



Metro North Hospital and Health Service *Putting people first*

RBWH Research Services

2021 Royal Brisbane and Women's Hospital (RBWH) and RBWH Foundation Meningococcal Grant Round

Advice to applicants and Application



Queensland
Government

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For more information, contact:

Research Services, Metro North Hospital and Health Service, Lower Ground Floor, Executive Offices, James Mayne Building, RBWH, Queensland 4006, email RBWH_Scholarship_Application@health.qld.gov.au, phone 07 3646 6025 for Research Services.

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Royal Brisbane and Women's Hospital (RBWH) and RBWH Foundation Grants

Advice to applicants 2021 Special Meningococcal Grant Round

Funding Commencing in 2021 – Key dates

- **Tuesday 15 September 2020** - Applications Open
- **Friday 16 October 2020** - Applications Close
- **All applications to be made via Smarty Grants:** <https://metronorth.qld.gov.au/rbwh/research/grants>

Introduction

RBWH Foundation has received many donations for Meningococcal research over time and is now seeking expressions of interest for research projects in this area. Budgets can be submitted for up to \$120,000 of support. Multiyear projects will be considered up to the capped amount of \$120,000. This funding is possible through the RBWH Foundation and aims to provide financial support to researchers to undertake original and highly innovative research projects related to Meningococcal that have the potential to:

- directly affect the care provided to our patients, including translational research and new models of care;
- analyse and inform the response to the pandemic event related to provision of patient care, organisational systems and staff responses.
- foster collaborations across RBWH departments, and or between RBWH and other facilities and external partners; and
- support staff development.

Eligibility

The following eligibility criteria must be met by all applicants;

- The CI-A must hold a current paid or honorary appointment to the RBWH.
- Majority of the researchers must hold an RBWH appointment and/or the research is conducted at the RBWH.
- The CI-A must not be awarded equivalent funds for the same project from other sources.
- Support to conduct the research is provided by the relevant RBWH Head of Department. Signed letter of Support and endorsement of the application must be provided.
- Service Line Business Managers must approve the research budget. Signed letter of Support and endorsement of the application budget must be provided.
- The application must be submitted through Smarty Grants using the requisite online application form by the advertised closing date; ensuring
 - all requisite documents are provided
 - all requisite signatures are provided

Please note that the CI-A can only receive one grant per year, multiple grants to an investigator group will be subject to the availability of funds.

Responsibility

- The CI-A is responsible for the scientific conduct of the project including obtaining ethical and governance approval for the study
 - Ethics information: <https://metronorth.health.qld.gov.au/research/ethics-and-governance/ethics-approval>
 - Research governance information: <https://metronorth.health.qld.gov.au/research/ethics-and-governance/research-governance>.
- Early career researchers must attend a [RBWH Ethics and Governance Clinic](#).
- The CI-A is also responsible for the application of [Good Clinical Practice](#), proper use of grant funds and timely reporting.
- Researchers that have not made satisfactory progress or fail to meet reporting timeline will **not be eligible for future grants**.

Grant Application

- Applications must be submitted through Smarty Grants using the requisite online application form by the advertised closing date. It is the responsibility of the applicant to submit a complete application.
- [Appendix 1](#) provides a copy of the full application questions. All applications are to be made via <https://metronorth.health.qld.gov.au/rbwh/research/grants>
- Applicants should provide a short account of the proposed research project in the prescribed format, clearly identifying the originality of the project and its importance against the background of the contemporary state of international knowledge in the field. Evidence of capacity to undertake the research, including research experience and track record, the available physical and patient facilities (where relevant), the nature of any collaborations involved in the research, and any additional funding and other support that is available should be provided in the application.
- Detailed budget and business manager approval of the budget is required. This budget can be used as evidence for your Site-Specific Assessment (SSA) application.
- Grant funds may be used for project related costs, including salaries and associated labour on-costs (such as super), and non-labour costs specifically incurred in the conduct of the project. All costs must be specified at time of application.
- Grant funds may not be used for facility fees and administrative costs (overheads), including university levies and indirect costs associated with administrative and facility support, attendance at conferences or publishing costs.
- The budget must also include in-kind contributions from RBWH employees. In-kind contributions should be quantified for the health service to calculate the actual cost of research. For example, if you anticipate spending 20 hours on a research project during work hours as a Principal Investigator and Metro North Hospital and Health Service employee, you need to quantify the in-kind contribution (e.g. 20 hours x hourly salary) for the study budget. Facility and research business managers can assist with determining salary costs or with other queries relating to study budgets. Please discuss your research budget with the relevant departmental business manager.
- An example budget is provided in [Appendix 2](#).
- Amendments to the approved project, including changes to the personnel and funding arrangements, must be notified to the Executive Director Research RBWH via RBWH-Project-Grant-Application@health.qld.gov.au.

Applications that do not meet ALL the eligibility criteria and/or are incomplete will NOT be considered by the Research Advisory Council and will be deemed INELIGIBLE.

Assessment Process

All eligible applications will be reviewed and ranked by a sub-committee of the RBWH Research Advisory Council.

Criteria	Weight
Quality of Research Background and rationale <ul style="list-style-type: none"> Is there enough background information (researched and referenced)? Does the background make a good case (rationale) for the research? Research design <ul style="list-style-type: none"> Is the study design appropriate to the study aims? Is the study design adequately developed? Is the project achievable? Analysis, resources, outcome of findings <ul style="list-style-type: none"> Is the data analysis plan appropriate? Are resources requested matched to study design? Is there a clear plan for how the findings of the study will be used? i.e. change practice, proof of concept for next study etc. 	35%
Significance and/or innovation <ul style="list-style-type: none"> Does the study address an important clinical problem? The 'so what?' factor What is the level of impact of the research i.e., new important methodology, significant health problem addressed etc.? Does the project use novel concepts, approaches or methods? Does the project involve consumer engagement in design and implementation? 	15%
Research team track record <ul style="list-style-type: none"> Does the research team's track record confirm their capability and capacity to conduct the research? Does the research team have appropriate research output relative to opportunity? 	10%
Alignment to organisational values, culture and patient care <ul style="list-style-type: none"> Does the project contribute to ongoing improvement in service provision by the RBWH? Will the project improve patient care? 	15%
Feasibility <ul style="list-style-type: none"> Will this project be able to achieve its proposed outcomes? 	15%
Promote research at RBWH <ul style="list-style-type: none"> Will this project promote research at RBWH? 	10%

Note. Applicants are encouraged to complete the section "Relative to opportunity considerations" to describe any career disruptions (e.g., parental leave or carer responsibilities) and related matters that may have impacted their academic record and postgraduate clinical and research experience. This will be considered when scoring the criteria for research team track record.

Notification of outcome of application

- Applicants will be notified of the outcome of the application by mid November 2020.
- Successful applicants will be notified in the first instance. If it is determined, successful applicants are no longer eligible, a second round of offers may occur, based on the order of merit.

Funding and Reporting requirements

- There is no current ceiling for Meningococcal special round although it is anticipated a number of grants will be funded from the \$120 000 allocated pool. Funding is provided subject to appropriate ethical and RBWH governance approval.
- Ethical and governance approval must be for the same grant application submitted by the same CI-A.
- Statistical advice is readily available at no cost to researchers at MNHHS and are not usually funded. Requests

for funding of specialised statistical advice need to be fully justified and approval is at the discretion of the Committee.

- Other items, such as computers and travel are not usually funded and will need to be fully justified and approval is at the discretion of the Committee. The RBWH Private Practice Trust Fund Committee covers these types of funding requests.
- Funding will be provided in two instalments (up to 50% in the first six months of the project approval period and the remaining over the following six months).
- The first instalment (up to 50% of total grant) will be paid with:
 - Evidence of HREC approval.
 - Evidence of [Site-Specific Assessment](#) (SSA)/Research governance submission. Please note: if funds are to be managed by an external institution (e.g. QUT via invoice) the SSA must have a Research Agreement lodged with the RBWH RGO.

Milestone	Amount of funds released
<ul style="list-style-type: none">• HREC and SSA approval	50%
<ul style="list-style-type: none">• Acquittal for first payment• Six monthly report	50%
<ul style="list-style-type: none">• Acquittal for second payment• Final report	n/a

- Failure to provide appropriate acquittal against agreed budget may result in no further payments being paid, funding approval withdrawn and/or the CI-A deemed ineligible for future grants from the RBWH, the RBWH Foundation and the RBWH Private Practice Funds Funding Grant Rounds and Committees.
- RBWH/RBWH Foundation (including Private Practice Funds) must be acknowledged in all publications/presentation/publicity resulting from work undertaken during the period of the award.
- Outcomes of research funded by the RBWH Research Project Grants are submitted for presentation at the annual RBWH Symposium.

Enquiries

All enquiries regarding the RBWH and RBWH Foundation Project Grants should be directed, in the first instance, to the Research Support Officer, RBWH.

Email: RBWH-Project-Grant-Application@health.qld.gov.au

Phone: (07) 3646 2377.

Smarty Grants: <https://metronorth.smartygrants.com.au/>

www: <https://metronorth.health.qld.gov.au/rbwh/research/grants>

Smarty Grants

Help guide: <http://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Applicant FAQ's: <http://applicanthelp.smartygrants.com.au/applicant-faq%27s/>

Appendix 1 – Full Application

Applicant Details

Name	
Research group (if relevant)	
Employer	
Position including FTE	
Mailing address	
Mobile phone number	
Other phone number	
Email address	

Investigative Team

List all CIs involved in the project (add additional rows as necessary)

A brief summary CV of the past three years (a maximum of two pages for each CI) must be submitted for each chief investigator

Name	Position	Research group	Academic qualifications	Email address	Hours/week on project
CI-A					
CI-B					
CI-C					

External Grants received by all Chief Investigators for funding in the year 2019 (add additional rows as necessary)

Title of grant	Investigators	Research group	Funding organisation	Total funding	Years

Previous RBWH and RBWH Foundation Grants and Scholarships (add additional rows as necessary)

List all RBWH and RBWH Foundation grants or scholarships received by all CIs in the last 5 years.

Title of grant (add additional rows as necessary)	Investigators	Research team	Total funding	Years

Associate Investigator Details (add additional rows as necessary)

Name	Position	Academic qualifications

Research Proposal

Full title of proposed project (This will be used throughout the funding process and must not be changed)		
Details of where you plan to undertake your research project	Institution:	
	Dept:	
Name of RBWH Head of Department in which you will conduct the research:		
Brief description of the proposed project (maximum 100 words)		
Background (maximum 200 words)		
Research aims and objectives (maximum 200 words)		
Research plan (maximum 2 pages) <ul style="list-style-type: none"> • Research problem • Research hypothesis/questions and outcomes • Research design • Population and sample (including sampling and recruitment methods and sample size estimate / justification) • Data collection • Data analysis • Timeframe • How findings of study will be used 		

Project Funding

External Funding

Have you applied or intend to apply for external funding for this research project? Yes/No

Describe the external funding received or sought for this research project:

(maximum 200 words)

Total Amount Requested:

Total financial support you are requesting in this application: Dollar amount.

Total Project Cost:

Total budget cost of the project including other sources (i.e. tied funding) and in-kind: Dollar amount.

Budget

Use the [budget template](#) to fill in the budget details and obtain Business Manager approval. A copy of the template is available [here](#). Upload a copy to Smarty Grants with your application. An example budget is provided in [Appendix 2](#).

The completed budget must be signed by the Business Manager or upload other evidence such as a memo or email that the Business Manager has approved the budget.

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Study Budget

Date	
Name of Research Project	
HREC & SSA Number	
Sponsor/Funding Body	

INCOME (add revenue)		Amount \$			Notes
Grant funds					
TOTAL INCOME					\$ -
EXPENSES	Paypoint / Hours / Other	Amount \$	Paid by Grant \$	In-Kind \$*	Notes
Infrastructure & Equipment					
Consumables					
Human Resource Costs					
Services					
Other**					
Non-eligible costs					
Total Expenses		\$ -	\$ -	\$ -	\$ -
Total Budget Requested (less non-eligible & in-kind)					\$ -

***Business Manager Approval:

Name: _____ Date: _____

*Add notes to say 'No cost - part of dedicated research time or volunteered outside of work hours; or paid by University to internal cost centre etc

**Facility fees and administrative costs (overheads), including university levies and indirect costs associated with administrative and facility support, attendance at conferences or publishing costs.

** *Business Manager Approval can be wet ink signature on the budget, electronic signature or email approval.

Certifications

Chief Investigator Certification

Please use the [signature template](#) and upload with your application.

2021 Royal Brisbane and Women’s Hospital (RBWH) and RBWH Foundation

Royal Brisbane and Women’s Hospital (RBWH) & RBWH Foundation Research Project Grant Application

Chief Investigator(s) Certification

Project title:

Investigator	Name	Signature	Date
CI-A			
CI-B			
CI-C			
CI-D			
CI-E			



Head of Department/s Certification

Head of Department signatures and supporting signatures. Please use the [signature template](#) and upload with your application.

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Briefing Note for Approval(s)

Subject: Royal Brisbane & Women's Hospital (RBWH) & RBWH Foundation Grant Application

Proposed Project title:

Principal Investigator:

Declaration by the Head of Department, at the Royal Brisbane and Women's Hospital, where the Principal Investigator/Site Coordinator will conduct the research. For the purpose of resourcing the research project:

- I certify that the project is appropriate to the general facilities in my department and that I am prepared to have the project carried out in my department
- I certify that I have read the project details in the protocol for the research project application named above.
- I certify that there are suitable resources to cover both actual costs and in-kind costs as per the proposed budget for this research study
- - Actual costs are limited to: \$[insert total from the budget] OR not applicable.
 - In kind contributions are limited to: \$[insert total from the budget] OR not applicable.

My signature indicates that I support this research project being carried out using such resources. If successful in the Grant, my signature can be used to support the Site-Specific Assessment (SSA) Application for the abovementioned project.

Head of Department Signature:

Date: / /

Name:

Position/Department:

Supporting Head of Department Signature:

Date: / /

Name:

Position/Department:

Supporting Head of Department Signature:

Date: / /

Name:

Position//Department:

Business Manager – I certify that I have reviewed and approved the proposed project budget

***Business Manager Signature: Date**

: / /

Name:

Position//Department:

**Note. The Business Manager can sign the completed budget template or this approval brief.*

Appendix 2 – Example Project Grant budget

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Study Budget

Date	19/02/2020
Name of Research Project	Example budget template for Project Grant
HREC & SSA Number	Pending or HREC/2020/QBW/12345
Sponsor/Funding Body	Royal Brisbane and Women's Hospital (RBWH) & RBWH Foundation Grant

INCOME (add revenue)		Amount \$			Notes
Grant funds		\$ 49,579.00			Amount requested
TOTAL INCOME					\$ -
EXPENSES	Paypoint / Hours / Other	Amount \$	Paid by Grant \$	In-Kind \$*	Notes
Infrastructure & Equipment					
Dictaphone		\$ 400.00	\$ 400.00		
Software App development		\$ 20,000.00	\$ 20,000.00		Funds to be transfer to university.
Consumables					
Blood tubes		\$ 2,000.00	\$ 2,000.00		
Human Resource Costs					
Principle investigator	0.1 FTE x 40 weeks	\$ 20,000.00		\$ 20,000.00	No cost 0.1 FTE as clinical researcher
Associate investigators		\$ 5,000.00		\$ 5,000.00	Aggregate total of 'in-kind' for all Investigators
Research Nurse	100 hours NG5.7 @ \$61.79 per hour	\$ 6,179.00	\$ 6,179.00		
Services					
Pathology	see service quotes	\$ 15,000.00	\$ 10,000.00	\$ 5,000.00	QP have agreed to contribute \$50000
Data transcription fees	50hrs	\$ 6,000.00	\$ 6,000.00		100 hours data transcription
Other**					
Patient reimbursement	parking & gift vouchers	\$ 5,000.00	\$ 5,000.00		
Non-eligible costs					
Dissemination costs	conference travel	\$ 2,000.00		\$ 2,000.00	Professional development funds
Total Expenses		\$ 81,579.00	\$ 49,579.00	\$ 32,000.00	\$ 81,579.00
Total Budget Requested (less non-eligible & in-kind)					\$ 49,579.00

***Business Manager Approval:

Name:

Date:

*Add notes to say 'No cost - part of dedicated research time or volunteered outside of work hours; or paid by University to internal cost centre etc

**Facility fees and administrative costs (overheads), including university levies and indirect costs associated with administrative and facility support, attendance at conferences or publishing costs.

** *Business Manager Approval can be wet ink signature on the budget, electronic signature or email approval.