

# Metro South Health Research Support Scheme

## 2023 Funding Guidelines

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

Metro South SERTA Early Career Researcher Grants - \$100,000

Metro South SERTA Project Grants - \$125,000

Metro South SERTA Program Grants - \$350,000

Metro South SERTA Future Research Leader Fellowship - up to \$300,000

Co-funded Collaboration Grants - \$50,000

PA Research Foundation Research Awards - \$125,000

**Funding Guidelines and Application information available at:**

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

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Metro South Health  
Study, Education and Research Trust Account



*We care about you*



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## 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 an 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 (MSH) Research Support Scheme (RSS) aims to facilitate high-quality research that translates research discoveries into health and medical outcomes. The Scheme's objectives are:

### 2.1 DELIVER RESEARCH TRANSLATION

The RSS contributes to the translation of research evidence into positive impacts for the Hospital and Health Service and our patients, recognising the importance of health equity for vulnerable and disadvantaged groups represented in our diverse community.

The RSS aims to balance generating new knowledge and the uptake of research-based evidence, by encouraging applications in clinical and health services research, implementation science, and basic science.

### 2.2 PROMOTE PARTICIPATION IN RESEARCH

The RSS contributes to a strong research culture by supporting the participation, progression and retention of MSH researchers.

The RSS facilitates a pathway for novice and early-career researchers to develop research skills and a track record, in addition to Project, Program and Fellowship funding for established researchers to develop research teams and programs.

The RSS aims to prepare MSH researchers for success in external grant schemes.

### 2.3 STIMULATE RESEARCH COLLABORATION AND PARTNERSHIPS

The RSS encourages collaborations within departments, across disciplines, sites and institutions, and consultation with consumers to enhance research practice and foster collaborative approaches to delivering health care solutions.

The RSS aims to build and develop partnerships with other Hospital and Health Services, research institutes, universities and industry to leverage funding and strengthen research capacity.

### 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 Faculty of Health and Behavioural Sciences (UQ HABS)**
- **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 2023 MSH RSS GRANT CATEGORIES

These Funding Guidelines provide information in relation to 2023 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.
- 5.1.2 **Aboriginal or Torres Strait Islander Novice Researcher Grant** - one grant of up to \$25,000 over two years is available to a MSH, Queensland Health (QH), Griffith University, QUT or UQ employee who is of Aboriginal or Torres Strait Islander origin and 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. Additionally, if the Applicant is not a MSH employee they must have a MSH employee as a co-investigator.
- 5.1.3 **Early Career Researcher Grants** provide up to \$100,000 over two years for MSH employees with an emerging track record of conducting and publishing research. Applicants with a Higher Degree by Research (HDR) will be within four (4) years of the award at the time of application. Applicants 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. The Applicant 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 \$125,000 over two years for MSH employees to support a research project aligned with MSH strategic objectives. Research proposals demonstrating collaborations across departments, disciplines, sites, and with our university partners and consumers will be highly regarded. Within this category are three additional targeted opportunities to encourage applications for:

- **Women in Health Research Project Grants (WiHR)** – The MSH RSS supports the [NHMRC Gender Equality Strategy 2022-2025](#) 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 (IHR)** – The MSH RSS supports the [Metro South Health Aboriginal and Torres Strait Islander Closing the Gap Plan 2021-2022](#) 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 (CDG)** – The MSH RSS 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. Up to two CDG will be awarded to applicants employed at QEII, Logan, Redland, Oral Health or Community, or a MSH facility or service located outside the PAH research precinct.

5.1.5 **Program Grants** provide up to \$350,000 over three years to sustain a substantial program of research aligned with MSH strategic objectives. Research proposals demonstrating collaborations across departments, disciplines, sites, and with our university partners and consumers will be highly regarded. The research team must include a HDR student or novice or early career researcher as a co-investigator, mentored by the PI. Within this category is an additional targeted opportunity to encourage applications for:

- **Women in Health Research Program Grant** – MSH supports the [NHMRC Gender Equality Strategy 2022-2025](#) and initiatives aimed at increasing the retention and progression of women in research. One WiHR Program Grant will be awarded to a female-led research team.

5.1.6 **MSH Future Research Leader Fellowship** – The MSH RSS is committed to the development of a culture of excellence in research and fostering and retaining the next generation of research leaders within MSH. One Fellowship valued at up to \$300,000 for a minimum of two and up to three years will be awarded to a MSH employee. The Fellowship aims to support the development of the Applicant in leading translational research in the organisation. The Fellowship will facilitate protected research time to accelerate knowledge translation within their field and add weight to their track record. The Applicant will be required to commit a minimum 0.2 FTE to Fellowship activities, while maintaining a clinical role with MSH. The Applicant will have demonstrated research experience, a positive trajectory of research skills development, and attributes that enable their recognition as an emerging

exemplary researcher. It is highly desirable that the Applicant has demonstrated leadership qualities and a commitment to the organisation through their service. The application must include a signed statement of support from their head of department. The Applicant is ineligible if they have already been named CIA on a MRFF, NHMRC or ARC grant, or subsequently accepts an offer from the MRFF, NHMRC or ARC in relation to a grant application submitted in 2022.

## 5.2 ELIGIBILITY CRITERIA FOR METRO SOUTH SERTA FUNDED GRANTS

### 5.2.1 Applicant eligibility

- i. The Applicant is the Principal Investigator (PI).
- ii. MSH SERTA Business Rules require the Applicant to be a MSH employee at the time of applying and for the duration of the grant, with one exception:
  - a. See 5.2.3 vi **Aboriginal or Torres Strait Islander Novice Researcher Grant**
- iii. Honorary Appointees are not eligible to be the Applicant.
- iv. 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.
- v. It is the responsibility of the Applicant to understand the implications of applying for or 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:

- i. MSH employees with a MSH appointment for the duration of the grant.
- ii. An employee of a MSH partner university or research institute based on a MSH campus, with an appointment for the duration of the grant.
- iii. Employees of other Hospital and Health Services, research institutes, Universities 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 on a MSH campus, facility or service.
- ii. The research should align with RSS objectives, demonstrating cross-disciplinary collaborations (for example, across medical, allied health, nursing, basic/clinical research professions), multi-site collaborations and collaborations with our academic partners.
- 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 2023 RSS Project Grant would result in their holding no more than two Project Grants at 1 January 2023.

- iv. Recipients of RSS **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 a **Novice Researcher Grant**, the Applicant will not be named as the Principal Investigator (PI) on any other approved project/grant.
- vi. For an **Aboriginal or Torres Strait Islander Novice Researcher Grant**, applicant (PI) eligibility is extended to QH employees and employees of UQ, QUT and Griffith University who are of Aboriginal or Torres Strait Islander origin. The Applicant will not be named as the PI on any other approved project/grant. In the instance the Applicant is not a MSH employee, the Applicant must collaborate with a co-investigator who is a MSH employee.
- vii. For a **Women in Health Research Project or Program Grant**, the Applicant (PI) must be female.
- viii. For an **Indigenous Health Research Project Grant**, the research focus must specifically relate to improving the health and well-being of the Aboriginal or Torres Strait Islander community.
- ix. 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.
- x. For a **MSH Future Research Leader Fellowship**, the Applicant (PI) must have been employed by MSH for the last 12 months and have an ongoing appointment for the proposed term of the Fellowship. The Applicant is ineligible if they have already been named CIA on a MRFF, NHMRC or ARC grant, or subsequently accepts an offer from the MRFF, NHMRC or ARC in relation to a grant application submitted in 2022.
- xi. 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 Health and Behavioural Sciences, 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 strategic 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 at the time of applying and 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 Health and Behavioural Sciences, 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 17 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 \$125,000 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 of, 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 \$125,000 plus GST is for one year and is available in 3 parts. An initial payment is available from 1<sup>st</sup> January 2023 upon invoice to the PA Research Foundation. The next payment is available upon notification to the Foundation of ethics and governance approvals. The balance is payable upon submission of a satisfactory report in November 2023. 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)	Year's duration (up to)	Indicative # grants offered
Novice Researcher Grant	25K	2	7
Aboriginal or Torres Strait Islander Novice Researcher Grant	25K	2	1
Early-career Researcher Grant	100K	2	3
Project Grant	125K	2	12
Program Grant	350K	3	2
MSH Future Research Leader Fellowship	300K	3	1
Co-funded Collaboration Grant	50K	2	10
PA Research Foundation Research Award	125K	1	unspecified

## 7. APPLICATION INSTRUCTIONS

### 7.1 APPLICATION TIMEFRAME

The 2023 MSH RSS opens Monday 27 June 2022 and closes \*3pm Monday 15 August 2022.

\*updated on 26 July 2022.

### 7.2 APPLICATION FORM

Applications for 2023 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 8 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
- Data management and analysis plan
- Milestones at 6 months, and yearly up to 5 years
- Expected outcomes
- References.

### 7.2.2 Certification

The certification form on page 17 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 17.
- For a **Co-funded Collaboration Grant** application, the CI from the participating partner organisation must submit the certification form on page 18 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 Monday 15 August 2022
- late submissions will not be accepted under any circumstances
- hand delivered applications will not be accepted
- email applications will not be accepted

\*updated on 26 July 2022.

## 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 applications 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 number of pages, font size/type, line spacing and page margins. Research proposals that do not comply with formatting requirements may be withdrawn from assessment.

- 7.3.7 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 RSS Sub-Committee may, at its discretion, remove applications that are determined to be incomplete, ineligible, or not consistent with the guidelines.
- 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 or back-fill 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 For a **MSH Future Research Leader Fellowship** funding must be applied to the Applicant's salary or back-fill of the Applicant, at a minimum 0.2 FTE for the duration of the grant. Additionally, Fellowship funding can be used for Research Assistant salary and/or eligible project consumables and/or eligible equipment. The total funding including salaries and non-labour expenditure is up to \$300K.
- 7.5.4 MSH 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 clinicians and 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 they have declared 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

Applicants have the option to provide the contact details of up to three External Experts, all of whom must be acknowledged experts in the field of work proposed (i.e., publication track record and PhD or equivalent research experience). 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. The Expert will only be asked specific questions raised by the Panel and will not be asked to score the application. Nominating an External Expert is optional, however if nominating an expert/s **the Applicant must contact the expert prior to submitting the application to confirm the expert's availability and willingness to be contacted by the RSS**. 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) or who are employed by the same organisation as any of the investigators that appear on the application, or with whom a supervisory/subordinate work relationship has existed.
- 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. 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. 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.
- iv. 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 AND WEIGHTING FOR SERTA FUNDED AND CO-FUNDED GRANTS

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

#### Scientific quality

- Is the research proposal cohesive, with clearly stated aims, methodology and proposed outcomes?

- Is there a sound rationale for conducting the research, relevant to MSHHS?
- Is the proposed research original or is there a point of difference from existing knowledge?
- Does the study design and methodology support the aims and proposed outcomes?
- Where relevant, evidence of consultation with a Biostatistician.
- Is the sample size and analysis plan appropriate for meaningful outcomes?
- Can the project be completed in the timeframe?
- 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 the Applicant.

### **Significance to Metro South community**

- The extent to which the proposed research addresses a clinical need, evidence gap, or issue of importance to the Health Service.
- The extent to which the proposed research will have impact on burden of disease and deliver meaningful outcomes for the community.
- The extent to which the proposed research considers health equity for disadvantaged groups.
- The extent to which the proposed research aligns with the RSS Objectives, and intents contained in the individual grant category descriptions at Sections 5.1, 5.3 and 5.5.

### **Clinical impact**

- The extent to which the proposed research will contribute to advancements in knowledge that will inform clinical practice or health policy.
- The extent to which the proposed research has potential to deliver solutions that have a positive impact for patient care and/or health service delivery.
- Where relevant, evidence of an implementation and evaluation plan.
- For Basic Science projects, articulation of a translation pathway.

### **Collaborative strength and Capacity building**

- Evidence of individual team members expertise and contribution to their field of research.
- The extent to which there is a diversity of research skills and experience through meaningful collaborations across disciplines and with partners.
- Clear description of an active role and responsibility for each team member.
- The potential for the collaboration to build research capacity and strengthen the research profile of MSH.
- Evidence of engagement and consultation with relevant stakeholders, including consumer partners as appropriate.
- For a Fellowship, the description of how the Applicant's experience, skills, attributes as an emerging exemplary researcher, leadership qualities and commitment to the organisation will contribute to research collaboration and capacity building for MSH.
- 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 for MSH.

### **Budget and Feasibility**

- Is the budget reasonable, appropriate, and justified?
- Is there evidence of adequate consideration to resources required to complete the project?
- Is there evidence of adequate consideration of possible difficulties and possible solutions?

- Is there evidence of adequate consultation with a head of department and business manager?
- Represents value for investment.

The Evaluation Criteria for MSH SERTA-funded and Co-funded grant categories are weighted as follows:

Grant type	1	2	3	4	5
	Scientific quality	Significance to community	Clinical impact	Collaborative strength and Capacity building	Budget and Feasibility
<b>SERTA Novice Researcher</b>	40%	15%	5%	25%	15%
<b>SERTA Early Career Researcher</b>	40%	15%	5%	25%	15%
<b>SERTA Project Grants</b>	40%	20%	10%	20%	10%
<b>SERTA Program Grants</b>	35%	20%	15%	20%	10%
<b>SERTA Fellowship</b>	25%	15%	15%	35%	10%
<b>Co-funded Collaboration Grants</b>	40%	15%	10%	25%	10%

## 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:

	Evaluation criteria for PARF Awards	Weighting	Scoring system of each criteria
<b>1</b>	Novelty, originality, innovation, new implementation	50%	From 0 to 5 where:

<b>2</b>	Scientific quality and feasibility; a clearly defined hypothesis, tested by the proposed research.	20%	0 = No evidence 1 = Unsatisfactory 2 = Fair 3 = Good 4 = Very Good 5 = Outstanding
<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 November 2022.

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 compliance 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. POST-AWARD 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.

## 12. VARIATIONS

Requests to extend the end date of the grant or vary the budget at any time during the grant period must be submitted in writing to [MSH-RSS@health.qld.gov.au](mailto:MSH-RSS@health.qld.gov.au) for approval by the Chair, Metro South Research.

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

### 13. 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:

#### 13.1 CERTIFICATION BY APPLICANT’S 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):
Position title:
MSH site:
Signature:
Date: DD/MM/YEAR

#### 13.2 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 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):
MSH site/university/organisation:
Position title:
Signature:
Date: DD/MM/YEAR

## 14. CERTIFICATION – CO-FUNDED COLLABORATION GRANTS

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

CI name (print):
CI organisation:
CI position:
Project title:

### 14.1 CERTIFICATION BY UNIVERSITY AUTHORISED DELEGATE

I certify that:

- The CI named above 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 acknowledge our organisation has agreed to contribute \$25,000 to co-fund this grant.

Authorised delegate name (print):
Organisation:
Position title:
Signature:
Date: DD/MM/YEAR