



# 2025 RBWH Research Project Grants (SERTA Funded)

Application Guidelines

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An electronic version of this document is available at

<https://metronorth.health.qld.gov.au/rbwh/research/grants/apply/r20bwhgrants>

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# Contents

<b>Introduction</b> .....	<b>3</b>
<b>Eligibility</b> .....	<b>3</b>
<b>Key dates in 2025</b> .....	<b>3</b>
Responsibility.....	4
<b>COVID-19</b> .....	<b>4</b>
<b>Process</b> .....	<b>4</b>
Full Grant Application.....	4
<b>Guidance on Completing a Full Application</b> .....	<b>5</b>
Methodology and Project Quality .....	5
Translation and Implementation.....	5
<b>Guidance on Preparing the Proposal</b> .....	<b>6</b>
<b>Assessment process</b> .....	<b>6</b>
<b>Enquiries</b> .....	<b>6</b>
<b>SmartyGrants</b> .....	<b>7</b>

## Introduction

The Royal Brisbane and Women's Hospital (RBWH), with the generous support of the RBWH Study, Education and Research Trust Account (SERTA) Advisory Committee, aim to provide financial support to RBWH researchers to undertake original and highly innovative research projects that have the potential to:

- directly affect the care provided to RBWH patients, including translational research and new models of care;
- foster collaborations across RBWH departments, and or between RBWH and other facilities and external partners; and/or
- support development of early career researchers.

## Eligibility

The following eligibility criteria must be met by all applicants:

- The Chief Investigator (CI-A) must hold a substantive appointment at RBWH (minimum of 0.2 FTE) for the duration of the project grant.
- In the case of honorary or less than 0.2 FTE appointments including consumers, the research must be conducted at RBWH, and the application must include a statement, explaining the role of the CI-A at RBWH.
- The CI-A has successfully met research reporting requirements and demonstration of successful execution of projects supported by previous RBWH grants, fellowships, or scholarships. Failure to successfully acquit previous RBWH grants, fellowships or scholarships will impact eligibility for future RBWH grant rounds.
- The CI-A must not be awarded equivalent funds for the same project from other sources. The proposed research must not be concurrently funded by an established funder of medical research. The CI-A must disclose all other sources of funding for the same project. The RBWH Research Office may liaise with other funding agencies to discuss any overlap between applications to avoid duplication of funding.
- Where research involves other facilities and/or external partners, the impact and outcomes for RBWH patients must be clear with distinct articulation of RBWH specific outcomes.
- Evidence of research ethics and governance approval specific to the applicant's project must be provided within 6 months of commencement of the project start date.
- Support to conduct the research is provided by the relevant RBWH Head of Department/s. A signed Letter of Support and endorsement of the application must be provided.
- The relevant Service Line Business Manager must approve the research budget by the application due date. Approved budgets provided past the deadline will result in an ineligible application.
- Please note that an investigator can only submit one grant as CI-A per year under this scheme.
- Comply with requested reporting and promotional requirements.

Following the submission of an application, an eligibility ruling may be made at any stage. Where an eligibility ruling is being considered, RBWH may request further information in order to assess whether the eligibility requirement has been met. Decisions will be made based on current policies and considerations specific to this grant opportunity. Decisions made in relation to previous grant opportunities, or other RBWH funding schemes will not be regarded as precedents, and each case will be considered individually. Grant offers may be withdrawn if eligibility criteria are not met. Action may also be taken over the life of a grant if eligibility criteria to continue holding a grant are not met.

## Key dates in 2025

The 2025 SERTA Project Grants will proceed according to the timeline below. These dates are subject to change without notice, with the exception of the closing date for applications.

PHASE	DATE
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Full Applications open for invited applicants	13-August-24
Full Applications Close	8-October-24
Review Period	October-24
RGAC Decisions	Late November-24
Outcomes communicated	Late Nov/early Dec-24
Funding start date	1-Jan-25

All applications to be made via SmartyGrants: <https://metronorth.smartygrants.com.au/>

## Responsibility

- The CI-A is responsible for the scientific conduct of the project including obtaining ethical and governance approval for the study. Evidence of submission for Ethics and Governance approval must be provided within 6 months of the project commencement.
  - 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 an [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**.

## COVID-19

Individual chief investigators (CIs) should undertake contingency planning to address the potential impact of COVID-19 and responses to the pandemic on the proposed research. Clinical departments and services should consider the nature and procedures of each research project and determine if changes are required.

Considering the fluidity of the COVID-19 situation and the variable levels of capacity and readiness for non-COVID research, an assessment of potential project impacts, including associated impact mitigation strategies, and project feasibility, should be incorporated into all active and future research activities as part of comprehensive facility governance procedures.

## Process

### Full Grant Application

- Applications must be submitted via Smarty Grants by the advertised closing date. Applicants must submit all necessary supporting documents by the advertised closing date for the application to be eligible. It is the responsibility of the applicant to submit a complete application.
- Detailed budget and business manager approval of the budget is required by the advertised closing date. 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 the 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 for 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 or Queensland Health 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.

- Any proposed budget variations must be submitted in writing to [RBWH\\_Grants@health.qld.gov.au](mailto:RBWH_Grants@health.qld.gov.au) and approved by the Director, Research and Implementation. A full budget acquittal, approved by business manager, is required as part of the final reporting requirements.

## Guidance on Completing a Full Application

### Methodology and Project Quality

- The following issues should be covered:
- Project design: is this a cohort or case-control study; prospective or retrospective; use of randomization, blinding, control conditions or groups; confounding factors and how they will be considered etc.
- Preliminary data or relationship to prior work
- Feasibility at RBWH
- How will the data be analysed
- Are there related projects in progress at other institutions (originality and distinctiveness)

### Translation and Implementation

Metro North, through its overarching MN32 strategy, is committed to driving innovation in healthcare through research. Researchers must explain how their project will contribute to innovation in healthcare. In completing this section, you might consider the following points:

- Innovation in healthcare is driven by research *at all stages in the translational pathway*, from fundamental discovery science through to health services research. No preference is given to research at more applied stages, but researchers are required to describe how their proposed work fits in the translational path
- Who has been involved in conceptualizing the project? For example, have frontline clinicians, patients, other consumers been involved in identifying the problem that is the focus of the research?
- What health problem will your research ultimately be applied to tackle and why is it important?
- Define the unmet need: what is the scope to improve health outcomes; how many people are affected?
- Is this a recognised health priority at national, state or regional level?
- If your project is successful, what are the next steps?
- If your project is about direct clinical care, how can you ensure that the results lead to change in practice?
- Implementation includes removal of old practices, shown not to be beneficial, as well as creation and testing of new ones

**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.**

## Guidance on Preparing the Proposal

Section A asks about the lead investigator for the project. The Investigator Career Summary provides an opportunity to identify as an Early Career Researcher (see the description above). Applicants are encouraged to complete the section “Relative to opportunity considerations” to describe 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. In completing this section, researchers should consider the [NHMRC Relative to Opportunity policy](#).

Section B of the Full Application form is comprised of the project proposal.

The application requires responses under the following headings:

<b>Aims</b>	Describe the key aims of the project.  <i>What does the project aim to achieve in terms of implementation of the findings, change in clinical practice and change in health outcomes in the future.</i>
<b>Background and Rationale</b>	Briefly describe previous research and the state-of-the-art of the field internationally.  Where previous RBWH and Metro North-funded projects have contributed to the current proposal, please identify these contributions.
<b>Methodology</b>	What hypotheses will be tested?  Describe the design of the research.  Describe the study sample and source clinical population.  Methods of data collection.  Data analysis plan, including justification of sample size (study power).  Describe the capability of the team and provide evidence to support their ability to complete the proposed research.  Describe critical infrastructure or support available that supports feasibility and likely success of the project.  Provide supporting information for feasibility of recruitment.  What are the major risks to the success of the research project.  <b><i>Early Career Researchers: Use this section to justify your choice of mentors and articulate a mentorship plan.</i></b>
<b>Milestones and Timeline</b>	List milestones for the duration of the project.  What are the next steps that would follow successful completion of this research?  What are the plans for seeking additional (external) funding?

## Assessment process

- Full applications will be reviewed and rated by independent reviewers, overseen by the RBWH Research Grants Advisory Committee.

## Enquiries

All enquiries regarding the SERTA Project Grants should be directed to the RBWH Grants Manager:

**Email:** [RBWH\\_Grants@health.qld.gov.au](mailto:RBWH_Grants@health.qld.gov.au)

**Phone:** (07) 3647 1079.

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

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

## SmartyGrants

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

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