

Caboolture and Kilcoy Hospitals and Woodford Corrections (CKW) Research Grant Guidelines 2026

This document provides advice about the application process, eligibility, and conditions to apply for a CKW Research Grant through The Common Good (TCG). Further information can be obtained from Dr Rebekah Engel, Research Manager (research@tpchfoundation.org.au), or on [The Common Good Researcher Hub](#).

General information

The CKW Research Grants are designed to support small, well-defined studies conducted over 1–2 years. Projects may form part of a larger study but must have clearly defined objectives and deliverables. These grants provide an opportunity for researchers to undertake innovative projects that address a defined clinical need at CKW. These studies should generate preliminary data and outcomes to strengthen future competitive grant applications. [Extensions](#) beyond the initial funding period must be approved by TCG.

Eligibility

1. Applications will only be considered if the work is being undertaken at CKW, or in significant association with CKW; for the direct benefit CKW patients, staff and/or the community.
2. Applications addressing one or more of the following CKW Research priority areas will be highly regarded. However, high-quality applications addressing other health issues relevant to CKW are also eligible to apply.
 - Innovative, sustainable, integrated models of care
 - Preventative therapies for chronic diseases and/or multiple co-morbidities
 - Consumers in research
 - Child & adolescent research
 - Improving health outcomes and health literacy in vulnerable populations (e.g. Aboriginal &/or Torres Strait Islander people, multicultural communities)
3. Chief Investigators (CIs) who have outstanding progress reports with TCG are ineligible to apply - their applications will be deemed ineligible and not assessed further.
4. CIs must have a current appointment 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.
5. Associate Investigators (AIs) do not need to be employed by Metro North Hospital and Health Service but must be actively involved in the project. They should outline their role and contribution, which may include providing intellectual input and may warrant inclusion of their name on subsequent outputs as acknowledgement of their contribution.
6. An investigator may submit more than one application as a CI, 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.

Application submission

1. Applications will only be accepted online through our SmartyGrants portal and must be submitted by 1pm on the due date. Late applications will not be accepted.
2. Signatures must be obtained from all CIs, AIs, and the Heads of Department for each collaborating department.
3. Applicants are required to nominate an administering institution. Any relevant departmental or institutional approvals must be obtained prior to lodging the application.

Funding

1. The maximum amount that can be requested for a CKW Research Grant is \$20,000.
2. Funding may be used for any research expense, such as salary costs (including on-costs), consumables or other reasonable research requirements. The grant cannot be used to fund basic computer equipment, such as personal laptops, or institutional overheads.
3. Equipment must be directly related to, and essential for, the proposed research activity. The Administering Institution is responsible for all associated service, maintenance, and repair costs for any equipment funded.
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. The budget must be costed and verified by CKW Finance prior to submission. Please direct it to Greg Belonogov - MNF.BAS@CabooltureFinance@health.qld.gov.au.

Assessment

Applications will be assessed by an independent research panel convened by TCG. The Foundation will review all applications for eligibility, completeness, alignment with the grant objectives, and appropriateness of the proposed budget. The Foundation reserves the right not to put forward for assessment any applications that do not meet these requirements.

Each application will be assessed based on the following criteria:

1. Quality and feasibility (25%) - Clear aims & hypothesis; robust methodology; adequate resources & justified budget; appropriate team expertise.
2. Significance (25%) - Potential to advance knowledge, practice, or policy; includes plan for translating outcomes.
3. Local impact (20%) - Builds CKW research capacity; addresses local clinical need, and has potential health, social, economic, or academic impact.
4. Track record / capability, relative to opportunity – CIs only (20%) - Publications; research impact; leadership & contribution to the research community.
5. Appropriate and well-justified budget (10%)
6. Where relevant, TPCF Foundation will seek additional independent review of the NHMRC Indigenous Research Excellence Criteria.

Administering Institution

CKW Research Grants may be administered by Caboolture Hospital or an external institution, such as a university. However, grant funds will fully remain within TPCF 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 TCG must be acknowledged in any publication, media or presentation arising from the research. TCG grant recipients will be expected to provide regular research updates and may be called upon to participate in promotional activities. In addition, recipients are expected to present the progress or outcomes of their study at the annual CKW Research Symposium.

Reporting requirements

CKW 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 TCG.

Key Dates

Applications open	24 November 2025
Applications close	20 February 2026
Applicants notified of outcome	April/May 2026