# Metro North Health SWIFT Grants 2023
## Guidelines

Metro North Research is committed to creating a supportive environment for research impact through the creation of, and rapid translation of knowledge. The Metro North Health SWIFT (Supporting Wonderful Ideas to Foster Translation) Grants Program is tailored to create opportunities to:

1. generate new knowledge through research; or

2. rapidly implement and translate research discoveries into benefits for Metro North Health patients and the community.

## Program Objectives

The SWIFT Grants Program is designed to support early phase, rapidly deployed, innovative projects that benefit Metro North Health patients and the community. The Program aims to support new research ideas and/or enhance the rapid translation of discoveries by supporting projects that align to Metro North Health priorities across the research, innovation, healthcare improvement and knowledge translation spectrum.

## Available Funding

SWIFT Grants are available at three different levels of funding in recognition of the differences in scope of activities across the health services innovation, research, healthcare improvement and knowledge translation spectrum.

| Grant $ value (up to) | Indicative # of available grants |
|---|---|
| **$25,000** | 13 |
| **$15,000** | 14 |
| **$5,000** | 23 |

Applicants are encouraged to apply for the level of funding considered appropriate for the scope of project activities.

Metro North Research is committed to creating pathways for our Aboriginal and Torres Strait Islander staff to develop their research skills and capacity; and supporting projects that enhance the health outcomes of Aboriginal and Torres Strait Islander peoples. Accordingly, at least three SWIFT Grants will be allocated exclusively for projects where either:

- the applicant identifies as Aboriginal and/or Torres Strait Islander; or
- the focus is on transforming health service delivery for Aboriginal and Torres Strait Islander peoples.

## Eligible Project Activities

- The project must align with the Metro North Research Strategy 2023-2027 and/or Metro North Health priorities.
- The project must be undertaken at, or in significant association with Metro North Health, and/or directly benefit Metro North Health patients and the community.
- The application must identify the current knowledge gap and the potential to bridge this gap through the proposed research project / knowledge translation initiative.
- The proposed project must be achievable within the funding timeframe (1 December 2023 – 30 June 2024).

## Ineligible Project Activities

- SWIFT grants cannot be used to fund interventional clinical trials, clinical audits, quality assurance initiatives, biobanks or registries.
- Projects where external funding has been received from another source (e.g., SEED/LINK, CAHRLI grants, NHMRC or MRFF grants) to support the same initiative.
- Projects that are contributing to a research higher degree.

## Applicant Eligibility Criteria

- Up to six (6) Chief Investigators are allowed per application.
- A Chief Investigator may only be listed on one application per grant round.
- The Chief Investigator A (CIA) must be an employee of Metro North Health at the time of applying and for the duration of the grant.
- A Metro North conjoint appointee with a contractual arrangement between Metro North and a collaborating organisation regarding the appointment of the researcher to interrelated roles across both institutions is considered eligible to apply as CIA.
- Where the CIA is a Metro North conjoint appointment employed in a position established by a collaborating organisation (i.e. Metro North makes a direct contribution to their salary costs but they are not employed directly by Metro North Health):
  a) the conjoint appointment agreement or contract must be provided in a separate email to the SWIFT Grants administrative coordinator at MetroNorthResearch-Grants@health.qld.gov.au before the application deadline. The agreement/contract is required for the assessment of eligibility but will not be circulated beyond the SWIFT Grants administrative coordinator and will not be distributed to the Review Panel.
  b) a Chief Investigator with Metro North Health as their employing organisation must be listed as the CIB on the application.

## Terms of Funding

- Awarded grant funds **must** be expended by 30 June 2024. Any unspent funds will be relinquished. Applications for extensions or amendments to the terms of grant funds will not be accepted.
- Funds will be transferred to a nominated Metro North Health cost centre following completion of a funding agreement which confirms the grant recipient will utilise the funds as specified in the application.
- A project budget must be submitted on the requisite budget template. The applicant must consult with the relevant Metro North Health Cost Centre Manager to build an appropriate budget. A significant portion of the grant funds should be spent within Metro North Health.
- Only fully justified expenditure directly related to the project will be considered eligible. Funding may only be used for the activities and budget described in the submitted application.
- Eligible budget items are those that are essential and directly related to conducting the research / implementation activities proposed in the application within the grant period.
- Grant funds cannot be used to establish a new position, either temporarily or permanently, that requires funding beyond the grant timeframe.
- Ineligible budget items include overheads, conference travel, publication costs, computer equipment (e.g. laptops, general Queensland Health computers), maintenance and levies for equipment, items that are for the purpose of day-to-day operations of the organisation, major equipment that would otherwise be procured through an operational budget.
- In the case of research projects, grant funds will not be distributed until such time as the successful project receives Human Research Ethics Committee (HREC) approval and Site-authorisation. Where the Project does not involve human research, requisite approval from the relevant institutional ethical review board or committee is required before the grant funds will be distributed. Please be aware that the Metro North Health HRECs do not convene in January.
- Chief Investigators have a responsibility to ensure efficient and transparent expenditure of project funds in accordance with the approved project budget and are expected to liaise with the relevant Cost Centre Manager to monitor project revenue and expenditure, demonstrate adherence to key project milestones and ensure full financial acquittal of project funds upon project completion.
- Grant recipients are expected to participate in evaluation and reporting activities as requested by the Metro North Office of Research, including completion of final impact and outcomes reporting. Recipients are expected to disseminate project results through Metro North research and innovation forums and showcases, and through

normal scientific and academic channels. The support of Metro North Health must be acknowledged in any publication, media or presentation arising from the projects.

- It is the responsibility of the applicant to be cognisant of any implications that may arise from accepting SWIFT grant funding in relation to any other related arrangement in which they are named.

- Chief Investigators have a responsibility to ensure compliance with all relevant policies, procedures, legislation, and regulatory frameworks relating to the conduct and management of research.

## Assessment Criteria

Following the submission deadline, an initial administrative assessment of completeness and eligibility will be carried by the SWIFT Grants administrative coordinator. Applications that do not meet the requirements will not be assessed further.

Grant applications deemed eligible will be assessed by an independent research panel convened by the Metro North Office of Research, in a competitive, merit-based process against the assessment criteria outlined below.

| Criteria | Assessment Details | Weighting |
|---|---|---|
| **Quality** | • Clearly articulated project plan<br>• Budget request to be fully justified. | 25% |
| **Feasibility** | • Ability to complete the described milestones within the allocated timeframe.<br>• Adequate infrastructure and resources to complete project. | 25% |
| **Significance** | • Addresses a fundamental clinical need, or issue of specific importance to Metro North Health patients, the community and/or Metro North Health priorities. | 25% |
| **Impact** | **For Research Projects:**<br>• Potential outcomes will result in significant advances in new knowledge and enhancing clinical practice or health policy.<br>**For Knowledge Translation Initiatives:**<br>• Potential outcomes will advance healthcare through measurable improvements to patient care/experience or result in the discontinuation or de-implementation of low value care. | 25% |
| **Track record** | The investigative team must demonstrate the necessary expertise, skills and experience to undertake and complete the project.<br>**For example, for Research Projects:**<br>• Research impact (academic publications, presentations, scholarly works, contribution of new knowledge to the discipline area, research field, influence on policy, practice or clinical guidelines, commercialised outputs, or intellectual property) relative to opportunity.<br>**For example, for Knowledge Translation Initiatives:**<br>• Effective application of robust implementation science methodologies and evaluation strategies, and/ or health economic and cost effectiveness analysis practices which has improved systems for health care delivery and/or implemented and evaluated evidence-based approaches that have led to improved care of patients. | Yes/No |

> It is the applicants' responsibility to ensure enough time is allowed for obtaining the relevant signatures.
> **Late applications will not be accepted, including those awaiting final signature.**

# How to Apply

Visit the Metro North Health SWIFT Grants website https://metronorth.health.qld.gov.au/research/grants/SWIFT

## SmartyGrants Help Guides

Help Guide for Applicants: http://applicanthelp.smartygrants.com.au/help-guide-for-applicants/

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