

Consumers in Research Startup Grant

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, aims to provide financial support for consumer leadership, co-design and partnership in research project development at RBWH via a Consumers in Research Startup Grant.

A key objective of the Consumers in Research Startup Grant scheme is to facilitate increased consumer partnership in RBWH research studies from the time of study conception and initial development, such as consumer involvement as an investigator or advisor, leading to better study design, including research grant submissions that have had consumer partnership in their development.

As defined by Health Consumers Queensland, consumers are people who use, or are potential users, of health organisations including their family and carers. For the purposes of this grant scheme, a consumer is not a Metro North Health staff member, however, may be a Metro North Health consumer representative. It is intended that this grant scheme will enable consumer participation at the highest levels of involvement in research, such as consumer leadership and consumer participation, where consumers are responsible for leading major activities associated with the project or have shared responsibilities with other members of the research team.

Funding

The Consumers in Research Startup Grant scheme provides funding for consumer reimbursement of up to \$785 per project. The following line items, which may vary depending on the project, indicate how the maximum consumer remuneration per project (\$785) has been determined:

- 3 x 1-2 hr meetings = $\$95 \times 3 = \285
- 2 x 2-4 hrs protocol or grant writing/review = $\$190 \times 2 = \380
- Car parking x 3 meetings = $\$40 \times 3 = \120

Expenditure of the Consumers in Research Startup Grant must be used for consumer reimbursement in the study design phase of the project, i.e. prior to Site Specific Authorisation or Quality Improvement study approval to proceed.

Consumer reimbursement must follow the Metro North Health "Partnering with consumers – reimbursement and payment" Procedure. Co-design activities may be funded as special payments, i.e. activities where a significant amount of preparation, data analysis, and reading is anticipated.

Eligibility

The lead applicant must meet the following eligibility criteria to apply for a Consumers in Research Startup Grant:

- Be an RBWH staff member with a minimum substantive appointment of 0.2 FTE, or
- Be an RBWH consumer representative, and

Metro North Health's vision

Creating healthier futures together—where innovation and research meets compassionate care and community voices shape our services.

- Plan to be an investigator on a proposed (a) research project that will be submitted for Human Research Ethics Committee [HREC] review and Site Specific Assessment (SSA) authorisation (if required) as per the Metro North Health “Research” Procedure, or (b) quality improvement study that will be submitted for an exemption of HREC review (note: eligible quality improvement studies must be conducted at RBWH).

For applications involving multi-institutional research collaborations, evidence must be provided that the proposed research project will involve or benefit RBWH patients, consumers or staff.

Successful applicants will be required to submit a Consumer Engagement Expense Claim Form via RBWH Research Services for processing of consumer payments and to enable financial record keeping.

Grant recipients will be required to submit a report on the project status at 12 months from approval of funding, including project status, HREC/site approval and any grant funding submissions and the outcome (see pages 5 and 6).

Applications can be submitted at any time to RBWH Research Services, and a decision will be made as soon as possible. Applications will be reviewed against eligibility criteria with one of three outcomes sent to the lead applicant by email:

1. Supported for funding (note: multi-institutional collaborations may be awarded partial funding),
2. Not supported for funding with the reason provided (note: this may include the funding allowance for the scheme has been exhausted), or
3. Further information is requested before a decision is made.

RBWH Research Services, including the Research Services Manager and the Director of Research, RBWH, are the decision-makers for all applications received (excluding where direct conflicts of interest exist). All queries and correspondence regarding applications should be via RBWH_Grants@health.qld.gov.au; no further correspondence will be entered into once a final decision has been made.

Instructions for submission

1. Complete all sections of the Application Form (pages 3 and 4).
2. Obtain the necessary signatures (or an email confirming support).
3. Scan the signed Application Form, including any relevant attachments.
4. Name the scanned document:
[Surname_FirstName_CRyear]
e.g. Smith_John_CR2025
5. Email the scanned application to: RBWH_Grants@health.qld.gov.au
6. In the “Subject” field specify: Consumers in Research Startup Grant Application.

Incomplete applications will not be accepted.

If you have any queries relating to this application or the Consumers in Research Startup Grants, please email RBWH_Grants@health.qld.gov.au or contact the Research Services Manager on 3647 1079.

Consumers in Research Startup Grant Application Form

Applicant details

Lead applicant	
Position	
Contact phone number	
Email	
Eligibility criteria met	☐ RBWH staff member (minimum of 0.2 FTE) ☐ RBWH consumer representative

Project details

Project title	
Project type	☐ Research study ☐ Quality improvement study at RBWH
Partner organisations (in addition to RBWH)	

Co-investigators

Consumer investigator/s	
Other investigator/s	

Project summary

Please provide a summary of the proposed project, including where the project will be conducted and the anticipated benefit to RBWH patients, consumers or staff. (Maximum 100 words)

Funding details

What will the Consumers in Research Startup Grant be used for? (Maximum 100 words)

Which funding opportunities or grants do you intend to apply for to support this research project? If you don't intend to apply for grant funding, please specify how consumer involvement will be funded after the study design phase. (Maximum 100 words)

Certification of Head/s of Department or Service Line (complete for the main department/s or service line/s involved in the project at RBWH)

I am supportive of this application and am prepared to have the project carried out in my Department/Service Line.

Name	
Position	
Signature	
Date	

Certification by Applicant

I understand that incomplete applications will not be accepted, and all decisions are binding and no correspondence will be entered into after a final outcome has been made by RBWH Research Services.

I agree to abide by the Metro North Health “Partnering with consumers – reimbursement and payment” Procedure for consumer reimbursement and to complete a Project Status Report at 12 months if successful for a Consumers in Research Startup Grant.

Name	Signature	Date

Submit completed application form to: RBWH_Grants@health.qld.gov.au

Consumers in Research Startup Grant Project Status Report

To be completed 12 months post approval of a Consumers in Research Startup Grant.

Applicant and grant details

Lead applicant	
Position	
Contact phone number	
Email	
Project title	
Grant reference number	
Consumer investigator/s	

Consumer Participation

Please indicate which of the following levels of consumer participation applied to your project. (Select all that apply)	
☐ Level 1 – Leadership	Consumers (one or more) were responsible for leading major activities associated with the project, such as priority setting, determining strategic directions and designing study methodology and are recognised as chief investigators on the project. Consumers had a lead role across all stages of the project.
☐ Level 2 – Partnership	Consumers (one or more) had shared responsibilities with other members of the research team across most stages of the project, such as study design, conduction, analysis and dissemination of findings. Consumers were a member of the study management team and may be Chief or Associate Investigators.
☐ Level 3 – Involving	Consumers were involved in one or more major aspects of a project, such as co-design or priority setting activities (e.g. in the study design or data collection stage of the project), however, were not members of the study management team.
☐ Level 4 – Consulting	Consumers have been consulted, e.g. through committees, forums, focus groups, workshops, meetings, interviews, for input or feedback into one or more aspects of project, e.g. study methods or dissemination of findings.
☐ Level 5 – Informing	The project team provided information to consumers on the research through forums, newsletters and/or resources. This level also includes the process of seeking study participation through the provision of study information (i.e. the informed consent process).

Project status

Please indicate the status of the project and provide a brief summary. (Maximum 100 words)	
☐ Active – please summarise progress	

☐ Completed – please summarise outcome	
☐ Not commenced – please provide details	
☐ Other – please specify	

Please indicate which of the following approvals have been obtained.
☐ Human Research Ethics Committee approval
☐ Site Specific Assessment (site authorisation) at RBWH
☐ Quality Improvement Study approval at RBWH
☐ Human Research Ethics Committee exemption for a Quality Improvement Study

Have Consumer Engagement Expense Claim Form/s been submitted for all consumer reimbursements associated with this Consumers in Research Startup Grant?
☐ Yes – all Consumer Engagement Expense Claim Form/s have been submitted
☐ No – further Consumer Engagement Expense Claim Forms/s will be submitted. Please specify details (including date pending forms will be submitted by):

Additional grant funding

Please indicate all grant applications submitted for this project and whether consumer reimbursement was part of the grant budget (yes / no) and the outcome (successful / not successful / pending).		
Grant application	Included consumer reimbursement	Outcome

(Duplicate rows as needed)

Certification by Applicant

I submit this Progress Status Report in fulfillment of the requirements of receiving a Consumers in Research Startup Grant.

Name	Signature	Date

Submit completed progress status report to: RBWH_Grants@health.qld.gov.au