

The Prince Charles Hospital Foundation Research Equipment Grant Guidelines FY27

This document provides advice about the application process, eligibility and conditions to apply for a TPCH Foundation Equipment Grant. Further information can be obtained by emailing Dr Rebekah Engel, Research and Impact Manager (research@tpchfoundation.org.au) or on [our Researcher Hub](#) website.

General information

1. Equipment Grants provide an opportunity for essential research equipment to be purchased.
2. Equipment is defined as a non-human resource and **includes** specialised IT equipment, software for specific implementation of research, or additional items for research and support e.g. specialist smaller equipment. The definition **excludes** consumables, personal laptops and general Queensland Health computers.
3. Applications must demonstrate how the equipment will contribute to research projects occurring at TPCH. Applications for equipment that will solely be used for clinical purposes will not be funded.
4. Items of equipment that will be used by multiple research groups will be considered favourably, as will applications for equipment that have confirmed co-funding (evidence must be provided).
5. Applications for the replacement of an existing piece of equipment must include justification for not repairing the equipment and the continued need for the equipment. Similarly, applications for duplicate equipment must include justification as to why it is required.
6. If successful, TPCH Foundation may fully or partially fund an equipment request. Partial funding may be provided to complement confirmed co-funding, or TPCH Foundation may work with the applicant to leverage external funding. In this instance, appropriate timings will be negotiated between the applicant and TPCH Foundation.

Eligibility

1. The equipment must be located at TPCH. The equipment must remain onsite unless prior written approval is granted for alternative arrangements.
2. Applicants 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 TPCH campus.

3. Applicants must obtain endorsement from their Business Manager and administering institute (e.g. TPCH or University) **prior to submission**. This includes, but is not limited to, confirmation that the equipment is needed, that there is space to store the equipment, and that the administering institute will take responsibility for the purchase, maintenance and servicing of the equipment.
4. Applicants who have outstanding TPCH Foundation progress reports are not eligible to apply. Applications will be considered ineligible and not assessed further if any CI is nominated who has outstanding progress reports.
5. Awarded funds cannot be transferred to another researcher or used to purchase a different piece of equipment other than that approved in the application.

Application submission

1. Applications will only be accepted online through the Smarty Grants portal at <https://tpchfoundation.smartygrants.com.au/>.
2. Quotes must be obtained for all equipment to be purchased including Supplier name, ABN and GST shown separately. Please ensure the quote includes any freight, shipping and installation charges.
3. If the equipment quote is in a foreign currency, please convert to Australian dollars and include in the Additional Details section.
4. Signatures from the applicant and Head of Department must be included with the submission.
5. Upon signing and submitting their application, applicants:
 - agree to adhere to all requirements for procurement through their nominated administering institution, including asset approval and registration.
 - authorise The Prince Charles Hospital Foundation to make any enquiries it considers necessary in relation to the proposed research project.

Assessment

Equipment Grant applications will be assessed by a panel convened by TPCHF. Prior to panel review, TPCHF will check applications for eligibility, completeness, and alignment with Foundation priorities. Applications that do not meet these criteria will not proceed to assessment. Eligible applications will be evaluated based on the purpose of the equipment, demonstrated need, and the strength of the justification provided.

Use of Artificial Intelligence (AI) in applications

In preparing their applications, applicants must comply with the NHMRC [Policy on Use of Generative Artificial Intelligence in Grant Applications and Peer Review](#).

Successful applicants

1. In the first instance, TPCF Foundation will provide **provisional approval** to successful applicants, after which additional requirements must be met:
 - If procuring equipment through TPCF, successful applicants are required to obtain full Asset Management Committee approval. The TPCF Asset Management Committee Request for Equipment Form can be accessed [here](#), or requested via email (TPCH-ASSETS@health.qld.gov.au).
 - If procuring equipment through a university or other organisation, applicants must fulfil all institutional requirements and provide TPCF Foundation with confirmation of approval to purchase the equipment.
2. Successful applicants will only be granted final approval and be able to access grant funds after all approvals are obtained, and a Grant Acceptance Document has been signed by all relevant parties.

Obligations of awardees

1. It is a condition of accepting the grant that recipients acknowledge the support of TPCF Foundation in all publications, media coverage and presentations arising from the research or use of funded equipment.
2. Engaging with potential donors is critical to the Foundation's success. Recipients may be invited to help demonstrate the impact of the funded equipment through donor engagement or promotional activities. Participation is encouraged but not mandatory.

FY27 Equipment Grant Key Dates – Round 1

Applications open	31 st August 2026
Applications close	14 th October 2026
Outcomes announced	4 th December 2026

This is the first funding round. A second round may be offered depending on the number and value of grants awarded, but is not guaranteed.