



## Advice to Applicants

### Caboolture and Kilcoy Hospitals and Woodford Corrections (CKW) Health Research 2024 Grant Round

This document provides information about the application process, eligibility, and conditions to apply for a CKW Health Research Grant through The Common Good (TCG), an initiative of The Prince Charles Hospital Foundation.

Further information can be obtained by emailing Dr Megan Grace, Research Manager ([Megan.Grace@tpchfoundation.org.au](mailto:Megan.Grace@tpchfoundation.org.au)), or on The Common Good [Researcher Hub](#).

#### Program Objectives

The 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 streams:

1. Novice Researcher Grants valued up to \$10,000
2. Experienced Researcher Grants valued up to \$20,000

Applications that address one of the three priority areas will be highly regarded, however those that focus on other topics are also eligible to apply:

- Multicultural Research
- First Nations
- Healthy Ageing

#### Grant Details

##### General

- Both Novice and Experienced Researcher Grants are expected to be small, standalone studies and are provided for 1-2 years. Extensions must be approved by the TPCH Foundation.
- Associate Investigators (AIs) are not required to be employed by Metro North Hospital and Health Service but need to be involved in the project.
- AIs will be required to outline their role and contribution to the project activities. AIs 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.

##### Budget

- 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.

- Equipment must be specific to, and of a nature essential for the needs of, the research activity. The Administering Institution must meet all service and repair costs for the equipment funded.
- The grant cannot be used to fund equipment for personal use, or institutional overheads.

#### Stream 1: Novice Researcher Grants

- Novice Researcher Grants (see Eligibility for definition) have been designed to provide a funding opportunity for novice researchers to submit innovative research projects that address a clinical need at CKW.
- Novice Research Grants will be awarded based on the quality, significance and local impact of the research, 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.
- There is no preferred number of Associate Investigators, however, the Chief Investigator is required to nominate at least one AI who will act as their mentor.

#### Stream 2: Experienced Researcher Grants

- Experienced Researcher 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 quality, feasibility, significance and local impact of the research, and track record of the Chief Investigator.
- Applications that also include research capacity building for CKW staff will be prioritized.
- The maximum amount that can be requested for a Research Grant is \$20,000.
- Associate Investigators will not be included when considering track record, but their experience will be considered in evaluation of the quality and feasibility criteria.

#### First Nations focussed research

Under either the Novice or Experienced Researcher stream, for the project to qualify as First Nations 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.

## Eligibility

1. Applications will only be considered if the work is being undertaken at CKW, or in significant association with the local community; for the direct benefit CKW patients, staff and/or the community; and should be aligned with the Metro North Research Strategy 2023-2027.
2. Applications addressing one or more of the priority areas of Multicultural Research, First Nations, or Healthy Ageing will be highly regarded. However, high-quality applications addressing other health issues relevant to CKW will also be considered for funding.
3. Chief Investigators who have outstanding TPCH Foundation progress reports are ineligible to apply - their applications will be ineligible and not assessed further.
4. *Novice Researcher Grants* are limited to novice researchers (e.g. limited prior research funding, no first-author papers, limited or no research experience). TCG reserves the right to make the final determination on whether an applicant is eligible for this grant stream.
5. Chief Investigators of *Novice Researcher Grants and Experienced 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. Any changes to circumstances must be discussed with the Research Development Unit, Caboolture Hospital, who will subsequently provide advice to TCG. TCG reserves the right to review the grant, and to terminate it if deemed appropriate.
6. 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.
7. Applications will only be accepted online through <https://tpchfoundation.smartygrants.com.au/> and must be submitted by 1pm on the due date. Late applications will not be accepted.
8. Signatures must be obtained from all Chief Investigators, and the Heads of Department for each collaborating department.
9. Applicants are required to nominate an administering institution. Any relevant departmental or institutional approvals must be obtained prior to lodging the application.

## Assessment

Applications will be assessed by an independent research panel convened by TPCH Foundation. TPCH Foundation will review applications for eligibility, completeness, and alignment to the grant objectives, and reserves the right not to put forward for assessment applications that it deems do not meet these requirements.

Each stream will be assessed based on the following criteria:

Criteria	Assessment Details	Weighting	
		Novice	Experienced
<b>Quality &amp; Feasibility</b>	<ul style="list-style-type: none"> <li>• Clear aims with a matching hypothesis(es) to be tested (if appropriate to methodology)</li> <li>• Clearly articulated and robust methodology, designed to test the hypothesis(es)</li> <li>• Adequate infrastructure and resources to complete research within the described timelines, including a fully justified budget request</li> <li>• Appropriate and relevant expertise, skills and experience of the investigative team and research environment to undertake the research (CI and all AIs are included)</li> </ul>	40%	25%
<b>Significance</b>	<ul style="list-style-type: none"> <li>• Potential outcomes will result in significant advances in knowledge with potential for developing and/or advancing new knowledge and advancing practice or policy</li> <li>• 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</li> </ul>	25%	25%
<b>Local Impact</b>	<ul style="list-style-type: none"> <li>• Evidence of capacity building in research for staff at CKW</li> <li>• Evidence that the project addresses a clinical need at CKW</li> <li>• A translation plan towards tangible benefits for patients, health service and the community</li> </ul>	25%	25%
<b>Track Record</b>	<ul style="list-style-type: none"> <li>• CI's only</li> <li>• Academic publications</li> <li>• 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)</li> <li>• Research leadership and contribution to the research community</li> </ul>	N/A	20%
<b>Budget</b>	<ul style="list-style-type: none"> <li>• Appropriate and well justified budget</li> </ul>	10%	5%

### **Obligations of awardees**

Grant recipients are expected to disseminate their results within the CKW Directorate. The support of TCG must be acknowledged in any publication, media or presentation arising from the research. It is a condition of accepting the grant that recipients will include TCG 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.

### **Progress Reports**

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 TCG.

### **Key Dates**

Applications open	11 December 2023
Applications close	8 March 2024
Applicants notified of outcome	May/June 2024