

Metro North Health Swift Grants 2024

Guidelines

Metro North Research is committed to creating a supportive environment for research and maximising opportunities for our researchers. The Swift Grants Program will create opportunities to generate new knowledge through research across all facilities in Metro North Health.

Program Objectives

The Swift Grants Program is designed to support early phase, rapidly deployed, innovative research projects of direct benefit to Metro North Health, its patients and/or the community. A maximum budget of \$15,000 will be awarded per project.

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, priority consideration will be given to applicants that identify as Aboriginal and/or Torres Strait Islander or projects whose focus is on transforming health service delivery for Aboriginal and Torres Strait Islander peoples.

Eligible Project Activities

- The project must be for a body of research that can be conducted within the funding period (1 July '24 – 30 June '25).
- The project must require formal ethics and governance approval.
- 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.

Ineligible Project Activities

- Projects where external funding has been received from another source to support the same initiative.
- Projects that are contributing to a research higher degree.
- Metro North Health Swift Grants cannot be used to fund interventional clinical trials, clinical audits or quality assurance/improvement initiatives.

Applicant Eligibility Criteria

- A maximum of two (2) Chief Investigators are allowed per application.
- 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.
- Where the CIA is an Early Career Researcher; a suitably qualified Associate Investigator must be nominated in the application as a research supervisor/mentor.
- A Chief Investigator may only be listed on one application per grant round.
- A Chief Investigator cannot simultaneously apply for a Metro North Health Pre-RHD Scholarship (2024 round).
- 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 Research 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 Metro North Office of Research (i.e. it will not be distributed to the Review Panel).
 - b) a Chief Investigator with Metro North Health as their direct employing organisation must be listed as a CIB on the application.

Metro North Health recognises the diversity of the communities that they serve. The Panel will include this consideration when ranking applications.

Terms of Funding

- Awarded grant funds **must** be expended by 30 June 2025. 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 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.
- Grant funds will not be distributed until such time as the successful research 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.
- 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 Research 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 Research 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 | <ul style="list-style-type: none"> Clearly articulated research question and/or hypothesis. Clearly articulated research plan. Defined research milestones. Budget request to be fully justified. | 25% |
| Feasibility | <ul style="list-style-type: none"> Ability to complete the described milestones within the allocated timeframe. Adequate infrastructure and resources to complete project. | 25% |
| Significance & Impact | <ul style="list-style-type: none"> Addresses a fundamental clinical need, or issue of specific importance to patients, the community and/or Metro North Health. Potential outcomes will result in significant advances in new knowledge and enhancing clinical practice or health policy. | 25% |
| Track record | <ul style="list-style-type: none"> The Chief Investigator(s) must demonstrate the necessary expertise, skills and experience to undertake and complete the project. 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. | 25% |

Scoring Criteria

| Grade | Category | Description |
|-------|----------------|---|
| 7 | Outstanding | Fully addresses all assessment criteria to an outstanding and exceptional by nationally competitive standard. Extremely well justified and developed research hypothesis. |
| 6 | Excellent | Addresses all outlined assessment criteria to an excellent standard. Clear research hypothesis and very well justified rationale. Few minor weaknesses |
| 5 | Very good | Addresses assessment criteria to a very high standard. A well-developed research hypothesis and rationale. Minor weaknesses or limitations |
| 4* | Good | Meets the outlined assessment criteria to high standard. A well-developed research hypothesis but with several minor concerns. |
| 3 | Below average | Addresses only some of the outlined assessment criteria and the case for consideration is weak or poorly formulated. Major concerns identified |
| 2 | Unsatisfactory | Does not sufficiently address the outlined assessment criteria. |
| 1 | Unsatisfactory | Does not address any of the selection criteria. |

* Applications scoring an average of less than 4 under any of the assessment criteria will not be considered eligible for funding.

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/>

Application Submission Checklist

| Item | Requirements | Signature/Approval |
|--------------------|---|---|
| Reference List | File Name: Swift-XXX-2024_References.pdf | N/A |
| Budget Template | Study Budget Template File Name: Swift-XXX-2024_Budget.pdf | CIA Cost Centre Manager |
| Resumes | Resume Template File Name: Swift-XXX-2024_Resume.pdf | N/A |
| Certification Page | Certification and Signatures Template File Name: Swift-XXX-2024_Certification.pdf | Chief Investigators Business Manager Metro North Head of Department |

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.