

## **Caboolture and Kilcoy Hospitals and Woodford Corrections (CKW) and University of Sunshine Coast (UniSC) Collaborative Grant Guidelines**

This document provides information about the application process, eligibility and conditions to apply for a CKW-UniSC Collaborative Grant through The Common Good (TCG), an initiative of The Prince Charles Hospital Foundation. Further information can be obtained by emailing Dr Rebekah Engel, Research and Impact Manager ([research@tpchfoundation.org.au](mailto:research@tpchfoundation.org.au)) or on our [Researcher Hub](#) website.

### **General information**

The CKW-UniSC Collaborative Grants are designed to foster meaningful collaboration between CKW and UniSC. These grants will enable research projects that address a clinical need at Caboolture Hospital, Kilcoy Hospital and /or Woodford Corrections Health over a period of 1-2 years. Projects should generate preliminary data and outcomes that strengthen future competitive grant applications.

### **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. At least one Chief Investigator (CI) from each of CKW and UniSC must be named. *A maximum of 4 CIs and 2 Associate Investigators (AIs) may be named on an application.*
4. CIs who have outstanding TCG progress reports are ineligible to apply - their applications will be deemed ineligible and not assessed further.
5. CIs must have a current appointment at CKW or UniSC and remain within or associated with their institution 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. AIs are not required to be employed by Metro North Hospital and Health Service but must be actively involved in, and contribute to, the project.
7. Applications must involve considerable collaboration that leverages diverse, complimentary expertise between CKW and UniSC.
8. A CI may submit only one application per grant round.

### **Application submission**

1. Applications will only be accepted online through [tpchfoundation.smartygrants.com.au](http://tpchfoundation.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, and the Heads of Department for each collaborating department.

## **Funding**

1. The maximum amount that can be requested for a Collaborative Grant is \$50,000.
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. 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 grant funding will not be distributed until such time as the Project receives Human Research Ethics Committee (HREC) approval and Site-authorisation, as well as any necessary UniSC HREC ratification. Where the Project does not involve human research, requisite approval from the relevant institutional ethical review board or committee is required.

## **Administering Institution**

Collaborative Grants may be administered by Caboolture Hospital 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.

## **Assessment**

Collaborative Grants will be awarded based on the quality, feasibility and significance of the research, its potential local impact, the track record of the Chief Investigators, and the strength of the collaboration. Applications will be assessed by an independent research panel convened by TCG. TCG will undertake an initial review to confirm eligibility, completeness, and alignment with the grant objectives. TCG reserves the right not to progress applications to full assessment where these requirements are not met.

Applications will be assessed based on the following criteria:

1. Quality & Feasibility (20%)
  - Clear aims with a matching hypothesis(es) to be tested (if appropriate to methodology)
  - 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)
2. Significance (20%)
  - 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
  - Capacity to lead to a competitive external funding application to develop the work further or scale up the project.
3. Local Impact (20%)
  - 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
4. Track Record (15%)
    - Academic publications
    - Research impact: Potential to generate new knowledge, inform policy, practice or clinical guidelines, and deliver translational or commercial outcomes, including intellectual property.
    - Research leadership and contribution to the research community
    - Associate Investigators 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.
  5. Collaboration (20%)
    - The quality and extent of the investigative team’s collaborative potential
    - Evidence of research capacity building and workforce development potential through the collaborative partnership
  6. Appropriate and well justified budget (5%)

**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.

**Obligations of awardees**

Grant recipients are expected to disseminate their results within the CKW Directorate and via the usual academic channels. The support of TCG and UniSC 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.

**Key Dates**

Applications open	Tuesday 31 March
Applications close	Friday 22 May
Applicants notified of outcome	July 2026