

Gold Coast Health Collaborative Research Grant Scheme



2022 Collaborative Research Grant Scheme Guidelines for Expression of Interest

Purpose

The Collaborative Research Grant Scheme (RGS) is delivered by Gold Coast Health (GCH) in collaboration with Gold Coast Hospital Foundation and University Partners. The research grant scheme is a competitive grant program which provides up to \$100,000 to support research projects of one to three years' duration.

The aim of this grant scheme is to support innovative, collaborative and responsive health care research that optimises our system of health care. The purpose is to:

- develop a strong research culture within GCH facilities;
- increase research capacity of GCH and its staff;
- establish meaningful collaborations between GCH research active staff and our academic partners;
- generate translatable research that addresses one or more of the core challenges that are significant to the provision of quality healthcare to our communities; and
- conduct high quality health and health system related research that has impact locally, nationally and internationally.

The grant scheme views favourably, projects which include elements of consumer engagement, co-design, translation to practice, patient and family centred care.

Commencing an Expression of Interest

The RGS is administered through the GCH Office for Research Governance and Development (ORGD). The Chair and Deputy Chair of the Grant scheme oversee the development and delivery of the scheme and a review panel contributes to the review process. A grants coordinator and other members of the ORGD are available to answer your questions or provide further information throughout the grant scheme process.

Contact details: grantsgoldcoast@health.qld.gov.au or telephone 07 5687 0663.

Before commencing an Expression of Interest (EOI), ensure you have read and understand the following guidelines, including funding conditions.

Please Note: Expressions of Interest where the Lead Primary Investigator is a university partner, must include a Co-Lead who holds an appointment (minimum FTE of 0.2) at GCH for the full duration of the project.

Resources

A number of webinars on relevant topics (e.g., budgets, consumers in research, research impact, and capability and capacity building) have been developed to assist applicants complete the EOI and Full Application. Examples of previous successful applications are also available as part of these resources which can be viewed on the Grants page of the Research [Sharepoint](#) site.

Eligibility check

The following eligibility criteria are required for the grant scheme:

- The Lead/Co Lead Primary Investigator (Lead PI) holds an appointment (minimum FTE of 0.2) at GCH for the full duration of the project; applicants who hold Conjoint appointments are eligible to apply.
- The project team includes (at least) one GCH Emerging Researcher who will hold an appointment (minimum FTE of 0.2) at GCH for the duration of the project. An emerging researcher would normally have experience leading fewer than 5 research projects.
- The team includes at least one investigator from an organisation external to GCH (e.g. university, industry partner, community organisation).
- The project will primarily be undertaken at GCH site(s), or, where research involves preventative or community work, it will directly impact GCH service delivery.
- The discrete costs associated with this grant application are not, or will not be, funded by another organisation.
- The project or discrete phase of the project has not previously been funded by the RGS (2016-2021).

EOI TIMELINE – COLLABORATIVE RESEARCH GRANT SCHEME 2021	
EOI submissions open	29 April 2022
EOI closes	20 June 2022
Notification of outcomes (Invitation to Full Application)	20 July 2022

Completing an Expression of Interest

The EOI provides an opportunity to provide a broad overview of the proposed research and is used to determine which submissions will progress through to a full application. The focus of the EOI is on identification of innovative, high-quality research ideas that align with the purpose of the RGS.

Please note the following when preparing your submission:

- The Lead Principal Investigator (PI) will take primary responsibility for the conduct of the research project including financial and resource management, adherence to Good Clinical Practice, and ethical aspects of the study, including ensuring all team members follow the Australian Code for the Responsible Conduct of Research.
- Where a project incorporates an intervention, the intervention must fall within the scope of practice of the Lead PI.
- Where the Lead PI is an emerging researcher, they are required to develop the project in collaboration with an experienced researcher who will provide methodological expertise and act as a mentor in the research process.

This mentor may be listed as a Co-PI. An experienced researcher would normally have led 10 or more high-quality research projects to completion.

- In consultation with the Chair, two emerging researchers may be Co-PIs provided that an experienced researcher is included in the team to provide methodological expertise and mentorship.
- Where there is more than one PI, the PI who is a GCH staff member will have administrative responsibilities for the grant.
- A Lead PI may only submit one EOI to a maximum of \$100,000.
- If the proposed study is being undertaken in association with a Higher Degree by Research (HDR) award or Medical Trainee certification, this should be clearly noted.
- The EOI and Full Application forms allow for only 10 members on each team including lead / co-lead principal investigators, with a maximum of 5 principal investigators. A CV for the Lead PI (no more than 3 pages) is to be uploaded into the EOI (Team Member CVs are only required at the Full Application stage). A CV template is available online.
- When preparing the application, please refrain from using jargon and acronyms.
- Refer to the funding guideline below to inform your budget.

The ORGD can assist with introductions to potential GCH mentors and collaborators across our university partners. Contact grantsgoldcoast@health.qld.gov.au to request assistance.

EOI template and submission portal

To assist with preparation of your submission, a word template has been [provided online](#) for completion of project details. Once completed, please upload into the online form at the appropriate section.

You will not be required to upload a protocol at the EOI stage.

Please note: When completing your EOI in [SmartyGrants](#), you can 'save' your progress at any point in the form to return at a later date. Once 'submitted' however, you will be unable to access the form again.

Institutional letter of support

A *letter of support* will be required for upload into SmartyGrants. This should be signed by the line manager of the Lead PI, and the lead in the area/s where the majority of the research will be performed (e.g., Head of Department, Clinical Director). A *letter of support* from leadership of the collaborating external institution is only required where the project will make significant use of their resources or space. Templates for the letters of support are available online.

Required document templates:

The following documents must be completed and uploaded to your EOI in the [SmartyGrants](#) online platform. Templates for these documents are available for [download online](#):-

- EOI Project Details template
- Optional Curriculum Vitae (CV) template for PIs
- Institutional Letter of Support template
- External collaborator Letter of Support template (where space and equipment/resources are being used)
- A list of references/citations will also be required for upload to the EOI.

Eligibility check

EOIs are first screened for eligibility and completeness by the ORGD. Submissions which are late, ineligible or incomplete will not progress to review.

EOI Review process

Each eligible submission will be reviewed by members of the RGS Review Panel, who will evaluate the project against the following six assessment criteria.

EOI Criteria
Alignment with the aims of the scheme
Significance and originality
Scientific quality and feasibility
Research capability and capacity building
Collaboration and consumer engagement
Impact for GCH, nationally and internationally

The RGS Review Panel will then select which projects will progress to the Full Application stage. Scores will not be assigned to EOIs and they will not be ranked.

The RGS Review Panel is comprised of the following members with at least one research member from each of the disciplines of medicine, nursing, midwifery, and allied health:

- 2 researchers from GCH
- 2 researchers from Griffith University
- 2 researchers from Bond University
- 2 researchers from Southern Cross University
- 2 Representative from the Gold Coast Hospital Foundation
- 2 Representatives from the GCH Consumer Advisory Group
- Additional members as invited by the Chair.

Suggested Reviewer

You will be asked to provide the name of a suggested reviewer in the event that the review panel does not have access to a specialist in this field of research. *Please Note:* It is the responsibility of the the Lead PI to ensure that the independent specialist does not have a conflict of interest.

Notification

The Lead PI will be notified of the EOI outcome by email. Successful applicants will be invited to submit a Full Application. Guidelines and a template will be available for the Full Application at a later date.

Funding Estimation

The funding request cannot exceed \$100,000. For the EOI, please provide an *estimate* of the funding required, taking into consideration costs associated with salaries, equipment, consumables, etc.

Specific to salaries, applicants should estimate costs at a level commensurate to the work being undertaken.

Provision should be made for on-costs and any projected salary increases.

Researchers should also give consideration to potential NAATI accredited translation costs in respect of inclusion/exclusion criteria as set out in the [National Statement on Ethical Conduct in Human Research \(2007\) - Updated 2018 - 3.1.15 and 3.1.16](#).

Please note: a preliminary budget is only required at the EOI stage. A comprehensive budget template will require completion at the Full Application stage.

Contact Details for Assistance

Collaborative Research Grant Scheme 2022

P: (07) 5687 0663

E: grantsgoldcoast@health.qld.gov.au