

## **New Investigator Grants 2020 Advice to Applicants**

This document provides information about the application process, eligibility and the conditions of applying for a TPCH Foundation New Investigator Grant.

Further information can be obtained from Dr Stephanie Yerkovich, Research Development Manager, by calling 3139 4118 or emailing [Stephanie.Yerkovich@tpchfoundation.org.au](mailto:Stephanie.Yerkovich@tpchfoundation.org.au). Applicants are strongly encouraged to discuss their application prior to submission.

### **General information**

1. TPCH Foundation New Investigator Grants have been developed to provide research training and funding to new researchers who wish to undertake a small research project to develop research skills and address a health need.
2. New Investigator Grants are awarded for a project that must be completed within 12 months, once ethical and governance requirements are completed, and the maximum amount that can be requested is \$10,000. Requests for extensions must be submitted in writing to the Foundation and are not guaranteed. If an extension is granted, the maximum term of the grant is three years and any grants remaining open after this time will be at the discretion of TPCH Foundation, and unspent funds may be returned to the Foundation for reallocation.
3. The grant may be used for salary support, to purchase consumables and/or other research-related expenses. It cannot be used to fund basic computer equipment, such as personal laptops.
4. TPCH Foundation New Investigator Grants are awarded to the applicant and are not transferrable. Successful applicants must also remain within or associated with their nominated research group for the duration of the grant.

### **Obligations of awardees**

The ability of TPCH Foundation to support research is dependent on our ability to raise funds through donations. Therefore, the ability to engage with potential donors is critical to our success, and it is a condition of the grant that recipients will include TPCH Foundation in any publicity surrounding the research. In addition, TPCH grant recipients will be expected to provide regular research updates and may be called upon to participate in promotional activities.

Grant recipients are also expected to disseminate their results through the normal scientific channels. The support of TPCH Foundation must be acknowledged in any publications, media or presentations arising from the research.

### **Eligibility**

1. A New Investigator is defined as an investigator who has not been awarded a peer-reviewed research project grant in their own name in the last five years.
  - a. The Prince Charles Hospital Foundation reserves the right to make the final judgement as to whether the applicant is considered a New Investigator. This will be informed by the applicant's grants history, publications, track record, qualifications and conference presentations.



b. The Foundation does not consider scholarships or equipment grants to be research grants for this purpose.

c. In general, applicants that are prior to the conclusion of their PhD will qualify as a New Investigator but are then ineligible once the PhD has been awarded.

2. Applicants must nominate a Mentor for their research project. It is the responsibility of the Mentor to guide the applicant through the process of developing their application and to mentor them during their research project. The role of the mentor is important and includes a commitment to be actively involved in the research project. The mentor statement will contribute to the grant assessment.

3. Projects will be considered only if the work is being undertaken at or in significant association with TPCH campus and/or a TPCH community-based service. However, it is not necessary for either the New Investigator or the Mentor to be employed by Queensland Health.

4. Any relevant Ethics approvals must be obtained prior to the commencement of the research project. Approval is not required prior to submitting your application. It is the successful applicant's responsibility to ensure Ethics approval is received in a timely manner.

#### **Guidelines for application submission**

1. Applications will only be accepted online through the Smarty Grants portal <https://tpchfoundation.smartygrants.com.au/> and must be submitted by 12pm on the due date. Late applications will not be accepted.

2. The administering institution must also be notified prior to lodging the application and any relevant approvals obtained.

3. The project should be described in the Research Plan and it should clearly outline the aims and hypothesis, background and literature review, the design and methodology and expected outcomes. The section is limited to 1,000 words. Applicants are encouraged to ensure the research plan covers all these areas and gives enough detail for the reviewer to understand the need for the research, the methodology to be used and what the expected outcomes are.

4. The budget must clearly outline the intended use of the funds. When composing the budget, the following should be noted;

- If wages are being requested for a student, it must be justified as to why financial support is required and any other financial support must be included eg PhD Scholarship.
- The budget must be appropriate and well justified. Applications where the budget and justifications are not deemed acceptable will not be assessed further.

#### **Expectations of the Mentor**

To be eligible as a Mentor, the Mentor:

- Must have research qualifications ie PhD or equivalent
- Must have a proven research track record, with a minimum of two years' post-doctoral research experience
- Cannot mentor more than 3 New Investigators per grant round

- Must not have any outstanding TPCH Foundation Progress Reports

TPCH Foundation recognises the importance of good mentoring to ensure the project is performed at the highest standard, in a timely manner and that the applicant receives good research training. It is expected that the mentor supports the applicant in the preparation of their application and, if successful, during the entirety of the grant. The application includes the requirement for a mentor statement which forms part of the assessment. The Mentor Statement should convey the importance of the project, why the nominated mentor is important to the research, why the mentor has chosen to support the applicant and how the mentor will ensure the applicant receives good research training. Applications deemed to have a lack of mentoring and having poorly written mentor statements will not be funded. It is the responsibility of the both the applicant and mentor to ensure the application is well written.

### **Application process and assessment**

The grant will be assessed by an independent research panel convened by TPCH Foundation. TPCH Foundation will review all applications for eligibility, completeness, alignment to TPCH and an appropriate and well justified budget. Applications that do not meet these requirements will not be assessed further.

The application will be assessed on

- The research area, innovation and significance of the project to TPCH
- Clearly stated aims and objectives
- The research methodology and feasibility of the project
- An appropriate and well justified budget
- The mentor statement

### **Administering Institution**

A New Investigator Grant may be administered through a University, however grant funds will remain with The Prince Charles Hospital Foundation and will not be transferred in full to another institution. Funds will only be transferred in arrears, and the invoice must break down the expenditure before payment will be made.

### **Reporting requirements**

Grant recipients will be required to submit six monthly progress reports, due in April and October each year. It is the responsibility of the grant holder to submit these in a timely manner. Failure to submit a progress report will render the applicant ineligible for future funding from TPCH Foundation.

### **Conditions of application**

1. Applicants authorise The Prince Charles Hospital Foundation to make any enquiries it considers necessary in relation to the proposed research project.

### **Key Dates**

New Investigator Grants open – 02 December 2019

New Investigator Grants close – 21 February 2020

Applicants notified of the outcome – early May 2020