



Metro North Hospital and Health Service *Putting people first*

Metro North Office of Research

# Metro North Office of Research Grants

Policy and Guidelines - 2019

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## Metro North Office of Research Grants

Metro North Hospital and Health Service (Metro North) is committed to setting a forward-looking research agenda which embraces novel approaches to diagnostics and therapeutics, and systematically evaluates our clinical practice and the implementation of new knowledge to deliver world class health care.

The Metro North Research Strategy<sup>1</sup> outlines our approach to:

- lead excellence in patient centred research
- engage our people with a research-active culture to develop attract and retain high calibre research expertise
- establish integrated research information, management and communication systems
- enhance sustainable research capacity through management of infrastructure and resources
- support strategic collaborations and partnerships to drive globally recognised discovery and translation

To support these strategic goals, the Metro North Office of Research provides research capacity building grants:

- *Theme Grant* funding to undertake research which will provide our patients with the best access in Australia to novel diagnostics, innovative therapeutics and advanced health services
- *Collaborative Research Grants* to encourage collaborations between academics and clinical scientists that drive innovation and have exceptional potential to impact clinical care within our health facilities
- *Clinician Research Fellowships* to enable our brightest clinicians to develop a program of research designed to concurrently advance their research and clinical practice careers
- *Research Coordinator Grants* where clinical teams will develop a business case co-fund research coordinator positions embedded within services to develop research capacity and activity.

The [Metro North Research Grants website](#) hosts individual program Policy documents and application guidelines.

For more information, please contact the Metro North Office of Research:

**Research Grants Development Manager**

Email: [MNHHS-Grants@health.qld.gov.au](mailto:MNHHS-Grants@health.qld.gov.au)

Phone: 07 3647 9635

This document provides the overarching policy statement for grants offered by the MNHHS Office of Research.

It is important that you read **all information** contained in this document thoroughly, and refer to the program specific guidelines for each grant program **before applying**.

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<sup>1</sup> Metro North Hospital and Health Service *Research Strategy 2017-2022*

# Policy

## 1 Application and submission

All grant rounds will be publicised via Metro North internal communications, including email distributions and clinical stream/facility newsletters and on the Metro North Research Grants website:

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

Applications will be centrally administered by the Metro North Office of Research. Current rounds and application forms are available online using the grants management system, SmartyGrants:

- <https://metronorth.smartygrants.com.au/>

Applicants are welcome to contact the Metro North Office of Research to discuss their application, and staff will be able to direct applicants to available resources and supports. Metro North Office of Research staff cannot review application drafts or provide advice on draft applications.

### 1.1 Program-specific Policy and guidelines

Each grant program will have a unique Policy and guidelines, published at the commencement of each round. Applicants are required to thoroughly read and understand all documentation for each grant round before applying.

All documents will be published on the Metro North Research Grants website

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

### 1.2 Online submission guidelines

Applicants will have the capacity to draft, save and return to partially completed applications. All applications will remain in draft form until all online application submission criteria are met.

**Late applications will not be accepted** after the specified closing date and time. SmartyGrants will not allow changes or amendments to incomplete or completed applications after the specified closing date and time.

Applicants will receive an automated acknowledgement email from the Metro North Office of Research when an application is submitted. This email does not confirm the application meets the pre-eligibility criteria, it only constitutes acknowledgement the application has been received.

Only complete applications will be accepted. It is the responsibility of applicants to ensure all required documentation is included and uploaded according to specified formatting and content requirements, including all relevant signatures.

### 1.3 Confidentiality and Privacy

The collection, use and management of information for the purposes of the Metro North Research Grants Program is in line with the Metro North HHS Privacy Policy (POL004549 QH access only – for a copy please contact [MNHHS-Grants@health.qld.gov.au](mailto:MNHHS-Grants@health.qld.gov.au)) and complies with the legislation that sets out how personal information must be collected and managed, including the *Information Privacy Act 2009 (Qld)*, *Hospital and Health Boards Act 2011 (Qld)* and *Public Health Act 2005 (Qld)*.

Applicants consent to the disclosure of information supplied as a part of their application for the purposes of the review and ongoing management and administration of the grant. Such disclosure includes, but is not limited to, disclosure to members of the Metro North Grant Review Committee, the relevant Grant Review Panel, and relevant Metro North employees involved in the management and administration of grants. All details of funding applications and associated materials will remain confidential upon receipt. Those involved in the Grant Review and ongoing management and administration process agree to keep details of applications confidential.

## 1.4 General Application Guidelines

### 1.4.1 Certification pages

All applications must be certified with signatures from the requisite applicants and relevant delegates. For each round, these requirements will be explicitly detailed on the application form. Upload a scanned copy of the signed certification pages in the final section of the application.

To create a certification page, download a PDF of the completed application form and print a copy for signing by the relevant delegates. All requisite delegates must tick/select the relevant statements to indicate certification of the application, enter/write their name, date and sign their respective sections.

It is the applicants' responsibility to ensure appropriate and realistic timelines to secure the relevant signatures from all parties, including sufficient time to review and approve the application.

### 1.4.2 Resume/CV

All applications will require a Resume/CV to be uploaded. Metro North provides a two-page Resume/CV template, and it is mandatory that this be used, unless specified otherwise. Where a Resume/CV for more than one applicant requested, they must be compiled and saved as one document. All Resume/CV's are to be uploaded as a collated PDF. No other formats will be accepted.

### 1.4.3 Ethics and Governance

Whilst it is not mandatory that projects receive ethical review by a Human Research Ethics Committee (HREC) and site-specific-assessment (SSA) approval **prior** to application for a Metro North Office of Research grant, we encourage early discussion with a MNHHS HREC Chair (RBWH or TPCH) and Research Governance Officer (RGO) prior to applying for a collaborative research grant. Visit the [Metro North Research Ethics and governance](#) website for more information on the process and requirements.

## 1.5 Gender Equity

The processes for all Metro North Research Grants schemes adhere to the [Department of Health Human Resources Policy G2 \(QH-POL-132\) Diversity and Inclusion](#), the National Health and Medical Research Council (NHMRC) Career Disruption for Applicants (2015), the [Metro North Research Policy](#) (POL004365) and the Metro North Procedure [Research: Gender Equity](#) (PROC004420).

## 1.6 Review and Selection

### 1.6.1 Relative to opportunity and career interruption

MNHHS recognises that some applicants will have had circumstance and/or career interruptions that should be considered when evaluating their track record. Applicants may indicate whether or not they have experienced a career interruption. Eligible career interruptions include absence from work for over three months or a prolonged period of part time work due to pregnancy, carer responsibilities or illness. Interruptions that occurred earlier in your career may be relevant if the interruption affected your research track record during the relevant time period being considered.

If a career interruption is noted on the application form, then you will have opportunity to provide the following additional information: nature of the interruption; duration of the interruption; impact on their research track record, conference participation, funding opportunities and career progress; and details of additional outputs for consideration. Applicants will be asked to indicate the general circumstances and provide a brief explanation on the impact the above specified career interruption(s) have had on your clinician duties, research and research achievements and associated productivity relative to stage of career. For example, this could have impacted or reduced the number of publications, applications for funding, building international reputation, enrolling research students or undertaking further study.

If the circumstance is highly sensitive, please contact the Metro North Assistant Director of Research at [MNHHS-Grants@health.qld.gov.au](mailto:MNHHS-Grants@health.qld.gov.au) to discuss further. For applicants who do not wish to disclose the nature of a sensitive career interruption using the online application form, they are to select the "sensitive" career interruption category on the application form and contact the Metro North Research Grants Manager directly at [MNHHS-Grants@health.qld.gov.au](mailto:MNHHS-Grants@health.qld.gov.au).

Applicants are referred to the documents [ARC Research Opportunity and Performance Evidence \(ROPE\) Statement](#) and [Australian Research Council \(ARC\) Policy Statement Eligibility and Career Interruptions](#) for further guidance on the criteria for consideration.

### 1.6.2 Pre-eligibility

All applications will undergo a pre-eligibility check prior to consideration:

- Compliance with closing date and submission timelines of the round
- Appropriate lodgement of application (use of SmartyGrants online grant management system)
- Compliance with specified content and formatting requirements (refer to the program specific policy checklist)
- Signed certification page(s) uploaded with all requisite signatures
- Meets any specified program eligibility criteria (refer to the program specific policy)

Failure to comply with these guidelines may lead to delay in and/or exclusion from the grant assessment process.

### 1.6.3 Panel Review

The review process will be conducted in accordance with the relevant grant program Review Panel Terms of Reference (TOR), held and endorsed on an annual basis by the Committee. The relevant Policy for individual grant rounds will provide further detail regarding key dates, panel review and interviews where required. Visit the [Metro North Research Grants](#) website for further information.

All Panels will be established according to the principles of membership turnover, member research track record, member peer review experience, integrity and representativeness as outlined by the NHMRC<sup>2</sup>: and act in accordance with the NHMRC [Principles of Peer Review](#). All Panels will include an assessment against the relevant grant program policy, and a Panel Meeting to discuss and recommend successful applications. The Clinician Research Fellowship and Research Coordinator Grants review process will also include Applicant Interviews/Panel Pitch.

### 1.6.4 Committee review

Following the Panel Review stage(s), the Committee will be re-convened by the Chair with the specific objectives to:

1. receive recommendations from Grant Review Panels regarding outcomes of research grant funding rounds
2. provide final recommendations and strategic advice to the Chief Executive regarding outcomes of Metro North research grant funding rounds

The Committee will provide a feasibility assessment of the proposed research, and ensure consultation with the relevant Metro North operational and strategic executives or delegates. Final recommendations of the Committee will be based on the strategic direction and imperative of the Metro North HHS, and may include additional recommendations or conditions for approval based on the information provided.

### 1.6.5 Final decision by the Chief Executive

Upon consideration of the recommendations provided by the Panel and the Committee, a final decision will be made by the Chief Executive. In making their recommendations and final decisions, each party will give consideration to:

- overall competitiveness of the Grant Round
- overall research merit, including feasibility assessment and anticipated impact of the proposed research
- Strategic alignment with the Metro North Research Strategy and the Health Services Strategy,

The decision of the CE is final. Outcomes will generally not be reviewed. Requests for formal outcome reviews will be considered at the discretion of the CE, and complaints will be managed in line with the Metro North Procedure [Research: Complaints and breaches of the Code](#).

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<sup>2</sup> Guiding Principles for Peer Review Panel Membership Nomination and Appointments



## 1.7 Announcement and Award

The Metro North Office of Research will provide written notification to applicants on behalf of the CE and Metro North Executive Director of Research, to advise the grant round outcome. The outcomes of grant rounds must remain confidential until written approval and endorsement is provided by the CE.

The initial outcome notification will advise the successful/unsuccessful applicant that until such time as the grant round outcomes are formally announced, all outcomes are to be kept confidential. The Metro North Office of Research will publish (online) the outcomes of each grant round, including success rates.

### 1.7.1 Successful Applicants

Successful applicants will receive a Letter of Offer outlining the Terms and Conditions of award. Award is contingent upon a signed acceptance of offer; no grants will commence until the acceptance of offer is signed. All grants must commence within six (6) months of offer, except where special permission to do otherwise has been granted.

Where the research involves a collaborating organisation, a Research Collaboration Agreement (RCA) will be required with the collaborating organisation. No grants will commence until the RCA is fully executed.

### 1.7.2 Unsuccessful Applicants

Unsuccessful applicants will be notified in writing of the outcome after the Panel, Committee and Chief Executive have determined the best method to provide feedback, support or alternative suggestions relevant to each round and the applicant, and the best method of communicating these results for each round.

Resubmissions are welcome in future rounds, however they will not be given special consideration. Each application will be assessed according to the relevant criteria to the grant round for which it is submitted. There is no limit to the number of resubmissions an applicant may make, provided comments or feedback from by the review process are adequately addressed and the application meets the round eligibility criteria.

## 1.8 Grant Recipient Responsibilities and Management

### 1.8.1 Research conduct and ethics

The [Metro North Research Policy](#) and [Research Procedures](#) provide a framework to promote the responsible and ethical design, conduct and communication of research. Each are based on the principles of the [National Statement on Ethical Conduct in Human Research \(2007\) Updated 2018](#) and the [Australian Code for the Responsible Conduct of Research \(2018\)](#), in the context of institutional policies, state and federal legislation and regulatory guidelines.

It is expected that all research conducted by, or in collaboration with, Metro North HHS is of the highest ethical and scientific standard, and complies with the relevant legislation, regulatory guidelines, codes of conduct, national best practice guidelines, Standard Operating Procedures and all institutional policies.

### 1.8.2 Mandatory Reporting

Chief Investigators are expected to submit progress, completion and post-completion reports to the Metro North Office of Research. All reports are to be submitted according to the following reporting schedule, and using the templates provided on by the Metro North Office of Research. Failure to submit the requisite reports may result in termination of the grant and potentially prohibit eligibility for new grant applications to Metro North.

### 1.8.3 Variation Requests

Where a grant holder anticipates the project will not meet the agreed milestones or may require major alterations to the research project plan the CIA is, in the first instance, to discuss this with the Metro North Office of Research.

- Major alterations to the grant may include changes to the project scope and aims, changes in ethics approvals, project extension or suspension, changes to specified personnel or partnering institutions etc.
- Major alternations may also include requests for leave, changes to employment terms and conditions or termination of a contract. Metro North is to be notified immediately if employment circumstances change, particularly when the ability of the CIA to undertake the roles and responsibilities of the award may be affected by the change in circumstances.



Where the research involves an external collaborating organisation, refer to the Research Collaboration Agreement (RCA) for project specific contractual arrangements regarding variation requests.

A CIA may request a variation by submitting a Grant Variation Request Form to the Metro North Research Office at [MNHHS-Grants@health.qld.gov.au](mailto:MNHHS-Grants@health.qld.gov.au). The granting of such requests is not guaranteed. The request will be reviewed by the Metro North Office of Research, and the CIA will be notified in writing if the variation is approved.

#### 1.8.4 Termination of grant

Subject to any special conditions specified at the time of award, these conditions shall apply to all Metro North grant recipients, including Fellows. A grant may be terminated if the recipient does not observe the conditions of the award. On termination of the award, any remaining funds shall be retained by the MNHHS.

The eligibility status of a CIA, in particular a Fellow, will be reviewed by time to time. The award will be terminated if the Fellow is deemed to no longer fit the eligibility criteria, unless otherwise agreed by the MNHHS Chief Executive.

#### 1.8.5 Participation in Peer Review

The Metro North Grant Program uses a peer review process to ensure integrity in the review and award of grant applications. CIA's have a responsibility to participate in the Metro North Research Grant peer review process, in line with the Australian Code for the Responsible Conduct of Research requirements, "Researchers in receipt of public funding have a responsibility to participate in peer review processes."

#### 1.8.6 Outcomes and Impact

In order to demonstrate research impact, and enable the translation of research into meaningful health outcomes and impact for our patients and the Metro North community, the Metro North Office of Research will produce an annual report on the Metro North Research Grants program to profile the researchers, participants and real-world impact of the research we fund. The report appendices will incorporate overall project management and performance metrics. Metro North Research have provided a standard reporting template to conduct organisation wide benchmarking in research reporting.

Outcomes reporting should include evaluation methodology, the anticipated outcomes and how they are measured. Be sure to provide details of how you intend to use, disseminate, leverage or further investigate these outcomes, and what the anticipated impact may be for the research field, the clinical field, policy or the community in general.

- Knowledge: Evidence of scientific reach and influence
- Health: Engagement, participation in clinical research, policy leadership, clinical guidelines, standards, development of product/intervention
- Economic: Health care cost savings, IP development, Industry collaboration, product to market, employment
- Social: End-user/public engagement, community health benefit, wellbeing of end-user and community, reducing inequalities

Metro North Research recognises the skills, expertise and insights of researchers when determining the most appropriate methodology for completion reporting on outcomes and impact. We encourage researchers to work collaboratively with our office to develop meaningful outcomes reporting which builds upon and complements our standard reporting. We encourage researchers to consider consultation with other Metro North departments, teams and services in the planning and implementation phases of their research to build a comprehensive evaluation (outcomes and impact) reporting framework for their research

#### 1.8.7 Publication and Communications

Metro North Research Grant holders are expected to disseminate their research findings through appropriate academic, professional and clinical communication strategies. In particular, grant holders should refer to the Metro North Procedures [Research: Authorship \(PROC004416\)](#) and [Research: Responsible Reporting \(PROC004417\)](#).

Metro North Grant holders are:

- Required to cooperate with Metro North and any public relations/media firms engaged by Metro North HHS to promote research and the research intellectual property (IP)

- Expected to promptly inform Metro North HHS prior to issuing any media or public statements, or if they intend to or are approached to issue any media or public statement.
- To understand that Metro North HHS may promote the grant holder and project personnel in relation to the funded project for the purposes of advancing the status of Metro North HHS research.
- Expected to appropriately acknowledge Metro North HHS as the grant funding source, and the attribution of author affiliation as a Metro North HHS employee.
- Where the research involves a collaborating organisation, required to inform Metro North HHS of any media, public relations or promotional engagements entered into with the collaborating organisation.

For applicants who are unable to access QHEPS, please contact Metro North Research [MNHHS-Grants@health.qld.gov.au](mailto:MNHHS-Grants@health.qld.gov.au) to obtain a copy of the documents.