# Guidelines and Expression of Interest

## Vision

The Gold Coast Health Collaborative Research Grant Scheme (RGS) will enable research that can improve the health of the Gold Coast community and the delivery of health care services.

## Mission

To facilitate innovative, collaborative and responsive health care research that benefits the Gold Coast community and optimises our system of health care.

## Purpose

The RGS represents a partnership between Gold Coast Health (GCH), Gold Coast Hospital Foundation and our university partners, Griffith University, Bond University and Southern Cross University, to facilitate:

* translatable research that addresses one or more of the core challenges within the work area that are significant to delivering quality healthcare to our communities;
* high quality health and health system related research;
* building research capacity of GCH and its staff;
* support for staff with different levels of research expertise;
* a strong research culture within GCH facilities;
* meaningful collaborations between GCH research active staff and our university partners; and
* funding for research that has the potential for impact across the Gold Coast, Australia and internationally.

The RGS is Gold Coast Health’s annual competitive grant program offering support up to $100,000, for projects of one to three years duration.



2018 RGS grant recipients with Dr Jeremy Wellwood and Mrs Kim Sutton

#### Contact and enquiries

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

**Step 1: Eligibility check, self-assessment**

Before proceeding to review the RGS guidelines please complete this eligibility check, self-assessment:

* The Lead Primary Investigator (Lead PI) holds a continuing appointment (minimum FTE of 0.5) at GCH (permanent or temporary appointment at GCH, for the full duration of the project; this includes applicants with Conjoint appointments. Visiting Research Fellows are not eligible to apply as a Lead PI).
* The Lead PI will take primary responsibility for the conduct of the research project.
* Where a project incorporates an intervention, the intervention falls within the scope of practice of the Lead PI.
* If the Lead PI is undertaking the project in association with a Higher Degree by Research (HDR) award or Medical Trainee certification or similar – the project is organisationally relevant and driven.
* The project team includes (at least) one GCH Emerging Researcher who also holds a continuing appointment (minimum FTE of 0.5) at GCH (permanent appointment or be temporarily appointed at GCH for the duration of the project). Whilst it is not essential, the team is encouraged to explore the prospect for this team member to attain an award in association with this undertaking.
* The project will primarily be undertaken at GCH site(s).
* The discrete costs associated with this grant application cannot be jointly funded by another organisation. Projects may have concurrent funding, this needs to be made clear in the budget section of the application.
* The project or discrete phase of the project has not previously been funded by the Research Grant Scheme (2016 – 2018).

The team is encouraged to collaborate with a representative from our university partners. This person can act in the capacity of an investigator / supervisor, a mentor or an additional emerging researcher, who will be invited to participate in the GCH Emerging Researcher Alliance. The ORGD can assist with introductions across our university partners.

An eligibility declaration will be requested when accessing the SmartyGrants system to submit an Expression of Interest (Step 3 in the application process).

# Step 2: Review guidelines

## Timeline and activity checklist

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| STEP 1 Eligibility check, self-assessment | | | 🞏 |
| STEP 2 Review guidelines | | | 🞏 |
| STEP 3 Expression of interest | | | 🞏 |
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| 25 Mar | GCH staff | **Expression of Interest open** |  |
| 26 Mar Tue  12 to 1pm | Lead PI / team | **Information Session**  GCUH Large Lecture Theatre ⏐Robina RH-H-1 Sth Interview room 2 Additional videoconference dial in links are available for other sites  [Register here](mailto:grantsgoldcoast@health.qld.gov.au?subject=Registering%20to%20attend%20the%20GCUH%20OR%20Robina%20%20OR%20Other%20(please%20indicate)%20information%20session) | 🞏 |
| By appointment | Lead PI / mentees on the project team | **Support available**  Biostatistician / methodologist  Experienced researcher in a related field  Budget preparation or Health economics  Literature search  Research Development Officer  ***A full list of training and support sessions offered by the Office for Research Governance and Development is available*** [***online***](https://www.goldcoast.health.qld.gov.au/research/researchers/research-training-and-support)***.*** | **Phone**  5687 8200  5687 8310  5687 7081  5687 0138  5687 0663 |
| 10 Apr Wed 12 to 1pm | Emerging Researchers | **Development session**  Literature Searching and End Note, presented by Ms Sarah Thorning and Mrs Jasna Romic [Register here](mailto:grantsgoldcoast@health.qld.gov.au?subject=Registering%20to%20attend%20the%20Literature%20Searching%20and%20End%20Note%20session%20for%20Emerging%20Researchers) | 🞏 |
| 17 Apr Wed 12 to 1pm | Lead PI / team | **Development session**  Introduction to Quantitative Research, presented by Dr Ian Hughes  [Register here](mailto:grantsgoldcoast@health.qld.gov.au?subject=Registering%20to%20attend%20the%20session%20-%20Introduction%20to%20quantitative%20research) | 🞏 |
| 8 May Wed  12 to 1pm | Emerging Researchers | **Ethics and governance approvals**  An in-depth introduction to ethics and governance forms and review processes, with tips and tricks | 🞏 |
| 20 May Mon 11.59pm | Lead PI | **EOI submissions closes**  Submissions via SmartyGrants with the Lead PIs CV and the Certification Statement signed by the Lead PI’s and relevant Head/s of Department (GCH and University partners) | 🞏 |
| Eligibility check and assessment process | | | |
| 28 Jun | Lead PI | **Notifications** sent by email  Successful EOI applicants invited to prepare a Full Application | 🞏 |

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| STEP 4 Full application, by invitation | | | |
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| 02 Jul Tue 12 to 1pm | Lead PI / team | **Full Application Information Session** | 🞏 |
| 26 Aug Mon 11.59pm | Lead PI / team | **Full Application closes**  Submit Full Application via the SmartyGrants online portal, include all CV’s | 🞏 |
| Eligibility check and preliminary assessment process | | | |
| 07 Oct Mon | Lead PI | **Rejoinder**, reviewer’s questions and comments distributed | 🞏 |
| By appointment | Lead PI / team | **Responding to the Rejoinder**  Consultations available please refer to the support contacts listed above | 🞏 |
| 28 Oct Mon 11.59pm | Lead PI / team | **Rejoinder closes**, responses submitted via SmartyGrants | 🞏 |
| By appointment | Lead PI | **Invited interview** with a member of the RGS Working Party, if required | 🞏 |
| Final assessment | | | |
| 13 Dec Fri | Lead PI | **Notifications** (by email) | 🞏 |

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| Post award requirements | | | |
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| Post award | Lead PI | **Funding agreements** | 🞏 |
| Scheduled | Lead PI | **Annual and final progress reporting, monitoring and evaluation** | 🞏 |
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## Administration

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.

## Application and assessment

#### Application process

The application process involves four steps:

1. Eligibility, self-assessment
2. Review guidelines
3. Submit an Expression of Interest (EOI)
4. Full Application, by invitation

#### Step 1: Eligibility, self-assessment

Before completing an EOI the Lead Primary Investigator (Lead PI) must complete the eligibility self- assessment. A formal declaration will be requested via the SmartyGrants online platform.

The ORGD will use all available resources to confirm the eligibility of each submission. If at any time (including post award) a project or Lead PI is found not to meet the eligibility criteria, the funding will not be allocated or access withdrawn and the Lead PI may be excluded from applying to the scheme in the future.

#### Step 2: Review the guidelines

Before beginning the application process please read the guidelines in full. Should you have any queries please contact the Grants Coordinator by email [grantsgoldcoast@health.qld.gov.au](mailto:grantsgoldcoast@health.qld.gov.au) or phone 5687 8310.

#### Step 3: Expression of Interest

The EOI provides Gold Coast Health staff the opportunity to submit a concept brief for a research project. The focus of the EOI is on identification of innovative research ideas that align with the Vision, Mission and Purpose of the Gold Coast Health Collaborative Research Scheme.

The feasibility of the project, including the proposed methods, resources and project timeline should be consistent with the funding and timelines that apply to these grants. It is the aim of the RGS to build research capacity within GCH, as such collaboration is essential. The eligibility checklist indicates the requirements for the project team. A Lead Primary Investigator (PI) may submit more than one submission, however funding will be capped at $100,000 per Lead PI. Projects can have up to four additional Primary Investigators (PI). All additional investigators are named as Associate Investigators (AI). Where the primary applicant is new to research or is a GCH Emerging Researcher, they are encouraged to develop the project in collaboration with internal and/or external experienced researchers who can provide methodological expertise and act as mentors in the research process.

##### Collaboration, building the project team

Gold Coast Health recognises the importance of collaboration with our university partners to advance research and innovation, capacity and capability. GCH aims to:

* develop meaningful collaborations in innovative biomedical, clinical, public health and health service research;
* develop pathways for GCH staff to conduct research in collaboration with experienced researchers and academics; and
* support innovative projects as well as projects that continue to develop and sustain emerging programs of research.

The ORGD can assist with introductions to potential GCH mentors and collaborators across our university partners. [Register](mailto:grantsgoldcoast@health.qld.gov.au?subject=Team%20building%20assistance) your name, unit and project topic with a brief outline of the intended project, to request assistance.

##### Strategic alignment

Applications should clearly identify how the project aligns with the strategic objectives of Gold Coast Health and the Gold Coast Hospital Foundation. Link to related documents:

* [Gold Coast Health Strategic Plan 2016 – 2020](https://publications.qld.gov.au/dataset/gold-coast-hospital-and-health-service-plans/resource/d78ea2e0-1fb0-49d3-ba2a-6bfe372f9984) (July 2018 update)
* [Gold Coast Hospital Foundation](https://gchfoundation.org.au/about/vision-mission-aims/)

##### EOI template

An EOI template is provided to help prepare your submission. The information must be copied and pasted into the SmartyGrants system along with the Lead PIs Curriculum Vitae (CV) and the Statement of Support signed by relevant Head/s of Department. Both GCH and University sign off is required.

##### Review

EOIs are first screened for eligibility and completeness by the ORGD. Late, ineligible or incomplete submissions will not progress to review. Each submission will be allocated to two independent, experienced reviewers who will consider if the project:

1. aligns with the strategic objectives of Gold Coast Health and the Gold Coast Hospital Foundation; and
2. meets each of the four assessment criteria, to a satisfactory standard.

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| Criteria |  |
| Scientific quality (including budget) | |
| Significance, originality, impact, and dissemination | |
| Research capability | |
| Capacity building and collaboration | |

Reviewers may not be specialists in the field of research. When preparing the application, please refrain from using jargon and acronyms that are specific to the field of study. Each Lead PI is invited to nominate an independent specialist for consultation, should this be required. Scores will not be assigned to EOIs and they will not be ranked. The research track record of applicants will not be a criterion at this stage. The reviewers will provide brief feedback and a recommendation to the Collaborative Research Grant Scheme Working Party indicating if they support the submission progressing to Step 4 Full Application.

The RGS Working Party consider the recommendations of the reviewers and confirm the final number of projects for progression to the next Step. The Collaborative Research Grant Scheme Working Party is comprised of the following members:

* two advanced, experienced researchers representing Gold Coast Health (Chair and Co-Chair), supported by two additional experienced researchers;
* two advanced, experienced researchers representing each of the university partners (one member may be an experienced researcher under the mentorship of the advanced, experienced researcher);
* Chief Executive Officer of the Gold Coast Hospital Foundation;
* GCH Consumer Advisory Group representative; and
* Grants Coordinator from the Office for Research Governance and Development.

##### Notification

The Lead PI will be notified of the EOI outcome by email. Successful applicants will be invited to submit a Full Application.

#### Step 4: Full Application, by invitation

The Full Application is an extended application process to develop elements of a standard research protocol. The application template will be made available to the Lead PIs whose projects progress to Step 4. Applications must be submitted through the SmartyGrants platform. The link will be provided with the template. If there are any adjustments made to the project team, please repeat Step 1 of the application process and consult with the ORGD at the earliest convenience.

##### Review and selection process

The ORGD will allocate submissions to two independent reviewers for assessment against the criteria.

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| Criteria | % |
| Scientific quality (including budget)  Reviewers will consider if the project proposal:   * has clearly stated aims and hypotheses (if appropriate); * has study objectives that align with the strategic objectives of the funding organisations; * provides a comprehensive and cohesive background / literature review that identifies what the problem is, what the gap in knowledge is and why this study is well placed to address these; * has a clear research plan that has considered:   + study design (including rationale for and feasibility of using this design);   + sample (e.g. participants) details (including inclusion / exclusion criteria and a sample size / power estimate if appropriate);   + study setting;   + methodologies and research procedures to be used including their relative timing and personnel responsible for each;   + methods to be used to ensure safety and integrity;   + data collection (including data sources, outcome and predictor variables of interest, and the process of data collection);   + data analysis strategy;   + ethical considerations;   + staff required (investigators and other personnel) to complete the study including their expertise;   + resources required (e.g. equipment, infrastructure) that are not available as part of standard practice;   + feasible timeline that identifies key milestones; and   + comprehensive budget that is feasible and aligns with the proposed research methods. | **40** |
| Significance, originality, impact, and dissemination  Investigators should clearly define and justify the following in relation to the significance and originality of the project:   * how the proposed research addresses a significant health service issue relevant to the population serviced by GCH; * how the proposed research will improve scientific knowledge, technical capability / capacity, or change practice; * what is innovative about the proposed research; and * how the outcomes of the study will translate to a measurable impact, for example:   + how new knowledge generated by the project will be disseminated to relevant stakeholders such as clinicians, patients, community groups, policy makers and other researchers;   + how new knowledge generated by the project, or novel practices or procedures validated by the research will be translated into evidence-based practice; and * how the researchers are placed to influence policy and practice change. | **20** |

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| Research capability  The research team is assessed in terms of their demonstrated ability to conduct the proposed study. Investigators should clearly describe:   * how the track record of investigators is relevant to the field of research; * 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; and * the research environment, including accessible and available infrastructure and resources, in which the team will be undertaking the research. | 20 |
| Capacity building and collaboration  Collaboration with internal and external partners is strongly encouraged to provide and enhance technical, methodological, and general research expertise and experience for projects funded through this grant scheme.  A clear plan of building research capacity within the team, and hence across GCH, is required. Applications should clearly:   * identify the collaborating organisation/s and collaborating researchers; * describe the roles of collaborators in the research project; * summarise the mutual benefits afforded by the collaboration; * provide evidence of previous effective research collaboration; and * describe a plan for research capacity building within the team including the roles of mentors. | **20** |

The reviewers will identify areas that require further clarification. A rejoinder provides the Lead PI with an opportunity to respond to the reviewers’ questions. On occasion, the Lead PI may be requested to attend an interview. The rejoinder will be considered in the final review of each application and the determination of the subsequent recommendation to the RGS Working Party. The final scores contribute to the ranked order of the projects**.**

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| Reviewers recommendations | |
| * Recommended for funding   With the option to recommend for funding without reservation OR recommend for funding with conditions  (with justification). With the amount recommended. | |
| * Not recommended for funding at this time (with justification) |  |

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;
* Pro-Vice Chancellor of Health, Griffith University;
* Deputy Dean Faculty of Health Sciences and Medicine, Bond University; and
* Deputy Vice Chancellor Research, Southern Cross University.

##### Final selection of successful projects and grant recipients

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;
* funding pool available; and
* equitable distribution of funds across levels of research experience and professional disciplines.

##### Notifications and announcements

The Lead PI will be notified of the final outcome of the application, approval or non-approval, via email.

For applications that are not successful through either the EOI or Full Application process, the Lead PI is encouraged to engage with the ORGD Advanced, Research Development Officer to prepare for re-submission in the next round (2020) or to alternative funding opportunities.

#### Grievance process

As this is a developing program, there may be areas that require further development for the 2020 grant round. Lead PIs will be invited to provide feedback on the scheme and the review process as part of an evaluation of the program.

Formal grievances should be submitted in writing to the Research Director, who will investigate the grievance in consultation with the Chair of the Collaborative Research Grants 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 2020 grant round.

## Grant conditions

#### Funding restrictions

The following list outlines how funding may be used.

* The funding request cannot exceed $100,000. A Lead PI can make multiple submissions, but the total funding allocation is restricted to $100,000 per Lead PI, across any successful applications.
* 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 commensurate level to the work being undertaken.
* Salary costs must include on-costs (29.35% which covers the employers’ contribution to superannuation and annual and long service leave) must also be included.
* Consumables and equipment that are not usually part of standard practice.
* 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. It is expected that each Lead PI will disseminate the findings of the research project. Consider including up to $4000 to contribute towards at least one open access publication directly related to the project being funded. Note that the publication must meet the criteria for [GCH Open Access Publication Guidelines](http://gchweb.sth.health.qld.gov.au/clinical-governance-education-and-research/research/links-and-resources.html).
* Costs associated with the production of a poster, to a maximum value of $200.

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;
* personal salary support for an investigator’s PhD studies;
* 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).

#### 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 a cost centre for the Lead PI; and
* funds are made available according to the Funding Agreement schedule.

#### Funding Agreement mandatory conditions

Grant recipients must adhere to mandatory conditions outlined in the Funding Agreement.

##### Comply with funding conditions

Funding conditions can be prescribed for a project during the review, moderation or funding recommendation processes.

##### Gain 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.

The process to access funds under this scheme cannot commence until a valid and complete application for HREC review has been submitted. However, the Business Manager, Research has discretion to allow early expenditure up to $5,000 of grant funds to facilitate preparation of HREC and SSA applications.

An application for HREC review must be submitted by the date specified in the Funding Agreement (three months after the commencement date of the Funding Agreement). 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.

##### Gain Site Specific Assessment (SSA) authorisation

All research conducted at a GCH site must obtain SSA authorisation from the ORGD. A 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 (five 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.

##### Submit annual and final progress reports

The grant recipient is required to submit 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;
* research potential; 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 one 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.

##### Make 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.

##### Be available upon request to provide information or attend an event

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.

##### Participate in the monitoring and evaluation process

On completion of the project recipients will be asked to participate in the monitoring and evaluation process.

#### 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 a 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](http://gchweb.sth.health.qld.gov.au/documents/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 cost centres and oversees the financial management of grant funds. The grant recipient may only expend their funding provided under this scheme against the approved Budget. The recipient may seek to amend the approved Budget via written request to the Research Director, using the template available via SmartyGrants. 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 will need to write to the Research Director requesting a pause in or 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

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| **Term** | **Definition** |
| University partners | Bond University, Griffith University and Southern Cross University |
| 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 ten projects |
| GCH Emerging Researcher Alliance | Gold Coast Health’s support network for staff who are new to research or are Early Career Researchers undertaking a 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.](mailto:GCH_ERA@health.qld.gov.au?subject=Enquiring%20about%20membership%20of%20the%20GCH%20Emerging%20Researcher%20Alliance) |
| Lead Primary Investigator | A Lead Primary Investigator is expected to be:   * 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](https://www.google.com.au/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=2ahUKEwiYyMig2YffAhXLMN4KHbP8BIUQFjABegQICBAC&url=https%3A%2F%2Fnhmrc.gov.au%2Fsites%2Fdefault%2Ffiles%2Fdocuments%2Fattachments%2Fgrant%2520documents%2FThe-australian-code-for-the-responsible-conduct-of-research-2018.pdf&usg=AOvVaw34b3cEX0YwmJs7Gdvh5gN8); * responsible for the financial management of the project; and * likely to be the first or last author on publications resulting from the project.   A Lead Primary Investigator who is new to research can undertake these requirements with the oversight of an experienced researcher on the team, by agreement. |
| Impact | Research impact includes creation of new knowledge, improvements in health, economic performance, and social improvements.  For further details please refer to the following [link](https://www.google.com.au/url?sa=t&rct=j&q=&esrc=s&source=web&cd=10&ved=2ahUKEwit35jz1IffAhVBa94KHTXECyMQFjAJegQIAhAC&url=https%3A%2F%2Fwww.mq.edu.au%2Fresearch%2Fresearch-funding-and-grant-opportunities%2Ffellowship-and-grant-opportunities%2Fnhmrc%2Fnhmrc-investigator-grants%2FNHMRC-Research-Impact-Tool.docx&usg=AOvVaw0sOoLbLufWpj5OntnFGxX5). |
| 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](http://gchweb.sth.health.qld.gov.au/clinical-governance-education-and-research/research.html) |
| 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 | 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.  Quality improvement or research project? [Link to document](https://www.goldcoast.health.qld.gov.au/sites/default/files/gov000616.pdf) |
| 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 (2019 round) |
| RGS Working Party | 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:   * 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.   A risk register is maintained by the RGS Working Party and is available for examination at the ORGD |
| Scope of practice | 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. |
| SmartyGrants | [SmartyGrants](https://www.smartygrants.com.au/) is an online grant management platform. |

# Step 3: Expression of Interest template

This template has been provided to support preparation of EOI submissions off-line. ‘Copy and paste’ final text into the SmartyGrants system. Please note there are slight differences between the formatting of the off-line form and the SmartyGrants application.

The eligibility declaration (Step 1) and Statement of Support, signed by the Lead Primary Investigator’s Head/s of Department and the collaborating University’s delegate, form part of the submission requirements.

Link to the SmartyGrants system, [click here](https://healthqld.smartygrants.com.au/GCH_Collaborative_RGS_2019)

## Project team:

#### Lead Primary Investigator

Title:

Name:

Qualifications:

ORCID ID:

Please register for an ORCID ID at: <http://orcid.org/>

Position:

Telephone:

Email:

Provide a GCH email address that is frequently (at least weekly) accessed

GCH Full Time Equivalent (FTE):

Unit / Department / Service:

What is your main professional discipline?

* Nursing
* Medical
* Allied Health
* Administration
* Other - please specify below (e.g. health economics, business)

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Research experience:

* Emerging researcher (led 0-5 projects)
* Mid-career researcher (led 6 to 10 projects)
* Experienced researcher (led over 10 projects)
* Advanced, experienced researcher (career researcher)

Please upload CV (maximum 3 pages) to SmartyGrants. For clinical staff who do not have a current, brief professional resume, please copy the [TransCelerate template](http://www.transceleratebiopharmainc.com/wp-content/uploads/2015/04/TransCelerate-Curriculum-Vitae-Form.pdf). For non-clinical staff, please use the current GCH recommended CV structure, adding your most current research experience (if applicable) with brief details of the impact this research has achieved.

Gold Coast Health Research Group:

* Allied Health Research Capacity and Engagement Group
* Cardiovascular Research and Clinical Trials Collaborative
* Children's Research Collaborative
* Critical Care Research Group
* Emergency Department Collaborative Research Group
* Gastro-Intestinal Collaborative Research Group
* Infectious Diseases Research Group
* Maternity, Newborn and Families Research Collaborative
* Mental Health Research
* Neurosciences Research Collaborative Group
* Nutrition Research Collaborative
* Occupational Therapy Research Group
* Orthopaedic Research Group
* Pharmacy Research Collaborative
* Rehabilitation Research Group
* Respiratory and Sleep Disorders Research Group
* Speech Pathology Service
* Trauma Service Research and Registry Group
* Other: (please list)

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University affiliation:

* Bond University
* Griffith University
* Southern Cross University
* Not currently affiliated with a university, require assistance to build the research team
* Other (please list):

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#### Project team

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Organisation | Likely role in the project |
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|  |  |  | Primary Investigator (PI maximum of 4 in addition to the Lead PI)  Associate Investigator (AI)  Mentor  Mentee  Supervisor  With brief detail of their likely contribution to the project i.e. data collection, statistical analysis, project coordination, research assistant, HDR supervisor |

Please add more lines as required

The project teams CVs are not required at this stage of the application process

## Preliminary information

This project has commenced:

* Yes, date commenced:
* No

This is a discrete phase of an overarching project:

* Yes, details required
* No

Briefly explain the relationship of this phase to the overarching project and why it is essential:

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Max.150 words

Does the project have HREC approval?

* Yes, please list the HREC reference below
* No

HREC reference:

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Does the project have Site Specific Assessment (SSA) authorisation?

* Yes, please list the SSA reference below
* No

SSA reference:

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This project is being / intended to be conducted in association with a HDR:

* Yes (details are required below)
* No

This project is being / intended to be conducted in association with a medical trainee requirement:

* Yes (details are required below)
* No

HDR student or medical trainee’s name:

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Briefly outline the organisational relevance of this HDR / medical trainee project to GCH:

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Max.150 words

## Project details

#### Title

Accurately and concisely describe the nature of the project.

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Maximum 25 words

#### Alignment with the purpose of this scheme

Briefly describe how this project aligns with the purpose of this grant scheme.

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Maximum 100 words

#### Background and rationale

Provide a short summary of the problem and the relevant literature. Identify relevant knowledge gaps and link these in with well-constructed arguments for undertaking the proposed research. Please emphasise novel and/or important aspects of the proposed research and how it relates to the clinical, health service or population health needs of the Gold Coast Community.

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Maximum 400 words

#### Primary aim, research question and study outcomes

State the main aims of the research. Link these to the background and rationale and translate them into specific researchable questions with appropriate outcomes. If appropriate, use the PICO (Patients Intervention, Controls, Outcome) framework.

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Maximum 150 words

#### Study design, methodology and project plan

Outline the proposed study design. Identify the target population or sample and state how they will be recruited / obtained. Specify what data will be collected and give an outlined data analysis plan. If necessary, indicate what methodological and/or analytical support you will be seeking (it is not necessary for this to be secured at this point).

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Maximum 400 words

#### Methodology

* Ethnography
* Narrative
* Phenomenology
* Grounded theory
* Case study
* Historical
* Other qualitative
* Randomised trials
* Non-randomised comparison trials
* Observational studies
* Diagnostic studies
* Survey designs
* Knowledge Translation
* Preclinical research
* Other (please identify)

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#### Impacts

Clearly define the possible impacts of the study and how these may translate to a measurable effect on the health or healthcare of the Gold Coast Community (it is understood that these may not be achieved during the term of the research project).

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Maximum 150 words

#### Collaboration

Describe the collaborations that exist or intend to be formed to deliver this project.

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Maximum 150 words

#### Capacity building

Outline how the research capacity of staff who are new to research (and others) will be developed as part of their participation in the project. (Examples include: learning specific laboratory, clinical, or research skills, learning how to do a literature search and critique the literature; undertaking an evidenced-based practice course; learning specifically about HREC / Governance, data management and analysis, project management; or extension for mid-career and experienced researchers).

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Maximum 150 words

#### References

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Maximum 10 (up to 5 from “Background and rationale”). You will be asked to upload the references to the SmartyGrants system.

#### Amount requested:

$

This can be an estimate at this point.

List a preliminary amount for each category of costs. For example, personnel, equipment, consumables, administration (including printing), transcription, dissemination costs (reminder, open access publication support capped at $4000).

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Maximum 150 words. Important: Personnel costings must reflect the requirements to undertake the tasks of the project, not current professional salaries.

Provide a preliminary list of expected no cost elements:

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Maximum 50 words

Provide a preliminary list of expected in-kind costs:

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Maximum 50 words

#### Additional funding

List all grant applications submitted to date for (or directly related to) this project.

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| --- | --- | --- | --- | --- |
| Grant | Amount | Year | Under review Successful Unsuccessful | Listed expenses |
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Add additional lines as required

## Independent specialist

Please list an independent specialist in this field of research, for consultation during the review process. The Lead PI is responsible to ensure that the independent specialist does not have a conflict of interest.

Name:

Position:

Organisation:

Email:

Phone:

## Statement of Support

Please have the Head/s of Department providing support or services to this project sign the Statement of Support, then scan and upload the Statement of Support to the SmartyGrants system.

This is not required for projects that have already obtained HREC approval and SSA authorisation, according to the funding conditions listed in the Guidelines.

|  |  |
| --- | --- |
| Lead Primary Investigator’s Name: |  |
| Project title: |  |

I am aware of the project outlined in the Expression of Interest being submitted for funding support from the 2019 Gold Coast Health Collaborative Research Grants Scheme.

This project will have the support of this Department if the funding request is successful.

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| --- | --- |
| **GCH Department/s** | |
| Head of Department Name |  |
| Signature |  |
| Date |  |
| (Please duplicate cells for additional signatories) | |
| Head of Department Name |  |
| Signature |  |
| Date |  |
| **University Department/s** | |
| Head of Department Name |  |
| Signature |  |
| Date |  |
| (Please duplicate cells for additional signatories) | |

Digital signatures are acceptable, providing the signatory’s supporting email is combined into the PDF version of the statement of support.

## Feedback

We are committed to the process of continuous improvement, please take a few moments to provide us with some feedback.

How did you become aware of the Gold Coast Health Collaborative Research Grant Scheme?

* Executive Blog
* Lift poster
* Daily News Digest
* Screensaver
* Spotlight
* Digital screen
* Research News
* Word of Mouth – please indicate if GCH / GCHF / university partner / other below
* Gold Coast Hospital Foundation website and communications
* University communications
* Other (please list):

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Please indicate how you found the application process:

* Very easy
* Easy
* Neither
* Difficult
* Very difficult

Please suggest improvements to the Expression of Interest process or form:

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Maximum 100 words

## Notes: