

The Prince Charles Hospital Foundation Innovation Grant Guidelines 2025

This document provides advice about the application process, eligibility, and conditions to apply for a TPCH Foundation Innovation Grant. Further information can be obtained from Dr Rebekah Engel, Research Manager (research@tpchfoundation.org.au).

General information

1. Innovation Grants provide a funding opportunity for innovative research projects that address a clinical need relevant to The Prince Charles Hospital (TPCH). Projects are expected to be small, standalone studies that can be completed within 1-2 years.
2. Innovation grants will be awarded based on the idea, knowledge gain and significance of the research area, not on the track record of the Chief Investigators (CIs). However, the CIs must show that they can perform the research outlined in the proposal to ensure the research is feasible.
3. Innovation Grants are provided for up to 2 years, and extensions must be approved by TPCH Foundation.
4. The research team must remain within or associated with TPCH. Any changes to circumstances must be discussed with TPCH Foundation. TPCH Foundation reserves the right to review the grant, and to terminate it if deemed appropriate.

Eligibility

1. Applications will only be considered if the work is being undertaken at TPCH Campus, or in significant association with TPCH.
2. Applications addressing one or more of the Foundation's 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.
3. The maximum amount that can be requested for an Innovation Grant is \$100,000. However, as this scheme is designed to support small studies, budgets should reflect this. Budgets and projects 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.
4. Conference costs up to \$2000 for each Chief Investigator, up to a total of \$5000 for each application (restrictions apply, please contact the Research Manager for more information on the Foundation's travel policy) and publication costs up to \$2,000 are allowed but must be fully justified within the application. Open access publication cost justification must include why the applicant is not able to publish in a relevant journal with which their affiliated University has a Read and Publish agreement.

5. CIs are not required to be employed by Queensland Health or Metro North Health and Hospital Service. The focus is on supporting research that is taking place at TPCF.

6. Researchers may submit up to two applications as the lead Chief Investigator (CI); however, there is no limit to the number of applications on which a researcher may be listed as a co-CI.

7. If the research is to be undertaken on-campus at TPCF and/or another Metro North facility, the applicant must either be employed by Metro North Health as a recognised health professional, or obtain approval permission as an External Researcher prior to starting their project ([External Researchers 006903 | Safety and Quality | Metro North HHS \(health.qld.gov.au\)](#))

8. Applicants who have outstanding TPCF Foundation progress reports are not eligible to apply. Applications will be considered ineligible and not assessed further if a CI is nominated who has outstanding progress reports.

Application submission

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

2. Signatures must be obtained from all Chief Investigators.

3. Relevant departmental or institutional approvals must be obtained prior to lodging the application.

Assessment

Innovation Grants will be assessed by an independent research panel convened by TPCF Foundation. TPCF Foundation will review applications for eligibility, completeness, and alignment to TPCF. Applications that do not meet these requirements will not be assessed further.

The application process will be completed in two stages:

1. Expression of Interest (EOI). EOIs will be ranked based on:
 - Relevance of the project to TPCF
 - Potential clinical/health impact
 - Innovation, knowledge gain and significance of the proposed researchIndicatively, the 15-20 highest ranked will be invited to submit a full application.
2. Full Application. Invited applicants will submit a project proposal (maximum 3 pages excluding references and figures) describing the clinical/health need, research plan, potential outcomes, budget, and budget justification. The final assessment will be based on:
 - Study design (25%)
 - Innovation, potential outcomes and impact (25%)
 - Plan for translation or implementation (20%)
 - Feasibility of the project and ability of the research team to perform the described research (20%)

- Appropriate and well justified budget (10%)
- Where relevant, TPCH Foundation will seek additional independent review of the NHMRC Indigenous Research Excellence Criteria

Administering Institution

Innovation Grants may be administered by TPCH or an external institution, such as a University. However, grant funds will fully remain within TPCH Foundation and be paid in arrears by tax invoice. Grant funds will not be transferred in full to another institution.

Obligations of awardees

Grant recipients are expected to disseminate their results through the normal channels. 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 engage with potential donors. It is a condition of accepting the grant that recipients will include TPCH Foundation in any publicity surrounding the research. TPCH Foundation grant recipients will be expected to provide regular research updates and may be called upon to participate in promotional activities.

Reporting requirements

Innovation 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

Expressions of Interest open	7 July 2025
Expressions of Interest close	1 August 2025
Applicants notified if invited to stage two	1 September 2025
Full Applications due	26 September 2025
Applicants notified of final outcome	Early November 2025