



# Study, Education, Research Trust Account (SERTA)

## Guideline

# Small Research Project Grant

### **Contact Information**

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Study, Education and Research Trust Account  
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# Study, Education and Research Trust Account (SERTA)

## Small Research Project Guideline

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### 1. Purpose

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

The Small Research Project Grant is one of the SERTA funding options available to GCHHS employees.

### 2. Scope

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

### 3. Guideline for Small Research Project Applications

#### 3.1 About the SERTA scheme

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. The SERTA Committee is responsible for overseeing the delivery of the SERTA Business Plan which incorporates funding opportunities for staff to engage in research, education and professional development and the 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 research 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.	5 x stipends available to a maximum of \$10,000 per project.	1 year



### 3.3 Eligibility Criteria

The following eligibility criteria apply to the Small Research Project Grant. The grant can be withdrawn should an applicant no longer meet the criteria. Grants are non 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 and employment contract terms, continual with the duration of the study, 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.
- Where an applicant has previously been awarded SERTA funding in this or any other SERTA category; reports and other mandatory requirements pertaining to that funding must have been provided to the SERTA Committee.
- The applicant must declare any funding which has been awarded or the intention to seek additional funding from other sources in respect of the project.

### 3.4 Funding Provisions

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 that are not usually part of standard practice or patient care.
- 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).

The 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.

All budget items to be identified in the Small Research Project application must be specific and supported with relevant evidence.

### 3.5 Funding Restrictions

Funding may not be used for the following:

- Standard operational salaries and 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 SERTA of any parallel funding applications that gain approval at any point throughout the application / project process as no discrete costs can be jointly funded)

### 3.6 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.
- Any unspent funds must be returned to SERTA immediately.
- 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 awarded or being sought 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 (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.

- 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/or other key events.

### 3.7 How to apply for funding

- Complete the application form via the [SmartyGrants](#) online platform. Ensure your Line Manager is provided with a copy of the application and all supporting documentation. Your Line Manager should then endorse the application by signing the Management Authorisation form.
- Once the application has been endorsed by your Line Manager, upload the form and other supporting documentation and submit the application, noting your application ID.

Contact [SERTA Administration](#) for any questions with respect to completion of the application.

### 3.8 Selection process

- Applications will be considered confidentially by the SERTA Committee and one independent experienced reviewer for the purposes of research merit and integrity.
- The Committee may invite applicants to present their submission to the Committee to assist in the decision process.
- Applicants will be notified within 10 days of the outcome of the Committee's decision. Successful applicants will receive 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 and the Line Manager.

### 3.9 Assessment Criteria

#### Significance and originality

- Addresses an important health service issue, biology of disease, surveillance, treatment intervention, physical, social or economic issue that impacts the health or wellbeing of our patients, their carers or the health service that they receive.
- Will improve scientific knowledge, technical capability / capacity, or change practice.

**Scientific Quality**

- Proposed research questions/aims/hypothesis align with the research methodology and outcome measures.
- Provides a concise but appropriately detailed description of the study methods to allow assessment of scientific quality and feasibility.

**Impact for GCH**

- Summarise the impact of expected outcomes in relation to:
  - Patients, staff, the health service and the wider community.
  - The GCH Research Strategy 2019-2022 and GCH Strategic Plan 2020-2024.

**Justification of Budget**

- The budget is appropriately detailed, justified, manageable and identifies required resources that are not part of standard care.

**Evaluation Scoring:**

Grant Type	1	2	3	4
	Significance	Scientific Quality	Impact for GCH	Justification of Budget
Small Research Project Grant	30%	40%	20%	10%

**Scoring system for criteria:**

From 0 to 5 where:

- 0 = No evidence
- 1 = Unsatisfactory
- 2 = Fair
- 3 = Good
- 4 = Very Good
- 5 = Outstanding

**3.10 Payment of funds**

- Grant funds are paid via a Research Internal Order Number (ION). Evidence of HREC approval and Site-Specific Assessment (SSA) authorisation must be provided to the SERTA Secretariat to support release of funds.

- 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 access SERTA funding.

### 3.11 Reporting

- A progress report (6 months after ethics and governance authorisation) and 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.

### 3.12 Contact and enquiries

SERTA Secretariat

Email: [GCSERTA@health.qld.gov.au](mailto:GCSERTA@health.qld.gov.au)

Phone: (07) 5687 0663

## 4. Supporting /Related Documents

### GCH Strategic Plans

[Gold Coast Health Strategic Plan 2020-2024](#)

[Gold Coast Health Research Strategy 2019-2022](#)

### Authorising Policy and Standard/s

[General trust guide:](#)

### Procedures, Protocols, Work Instructions

[Financial Management of Research procedure \(PRO1838\)](#)

### SERTA Financial Procedure (how to claim approved SERTA funding)

Contact: [GCHResearchFinance@health.qld.gov.au](mailto:GCHResearchFinance@health.qld.gov.au)

### Research Project Assistance

[Research at Gold Coast Health: Getting Started in Research](#)

### Forms and templates

#### Small Research Project Grants

- SERTA Small Research Project Grant [online application](#) form
- Manager Support and [Authorisation Form](#)
- Annual/final progress report form: (automated from SmartyGrants)

## 5. Consultation

Key stakeholders who developed/reviewed this version are:

Jan Wayland – Office for Research Governance and Development

Greta Ridley – Office for Research Governance and Development



Jeremy Wellwood – Clinical Governance, Education and Research  
SERTA Committee

## 6. Committee Endorsement

- SERTA Committee – 13/05/2020
- SERTA Governance Committee- DD/MM/YYYY

## 7. Guideline Development/Revision and Approval History

Version No	Developed/Modified by	Content authorised by	Approved by	Date of Effect	Last Reviewed
V-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		
V-02(CVD)	Dr Greta Ridley Jan Wayland	Dr Greta Ridley	Dr Jeremy Wellwood	13/0520	07/01/20
V-03	Dr Greta Ridley Jan Wayland	Dr. Greta Ridley	Dr Jeremy Wellwood	13/07/20	

## 8. Approval and Implementation

**Delegated Lead:** Jan Wayland, Snr. Research Support Officer

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

**Approving Officer:** Dr. Jeremy Wellwood, Executive Director, Clinical governance, Education and Research

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*key words to describe the document*

## 9. Online Links

### Application Form

The following links will direct you to the SmartyGrants online platform to complete the application process.

- Small Research Project Grant [Application Form](#)
- SmartyGrants [Help Guide](#) for applicants

