increasing the retention and progression of women in research. Up to two WiHR Program Grants will be awarded to female-led research teams.

## 5.2 ELIGIBILITY CRITERIA FOR METRO SOUTH SERTA FUNDED GRANTS

### 5.2.1 Applicant eligibility

- The Applicant is the Principal Investigator (PI).
- SERTA Business Rules require the Applicant to be a MSH employee, with a MSH appointment for the duration of the grant.
- Honorary Appointees are not eligible to be the Applicant.
- Conjoint appointees are not eligible to be the Applicant if their sole employment contract is with a university partner – even in cases where MSH pays the university for part of the conjoint appointee’s salary. Conjoint appointees may still benefit from the RSS as an eligible co-investigator.
- It is the responsibility of the Applicant to understand the implications of accepting SERTA funding in respect to any other related arrangement in which they are named, for example HDR program rules or Funding Agreement terms and conditions.

### 5.2.2 Research team eligibility

Eligible co-investigators and associate investigators can be:

- MSH employees with a MSH appointment for the duration of the grant.
- An employee of a MSH partner university or research institute based on a MSH campus, with an appointment for the duration of the grant.
- Employees of other Hospital and Health Services, research institutes, and organisations relevant to the conduct of the proposed research.

### 5.2.3 Other eligibility criteria

- i. The majority of the proposed research activity must take place within a MSH facility.
- ii. The research should align with RSS objectives, demonstrating cross-disciplinary collaborations (for example, across medical, allied health, nursing, basic/clinical research professions) and multi-site collaborations.
- iii. A maximum of two RSS Project Grants may be held concurrently by the Applicant, as the PI. Applicants already holding multiple RSS Project Grants are eligible to apply for an additional RSS Project Grant in the final year (including any approved extensions) of an existing Project Grant, and only if a successful application and offer of a 2022 RSS Project Grant would result in their holding no more than two Project Grants as at 1 January 2022.
- iv. Recipients of Program Grant funding from a previous year cannot apply for an additional Program Grant until the final year (including any approved extensions) of the existing Program Grant.
- v. For an **Aboriginal and Torres Strait Islander Novice Researcher Grant** the Applicant (PI) must be Aboriginal and/or Torres Strait Islander.
- vi. For a **Women in Health Research Project or Program Grant** the Applicant (PI) must be female.
- vii. For an **Indigenous Health Research Project Grant** the research focus must be on improving the health and well-being of the Aboriginal and Torres Strait Islander community.
- viii. For a **Capacity Development Project Grant** the Applicant (PI) must be located at and the research conducted at QEII, Logan, Redland, Oral Health or Community, or a MSH facility or service located outside the PAH research precinct.
- ix. The proposed research must not be concurrently funded by any organisation currently listed on the [Australian Competitive Grants Register](#)

## 5.3 CO-FUNDED COLLABORATION GRANTS

MSH SERTA is collaborating with Griffith University Health Group, QUT, UQ Faculty of Medicine and UQ Institute for Molecular Bioscience to co-fund small grants valued at up to \$50K each, for expenditure over two years. The aim is to encourage new research collaborations or strengthen existing collaborations between researchers, clinicians, scientists and academics from the participating organisations. The research activity can be conducted across locations however must demonstrate strong ties to MSH objectives and potential to translate into benefits for patients, the Health Service and the community.

## 5.4 ELIGIBILITY CRITERIA FOR CO-FUNDED COLLABORATION GRANTS

### 5.4.1 Applicant eligibility

- i. The Applicant (PI) must be a MSH employee with a MSH appointment for the duration of the grant.
- ii. Honorary Appointees are not eligible to be the Applicant.
- iii. Conjoint appointees are not eligible to be the Applicant if their sole employment contract is with a university partner – even in cases where MSH pays the university for part of the conjoint appointee's salary.

#### 5.4.2 Research team eligibility

- i. The research project must be co-led by a co-investigator (CI) with a paid appointment at Griffith Health, QUT, UQ Faculty of Medicine or UQ Institute for Molecular Bioscience.
- ii. The CI must secure approval from their institution via the Certification form on page 16 of this document.
- iii. Employees of other institutions and organisations can be named as associate investigators.

### 5.5 PA RESEARCH FOUNDATION FUNDED GRANTS

PA Research Foundation Research Awards provide \$100,000 to fund the first year of clinically driven, significantly innovative, collaborative, translational projects that have a vision of up to 5-10 years. The intent of PA Research Foundation grants is to initiate new projects and develop ideas that deviate from established lines of investigation.

Funds will be awarded to projects which have the potential for breaking new theoretical ground and/or challenge existing understandings, systems, paradigms or assumptions and/or opening up entirely new lines of investigation to help prevent, improve early diagnosis and treat health conditions in the community. Projects can be initiated through allied health, basic science or clinical settings as long as they address each of the key assessment criteria. The project may be used to develop new methods, technology, techniques, systems and applications as long as it has the potential to result in new knowledge of significant impact and ultimately improve the delivery of better health. Although this mechanism allows for an element of risk, all projects must have a sound rationale.

Applications from multidisciplinary and/or multi-institutional collaborations are encouraged and will be weighted more favourably. We also aim to support and foster young and upcoming researchers with the mandatory inclusion of a new researcher on collaborative project teams. The research must be conducted on the PA Hospital campus.

The award of \$100,000 plus GST is for one year and is available in 3 parts. The initial \$25,000 is available from 1<sup>st</sup> January 2022 upon invoice to the PA Research Foundation. The next payment of \$50,000 is available upon notification to the Foundation of ethics and governance approvals. The final \$25,000 is payable upon submission of a satisfactory report in November 2022. If the report is not received by the due date the Foundation may rescind the award and reallocate funding.

### 5.6 ELIGIBILITY CRITERIA FOR PA RESEARCH FOUNDATION AWARDS

- 5.6.1 Research proposals must address the Foundations key focus areas of prostate cancer, breast cancer, skin cancer, other cancer or other health research project.
- 5.6.2 The Applicant (PI) can be a MSH employee or have an appointment through an affiliated organisation or university partner based on a MSH campus.
- 5.6.3 Research team members from all disciplines, services and facilities at the PA Hospital campus are eligible.
- 5.6.4 Project teams must include representatives across clinical and allied health, a new researcher, and basic science (where relevant).
- 5.6.5 The new researcher (a health care professional or a wet or dry lab researcher) will have no more than 5 years of research experience, and the PA Hospital campus must be their primary employment



location. A member of the team must agree to mentor the new researcher for the duration of the project.

5.6.6 The majority of the research must be conducted at the PA Hospital campus.

## 6. FUNDING AMOUNTS, DURATION, INDICATIVE NUMBER OF GRANTS OFFERED

Grant type	\$ value (up to)	Years duration (up to)	Indicative # grants offered
Novice Researcher Grant	25K	2	5
Innovation (Seed) Grant	25K	2	4
Early-career Researcher Grant	75K	2	3
Project Grant	100K	2	14
Program Grant	300K	3	4
Co-funded Collaboration Grant	50K	2	8
PA Research Foundation Research Award	100K	1	unspecified

## 7. APPLICATION INSTRUCTIONS

### 7.1 APPLICATION TIMEFRAME

The 2022 MSH RSS opens 12 noon Wednesday 16 June 2021 and closes 3pm Tuesday 10 August 2021.

### 7.2 APPLICATION FORM

Applications for 2022 MSH RSS grants, including PA Research Foundation Awards, must be prepared using *SmartyGrants* at: <http://metrosouth.smartygrants.com.au/>. Applicants must be a registered *SmartyGrants* user.

#### 7.2.1 Research proposal

A research proposal of no more than 6 pages incl references and with the following headings must be uploaded as part of your *SmartyGrants* application:

- Applicant name
- Project title
- Background
- Aims/Objectives
- Hypothesis
- Methodology
- Milestones at 6 months, and yearly up to 5 years
- Expected outcomes
- References



### 7.2.2 Certification

The certification form on page 15 of these Funding Guidelines, must be uploaded as part of your *SmartyGrants* application:

- The Head of Department (HoD) is required to sign the certification page. Allow sufficient time to gain the HoD signature, or escalation of the signature if the HoD is involved in the research.
- For a **Novice Researcher Grant** application, the Researcher Supervisor is also required to sign the certification form on page 15.
- For a **Co-funded Collaboration Grant** application, the CI from the participating partner organisation must submit the certification form on page 16 to their Research Office for signature.

### 7.2.3 Submission of application

Applications must be submitted via the MSH *SmartyGrants* site: <https://metrosouth.smartygrants.com.au/>

- no later than 3pm Tuesday 10 August 2021
- late submissions will not be accepted under any circumstances
- hand delivered applications will not be accepted
- email applications will not be accepted

## 7.3 GENERAL INSTRUCTIONS

7.3.1 Applicants seeking to participate in the MSH RSS must comply with these Funding Guidelines, instructions in the Application, and with MSH policies and procedures located at:

<http://metrosouth.health.qld.gov.au/rss> and <https://metrosouth.health.qld.gov.au/research/about-us/policies-and-procedures>

7.3.2 Applicants must be the Principal Investigator.

7.3.3 Applicants may apply for more than one category of funding however applications must not be for the same project (identified through similar aims, research teams and/or activities). Identical research proposals submitted to multiple categories of funding will be deemed ineligible; with one exception:

7.3.3.1 Applicants in the Project Grant category can request, via a response in the application form, to also be considered for PA Research Foundation funding.

7.3.4 Applicants may submit a maximum of two projects per category.

7.3.5 The Research Committee actively discourages the practice of experienced researchers making multiple applications in the names of dependent researchers.

7.3.6 When preparing the research proposal, Applicants must adhere to the formatting requirements specified in the application form. This includes font size/type, line spacing and page margins.

7.3.7 Research proposals that do not comply with formatting requirements may be withdrawn from assessment. All details in the application must be current and accurate at the time of submission.

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

7.3.9 The Research Committee may, at its discretion, remove applications that are determined to be incomplete, ineligible, not consistent with the guidelines, or non-competitive.

7.3.10 Once submitted, the application will be considered final and no changes will be permitted without the prior written consent of the RSS Sub-Committee.

## 7.4 BUDGET PREPARATION

- 7.4.1 The Applicant should consult with their Business Manager to build an appropriate budget, particularly for the calculation of salaries and on-costs.
- 7.4.2 A [budget template tool](#) is available on the Metro South Research website.
- 7.4.3 Funding may only be applied to the activities and budget described in the submitted application.

## 7.5 ELIGIBLE AND INELIGIBLE EXPENDITURE

- 7.5.1 Eligible budget items are those that are essential and directly related to conducting the research activities proposed in the application within the grant period. For example, salary including standard on-costs for named project staff, consumables and services required specifically for the activities described in the application, minor equipment dedicated and essential to the specific project, specialised software or computers, conference and publication costs.
- 7.5.2 Ineligible budget items include overheads, maintenance and levies for equipment, items that are for the purpose of day to day operations of the organisation, major clinical equipment that would otherwise be procured through an operational budget.
- 7.5.3 SERTA funding cannot be applied to HDR scholarships.

## 8. EVALUATION PLAN

Grant applications will be evaluated by the Metro South Health RSS Sub-Committee, for the purpose of recommending fundable grant applications to the Funding Bodies. The Metro South Health RSS Sub-Committee is comprised of members of the Metro South Research Committee and Research Council, Metro South researchers and researchers from our partner institutions and other organisations.

An assessment Panel for each grant category will be formed from the membership of the Metro South Health RSS Sub-Committee.

Members of the Metro South Health RSS Sub-Committee are assigned to the Panel in which he/she has declared that they are without conflict of interest. Conflict of Interest is managed in consultation with an independent Probity Advisor and according to the Metro South [Research Management - Research Integrity Procedure](#) and [Research Management – MSH Research Support Scheme Procedure](#).

Each Panel will have a designated Panel Lead. Panel Leads will act as Spokesperson on behalf of their panel at the Grants Recommendation Meeting.

### 8.1 EXTERNAL EXPERTS

Should additional expert opinion be required during the evaluation period a Panel Lead may engage an expert selected by the Panel or engage the Applicant's nominated External Expert. Applicants have the option to provide the contact details of up to three External Experts. All experts must be acknowledged experts in the field of work proposed (i.e. publication track record and PhD or equivalent research experience). Nominating an expert is optional, however if nominating an expert/s **the Applicant must contact the expert** prior to submitting the application **to confirm their availability**. Complete contact details of all experts must be provided.

Nominated experts must be independent of all members of the investigative team, external to MSH and the university school/research institutes of all named investigators, and without conflict of interest. Each External

Expert will need to complete a Confidentiality and Conflict of Interest declaration form prior to receiving any applications.

To that end, the Applicant should:

- i. Avoid nomination of experts with whom any of the investigative team have a personal relationship (including but not limited to those of family, friends and associates with whom the investigator would socialise outside a work context); and
- ii. Avoid nomination of experts, with whom investigators have current or previous (within the past five years) collaborations on research, grant applications, publications or cooperative agreements; or with whom a supervisory/subordinate work relationship has existed. If a PI wishes to nominate an expert with whom they have collaborated in the past 5 years they must contact the [MSH-RSS@health.qld.gov.au](mailto:MSH-RSS@health.qld.gov.au) or 3443 8057 and ask for consideration of their nominated expert, giving reasons why they should be included.
- iii. Avoid nomination of experts who are employed by the same organisation as any of the investigators that appear on the application, except where expressly authorised by the panel. An alternative expert should also be provided to ensure that, where the panel do not exercise their discretion to accept the preferred expert, another expert can be contacted; and
- iv. Declare to their line manager and to the Chair, Metro South Research any actual, potential, or perceived conflicts of interest in relation to the experts they nominate on the application.
- v. Ask co-investigators and associate investigators to review the experts nominated on the application and declare to any actual, potential, or perceived conflicts of interest in relation to the reviewers.

## 8.2 INITIAL ASSESSMENT FOR ELIGIBILITY

An initial administrative assessment of eligibility is undertaken by the Research Support Scheme administrative coordinator.

## 9. EVALUATION CRITERIA AND WEIGHTING

### 9.1 EVALUATION CRITERIA for SERTA FUNDED AND CO-FUNDED GRANTS

MSH SERTA funded and Co-funded grant categories have five Evaluation Criteria:

#### **Scientific quality (Score 1 to 7)**

- Is the project plan cohesive, with clearly stated aims, methodology and proposed outcomes?
- Is there a sound rationale for conducting the research, relevant to MSHHS?
- Does the study design and methodology support the aims and proposed outcomes?
- Is the sample size and analysis plan appropriate for meaningful outcomes?
- Can the project be completed in the timeframe?
- Is the proposal competitive nationally?

#### **Justification of budget (Score 1 to 7)**

- Is there evidence of adequate consideration to resources required to complete the project?
- Is the budget reasonable, appropriate, justified, and able to be managed within the Metro South Health financial guidelines?

### **Clinical significance (Score 1 to 7)**

- The extent to which the proposed research has potential to contribute to advancements in knowledge that will inform clinical practice.
- The extent to which the proposed research will have impact and deliver meaningful outcomes for patients, clinicians, and decision makers.
- The extent to which the proposed research addresses a clinical need, gap, or issue of importance to the Health Service.

### **Originality and innovation (Score 1 to 7)**

- The extent to which the research proposal demonstrates potential to generate new knowledge or deliver solutions by using or developing a novel approach or concept, methodology, technology or intervention, or by reinterpreting or challenging existing pathways or models.

### **Collaborative strength / Capacity building (Score 1 to 7)**

- Evidence of individual team members expertise and contribution to their field of research and;
- a diversity of research skills and experience through meaningful collaborations across disciplines and with partners.
- The potential for the collaboration to strengthen the research profile of MSH and have ongoing benefits.
- Evidence of engagement and consultation with relevant stakeholders, including consumer partners as appropriate.
- Novice researchers will be assessed on sound project idea, methodology and good understanding of the research area, as well as the nominated Research Supervisor's suitability to support a Novice Researcher.
- For Program Grants, the description of how the inclusion of a novice, early career, or HDR student will contribute to research capacity and capability building across MSH.

<b>Grant type</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Scientific quality</b>	<b>Justification of budget</b>	<b>Clinical significance</b>	<b>Originality and innovation</b>	<b>Collaborative strength / Capacity building</b>
<b>SERTA Novice Researcher</b>	40%	15%	15%	5%	25%
<b>SERTA Innovation (Seed) Grants</b>	40%	10%	10%	25%	15%
<b>SERTA Early Career Researcher</b>	40%	15%	15%	5%	25%
<b>SERTA Project Grants</b>	40%	10%	20%	10%	20%
<b>SERTA Program Grants</b>	35%	10%	20%	15%	20%

<b>Co-funded Collaboration Grants</b>	40%	10%	15%	10%	25%
---------------------------------------	-----	-----	-----	-----	-----

## 9.2 SCORING

Scores will reflect the relative strength of the application in terms of how well it addresses and meets the criteria. Each of the Evaluation Criteria will be scored by RSS Sub-Committee Panel members on a scale of 1 to 7 where:

1 = No evidence	4 = Good	7 = Outstanding by national standards
2 = Unsatisfactory	5 = Very Good	
3 = Fair	6 = Excellent	

## 9.3 EVALUATION CRITERIA for PA RESEARCH FOUNDATION AWARDS

Where an applicant has indicated their Project Grant application should be considered for PA Research Foundation funding the following Evaluation Criteria and Scoring applies:

	<b>Evaluation criteria for PARF Awards</b>	<b>Weighting</b>	<b>Scoring system of each criteria</b>
<b>1</b>	Novelty, originality, innovation, new implementation	50%	From 0 to 5 where:  0 = No evidence 1 = Unsatisfactory 2 = Fair 3 = Good 4 = Very Good 5 = Outstanding
<b>2</b>	Scientific quality and feasibility; a clearly defined hypothesis, tested by the proposed research.	20%	
<b>3</b>	Understanding of Translation - knowledge of outcomes to benefit health	20%	
<b>4</b>	Track Record of the Team	10%	

9.3.1 Examples of research projects that are favoured for funding through this scheme include but are not limited to:

- Testing a novel hypothesis about the aetiology, diagnosis, early detection, classification or management of a disease, where there is a clear success/fail end point
- Pilot projects to translate, develop and or implement new clinical practices or processes within the health system

## 10. RANKING AND RECOMMENDATION

Applications in each grant category are scored according to the Evaluation Criteria and ranked in order of merit. All applications will be determined to be fundable or otherwise. An application may be considered not for funding if alignment with MSH RSS objectives has not been demonstrated.

Panel Leads will request an additional assessment of an application if panel member's scores are markedly disparate.

The merit of applications will be discussed by the RSS Sub-Committee at a Grants Recommendation Meeting in October 2021.

The Grants Recommendation Meeting will be overseen by an external Chair (who is without Conflict of Interest).

Assessment information will be presented by the Panel Lead for each category of grants with input from members of the RSS Sub-Committee.

If multiple applications in any grant category obtain equal scores, the RSS Sub-Committee will determine a ranking and order of merit, based on assessment by members present. This will include but is not limited to:

- Consideration of the RSS Evaluation Criteria and alignment of the application with RSS Objectives.
- Consideration of applicants' previous performance in relation to reporting on RSS grants.

If approved funds cannot be fully allocated in any one category, the RSS Sub-Committee may recommend allocation of funds to another approved grant category.

At the conclusion of the Grants Recommendation Meeting the recommendations of the RSS Sub-Committee will be provided to the relevant delegate of each funding body for approval.

## 10.1 AWARDING OF GRANTS

Recommendations for funding will be considered by the relevant delegate of each funding body, who make the final decision on the award of grants. The funding bodies and their delegates may, at their sole discretion, choose to award grants on the basis of the recommendations received, or not. Award of grants will be via a letter of offer, accompanied by grant conditions. Prospective grant recipients will be required to accept the offer and conditions in writing by the date identified in the grant award letter.

## 10.2 SECOND ROUND OFFERS

If an offer of funding is declined, unallocated funds may be used to enable an offer of funding to the next application identified as meritorious (in any category) by the RSS Sub-Committee.

## 10.3 FEEDBACK AND ISSUES/DISPUTES

Feedback on MSH RSS processes or outcomes should be directed to the Research Support Coordinator at [MSH-RSS@health.qld.gov.au](mailto:MSH-RSS@health.qld.gov.au) in the first instance. Issues and concerns will be managed in consultation with an independent Probity Advisor.

# 11. REPORTING

## 11.1 ANNUAL PROGRESS REPORT

An Annual Progress Report must be submitted to the approving HREC as a condition of accepting a RSS grant. If the approving HREC is Metro South, the Annual Progress Report is submitted via ERM by 30 April each year.

## 11.2 FINAL REPORT

A Final Report will be required within 4 months of the end date of the grant. A Final Report template will be sent via your *SmartyGrants* account.

**A breach of any of these requirements may result in an application being deemed ineligible and withdrawal from the assessment process.**

## 12. CERTIFICATION

This page must be signed by an appropriate delegate for the applicant (PI) and uploaded as part of the online application.

Applicant (PI) name:
Project title:

### 12.1 CERTIFICATION BY HEAD OF DEPARTMENT/DIVISION

I certify that:

- I have been provided with details of the proposed research activity, and having considered implications for service delivery consider it appropriate to the general facilities in my Department/Division and I am prepared to have the project carried out in my Department/Division.
- **I am not the applicant, or an investigator named on this application.** Note: *if the Head of Department is named in the application, they cannot provide certification, and the signature must be escalated to the next appropriate delegate (eg. Divisional Chair or ED).*

Name of Head of Department/Division (print):
Name of MSH site:
Signature:
Date: DD/MM/YEAR

### 12.2 CERTIFICATION BY RESEARCH SUPERVISOR (Novice Researcher applications only)

I certify that:

- I have been provided with details of the proposed research and I am willing and have the capacity to supervise/mentor and provide expert guidance to the applicant for the duration of the project.
- I understand the requirements of supervision as detailed in the *Australian Code for the Responsible Conduct of Research and Supervision A guide supporting the Australian Code for the Responsible Conduct of Research* and commit to providing supervision in accordance with these documents.

Name of Research Supervisor (print):
Name of MSH site/university/organisation:
Signature:
Date: DD/MM/YEAR



### 13. CERTIFICATION – CO-FUNDED COLLABORATION GRANTS

This page must be signed by the appropriate delegate at Griffith University Health Group, QUT, UQ FOM or UQ IMB, for the CI and uploaded as part of the online application.

#### 13.1 CERTIFICATION BY UNIVERSITY AUTHORISED DELEGATE

I certify that:

- The CI named below has an appointment with this organisation and meets the other eligibility criteria.
- I have been provided with details of the proposed research, consider it appropriate to the aims and objectives of the funding program.
- I am not the applicant, or an investigator named on this application.
- Should this application be successful I confirm MSH will receive up to \$25,000 to co-fund this grant.

Project title:
CI name (print):
CI organisation:
CI position:
Authorised delegate name (print):
Authorised delegate signature:
Date: DD/MM/YEAR