

Collaborative Research Grants

Guidelines 2020

The Collaborative Research Grants (CRG) will enable new research collaborations between clinicians, researchers, academics and clinical scientists from within Metro North Hospital and Health Service (MNHHS) and collaborating institutions. It is anticipated that research funded through the CRG program will form the basis for ongoing research collaborations, with the potential to lead to ongoing research of direct benefit to MNHHS patients and the community, and nationally competitive funding opportunities. The objectives of these grants are to:

- enable new research collaborations between MNHHS and collaborating institutions
- foster the professional career development of early career researchers
- support excellent basic and applied research collaborations between clinicians, scientists and academics
- enhance translation of research outcomes into tangible benefits for patients, health service and the community
- expand the use of novel clinical data through collaborative projects with potential for ongoing collaborative research and funding opportunities

MNHHS has established a collaborative agreement with four collaborating Institutions: University of Queensland (UQ), Queensland University of Technology (QUT), Queensland Institute of Medical Research (QIMRB) and Griffith University. In partnership with MNHHS, QUT, UQ and QIMRB will each award up to three (3) grants. Griffith and Metro North will offer one new collaborative research grant this round. The CRGs will award up to \$50,000 per research project that meets the program objectives.

It is essential that ALL applicants read the [Metro North Research Grants Policy](#) prior to applying.

PLEASE READ THESE GUIDELINES THOROUGHLY.

For more information, please contact the Metro North Research Grants Development Manager
Phone: 07 3647 9635 Email: MNHHS-Grants@health.qld.gov.au

Eligibility Criteria

To be considered eligible to receive CRG funding the application must:

- Be led by a Chief Investigator (CIA) who is an early career researcher MNHHS employee (either full-time or part-time, temporary or permanent) at the time of application and for the duration of the project; and
- Be co-led by a Chief Investigator (CIB) with an appointment at the collaborating institution for the CRG application (either UQ, QUT, QIMRB or Griffith); and
- Upload a CV for all CIs on the requisite template, maximum of two (2) A4 pages (PDF) and disclose all relevant paid and unpaid academic and professional appointments; and
- Upload a budget request using the requisite study budget template; and
- Be aligned with the [Metro North Research Strategy 2017-2022](#) and be undertaken at, or significantly associated with MNHHS, and/or directly benefit MNHHS patients and the community; and
- Demonstrate the potential of the new research collaboration for MNHHS and the collaborating institution; and
- Be endorsed by MNHHS and the relevant collaborating institution, with all relevant signatures.

The investigative team must outline the **new research collaboration** by identifying the knowledge gap which currently exists and the potential to bridge this gap through the proposed new academic and clinical collaboration. This may be evidenced by the teams' independent research track record, and the potential for new collaborative research outputs through this project.

Investigative Team

- There is no preferred number of investigators, however a minimum of two (2) and a maximum of four (4) Chief Investigators (CIA-D) are allowed per application.
- A CI may not hold more than one CRG at any one time. Where a CI is in receipt of a CRG, they will not be considered eligible for any subsequent CRG rounds until the project is completed and the grant is fully acquitted and all reporting is finalised.
- An investigator may submit more than one CRG application as a CI, however only the highest ranked application that meets these eligibility criteria will be considered for funding. This should be taken into consideration by all investigators prior to application.
- Strategic merit will be awarded to applications that can demonstrate new research collaborations, investigative team synergy and diversity with active inclusion of early career researchers and, where suitable, from a multidisciplinary background as CIs.
- The investigative team must include an early career researcher (ECR) from MNHHS, and may also include ECR from the relevant collaborating institution; a suitably qualified co-investigator (CI or AI) from the investigative team must be nominated on the application form as a research supervisor/mentor.

To be considered eligible as an **early career researcher** applicants' must be within ten (10) years of award of a PHD. Where an applicant without a PHD is determined by the CRG Panel as having a significant research track record equivalent to or greater than ten years post-PHD, they will not be considered eligible as an early career researcher.

Chief Investigator (CIA-D)

- All CIs have responsibility for the conduct of the research project, and are responsible for completion and lodgement of the application, all progress and final reporting.
- All CIs have a responsibility to ensure efficient and transparent expenditure of project funds. The lead CI of the administering institution is responsible for full financial acquittal of the CRG funds.
- All CIs are required to submit a Resume/CV using the requisite template, maximum of two (2) pages (PDF) and disclose all relevant professional appointments and affiliations.
- All CIs are required to sign the certification page of the application.

Associate Investigator (AI)

- A maximum of six (6) AIs may be named on an application.
- AIs will be required to outline their role and contribution to the project activities, including their primary organisational affiliation.
- AIs may provide intellectual input into the research, and their contribution to the research project may warrant inclusion of their name on subsequent outputs as acknowledgement of their contribution.
- AIs may contribute supervision and mentorship for CIs and/or may provide advanced or specialised expertise to the investigative team. These contributions may be considered in the research feasibility assessment only.
- AIs will not be included when considering the investigative team track record.

Terms of Funding

- Up to \$50,000 will be awarded per successful project; up to \$25,000 will be awarded each by MNHHS and the relevant approved collaborating organisation (either UQ, QUT, QIMRB or Griffith) per project.
- MNHHS will award up to ten (10) Collaborative Research Grants per round.
- The total funds awarded per research project will be contingent upon a fully justified and complete budget proposal submitted with the initial application, and determined at the discretion of the CRG Panel during review. Only expenditure directly related to the research project and fully justified will be considered eligible.
- A Research Collaboration Agreement (RCA) including a Project Schedule and Funding schedule as per the budget and milestones in the approved application will be executed between MNHHS and the collaborating organisation. No payments will be made prior to execution of the RCA.
- Award of CRG funding is contingent upon receipt of Human Research Ethics Committee (HREC) approval and research governance in the form of a site-specific assessment (SSA) approval letter. It is the investigative team's responsibility to ensure both approvals are received in a timely manner.
- No funds will be released until both HREC and SSA approvals are obtained, in writing, except where an initial instalment of funds is requested as a project milestone specifically to support ethical approval and site authorisation and is included in the executed RCA Project Schedule and Funding Schedule.
- CRG Projects are to be completed, including full financial acquittal and project reporting, within of two (2) years of award. Refer to Metro North Research Grants Policy 1.5.3 Variation requests for more information.
- Funds may only be awarded across more than one year where they are aligned to the approved project milestones, as per the agreed RCA Project Schedule and Funding Schedule.
- It is the responsibility of the Chief Investigators, in particular the CIA, to liaise with the MNHHS Research Business Manager to monitor project revenue and expenditure, demonstrate adherence to key project milestones and ensure full financial acquittal of project funds upon project completion.
- In the event research is terminated early or completed at a lower than originally envisaged cost, the MNHHS Research Office must be advised and any unspent funds will be returned as per the RCA.
- Successful applicants are bound by the Terms & Conditions of the executed RCA, including compliance with all relevant policies, procedures, legislation and regulatory frameworks relating to the conduct and management of research.

Assessment Criteria

Criteria	Assessment Details	Weighting
Quality & Feasibility	<ul style="list-style-type: none"> • Clear aims and objectives with a matching hypothesis(es) to be tested • Clearly articulated and robust methodology, designed to test the hypothesis • Adequate infrastructure and resources to complete research within the described timelines and milestones, including a fully justified budget request • Appropriate and relevant expertise, skills and experience of the investigative team and research environment to undertake the research (all CIs and AIs are included) 	20%
Significance	<ul style="list-style-type: none"> • Potential outcomes will result in significant advances in knowledge with potential for developing, advancing and/or commercialising new knowledge and advancing practice or policy. • Addresses a fundamental clinical need, or issue of great importance to MNHHS patients and the community with demonstrated potential for health, social, economic and/or academic impact 	20%
Track record (CIs) *Relative to opportunity	<ul style="list-style-type: none"> • Academic publications • Research impact (contribution of new knowledge to the discipline area, research field, influence on policy and practice or clinical guidelines, commercialisable outputs or intellectual property) • Research leadership and contribution to the research community 	20%
Collaboration	<ul style="list-style-type: none"> • Quality of the investigative team's collaborative potential, especially new collaborations, with potential for ongoing research collaborations that may positively impact both organisations and address an area of great importance to MNHHS patients and health and medical research. • Evidence of capacity building and workforce development potential through collaborative partnerships that support the career development of early career and emerging researchers and are appropriately diverse and multi-disciplinary 	40%

Scoring Criteria

All MNHHS Grants are graded according to the following grading criteria:

Grade	Category	Description
7	Outstanding	Fully addresses all assessment criteria to an outstanding and exceptional by nationally competitive standard, and presents an outstanding argument for selection.
6	Excellent	Addresses all outlined assessment criteria to an excellent standard, and makes a compelling argument for selection.
5	Very good	Addresses most outlined assessment criteria to a very good (above average to high) standard, and makes a strong case for consideration.
4	Good	Meets the outlined assessment criteria to an acceptable standard, and presents a sound proposal for consideration.
3	Below average	Addresses only some of the outlined assessment criteria and the case for consideration is weak or poorly formulated.
2	Marginal	Does not sufficiently address the outlined assessment criteria and presents no case for consideration.
1	Unsatisfactory	Does not address any of the selection criteria and is not satisfactory for consideration.

Online Application Form

FOR MORE INFORMATION, KEY DATES AND TO APPLY visit the application website

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

Research Proposal

In this section, outline the research activities you propose to undertake during the two-year Grant. You must identify a title, brief description, background and rationale, aims & objectives, methods and the potential significance and impact.

The milestones and timeline section will form the basis of your ongoing reporting to Metro North. It is important the milestones are clearly linked to the methods, and the measures of success are clearly outlined.

#1 Upload: Reference List

Formatting Requirements: PDF only, 1 page max. Only references will be accepted, no further materials may be added.

File Name: [Application Number] _References (example: CRG012-2020_References.pdf)

Budget

#2 Upload: Research Project Budget

Formatting Requirements: PDF only, 1 page max. Must be uploaded using the correct template found [here](#).

File Name: [Application Number] _Budget (example: CRG012-2020_Budget.pdf)

Significance, outcomes and impact

You will be asked to provide a response to the following questions:

1. Describe the significance and impact of potential outcomes
2. Describe the clinical need or issue of importance to MNHHS patients and the community
3. Describe the plans for communication the outcomes of this research to participants, the health care sector, academic sector and the wider community, including an outline of anticipated outputs of this research

Investigative Team

In this section you will be asked to provide details of the investigative team including contact details, employment and upload resume/CVs.

1. Outline the investigative team collaborative potential, especially new investigator collaborations
2. Outline the capacity building and workforce development potential of the investigative team and any collaborative partnerships that support early career and emerging researchers

#3 Upload: Research Environment Supporting Documents

Formatting Requirements: PDF only, files combined in this order: Must be uploaded as ONE document, using the correct template found [here](#).

- Resume/CV of CIA. Two pages max, required.

- Resume/CV of CIB. Two pages max, required.
- Resume/CV of CIC. Two pages max, optional.
- Resume/CV of CID. Two pages max, optional.

Must be uploaded as ONE document, in the required order.

File Name: [Application Number] _CI Resumes (example: CRG012-2020_CI Resumes.pdf)

Relative to Opportunity and Career Interruption

Details are requested for relative to opportunity and career interruption within the last five (5) years for Chief Investigators.

3. *Outline how this has affected your career and research capacity*
4. *Outline any additional research outputs or activity to include for consideration in your research track record*

Research Classification

In this section you will be asked to provide information pertaining to strategic alignment of your project, the broad research area and fields of research and ethics and governance.

1. *Describe how this project is strategically aligned to both MNHHS and the collaborating institution (UQ, QUT, QIMRB or Griffith)*
2. *Describe the potential benefit of this new collaboration for MNHHS and the collaborating institution (UQ, QUT, QIMRB or Griffith)*

Investigator Certification

- Download a PDF of the completed application form and print a copy for signing by the relevant delegates
- All CI's must tick/select the relevant statements to indicate certification of the application
- All requisite delegates must name, date and sign their respective sections.
- Upload a scanned copy of the signed certification pages in the final section of the application.
- The full signed application must be uploaded as one document.
- It is the applicants' responsibility to ensure appropriate and realistic timelines are left to secure the relevant signatures from both organisations. Take into consideration public holidays and planned leave for delegates.
- All parties, including Business Managers, Executive Director and Head of Department require sufficient time to both review and approve the application.

#4 Upload: Certification Page

Formatting Requirements: All requisite signatures. All statements certified (ticked). PDF Only.

Must be uploaded as ONE document, containing the full application and all requisite signatures and certification.

File Name: [Application Number] _Certification (example: CRG012-2020_Certification.pdf)

Application Checklist

Item	Who	Requirements	Signature
Application Form	CI-A* submission	Online form submitted by due date *All CI's contribute to application	N/A* *Certification page uploaded separately
Resume	All CIs	Submitted on template provided All font 11pt Arial or Times New Roman Two pages maximum (upload as PDF)	N/A
References	All CIs CI-A* submission	Uploaded as PDF One (1) A4 page maximum	N/A
Budget Template	All CIs CI-A* submission	Use MNHHS Study Budget Template (*xls) All CIs contribute to budget template	N/A *Certification page uploaded separately
Certification Page	All CI's	Download PDF of completed application, including the final certification pages Collect all requisite signatures Upload signed certification pages (PDF only)	All CI's MNHHS Facility Executive Director MNHHS Head of Department MNHHS Business Manager Collaborating Organisation Exec.

Key Dates

