

Gold Coast Hospital and Health Service Study, Education and Research Trust Account (SERTA) Partnership Engagement Grants

1. Purpose

This guideline describes the funding schemes available to GCHHS employees to support Partnership Engagement Grants. This is a funding opportunity through the Study, Education and Research Trust Account Fund (SERTA).

The Research Grant Scheme facilitates:

- high quality health related research that has the potential of wide dissemination across the Gold Coast, Australia and internationally
- a strong research culture within Gold Coast Health facilities
- the development of new diagnostics, preventative measures, treatments, interventions and medical technologies and their translation into clinical practice
- the engagement of Gold Coast's health care professionals in research, providing support for experienced researchers and a pathway for novice researchers
- the building of meaningful collaborations between Gold Coast Hospital and Health Service researchers and external partners.

The research scheme is administered through the Office for Research Governance and Development (ORGD) within the GCHHS.

2. Scope

This guideline is for all GCHHS employees seeking financial support for research in Partnership with NHMRC or ARC or other federal government initiative.

3. Partnership Engagement Grants

Partnership Engagement Grants are funded by SERTA and administered through the SERTA Committee as per the Health Service Directive.

These grants provide experienced clinical researchers with the opportunity to work collaboratively with a range of external partners on major research projects of direct relevance to GCH community. Providing funding towards a partnership engagement grant increases the overall funding received if the project is successfully funded through a federal government initiative

Partnership Engagement Grants enable GCHHS staff to engage in research activities in partnership with academic partners on National Health and Medical Research Council (NHMRC) Partnership Grants or Australian Research Council (ARC) Linkage grants, where GCHHS is a partner institution. The amount awarded is capped at \$100,000 in each round.



4. Eligibility Criteria

- The proposed research must not be currently funded by any organisation listed on the Australian Competitive Grants Register.
- All eligibility criteria of the relevant granting body (e.g. NHMRC, ARC) must be met.
- Applicants will not be awarded more than one Partnership Engagement Grant per year.
- At least one Principal Investigator (PI) must hold a continuing appointment at GCHHS (permanent appointment or be temporarily employed at GCHHS for at least the duration of the project should it be funded). This includes applicants with a conjoint appointment with a university.
- At least one PI from GCHHS must be an experienced researcher with a strong track record of having previously led multiple research projects to completion.
- The applicant must ensure that the one-off payment by GCHHS (in the year funding for the partnership project award begins) is consistent with the rules of the partnership scheme to which the application is to be made.
- The partnership must be administered by an Australian-based organisation that is an NHMRC/ARC Administering institution and the bulk of the proposed project must be performed in Australia.
- A portion of the proposed research activity must take place within GCHHS.

5. How to Apply for funding

Applications will be accepted via the SmartyGrants platform, [Click here](#) for available rounds and to access the application form.

SMARTYGRANTS

[Click here](#) for the Help Guide for Applicants on the platform SmartyGrants

6. Administration of Funds

- Funds provided for a Partnership Engagement Grant will be made available through GCHHS SERTA.
- Funds will be transferred as a lump sum to a University research cost centre on receipt of an invoice from the University. If the funds are to support research within the hospital, the funds or a portion thereof may be transferred to a research Internal Order number established for the applicant within the GCHHS environment. The applicant is responsible for the proper administration and expenditure of the grant and for ensuring that all reports required by SERTA are made in the correct form and on time.
- Future grant applications may not be supported if the funding and reporting requirements are not met.
- Any funding provided by SERTA and not expended within the relevant grant period must be returned to SERTA unless a request for an extension has been made in writing and approved by the Chair of the SERTA Committee.

7. Funding Restrictions

Funding may be used for the following:

- Direct costs incurred in the conduct of the project including salaries for supporting research staff.
- Salary on-costs (covering payroll tax, workers' compensation insurance, employers' contribution to superannuation and long service leave) must be detailed.
- Consumables 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.
- Costs associated with open access publication directly related to the project being funded. The publication must meet the criteria for GCHHS Open Access Publication Guidelines.
- Costs associated with conference registration (within Australia only) for a researcher who has an abstract accepted as a poster or presentation related to this grant.

Funding may **not** be used for the following:

- Salary for researchers to work outside Australia. The grant will not support the work of an overseas researcher at an overseas institution.
- Equipment and facilities that could be reasonably expected to be provided by a Partner Institution or GCHHS facility.
- Personal salary support for an applicant's PhD studies.
- Administrative costs (overheads), including university levies and indirect costs associated with administrative support.
- Conference travel and/or accommodation expenses not directly required to undertake the project.

8. Reporting Requirements

- Progress reports and the final report produced for the external granting body e.g. NHMRC or ARC, must also be submitted to the SERTA Committee.
- The reporting requirements, including due dates, of the external granting body must be provided to the SERTA Committee upon receipt of this information from the external granting body. The SERTA Committee may, at its discretion, request researchers to provide additional reports.
- Failure to provide reports in a timely manner will jeopardize future funding.
- Separate financial reports detailing actual expenses, as well as an explanation for any over/under spent funds must be provided on request to the SERTA Committee. The financial report must be signed by the appropriate financial officer.
- All publications, presentations, workshop materials and media reports should acknowledge the GCHHS.

9. Research Ethics and Governance Requirements

9.1 *Ethical conduct of the research*

- All research must comply with the National Statement for the Ethical Conduct of Human Research 2007 (updated 2014) and the Good Clinical Practice guidelines for Human Research Ethics in Australia.
- All research projects must be approved by a Public Health Organisation Human Research Ethics Committee. Note – University HRECS may not be certified as a public Health Organisation HREC. The approval letter must be sent to the SERTA Committee within two months of the approved funding date. If not received within two months, a written extension request to the Chair of the SERTA Committee will be required outlining reasons for not meeting this timeframe.
- Award payments will not be processed if the ethics approval letter is not received by the SERTA Committee.

9.2 *Site Specific Assessment*

- If application is successful, a Site-Specific Assessment (SSA) specific to that part of the research that is conducted within GCHHS needs to be submitted to the GCHHS Office of Research Governance and Development.
- Award payments will not be processed if the governance (Site Specific Assessment) approval letter is not received by the SERTA Committee.

Supporting /Relating Documents

Authorising Policy and Standard/s

- General trust guide:
https://www.health.qld.gov.au/__data/assets/pdf_file/0028/376480/qh-hsdgdl-031-2-1.pdf

Procedures, Protocols, Work Instructions

- Financial Management of Research procedure (PRO1838)
<http://gchweb.sth.health.qld.gov.au/documents/PRO1838>

10. Definition of terms

Term	Definition	Source	See also
Name of term	Definition of term	The name of the Author who wrote the definition or where the definition was sourced, for example, Name of website (give URL address and date accessed) or journal article (give full reference details).	Other terms that are related to this term or that should be understood in conjunction with this term.

11. References and Suggested Reading

Nil

12. Consultation

Key stakeholders (*name, position and business area*) who developed/reviewed this version are:

- Dr Caitlin Brandenburg, Advanced Research Development Officer, Office for Research Governance and Development
- Dr Greta Ridley, Director, Office for Research Governance and Development
- SERTA Committee Members
- Ms Angela Liberté, Senior Research Support Officer, Office for Research Governance and Development

13. Committee Endorsement

- SERTA Committee – 19/02/2020

13. Guideline Development/Revision and Approval History

Version No	Developed/Modified by	Content authorised by	Approved by	Date of Effect	Last Reviewed
1	Greta Ridley Angela Liberte Caitlin Brandenburg	SERTA Committee Dr Jeremy Wellwood, Executive Director, Clinical Governance, Education and Research	SERTA Committee Dr Jeremy Wellwood, Executive Director, Clinical Governance, Education and Research	<i>Not until available on Intranet</i>	

14. Approval and Implementation

Delegated Lead: Dr Caitlin Brandenburg, Office for Research Governance and Development, Clinical Governance, Education and Research

Responsible Authority: Dr Greta Ridley, Office for Research Governance and Development, Clinical Governance, Education and Research

Approving Officer: Dr Jeremy Wellwood

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Signature

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Supersedes: << insert the name of the superseded guideline>>

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Accreditation References: NSQHS, EQUIP and other criteria and standards

- <<insert EQUIP/National Standards>>
- <<insert Mental Health Standards>>
- << insert any other applicable Standards >>

8. Appendices

Nil

