

Gold Coast Health Collaborative Research Grant Scheme



Guidelines for Full Application

Purpose

The vision of Gold Coast Health (GCH) is to be recognised as a centre of excellence for world class health care. The organisation's purpose is to provide excellence in sustainable and evidence-based healthcare that meets the needs of the community.

In partnership with GCH, Gold Coast Hospital Foundation (GCHF) and our university partners, the aim of this scheme is to facilitate innovative, collaborative and responsive health care research that benefits the Gold Coast community and optimises our system of health care.

The purpose is to facilitate:

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

The Collaborative Research Grant Scheme is Gold Coast Health's annual competitive grant program offering support up to \$100,000, for projects of one to three years' duration.

Contact and enquiries

Please refer enquiries to the Office for Research Governance and Development (ORGD) Grants Coordinator. Email grantsgoldcoast@health.qld.gov.au or telephone 07 5687 8310



Recipients of the 2019 Collaborative Research Grant Scheme Group photo from left to right:

Dr. Greta Ridley, Director of Research and Ms Colette McCool, Board Member, Prof. Andrea Marshall, Dr. Tung Vu, Dr. Tom Walsh (proxy for Dr. Simon Platt), Dr Bajee Sriram (proxy for A/Prof. Claudia Dobler), Dr. Georgia Tobiano, Mrs. Valerie Slavin, Ms. Rumbidzai Mutsekwa, Dr. Caitlin Brandenburg, Dr. Jamie Ranse, Dr. Kylie Alcorn, Dr. Rachel Wenke (proxy for Mrs. Jill Williams).

Submission Process

The Gold Coast Health Collaborative Research Grants Scheme is administered through the Office for Research Governance and Development (ORGD) and is delivered in partnership with the Gold Coast Hospital Foundation and Griffith, Bond and Southern Cross Universities.

The Full Application is intended to be an extension of your EOI application. If substantial changes have been made to the project since the EOI, please arrange to discuss these changes by contacting the Grants Coordinator by email Grantsgoldcoast@health.qld.gov.au prior to beginning work on the full application. Substantial changes would include, but not be limited to, a change in topic, study outcomes, or methodology. If you are uncertain, please seek advice.

Guidelines and eligibility check

Before beginning the application process please read these guidelines in full, including the Funding Conditions. You will also reconfirm your eligibility as stated in the EOI.

TIMELINE	
Full Application opens	14 th August 2020
Full application closes	8 th October 2020
Rejoinder questions received by applicants	23 rd November 2020
Rejoinder closes	6 th December 2020
Applicants notified of result	December 2020 - Date to be confirmed

Full application

The full application is available for submission on SmartyGrants. You will be required to provide the following:

- A completed protocol of no more than 3000 words is to be submitted. Two tables of no more than 1 page each can be included. The word limit *does not* include reference lists. Study protocols that exceed these criteria will not be considered. The study protocol should include:
 - A review of the literature which addresses the significance and originality of, and provides a justification for, the study;
 - A detailed description of the study methods which allows assessment of scientific quality and feasibility;
 - Reference lists. Referencing should follow the Vancouver referencing style or similar referencing style where the in-text referencing is numerical.
 - [Click here](#) for the protocol template
- A well-developed description of team research capability and plans for capacity building of novice researchers;
- Details of how this study addresses collaboration and consumer engagement;
- A description the anticipated impact of this research locally, nationally and/or internationally;
- A completed budget template accompanied by a detailed justification for budget items. The budget template must be signed off by the Research Business Manager;
- There should be no more than 10 members on each team, 5 Principal Investigators, 5 Associate Investigators. CV's are to be provided for each, [click here](#) for a template.
- Additional team members who were either not included in your EOI or are replacing those who, since submitting the EOI have left the project, must also provide a current CV of no more than 3 pages, [click here](#) for a template.

A new Institutional Letter of Support from GCH is not required unless you have made substantial changes to your project since the EOI. A letter of support from any external organisation will be required where use of their resources is required to complete the study (e.g. wet lab).

Template for an external collaborator letter of support, [click here](#).

For an internal letter of support, [click here](#).

Please contact grantsgoldcoast@health.qld.gov.au if you have any queries.

A [Word template](#) of the Full application is available for ease of completion. Each field can be copied and pasted into the form on the SmartyGrants platform.

To preview the online application form in SmartyGrants, [click here](#).

Review process

Scientific Review

Full applications will be reviewed and scored by two independent reviewers. The full criteria and score weightings are provided below in the Full Application Criteria. Final funding recommendations will be determined by the Research Grant Scheme (RGS) Working Party.

Budget review

Assessment of the appropriateness of budget requests will occur during scientific review and will also be reviewed for funding compliance by the Research Business Manager. We encourage consultation with the Research Business Manager GCHResearchFinance@health.qld.gov.au prior to submission so that assistance can be provided. Budget compliance may be reviewed and approved prior to submission. If the proposed budget is not reviewed before submission, this will occur alongside scientific review.

Full Application Assessment Criteria	%
Significance Reviewers will consider if the project: <ul style="list-style-type: none">• includes a review of the literature which provides a justification for and addresses the significance and originality of the study;• addresses an important health issue relevant to the population serviced by GCH; and,• has the potential to improve scientific knowledge, technical capability / capacity, or change practice.	20
Scientific quality Reviewers will consider if the project proposal: <ul style="list-style-type: none">• proposes research questions or hypotheses supported by the review of the literature; and,• provides a detailed description of the study methods which align with the study aim, which allow assessment of scientific quality and feasibility. The study methods should include:<ul style="list-style-type: none">○ A description and rationale for the study design selected;○ Details of the study population including inclusion/exclusion criteria and sample size justification;○ A description of the study setting(s);○ A detailed description of the intervention (if any);○ Details of the study procedures including identification of key outcomes, data collection;○ The proposed data analysis strategy;○ Articulation of any unique ethical issues for consideration; and,○ A statement of study feasibility including, but not limited to, recruitment, data collection and study timeframes.	30
Budget Reviewers will consider: if the project has a comprehensive and reasonable justification for the budget.	10
Research capability and capacity building The research team is assessed in terms of their demonstrated ability to conduct the proposed study and plan for building research capacity. Reviewers will consider: <ul style="list-style-type: none">• the track record of investigators and relevance to the proposed study, including evidence of successful management and completion of research projects;	10

<ul style="list-style-type: none"> • the role of each investigator and how their technical, scientific, and management skills enable them to undertake the proposed research; • the career stages of the research team members and any relevant career disruptions; • the research environment, including accessible and available infrastructure and resources, in which the team will be undertaking the research; and, • the plan for research capacity building within the team, particularly regarding novice researchers, and the roles of mentors. 	10
<p>Collaboration and consumer engagement</p> <p>Reviewers will consider:</p> <ul style="list-style-type: none"> • the contributions of the collaborating organisation/s; • the roles of collaborating researchers, including the mutual benefits afforded by the collaboration; • evidence of previous effective research collaboration or, a clear research collaboration plan for this study if this is the first time the researchers have collaborated; and, • evidence of consumer engagement in the development and/or conduct of the study. 	10
<p>Impact for GCH, nationally and/or internationally</p> <p>Reviewers will consider if the project:</p> <ul style="list-style-type: none"> • aligns with the vision for Gold Coast Health and purpose of this scheme; • has a clear dissemination plan for the study results; and, • will translate to a measurable impact, for example: <ul style="list-style-type: none"> ○ how the outcomes of the research could be translated into practice or inform future research; ○ how new knowledge generated by the project might inform decisions and behaviours or clinicians, patients, community groups, policy makers and other researchers. 	20

Rejoinder

The reviewers will identify areas that require clarification and provide specific questions to which the Lead PI can respond. On occasion, the Lead PI may be requested to attend an interview. The rejoinder will be considered in the final review and scoring of each application by reviewers.

Final selection of successful projects and grant recipients

The RGS Working Party will convene to consider the reviewers' recommendations. The RGS Working Party reports the outcomes of the review process and confirms the funding recommendations to the Lead Representatives of the program.

The Lead Representatives of the GCH Collaborative Research Grant Scheme include:

- Executive Director Clinical Governance, Education and Research at Gold Coast Health & Chair Study, Education and Research Trust Account (SERTA) Committee;
- Research Director, Gold Coast Health;
- Chief Executive Officer, Gold Coast Hospital Foundation; and
- Nominated representatives from the collaborating organisations.

Final selection of the projects is determined by the Executive Director, Clinical, Governance, Education and Research in consultation with the Lead Representatives of the funding partners. Considerations are based on:

- RGS Working Party recommendation report;
- GCH's strategic objectives and research strategy; and
- Available funding.

Notifications and announcements

The Lead PI will be notified of the final outcome of the application via email. Brief feedback will be provided.

For applications that are not successful through either the EOI or Full Application process, the Lead PI is encouraged to engage with the ORGD to prepare for re-submission in the next round (2021) or to source Collaborations and alternative funding opportunities.

Post award activities

Post award activities are outlined below:

- Funding Agreements are prepared and signed by all parties to the agreement;
- Where defined, conditions for funding must be reconciled prior to execution of the Funding Agreement;
- Lead PI submits a valid and complete application for HREC review;
- ORGD creates an Internal Order Number for the Lead PI; and
- Funds are made available according to the Funding Agreement schedule.

Quality processes

There are always opportunities to improve and we would welcome feedback on and suggestions for the Scheme from Lead PIs.

Formal grievances should be submitted in writing to the Research Director, who will investigate the grievance in consultation with the Chair of the Collaborative RGS Working Party, if appropriate. The circumstances of the grievance should be clearly described, including:

- times and dates;
- names of persons involved;
- the particular issue; and
- expectations for a satisfactory resolution.

Grievance outcomes will be shared with the applicant and a de-identified report will be presented to the Lead Representatives. De-identified grievance outcomes may also inform the procedures for the 2021 grant round.

Grant conditions

Grant recipients must adhere to the funding restrictions and mandatory conditions outlined in the Funding Agreement. Funding conditions can be prescribed for a project during the review, moderation or funding recommendation processes. Major funding conditions to be aware of when developing your EOI are outlined below.

Preparing your budget

In preparing the budget please include all costs which are required to undertake the study, including those costs which reflect in-kind and no cost items. All budget items in the Full Application must be clearly described and include a **full justification**. It is expected that applicants will provide actual rather than estimated costs for stated items stated in your budget, and that, where possible, evidence of the cost at the time of budget development are provided. Where costs are provided in a foreign currency, a conversion to Australian dollars should also be detailed.

Budget items should not be rounded up or estimated.

All budget items will be reviewed by the Research Business Manager, it is recommended you make an appointment with the Business Manager **prior** to submission of an application for the review. It is the applicant's responsibility to be aware of GCH procurement processes relevant to purchasing particular items within your budget.

In-kind contributions are an indirect cost to GCHHS. In-kind is where no actual funds are available to cover the cost, but the Department has confirmed support through providing staff hours or supplies, for example printing or stationery.

No Cost, although neither a direct nor indirect cost to GCHHS, this is captured to reflect the time committed to research that is not funded, e.g. hours spent on the project as dedicated research time stipulated in your role description or volunteered time outside of work hours.

Please note that all labour calculations must include on-costs. 30% is an acceptable figure to add to your calculation if your finance area has not provided you with a formal costing.

For access to an example of a budget completed, [click here](#), for your template to complete for upload with your submission, [click here](#). For the simple Budget guide [click here](#).

Funding restrictions

The following list outlines how funding may be used.

- The funding request cannot exceed \$100,000.
- Costs incurred to conduct the activities of the project. This may include salaries to engage staff to undertake specific tasks that are not standard operational requirements. For example, research assistants can be engaged at a level commensurate with the work being undertaken.
- Salary costs must include on-costs (for Gold Coast Health this is 29.35% which covers the employers' contribution to superannuation and annual and long service leave) must also be included. For studies of more than 1-year duration, please adjust salary costs to incorporate anticipated wage increases.
- Consumables and equipment that are not usually part of standard practice or patient care.
- Fees associated with the use of facilities that are required for the project to be delivered, e.g. PC4 facilities.
- Fees associated with open-access publication may be funded provided the intended journal meets the criteria for [GCH Open Access Publication Guidelines](#). This amount is capped at \$4000 to contribute towards at least one open access publication directly related to the project. Note that evidence of publication costs must be provided with these costs also provided in Australian Dollars. Additional Open Access funding may be requested through SERTA for manuscripts accepted in high-ranking journals.
- Costs associated with the production of a poster or infographic, to a maximum value of \$500.

Quotes are to be obtained for items on the budget that are payable to external sources

Funding may not be used for the following:

- standard operational salaries or costs;
- salary or costs for researchers to work or train outside Australia, nor will the grant support the work of an overseas researcher at an overseas institution;
- employment of individuals whose rate of pay exceeds what would be reasonably required to undertake a specific task within the study;
- consumables, equipment and facilities that could be reasonably expected to be provided by the hospital or the associated university partner;
- administrative costs (overheads), including university levies and indirect costs associated with administrative support;
- conference travel or accommodation expenses; and
- research costs covered by another funding source (applicants / recipients are required to notify the ORGD of any parallel funding applications that gain approval at any point throughout the application / project process as no discrete costs can be jointly funded).

Human Research Ethics Committee approval

Projects must comply with the National Statement for the Ethical Conduct of Human Research 2007 (updated 2018) and the Good Clinical Practice guidelines for Human Research Ethics in Australia. The grant recipient must gain approval from the GCHHS HREC or another National Health and Medical Research Council (NHMRC) certified ethics committee. Multicentre research projects must be reviewed by a certified HREC under the National Mutual Acceptance Scheme or another state-wide ethics review process.

An application for HREC review must be submitted by the date specified in the Funding Agreement (6 months after the commencement date of the Funding Agreement unless otherwise negotiated). GCH may withhold grant payments until the HREC review application is authorised. In extenuating circumstances, a written extension request to the Research Director will be required, outlining reasons for not meeting the timeframe.

NOTE- the protocol template, section A is provided for your submission to the Grant Scheme, section B prompts you to consider ethical and safety issues, including consent, risk mitigation and data storage, this is **NOT** required for submission however is available for you to complete for your HREC application.

Site Specific Assessment (SSA) authorisation

All research conducted at a GCH site must obtain SSA authorisation from the ORGD. An SSA ensures projects conducted within or involving staff across the Gold Coast Health services meet legal, financial, regulatory and contractual requirements. GCH may withhold grant payments if a valid SSA application is not received by the date specified in the Funding Agreement (6 months after the commencement date of the Funding Agreement). In extenuating circumstances, a written extension request to the Research Director will be required, outlining reasons for not meeting the timeframe.

Reports

The grant recipient is required to submit timeline and milestone progress, annual and final progress reports via SmartyGrants, for approval by the Research Director.

Information requirements include:

- grant identifying information;
- summary of progress;
- performance measures, outcomes, impact; and
- a financial statement for the reporting period, signed by the Business Manager, Research.

Notification will be provided to the recipient when the reporting template is available in the SmartyGrants system, approximately 1 month prior to the due date for completion. Due dates are stipulated in the Funding Agreement. Reports may be requested at other times as deemed necessary. Failure to provide reports in a timely manner may jeopardise access to funds and future funding.

Variation Requests

Variation requests are to be completed and submitted via SmartyGrants, for approval at the discretion of the Research Director. Types of variations that can be applied for include;

- change to team member(s),
- change in the budget (a change in expenditure / items),
- pause in the grant, e.g. Parental leave,
- extension to the Grant timeline,
- major project change

Appropriate recognition of the grant scheme

Recipients must make appropriate recognition of the grant scheme in reports, publications and presentations resulting from work associated with the funded research. Copies or notification must be forwarded to the ORGD to retain on the project file.

Participate in promotion, monitoring and evaluation of the scheme

Recipients may be contacted to provide information or attend an event to:

- raise the profile of the research work through internal or external media opportunities; and
- present outcomes and updates of progress of the funded research at special events including fundraising events.

All research projects funded by the Scheme will undergo monitoring at the discretion of the ORGD.

Intellectual Property Rights

In accordance with general law principles, GCH as an employer owns all Intellectual Property created by staff members in the course of their employment.

Ownership and the associated rights of all Intellectual Property generated as a result of funded research will initially be vested in GCH, unless otherwise agreed. Where funded research involves a collaboration between GCH and one or more university partners, the Intellectual Property generated may vest as agreed between the participating institutions. This is the case for Conjoint appointments.

Where an HDR student contributes to funded research, the student will retain ownership of the copyright in their thesis.

Recipients must adhere to the GCH Intellectual Property Policy ([Document ID POL1283](#)) as amended from time to time, and to the clauses detailed in the Funding Agreement.

Administration of funds

At the time of preparing these guidelines, grant funds will be administered through GCH by the ORGD. There are no administrative charges applicable to grant funds.

The Business Manager, Research executes financial delegation of research Internal Order Numbers (IONs) and oversees the financial management of grant funds, however the grant recipient is responsible for the project's budget and day to day expenditure of funds. A grant recipient may only expend their funding provided under this scheme against the approved Budget.

If a recipient seeks to amend an approved Budget, this is done via a 'Variation' application available on the SmartyGrants platform. Request a Variation form by emailing Grantsgoldcoast@health.qld.gov.au.

The Lead PI is responsible for ensuring all approvals are obtained and reporting requirements are completed in the correct form and on time. Funds can be withheld, and future grant applications may not be supported if the funding and reporting requirements are not met. This includes meeting time-dependent milestones to ensure completion of the project's objectives.

In the event the Lead PI takes a period of absence of more than 30 working days (e.g. parental leave, sabbatical, long service leave, interstate and overseas travel), Lead PIs may write to the Research Director requesting an extension of the funding period. A variation to the Funding Agreement may be required.

Any funding not expended within the relevant grant period will be retained by the RGS unless a request for an extension has been made in writing and approved by the Research Director.

Goods and services tax (GST) – no supply

GCH does not provide grants under this Scheme as consideration for service or supply. As the grant recipient is not expected or required to supply any direct, routine, or regular goods or services in return for grant funding, no GST is payable on grant funding.

Glossary of terms

Term	Definition
University partners BU, SCU, GU	Bond University, Griffith University, Southern Cross University
GCHF	Gold Coast Hospital Foundation
CAG	Consumer Advisory Group
Consumer Engagement	Consumers and community members can be, and are, involved at various levels of research activity and the institutions in which research is conducted. 'Levels of research activity' include planning, seeking funding, conducting the research, and communicating the outcomes. Consumers and community members should advise research institutions and researchers on their consumer and community perspectives and lived experiences.
Advanced, experienced researcher	Career researcher, for example a Conjoint appointment holder
Concurrent funding	Other grants attributed to the same project, phase or overarching project
Conflict of interest	A direct interest in the project under review or a direct relationship (reporting or supervisory) with any member on the project team
Emerging researcher	Experience leading 0 to 5 research projects
Experienced researcher	Experience leading more than 10 projects
GCH Emerging Researcher Alliance	Gold Coast Health's support network for staff who are new to research or are Early Career Researchers undertaking an HDR. Membership is also open to Early Career Researchers with our university partners, specifically where their projected career path closely aligns with the interests of Gold Coast Health's Strategic Plan. Link here to enquire about membership.
Lead Principal Investigator	<p>A Lead Principal Investigator is expected to be:</p> <ul style="list-style-type: none"> the lead active researcher on the project; the primary administrative contact for the grant application and project; responsible for submission and confirmation of all required approvals and reporting requirements, including HREC and SSA; employed in a role at GCH, for which the scope of practice is directly relevant to the project requirements and responsibilities; responsible for compliance with codes of good practice in research, including the Australian Code for the Responsible Conduct of Research; and responsible for the financial management of the project. <p>A Lead Principal Investigator who is new to research can undertake these requirements with the oversight of an experienced researcher on the team, by agreement.</p>
Impact	<p>Research impact includes creation of new knowledge, improvements in health, economic performance, and social improvements.</p> <p>For further details please refer to the following link.</p>
Intellectual Property	All copyright and neighbouring rights, all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and knowhow and circuit layouts), and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields
In-kind cost	In-kind contributions are an indirect cost to GCH. In-kind is where no actual funds are available to cover the cost, but the Department has confirmed support through providing staff hours or supplies, for example printing or stationery.
Mid-career researcher	Experienced leading 6 to 10 research projects
No cost	Personnel is considered to have no cost when the research activity is a normal requirement of the staff members position, generally this is listed in the person's role description or employment contract.
ORGD	Office for Research Governance and Development, link to website
Peer review	The impartial and independent assessment of submissions by experienced researchers
Rejoinder	The rejoinder allows the Lead PI an opportunity to respond to questions and comments put forward by reviewers, prior to final assessment of the Full Application
Research	<p>Research includes the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.</p> <p>Quality improvement or research project? Link to document</p>
Reviewer	A reviewer will have experience undertaking research and hold a PhD qualification. A reviewer of any given application cannot have a Conflict of Interest.

RGS	Gold Coast Health Collaborative Research Grant Scheme (2020 round)
RGS Working Party	<p>Membership of the RGS Working Party includes the Leads' nominated representative/s and a member of the GCH Consumer Advisory Group. The RGS Working Party perform the following requirements:</p> <ul style="list-style-type: none"> • oversee the development and delivery of the program; • confirm the guidelines, application templates, review process and assessment criteria; • reviewer selection and allocation of submissions; • oversee the review process of the Expression of Interest submissions and confirm projects invited to progress to Full Application; and • inform and confirm the funding recommendation report for the Lead Representatives. <p>A risk register is maintained by the RGS Working Party and is available for examination at the ORGD</p>
Scope of practice	<p>Scope in which a staff member is educated, competent to perform and permitted by law. The actual scope is influenced by the context in which the staff member practices, the level of competence and confidence of the staff member, and the policy of the organisation.</p>
SmartyGrants	<p>SmartyGrants is an online grant management platform.</p>