Gold Coast Hospital and Health Service
Study, Education and Research Trust Account (SERTA)
Small Research Project Grants Guideline

1.   Purpose

This guideline describes the process for applying for seed funding to support research activities through the Gold Coast Hospital and Health Service (GCHHS) Study, Education and Research Trust Account (SERTA) scheme.

2.   Scope

This guideline is for GCHHS employees seeking financial support for activities related to research through the SERTA scheme.

3.   Guideline for Small Research Project Grant applications

3.1   About the SERTA scheme

The SERTA scheme is funded by SERTA and administered through the SERTA Committee as per the Health Service Directive: *Private Practice in the Queensland Public Sector - Appendix 1: (PDF of application form on the platform SmartyGrants) Governance Framework for SERTA monies*.

The SERTA scheme enables GCHHS staff to engage in research, education and professional development activities that will improve their ability to deliver optimal health care to the Gold Coast community. Small Research Project Grants are one of the funding options available. Other funding options are outlined on the SERTA intranet page.

This scheme is managed through the Office for Research Governance and Development (ORGD) within the GCHHS.

3.2   About the Small Research Project Grants

Category	Definition and scope	Amount	Duration
SERTA Small Research Project Grant	Support small projects that could provide the evidence behind a new guideline, treatment or service change, as well as form the base data for larger studies that could be funded through the Collaborative Research Grant Scheme and other external funding schemes	Up to $10,000 per grant per financial year	1 year

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3.3   Eligibility Criteria

The following eligibility criteria apply to the Small Research Project Grant. All grants will cease should an applicant no longer meet these criteria. Grants are not transferrable.

- The applicant must hold a GCHHS appointment which is at least 0.5FTE, and is either a permanent appointment, or temporary appointment of over 12 months. Conjoint appointments fulfilling these criteria are also eligible to apply. The work history of the applicant may also be considered.

- The applicant's Line Manager has determined the application is consistent with the applicant's performance goals.

- The applicant's Line Manager has approved the application based on the importance of the research activity to the work area.

- The majority of the research for which an application is submitted must take place within GCHHS.

- Research projects must have HREC approval and governance authorisation prior to research activity commencing, or funding may be withheld.

- The applicant has met all previous reporting and other mandatory requirements for previous SERTA funding.

- The applicant has not received a SERTA Small Research Project Grant within the previous financial year.

- The proposed research activity must not be currently funded by any other source, unless part funding is sought (e.g. half funded by another source). Applicants must declare any part funding awarded or applied for at the time of application.

3.4   Funding Restrictions

SERTA Small Research Project Grants can fund the direct costs incurred in the conduct of a research project including:

- Salaries for supporting research staff.
- Purchase of research materials/equipment.
- Costs associated with the delivery of an intervention (e.g. workshop facilitation, survey development and dissemination, webinars, teleconference costs, external consultancy).
- Costs associated with dissemination of research findings (e.g. conference registration or journal publication fee). Note that if conference expenses are the sole costs, the applicant should instead submit a SERTA Application for conference travel.

Small Research Project Grant funding cannot be expended on facility fees and administrative costs (overheads), including university levies and indirect costs associated with administrative support.

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3.5   Funding Rules

The following funding rules apply to the Small Research Project grant scheme:

- Grants are not transferrable.
- SERTA funding is non-recurrent and must be expended within 12 months of the date of approval unless an extension has been granted prospectively by the SERTA Committee.
- An extension may be granted at the discretion of the SERTA Committee Chair for a maximum of 6 months.
- Applicants must declare all other sources of funding for the research / activity.
- Activities must align with the 2019 – 2022 Research Strategy.
- All research must comply with the National Statement for the Ethical Conduct of Human Research 2007 (NH&MRC) and the Australian Code for Responsible Conduct of Research and the principles of Good Clinical Practice (GCP) in Australia specifically for clinical trials.
- Appropriate recognition of grant funding bodies should be included in reports, publications and presentations resulting from work associated with the funded research.
- Recipients must be available on request to present outcomes and updates of progress of their funded research to the SERTA Committee and other key events.

3.6   How to apply for funding

- Complete the form on the SmartyGrants system and ensure all supporting documentation has been provided and your Line Manager has signed certification of the application and upload as a PDF to your application in SmartyGrants.
- Once your application has been endorsed, submit the application and note your application ID.
- Small Research Project Grant applications will be accepted via the SmartyGrants platform, Click here for available rounds.

3.7   Selection process

- Applications will be considered confidentially by the SERTA Committee.
- The Committee may invite applicants to present their submission to the Committee to assist in the decision process.
- Applicants will be notified of the outcome of the Committee's decision within 10 working days of the Committee convening via the email provided in the application. Successful applicants receive the notification which also includes instruction on how to claim the SERTA funding using a SERTA Reference. A copy of the decision will also be forwarded to the Research Finance Office.

3.8 Payment of funds

- For all grants, the funds will be paid via a Research Internal Order Number. Evidence of HREC approval and Site-Specific Assessment (SSA) authorisation will be required to be provided to the SERTA Secretariat within three months of receipt of funding.
- It is important that stipulated reporting requirements are met for the duration of the Grant. Failure to meet these reporting requirements may result in suspension of investigators' ability to apply for SERTA funding.

3.9 Reporting

- A final report (12 months after ethics approval and governance authorisation) must be submitted to the SERTA Committee through SmartyGrants. Recipients will receive a reminder one month before the report is due.

3.10 Contact and enquiries

SERTA Secretariat

Email: GCSERTA@health.qld.gov.au

Phone: (07) 5687 8200

3. Supporting /Relating Documents

Authorising Policy and Standard/s

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

Procedures, Protocols, Work Instructions

- Financial Management of Research procedure (PRO1838)
  http://gchweb.sth.health.qld.gov.au/documents/PRO1838
- SERTA Financial procedure – how to claim approved SERTA funding
- Research at Gold Coast Health: Getting Started in Research

Forms and templates

Small Research Project Grants

- SERTA Small Research Project Grant application form:(see Appendix 1)
- Annual/final progress report form: (automated in SmartyGrants)

4. 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.

5. Consultation

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

- Dr Shelley Roberts, Project officer, Office for Research Governance and Development
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- Ms Angela Liberte, Senior Research Support Officer, Office for Research Governance and Development
- Dr Greta Ridley, A/Director, Office for Research Governance and Development
- Ms Imogen Zaharis, SERTA Secretariat, Clinical Governance, Education and Research
- Mr John Tomlinson, Divisional Finance Manager, Clinical Governance, Education and Research
- Ms Alexandra Wagner, PD Finance Officer, Executive Services
- Clinical Council members

6. Committee Endorsement

- SERTA Committee – 07/01/2020
- PPG Committee- DD/MM/YYYY

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7. Guideline Development/Revision and Approval History

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ORGD .01	Ms Angela Liberté, Dr Caitlin Brandenburg, Dr Shelley Roberts, Mrs Imogen Zaharis, Ms Alexandra Wagner, Mr John Tomlinson	Dr Greta Ridley	Dr Jeremy Wellwood	*7th January 2020*	

8. Approval and Implementation

Delegated Lead: Caitlin Brandenburg, Advanced Research Development Officer, Office for Research Governance and Development

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

Approving Officer: Dr Jeremy Wellwood

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Signature

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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 >>

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9.   Appendices

Appendix 1

Small Research Project Grant Application Form

Click here for the Help Guide for Applicants on the platform SmartyGrants

Click here for the Small Research Project Grants Application form