



Metro North Hospital and Health Service *Putting people first*

RBWH Research Services

Royal Brisbane and Women's Hospital Postgraduate Scholarships

Application Guidelines



**Queensland
Government**

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For more information, contact:

Research Services, Metro North Hospital and Health Service, Level 2, Centre or Clinical Nursing and Midwifery, Building 34, RBWH, Queensland 4006, email RBWH_Grants@health.qld.gov.au, phone 07 3647 1077 for Research Services.

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Royal Brisbane and Women’s Hospital Postgraduate Scholarships

Application Guidelines

Introduction

The RBWH aims to provide financial support in the form of scholarships for graduates at RBWH to undertake a higher research degree at a recognised Australian University, which will:

- support research that will directly affect the care provided to our patients, including translational research and new models of care
- encourage research that fosters collaborations across departments, facilities, and external partners
- support staff development.

RBWH Postgraduate Scholarships

RBWH Research Scholarships are available to those with a substantive RBWH position from all disciplines, to support staff to undertake higher degrees by research (PhD, MPhil or their equivalents). The research must be carried out primarily at the RBWH.

Both full time and part time research scholarships may be supported. These awards are based on merit and will be awarded on a competitive basis. It is intended that this funding be allocated in a way that supports gender equity in research and takes into account career disruptions and ‘relative to opportunity’ considerations.

Subject to successful progress, successful applicants may apply for renewal annually, up to a maximum of two years in total support for MPhil and three years in total support for PhD (whether the research is undertaken on a full time or part time basis). Satisfactory progress must be demonstrated to secure a renewal of funding, must meet the eligibility criteria at the time of application for renewal, and are awarded at the discretion of the panel.

The value of the scholarships will be based on NHMRC award rates (see appendix 1). Scholarships for all staff (other than medical) must be used to either pay the scholar directly (where they will be working reduced hours) or backfill their substantive position. Subject to approval by Director of Research and Implementation, Medical graduates may use their scholarship to support a PhD student that they supervise.

- Scholarships are subject to tax unless the scholarship holder is completing their study full time.
- Scholarships are intended to cover a 12-month period. A start date must be dominated by the scholarship holder at the time of award, and funding must be used within the 12-month period stipulated in the Letter of Offer.
- Scholarship funds cannot be used for conference, travel and accommodation, thesis preparation and/or research consumables.
- Scholarship payments will not commence until proof of enrolment occurs and recipients must hold an appropriate formal appointment (including a payroll number) at the RBWH to receive scholarship payments.
- The applicant must indicate approximately when they intend to submit their thesis. Scholarships are only available up until thesis submission.
- The proposed research must not be concurrently funded by the ARC, NHMRC or any other organisation currently listed on the Australian Competitive Grants Register (does not apply for top-ups). The committee may liaise with other funding agencies to discuss any overlap between applications in order to avoid duplication of funding. Requests to vary the terms of the scholarship must be forwarded in writing to the Director of Research and Implementation, RBWH Research Services.

Eligibility

The following eligibility criteria must be met by all applicants:

- The CI-A must hold a substantive appointment at RBWH for the duration of the project grant and the research is conducted primarily at RBWH.
- The CI-A has successfully met research reporting requirements and demonstration of successful execution of projects supported by previous RBWH grants, fellowships, or scholarships. Failure to successfully acquit previous RBWH grants, fellowships or scholarships will impact eligibility for future RBWH grant rounds.
- The CI-A must not be awarded equivalent funds for the same project from other sources and must not receive concurrent funding from RBWH for the period of the grant. The proposed research must not be concurrently funded by an established funder of Medical research and must not receive concurrent RBWH funding. The committee may liaise with other funding agencies to discuss any overlap between applications to avoid duplication of funding.
- To be eligible to apply, applicants must, at the time of application have made prior arrangements with the directors of departments (both in the educational institution and within the RBWH) in which they propose to study have provided a specific study plan within a clearly defined area of research.
- Funds received must be used to support the scholar's time to conduct the research themselves.
- Recipient must provide evidence of their enrolment in a PhD/MPhil program prior to receiving the funds.
- Recipient applies for appropriate SARAS leave, if applicable.
- Recipient must present the research be made at a hospital forum such as the Healthcare Symposium in the next year or two.
- A report on the outcomes of the research is provided to the RAC on completion of the research.

Following the submission of an application, an eligibility ruling may be made at any stage. Where an eligibility ruling is being considered, RBWH may request further information in order to assess whether the eligibility requirement has been met. Decisions will be made based on current policies and considerations specific to this grant opportunity. Decisions made in relation to previous grant opportunities, or other RBWH funding schemes will not be regarded as precedents, and each case will be considered individually. Grant offers may be withdrawn if eligibility criteria are not met. Action may also be taken over the life of a grant if eligibility criteria to continue holding a grant are not met.

All applications to be made via SmartyGrants: <https://metronorth.smartygrants.com.au/>

Responsibility

- The CI-A is responsible for the scientific conduct of the project including obtaining ethical and governance approval for the study. Evidence of submission for Ethics and Governance approval must be provided prior to invoicing and no later than 30 June 2024.
 - Ethics information: <https://metronorth.health.qld.gov.au/research/ethics-and-governance/ethics-approval>
 - Research governance information: <https://metronorth.health.qld.gov.au/research/ethics-and-governance/research-governance>
- The CI-A is also responsible for the application of [Good Clinical Practice](#), proper use of grant funds and timely reporting.
- Researchers that have not made satisfactory progress or fail to meet reporting timeline will **not be eligible for future grants**.

It is the applicants' responsibility to ensure enough time is allowed for obtaining signatures i.e., Executive Director, Head of Department, Business Manager. Please consider the time frames of the administrative process and take into consideration public holidays and planned leave for delegates. Applications that are late and/or do not include the necessary signatures will not be accepted.

COVID-19

Individual chief investigators (CIs) should undertake contingency planning to address the potential impact of COVID-19 and responses to the pandemic on the proposed research. Clinical departments and services should consider the nature and procedures of each research project and determine if changes are required.

Considering the fluidity of the COVID-19 situation and the variable levels of capacity and readiness for non-COVID research, an assessment of potential project impacts, including associated impact mitigation strategies, and project feasibility, should be incorporated into all active and future research activities as part of comprehensive facility governance procedures.

Process

- Applications are to be submitted through Smarty Grants. To apply for Postgraduate Scholarship please go to <https://metronorth.smartygrants.com.au/>
- Applications will include:
 - Details on what research the applicant proposes to do, the research based higher degree sought, and whether the research will be full time or part time, and if part time, what proportion of the week will be spent on research
 - details of the applicant's proposed research including potential benefits to the hospital and care of our patients
 - a detailed budget detailing how the research costs is to be covered.
 - evidence of employment or offer of employment
 - an academic transcript (plus CV)
 - the proposed supervisor's CV (**maximum five pages**), including evidence of expertise in area of proposed research
 - certification from the relevant RBWH departmental director indicating that the applicant will be acceptable to the department, and that departmental support and facilities will be provided for the applicant's work.
 - budget approval from the relevant RBWH business manager
 - applicants should provide details of any career disruptions and "relative to opportunity" considerations.
 - scholarships will normally be held for one year but may be renewed for a maximum of two further years (three years in total) subject to satisfactory progress of the scholar's research. **Scholarships are not automatically renewed.** Applications for renewal do not require a full application but must include:
 - A detailed report on progress over the past 12 months (appendix 4)
 - A certification from the principal academic supervisor of satisfactory progress.
 - A statement from the relevant clinical service head of continuing support.

Assessment process

All eligible applications will be reviewed and ranked by a panel of independent reviewers. Final selection will be overseen by the RBWH Research Advisory Committee.

Both successful and unsuccessful applicants will be notified of the outcome.

Reporting requirements

- Scholars must provide an annual report 12 month after commencement of the scholarship funding. If an application is being made for renewal annual report will normally suffice.
- Any changes to the research degree enrolment circumstances prior to or during the Scholarship period should be notified to the Director Research and Implementation, RBWH Research Services. The committee reserves the right to review the applicant's scholarship in view of these changes and terminate the scholarship if this is deemed appropriate.
- Scholars who have received an RBWH scholarship should notify the Director Research and Implementation, RBWH Research Services when the higher degree is awarded.
- Appropriate recognition for the assistance of RBWH should be included in all publications resulting from work undertaken during the tenure of a scholarship.

Conduct of research

All research funded by the RBWH must comply with the:

Australian Code for the Responsible Conduct of Research (2018)

<https://www.nhmrc.gov.au/research-policy/research-integrity/release-2018-australian-code-responsibleconduct-research>

National Statement on Ethical Conduct of Human Research 2018

<https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated2018>

Enquiries

All enquiries regarding the RBWH Grant schemes should be directed, in the first instance, to the RBWH Grants Manager

Email: rbwh_grants@health.qld.gov.au

Phone: (07) 3647 1077

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

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

Smarty Grants

Help guide: <http://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>

Applicant FAQ's: <http://applicanthehelp.smartygrants.com.au/applicant-faq%27s/>