

The Prince Charles Hospital Foundation & QUT Centre for Biomedical Technologies Seed Grant Guidelines 2025

This document provides information about the application process, eligibility, and conditions of applying for The Prince Charles Hospital (TPCH) Foundation and QUT Centre for Biomedical Technologies (CBT) Seed Grants.

Further information can be obtained from Dr Megan Grace, Research Manager, by emailing Megan.Grace@tpchfoundation.org.au.

General information

1. CBT Seed Grants have been developed to provide an opportunity for CBT based Early-Mid-Career (EMCR) engineers and scientists to work with TPCH clinicians to undertake a small research project aimed at solving a clinically relevant problem.
2. Projects should be small and must be completed by 30 November, 2025. Extensions must be approved by TPCH Foundation and QUT Centre for Biomedical Technologies.
3. Ethical and governance approvals must be obtained prior to the start of the project. The following links provide information on [Metro North Ethics and Governance processes](#), and the [HREC submission and meeting schedules](#). It is expected that an ethics application will be submitted to the March 2025 HREC meeting at the latest, to allow sufficient time for the project to be completed.
4. Grants will be assessed and awarded based on the idea, significance, expected outcomes and relevance of the project to TPCH and CBT. The applicant must demonstrate that they can perform the research outlined in the proposal, and that they have appropriate support to ensure the research is feasible.
5. CBT Seed Grants are awarded to the applicant and are not transferrable. Successful applicants must remain employed by QUT for the duration of the grant. Any change in circumstances must be discussed with TPCH Foundation and CBT. The Foundation reserves the right to review the applicant's grant in view of these changes and terminate the funding if this is deemed appropriate.

Eligibility

1. The lead applicant (CIA) must be an EMCRC based at the Centre for Biomedical Technologies, QUT and be employed by QUT for the duration of the project:
 - Early Career applicants must be within 5 years from the date of their PhD was awarded (accounting for career disruptions), as of 31 December, 2024
 - Mid-Career applicants must be within 5-10 years from the date their PhD was awarded (accounting for career disruptions), as of 31 December, 2024



2. CIB must be a healthcare practitioner who has an appointment with TPCH (not necessarily an EMCR).
3. One Associate Investigator may also be named
4. The maximum amount that can be requested is \$15,000 (ex GST).
5. The grant may be used for research assistant salary support, to purchase consumables and/or other research-related expenses. Up to \$1,500 can be budgeted for research-related travel expenses (excluding conferences). Grant monies cannot be used to fund basic computer equipment such as personal laptops, or institutional overheads.
6. Early Career applicants must nominate a suitable Mentor for their project (requirements listed below).
7. Applications will only be considered if the work is being undertaken at, or in significant association with, TPCH campus and/or a TPCH community-based service. Alignment to TPCH must be clearly shown, tenuous connections to TPCH will result in the application not being assessed further. Applicants who are unsure are encouraged to discuss their application with the Foundation's Research Manager prior to submission.
8. Proposals addressing one of the four Foundation priority areas of heart, lung, mental health and ageing will be highly regarded. However, high-quality applications addressing other health issues relevant to the Foundation's mission to "help people live healthier for longer" will also be considered for funding.
9. 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.
10. TPCH Foundation and QUT Centre for Biomedical Technologies reserve the right to make the final judgement as to whether the applicant is considered eligible.

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 1pm on the due date. Late applications will not be accepted.
2. QUT Centre for Biomedical Technologies, as the administering institution, must be notified prior to lodging the application and any relevant approvals obtained.
3. The project should be described in the Research Plan, and clearly outline the aims and hypothesis, background/literature review, study design and methodology, expected outcomes, and feasibility. Applicants are encouraged to ensure the research plan covers all these areas and gives enough detail.

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 research assistant, it must be justified as to why financial support is required.
 - 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 / Supervisor

Nomination of a Mentor (this person may or may not be the applicant's supervisor) is only required for Early Career applicants (as defined under Eligibility). To be eligible, the Mentor:

- Must have research qualifications i.e. PhD or equivalent
- Must have a proven research track record, with a minimum of two years' post-doctoral research experience
- 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 high quality 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 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 high quality 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 both the applicant and mentor to ensure the application is well written.

Application assessment

All applications will initially be reviewed for applicant and mentor eligibility, alignment to TPCH and CBT, and an appropriate and well justified budget. Applications that do not meet these requirements will not be assessed further.

Applications will be assessed on:

- Relevance of the project to TPCH and CBT (20%)
- The research plan (50%), including:
 - Clearly stated aims and hypotheses
 - Significance
 - Study design
- Expected outcomes (10%)
- Feasibility and project benefits (10%)
- An appropriate and well justified budget (10%)

Obligations of awardees

It is a condition of the grant that recipients will include TPCH Foundation and CBT in any publicity surrounding the research. In addition, TPCH-CBT 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 and CBT must be acknowledged in any publications, media or presentations arising from the research.

Reporting requirements

Grant recipients will be required to submit a final report following completion of the project. It is the responsibility of the grant holder to submit these in a timely manner. Failure to submit a final report will render the applicant ineligible for future funding from TPCH Foundation.

Conditions of application

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

Key Dates

CBT Seed Grants open – 21 October 2024

CBT Seed Grants close – 11 November 2024

Applicants notified of the outcome – December 2024