

Research Coordinator Grants – Round 1 2019

These strategic capacity building grants will be awarded to co-fund Research Coordinators who will work collaboratively within clinical departments for two years to build research capacity and culture. These grants will enable those departments yet to establish themselves as research intensive to utilise the advanced skills and experience of dedicated Research Coordinators to build research capacity and culture. These grants will also support the career and professional development opportunities for our highly valued research coordinators. By embedding highly-skilled research coordinators within departments to collaboratively build research capacity, we will provide a uniquely sustainable approach to research development in Metro North.

The **objectives** of the Research Coordinator Grants are to:

- Grow research capacity and culture in departments, services and clinical teams of Metro North who are yet to establish themselves as high performing research services.
- Support the professional career development, including training and mentorship opportunities, for our highly skilled and uniquely experienced Research Coordinators.
- Facilitate the growth of high-quality clinician-led research by embedding highly skilled and trained research coordinators within clinical departments.

The Research Team may be from multiple departments or services, but in all cases must be Metro North led and primarily based at a Metro North facility. A commitment to co-fund half of the established position for the duration of the two-year grant and a plan for sustainable position funding beyond the tenure of the grant is required at the point of application. These grants are a key priority of the Metro North Research Strategy and will enable the conduct of high-quality research embedded within Metro North, increasing participation and improving the patient experience in research, thereby advancing the health care and health outcomes for our patients and the community.

Essential submission criteria – expression of interest

To be considered eligible, the expression of interest (EOI) must:

- Be submitted by a *research team* which must include:
 - a Coordinating Principal Investigator (CPI) who is a current MNHHS employee (either full-time or part-time, temporary or permanent) with an appointment for the duration of the grant; and
 - a current MNHHS employee nominated as a Chief Investigator (CI) for each *clinical department* listed on the application, not more than three (3) *clinical departments* may apply; and
 - up to three (3) Associate Investigators (AIA-C) who are MNHHS employees within the respective *clinical department(s)* listed on the application; and
- Outline a research strategy and plan aligned with the [Metro North Research Strategy 2017-2022](#) with a proposal for position sustainability and funding beyond the two-year grant; and
- Upload a certification page (created and populated using the online application form) signed by the:
 - Coordinating Principal Investigator, Chief Investigator(s); and
 - Head of Department (HOD) for each *clinical department* listed on the application; and
 - Business Manager/Financial delegate for each *clinical department* listed on the application, indicating approval to fund 50% (pro-rata based on number of clinical departments) of the requested position FTE for a minimum of two (2) years;
- Be submitted online by the advertised closing date according to all formatting and document upload requirements using the Research Coordinator Grant – expression of interest form

Definitions

Term	Definition
Clinical Department	Refers to a clinical department, service or unit applying for a research coordinator grant. More than one clinical department may submit a joint EOI, up to three (3) are allowed. In all cases the clinical department must be primarily based at a MNHHS Facility.
Research Department	<p>Where more than one clinical department submits a joint application for a research coordinator grant, the term research department will refer to the collective clinical department(s).</p> <p>Where only one clinical department is applying for a research coordinator grant, the term clinical department and research department will be used interchangeably.</p> <p>A Name for the Research Department will be requested on the EOI and should reflect the clinical and research interests of the clinical department applying.</p>
Research Team	<p>Refers the to the named investigators (Coordinating Principal Investigator (CPI), Chief Investigator (CI), Associate Investigator (AI)) on the application. For further details on Research Team constitution, see Section 6. The Research Team.</p> <p>All research team members will be responsible for grant award and management, have accountability for reporting against approved research strategy milestones, and operational management, professional development and support for the research coordinator position.</p>
CPI	The CPI will be the primary application/grant contact and have overall responsibility for management and coordination of all aspects of the grant.
CI	A CI is the primary research contact and will contribute to ensuring the research strategy and plan milestones are met by their respective clinical department.
AI	An AI is a key member of the research team. The role and contribution of each AI must be described on the application form.
Research Coordinator	Refers to a role with advanced expertise in research support and/or management. May refer to a clinical trial coordinator, research nurse manager, research development manager or other relevant roles. The EOI will define the scope of the request, including the professional stream and key responsibilities of the role. These should reflect the research strategy in the application, and will be determined following a Pitch Panel, and a full business-case submission by shortlisted applications.

Terms of Funding

- The total FTE requested by a *research department* must be between 0.4FTE and 1.0FTE of a proposed Research Coordinator position. The total FTE requested must be funded by matched contributions from the Metro North Research Coordinator Grant and the research department.
- The Research Coordinator Grant may only be used to fund 50% of the approved Research Coordinator position, including provisions for relevant on-costs, established at the level determined appropriate in the business case proposal for the application. No other expenditure of grant funds is considered eligible.
- No funds will be awarded until a research coordinator is appointed to the approved position and commences. Award is contingent upon evidence of a fully established and appointed position, including a Position Description with documented operational and professional management.
- Grants will be awarded for two (2) years and will be reviewed annually. Where the research department cannot demonstrate progress, adherence to the terms and conditions of award, including completion of milestones, Metro North reserves the right to discontinue the grant following annual review.

Application & Assessment Process

Stage 1: Expression of interest form

The Research Coordinator Grant - expression of interest form is to be completed ONLINE

<https://metronorth.smartygrants.com.au/RCG-2019>

A word version of the expression of interest form may be requested by emailing MNHHS-Grants@health.qld.gov.au. This is NOT a substitute for the online form and is provided to assist with completing all relevant sections as a team.

1. Research Department

Name: Provide a name for the Research Department

Q1. Describe the research department, including research capacity, environment and achievements.

Describe the research department applying for the grant, including the current research capacity such as research activity and outputs, achievements, significant outcomes or grants awarded thus far, current capacity building activities or research support services you either lead or have access to, available infrastructure or other services. Describe why the research department is ready and poised to advance research capacity. Provide context for why becoming a research active department will advance clinical knowledge, be beneficial to patient care, health outcomes of MNHHS patients and the community, or health service delivery. Where the application is from multiple clinical departments it should provide a rationale for submitting a joint application, including the potential benefit of this collaboration to the research team, the clinical departments, health service, patients and the community.

Note: research team members will provide a resume/CV further into the expression of interest form.

How many clinical departments are applying for this grant?

This must be entered as a whole number between 1 & 3. This refers to the number of clinical departments who are applying collectively as a Research Department. This number will be used to auto-calculate the pro-rata FTE commitment required from each clinical department on the final certification page.

2. Research capacity

Q2. Describe the limitations to research capacity for the research department

Describe the current limitations to building research capacity within your department(s). Consider the practical and operational limitations to undertaking research within your department when describing your current capacity. This section is **not** provided to make complaints or to place blame for any perceived limitations to obstacles to undertaking research. This section **is** provided to clearly articulate where there may be resourcing, operational or professional limitations to undertaking research that could reasonably be alleviated with the support of a research coordinator.

3. Research strategy and plan

Q3. Outline the research department's research strategy and plan, including the plan for sustainable research management beyond the two-year grant.

The program of research the research team propose to undertake over the next two years and plans for continuation of this body of research into future years. This must include the research departments' approach to sustainability beyond the two-year grant. Describe how we will know you have achieved these strategic goals. Outline the potential significance of this research and benefit it could provide to Metro North patients, the HHS, and the wider clinical and academic community (outcomes, outputs and impact), consider the alignment to your research team's clinical practice and fields of expertise. Describe the capacity building activities/services the research department propose to access and/or provide as professional development for the department/service/unit; and enable and encourage access to and/or provide for the research coordinator position if successful.

4. Bridging the gap

Q4. Describe how this grant will be used to achieve the research strategic goals and plan, and why is this an essential need.

How will this research coordinator grant bridge the gap between your research goals and the current limitations to research capacity you previously described in Question 2? Outline how the grant, and the dedicated research coordinator support, will enable you to achieve these research goals, ensuring that you detail why this support is essential and provide a justification for the request for support. These grants are for two years, so it is important that you outline how the grant will be used to bridge the current gap, with a plan to build capacity and outline how you plan to sustainably build research capacity beyond the grant.

5. Research Coordinator request

This section outlines the Research Coordinator request. It is essential this proposal is clearly linked to the research strategy and plan, and clearly demonstrates the enabling support structures and capacity building activities for the research coordinator, the research team, the department and the HHS.

Proposed position title	For example: Clinical Trial Coordinator, Research Development Officer, Research Coordinator etc. The position title should reflect the expected roles and responsibilities of the position, and may include details specific to the research department. For example: Surgical Clinical Trial Coordinator, or Community Research Development Officer.			
Total requested FTE	The minimum total FTE request is 0.4FTE and the maximum is 1.0FTE . There is no preferred total requested FTE. Strategic priority will be given to requests that are fully justified, feasible and clearly aligned to the research strategy and plan. A matched contribution of 50% from the Research Coordinator Grant and 50% from the research department towards the requested FTE for two years is required.			
Example:	Two clinical departments decide they have shared research interests and submit a joint EOI as a <i>Research Department</i> . If each clinical department requests 0.5FTE, the total requested FTE will be 1.0FTE. Because the grant can only be used to fund 50% of the total requested FTE, the Research Department will need to co-fund 0.5FTE of the position. In this case, each Clinical Department will need Business Manager approval to fund 0.25FTE.			
Example calculation	Total Requested FTE 1.0FTE	Research Department 0.5FTE		Grant 0.5FTE
		<i>Clinical Department 1</i>	<i>Clinical Department 2</i>	
		0.25FTE	0.25FTE	
Professional stream	Where the proposed position requires appointment under a specific profession, please indicate the professional stream from the list provided. If the position is potentially open to multiple professions, please indicate all professional streams that may apply.			
Proposed level (proposed)	Indicate the proposed level of the position. The level is provided as an indication only and will be discussed in detail at the Panel Pitch stage for shortlisted applicants. Where you have indicated the position is open to multiple professional streams, provide your suggested levels for each stream eg. Nurse Grade level NO5 and/or Health Practitioner level HP4			

Q5. Describe the Key Responsibilities of the proposed research coordinator position.

Consider the purpose and the fundamental reason this position will exist and what does it deliver or contribute. Describe the work performed, including major areas of work, services provided or advice given by the position. Consider allocating the proportion of time (FTE) spent for each major work area, this will help to demonstrate feasibility of the position request. Ensure that the responsibilities are clearly aligned to the research strategy and plan.

Q6. Outline how the research department will work together with the research coordinator to achieve the research strategy and plan

Outline how the research department will work together to coordinate operational and professional management and support for the research coordinator position and ensure clear direction as to roles, duties and expectations. Consider who are the main contacts for the position, what is the nature and purpose for each of these contacts, or the frequency or interaction. This could include members of the Research Team, other members of the department or the Facility/Service, or external stakeholders, patients or research participants. Describe how any requirement to work across multiple departments where necessary will be balanced.

Q7. Describe the infrastructure, support and enabling mechanisms the research department will provide to ensure that the research coordinator is successful

Describe the services or activities that your department will provide to ensure the position is established, oriented and appropriately supported with ongoing management. At a minimum, we expect applicants to provide access to physical space, a computer, software or specialised services, requisite infrastructure, training and information materials to ensure the position has clear guidelines on what is expected and how to perform their role. Outline what professional development activities will be provided for the position or will be given access to.

6. The Research Team

Ensure you refer to the Definitions section of this document before completing this section. The Research Team refers to the named investigators on the application, who collectively represent the research department. At a minimum, the research team must include a CPI and a CIA who will represent the research department. Where there is more than one clinical department applying, each new clinical department must have a named CI (CIB-C). Up to three (3) AIs may be named on the application. The total number of investigators (CI & AI) must not be more than seven (7).

Stage 2: Panel Review

Applications will be reviewed for compliance with the essential submission criteria outlined on page 1. Those that do not comply with these criteria will not be reviewed by the Panel, and applicants will be informed with the unsuccessful applicants at the completion of the panel review process.

Eligible applications will be reviewed for strategic merit and feasibility by an internal panel, consisting of senior executives, professional representatives, experienced research coordinators and research business managers. The Panel Review will select applications to progress to Stage 3: 'Panel Pitch'. The number of applications invited to the Panel Pitch stage will be based on the overall competitiveness of the round. Applicants will be informed of the outcomes of the panel review via email on the advertised date. See the Key Dates section for further information and to view the full process.

This program is a strategic initiative of the Metro North Office of Research and the Metro North Chief Executive and will be assessed by the Panel according to the overall round competitiveness and the strategic goals of Metro North.

Stage 3: Panel Pitch

Date: Monday 27th May, 2019

Time: 10 minute presentation / 10 minutes for questions (please arrive at least 10 minutes early)

Location: Metro North Executive Level 14, Block 7, RBWH Campus

Invitation and acceptance

Invitation to Panel Pitch will be received by the CPI via email and will be followed up via phone. Acceptance of the invitation is required via return email, with either acceptance of the allocated timeslot or a request for a variation within the pitch panel timeframe. Variation requests are not guaranteed. The date is non-negotiable. If the CPI is not expected to be available on this date/time please contact MNHHS-Grants@health.qld.gov.au or 07 3647 9635.

The Panel Pitch

Attendance is required in person. At a minimum the CPI and Head of Clinical Department should attend. Members of the Research Team are invited to attend where they are available and see appropriate. The Panel Pitch will include a **10 minute presentation** from the Research Department. The Panel will then have 10 minutes to ask questions in line with the [Values in Action](#) respect, teamwork, compassion, high performance and integrity to clarify any operational strategies and discuss potential recruitment methods or key selection criteria. The Panel will determine the preparedness of the research team and gain a better understanding of the likelihood of success.

Notification of outcomes

The Panel will determine the outcomes once all Panel Pitches are complete. Notification of outcomes will be received via email and verbally 2-3 business days following the Panel Pitch. Unsuccessful applicants will be offered the opportunity to discuss outcomes verbally with the Metro North Office of Research, primarily via the Research Grants Development Manager. Successful applicants will be offered the opportunity to progress to Stage 4: Business Case.

Stage 4: Business Case

The Business Case submission process will be coordinated jointly by the MNHHS Office of Research and the relevant Professional Lead for each successful application. There will be minor requirements that are unique to each professional stream, with overarching requirements for all submissions, as outlined below.

1. Research Coordinator Position

The shortlisted applicants will work with the relevant professional leads to

- establish a full position description matched to the research strategy and plan (below)
- a recruitment strategy specifically targeted to capture the skills and experiences necessary for the role
- evidence of provision for work space, computer, access (systems and buildings)
- workflow management and/or agreements regarding use of time and commitments
- orientation, mentorship and networking plan
- management and reporting plan – KPI'
- sustainability plan for the ongoing or permanent appointment of the Research Coordinator as appropriate.

2. Research strategy and plan

The shortlisted applicants will need to outline their research strategy and plan in full detail. The MNHHS Office of Research will work with applicants to complete this aspect of the business case, including ensuring that key deliverables and milestones are clearly stated with measurable outcomes.

3. Submission and approval

The completed business cases will be assessed by the Metro North Research Committee, who will provide their final recommendations to the Chief Executive for approval. Applicants will receive an Outcome Letter via email. Unsuccessful applicants will be offered the opportunity to discuss the outcomes with the Metro North Office of Research. The CPI for successful applications will receive a Letter of Offer via email outlining the terms and conditions of award, with approval to progress to position establishment and recruitment. As per the Metro North Research Grants Policy, the decision of the Chief Executive is final, and will not be reviewed.

Stage 5: Award

Position establishment & recruitment

The position is to be established as per the approved business case in line with any professional stream requirements. Recruitment and onboarding should be carried out in line with [Metro North Human Resources](#) recruitment and onboarding procedures and policies.

Key Dates

