



RBWH Research Services

2025 RBWH & QUT Centre for Biomedical Technologies Seed Grant

Application Guidelines



Centre for Biomedical Technologies

Metro North Health



Queensland Government

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For more information, contact:

Research Services, Metro North Hospital and Health Service, Level 8, Block 7, RBWH Queensland 4170, email RBWH_Grants@health.qld.gov.au, phone 07 3647 1079 for Research Services.

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General Information

RBWH & QUT Centre for Biomedical Technologies (CBT) Seed Grants have been developed to provide an opportunity for QUT CBT based Early-Mid-Career Researcher (EMCR) engineers and scientists to work with RBWH clinicians to undertake an appropriately scaled research project aimed to solve a clinically relevant problem within a 12-month timeframe.

Projects must be completed by 30 June 2026. Extensions must be approved by RBWH Research Services and QUT CBT.

Ethical and governance approvals must be obtained prior to the start of the project. The following links provide information on [Metro North Ethics and Governance processes](#), including Human Research Ethics Committee (HREC) and Site-specific Assessment (SSA) requirements. It is expected that an ethics and SSA application will be submitted to by October 2025 at the latest, to allow sufficient time for the project to be completed.

Grants will be assessed and awarded based on the idea, significance, expected outcomes and relevance of the project to RBWH and QUT CBT. The applicant must demonstrate that they can perform the research outlined in the proposal, and that they have appropriate support to ensure the research is feasible.

RBWH & QUT CBT Seed Grants are awarded to the applicant and are not transferrable. Successful applicants must remain employed by QUT and RBWH for the duration of the grant. Any change in circumstances must be discussed with RBWH Research Services or QUT CBT. RBWH Research Services and QUT CBT reserve the right to review the applicant's grant in view of these changes and terminate the funding if this is deemed appropriate.

Eligibility

The following eligibility criteria must be met by all applicants:

1. The lead applicant (CIA) must be an EMCR based at the QUT CBT and be employed by QUT for the duration of the project:
 - Early Career applicants must be within 5 years from the date their PhD was awarded (accounting for career disruptions), as of 31 December 2024
 - Mid-Career applicants must be within 5-10 years from the date their PhD was awarded (accounting for career disruptions), as of 31 December 2024
2. CIB must hold a substantive appointment at RBWH (minimum of 0.2 FTE) for the duration of the project grant.
3. One additional co-investigator may also be named.
4. The maximum amount that can be requested is \$15,000 (ex GST).
5. The grant may be used for research assistant salary support, to purchase consumables and/or other research-related expenses. Up to \$1,500 can be budgeted for research-related travel expenses (excluding conferences). Grant monies cannot be used to fund basic computer equipment, such as personal laptops, or institutional overheads.
6. Early Career applicants must nominate a suitable mentor for their project.
7. Applications will only be considered if the work is being undertaken at, or in significant association with, the RBWH campus and/or an RBWH community-based service. Alignment

to RBWH must be clearly shown, tenuous connections to RBWH will result in the application not being assessed further. Applicants who are unsure are encouraged to discuss their application with the RBWH Grants Manager prior to submission.

8. Any relevant HREC and SSA approvals must be obtained prior to the commencement of the research project. Approval is not required prior to submitting your application. It is the successful applicant's responsibility to ensure HREC and SSA approval is received in a timely manner.
9. RBWH Research Services and QUT CBT reserve the right to make the final judgement as to whether the applicant is considered eligible.

Guidelines for application submission

Applications will only be accepted online through the Smarty Grants portal <https://metronorth.smartygrants.com.au/> and must be submitted by the due date. Late applications will not be accepted.

QUT CBT, as the administering institution, must be notified prior to lodging the application via an intension to submit email to biomedtech@qut.edu.au and any relevant approvals obtained.

The project should be described in the research plan, and clearly outline the aims and hypothesis, background/literature review, study design and methodology, expected outcomes, and feasibility. Applicants are encouraged to ensure the research plan covers all these areas and gives enough detail.

The budget must clearly outline the intended use of the funds. When composing the budget, the following should be noted:

- If wages are being requested for a research assistant, it must be justified as to why financial support is required.
- Budget amounts required for RBWH purposes such as an RBWH employed research assistant must be specified in the application.
- The budget must be appropriate and well justified. Applications where the budget and justifications are not deemed acceptable will not be assessed further.

Expectation of the Mentor

Nomination of a Mentor (this person may or may not be the applicant's supervisor) is only required for Early Career applicants (as defined under Eligibility).

To be eligible, the Mentor:

- Must have research qualifications i.e. PhD or equivalent
- Must have a proven research track record, with a minimum of two years post-doctoral research experience.

It is expected that the mentor supports the applicant in the preparation of their application and, if successful, during the entirety of the grant. The application includes the requirement for a mentor statement, which should convey the importance of the project, why the nominated mentor is important to the research, why the mentor has chosen to support the applicant, and how the mentor will ensure the applicant receives high quality research training. Applications deemed to have a lack of mentoring and having poorly written mentor statements will not be funded. It is the responsibility of both the applicant and mentor to ensure the application is well written.

Application Assessment

All applications will initially be reviewed for applicant and mentor eligibility, alignment to RBWH & QUT CBT, and an appropriate and well justified budget. Applications that do not meet these requirements will not be assessed further.

Applications will be assessed on:

- Relevance of the project to RBWH & QUT CBT (20%)
- The research plan (50%), including:
 - Clearly stated aims and hypotheses
 - Significance
 - Study design
- Expected outcomes (10%)
- Feasibility and project benefits (10%)
- An appropriate and well justified budget (10%)

Conditions

It is a condition of the grant that appropriate recognition of the assistance of RBWH & QUT CBT, including funding received from an RBWH & QUT CBT Seed Grant, must be acknowledged in all publications resulting from work undertaken with the support of this grant. In addition, RBWH & QUT CBT grant recipients will be expected to provide updates and may be called upon to participate in promotional activities.

Grant recipients are also expected to disseminate their results through the normal scientific channels. The support of RBWH & QUT CBT must be acknowledged in any publications, media or presentations arising from the research.

Reporting requirements

Grant recipients will be required to submit a final report following completion of the project. It is the responsibility of the grant holder to submit this in a timely manner. Failure to submit a final report will render the applicant ineligible for future funding from RBWH and/or QUT CBT.

Key dates

RBWH & QUT CBT Seed Grants open – 17 March 2025

RBWH & QUT CBT Seed Grants close – 9 May 2025

Applicants notified of outcome – June 2025

Enquiries

All enquiries regarding the RBWH & QUT CBT seed grants should be directed to either:

QUT CBT

Email: biomedtech@qut.edu.au

RBWH Grants

Email: 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>