

**Caboolture and Kilcoy Hospitals and Woodford Corrections Health (CKW)
Health Research Grants 2022
Advice to Applicants**

This document provides information about the application process, eligibility, and the conditions to apply for a Caboolture and Kilcoy Hospitals and Woodford Corrections Health Research Grant.

Further information can be obtained from Dr Stephanie Yerkovich, Research Development Manager, TPCH Foundation, by emailing Stephanie.Yerkovich@tpchfoundation.org.au or from the Research Development Unit (RDU.Caboolture@health.qld.gov.au). Applicants are strongly encouraged to discuss their interest in this program prior to submission.

General information

The Caboolture and Kilcoy Hospitals and Woodford Corrections Health (CKW) research grants will enable research projects that address a clinical need at Caboolture Hospital, Kilcoy Hospital and /or Woodford Corrections Health. In this round there will be two categories of grants: Novice Researcher Grants valued up to \$10,000, and Research Grants valued up to \$20,000. In the current round the panel will consider awarding one grant focused on Aboriginal and Torres Strait Islander health research.

Novice Researcher Grants

- Novice Researcher (see Eligibility for definition) Grants have been designed to provide a funding opportunity for novice researchers to submit innovative research projects that address a clinical need at CKW.
- Projects are expected to be small, standalone studies that can be completed in one year.
- Novice Research Grants will be awarded based on the idea, knowledge gain and significance of the research area, not on the track record of the Chief Investigator. Nonetheless, the Chief Investigator must evidence that they can perform the research outlined in the proposal to ensure the research is feasible.
- The maximum amount that can be requested for a Novice Research Grant is \$10,000[†].
- The Chief Investigator must have a current appointment of at least 0.3FTE at CKW and remain within or associated with CKW for the duration of the project. Any changes to circumstances must be discussed with the Research Development Unit, Caboolture Hospital, who will subsequently provide advice to TPCH Foundation. TPCH Foundation reserves the right to review the grant, and to terminate it if deemed appropriate.
- There is no preferred number of Associate Investigators[‡], however up to three Associate Investigators may be listed on the grant application.
- The Chief Investigator is required to nominate a research mentor as one of their Associate Investigators. Associate Investigators are not required to be employed by Metro North Health but need to be involved in the project.

Research Grants

- Research Grants have been designed to provide a funding opportunity for research projects that address a clinical need at CKW. Projects are expected to comprise a standalone study that can seed future competitive grant applications.
- Research Grants will be awarded based on the idea, knowledge gain, significance of the research area and track record of the Chief Investigator.
- Applications that also include research capacity building for CKW staff will be prioritised.



- The maximum amount that can be requested for a Research Grant is \$20,000[†].
- The Chief Investigator must have a current appointment of at least 0.3FTE at CKW and remain within or associated with CKW for the duration of the project. Any changes to circumstances must be discussed with the Research Development Unit, Caboolture Hospital, who will subsequently provide advice to TPCH Foundation. TPCH Foundation reserves the right to review the grant, and to terminate it if deemed appropriate.
- Associate Investigators[‡] are not required to be employed by Metro North Hospital and Health Service but need to be involved in the project. Associate Investigators on Research Grants will not be included when considering the investigator team track record, but their experience will be considered in evaluation of the quality and feasibility criteria.

[†] Budgets will be assessed for appropriateness. Funding may be used for any research expense, such as salary costs (including on-costs), consumables or other reasonable research requirements. It cannot be used to fund basic computer equipment, such as personal laptops, or institutional overheads. Applicants are strongly encouraged to discuss their application and budget prior to submission. Both Novice Researcher Grants and Research Grants are provided as a one-year grant and extensions must be approved by the TPCH Foundation.

[‡] Associate Investigators will be required to outline their role and contribution to the project activities. Associate Investigators may provide intellectual input into the research, and their contribution to the research project may warrant inclusion of their name on subsequent outputs as acknowledgement of their contribution.

Aboriginal and Torres Strait Islander health research

To qualify as Aboriginal and Torres Strait Islander health research, at least 20% of the research effort and/or capacity building must relate to Aboriginal and Torres Strait Islander health. Qualifying applications must address the NHMRC Indigenous Research Excellence Criteria as follows:

- **Community engagement** - the proposal demonstrates how the research and potential outcomes are a priority for Aboriginal and Torres Strait Islander communities with relevant community engagement by individuals, communities and/or organisations in conceptualisation, development and approval, data collection and management, analysis, report writing and dissemination of results.
- **Benefit** - the potential health benefit of the project is demonstrated by addressing an important public health issue for Aboriginal and Torres Strait Islander people. This benefit can have a single focus or affect several areas, such as knowledge, finance and policy or quality of life. The benefit may be direct and immediate, or it can be indirect, gradual and considered.
- **Sustainability and transferability** - the proposal demonstrates how the results of the project have the potential to lead to achievable and effective contributions to health gain for Aboriginal and Torres Strait Islander people, beyond the life of the project. This may be through sustainability in the project setting and/or transferability to other settings such as evidence based practice and/or policy. In considering this issue, the proposal should address the relationship between costs and benefits.
- **Building capability** - the proposal demonstrates how Aboriginal and Torres Strait Islander people, communities and researchers will develop relevant capabilities through partnerships and participation in the project.

Obligations of awardees

Grant recipients are expected to disseminate their results within the CKW Directorate. The support of TPCH Foundation must be acknowledged in any publication, media or presentation arising from the research. 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 accepting the grant that recipients will include TPCH Foundation in any publicity surrounding the research. In addition, grant recipients will be expected to provide regular research updates and may be called upon to participate in promotional activities.

Eligibility

1. Applicants will only be considered if the work is being undertaken at CKW, or in significant association with the local community.
2. Chief Investigators who have outstanding TPCH Foundation progress reports are ineligible to apply - their applications will be ineligible and not assessed further.
3. Chief Investigators of Novice Researcher Grants and Research Grants must have a current appointment of at least 0.3FTE at CKW and remain within or associated with CKW for the duration of the project.
4. Applications should be aligned with the [Metro North Research Strategy 2017-2022](#) and be undertaken at, or significantly associated with, CKW, and/or directly benefit CKW patients, staff and/or the community.
5. An investigator may submit more than one application as a Chief Investigator, however only the highest ranked application that meets the eligibility criteria in each category will be considered for funding. This should be taken into consideration by all investigators prior to application.
6. Novice Researcher Grants are limited to novice researchers (e.g. limited prior research funding, no first-author papers, limited or no research experience).

Application submission

1. Applications will only be accepted online through <https://tpchfoundation.smartygrants.com.au/> and must be submitted by the due date. Late applications will not be accepted.
2. Signatures must be obtained from the Chief Investigator.

Assessment

Novice Researcher Grants and Research Grants will be assessed by an independent research panel convened by TPCH Foundation. TPCH Foundation, in consultation with the RDU, will initially review applications for eligibility, completeness and for alignment to CKW. Applications that do not meet these requirements will not be assessed further. Eligible applications will subsequently be assessed according to the assessment / scoring criteria specified below. A justified budget must also be presented with the research plan.

Administering Institution

Novice Researcher Grants and Research Grants may be administered by an administering institution, however, grant funds will fully remain within TPCH Foundation. Grant funds will not be transferred in full to another institution and will only be paid in arrears by tax invoice.

Reporting requirements

Novice Researcher Grant and Research 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 holders to submit these in a timely manner. Failure to submit a progress report will result in all CIs being ineligible for future funding from TPCH Foundation.

Key Dates

Applications open – 20 December 2021
Submission system close – 28 March 2022
Applicants notified of the outcome – late June 2022

Assessment criteria

Criteria	Assessment Details	Weighting	
		Novice	Research Grants
Quality & Feasibility	<ul style="list-style-type: none"> • Clear aims with a matching hypothesis(es) (if appropriate to methodology) to be tested • Clearly articulated and robust methodology, designed to test the hypothesis(es) • Adequate infrastructure and resources to complete research within the described timelines, including a fully justified budget request • Appropriate and relevant expertise, skills and experience of the investigative team and research environment to undertake the research (CI and all AIs are included) 	40%	25%
Significance	<ul style="list-style-type: none"> • Potential outcomes will result in significant advances in knowledge with potential for developing and/or advancing new knowledge and advancing practice or policy • Addresses a fundamental clinical need, or issue of great importance to CKW patients and the community with demonstrated potential for health, social, economic and/or academic impact 	30%	25%
Local impact	<ul style="list-style-type: none"> • Evidence of capacity building in research for staff at CKW • Evidence that the project addresses a clinical need at CKW • A translation plan towards tangible benefits for patients, health service and the community 	30%	25%
Track record	<ul style="list-style-type: none"> • Academic publications • Research impact (contribution of new knowledge to the discipline area, research field, influence on policy and practice or clinical guidelines, commercialisable outputs or intellectual property) • Research leadership and contribution to the research community 	N/A	25%