



Children's Hospital Foundation Funding Application Guidelines 2017 Health and Medical Research

PhD Scholarship Top-Up Grant Round

About the Children's Hospital Foundation

The Children's Hospital Foundation is the official charity of the Lady Cilento Children's Hospital, the Centre for Children's Health Research, and for all sick kids throughout Queensland. We work wonders for sick kids by funding life-saving medical research, investing in vital new equipment, and providing comfort, entertainment, family support and care programs for sick kids.

Advances in medical research can replace fear with hope in some miraculous and life-changing ways to improve the quality of life for children everywhere. Through the generosity of our supporters, the Children's Hospital Foundation funds research that has a strong focus on translational outcomes that improve children's health and leads to faster diagnoses, better treatments and ultimately cures for some of the most devastating childhood illnesses and injuries. The Children's Hospital Foundation is also focused on funding Queensland-based research that supports Children's Health Queensland's research strategy and themes.

Together, we can give our kids the best possible healthcare in the world.

1.1 Our vision

For every sick child to have the best possible health care, with access to world-class research and clinical treatment in a healing environment.

1.2 Our mission

We improve children's health by supporting and funding world-class research and clinical treatment, and by providing care and entertainment for sick kids and their families.

1.3 Our values

Everything we do at the Children's Hospital Foundation is driven by our internal values. These values underpin all our work and allow us to continue making a real difference to sick kids and their families.



Accountability

We aim to deliver high impact results, **are accountable for our actions** and resources and communicate this openly and honestly



Recognition & Respect

We are respectful in all our interactions and committed to **recognising others and valuing their contributions**



Care

We care for everyone we impact – **the children always come first**



Working together

We selflessly support and trust each other and our teams, **share our ideas and goals**, work hard, have fun and celebrate our achievements



Excellence & Innovation

We strive for excellence, encourage innovation and **develop our skills to be our best**

1.4 Enquiries

For enquiries about the Children's Hospital Foundation's funding opportunities please email grants@childrens.org.au.

It is important that a research grant applicant not contact anyone directly involved in the assessment of their grant application.

Children's Hospital Foundation Grants Scheme Overview

2 Grants Scheme and Funding Priorities

What matters most is for sick kids to live healthy and happy lives today and tomorrow. The purpose of the Children's Hospital Foundation (the Foundation) is to provide financial assistance that enables the delivery of world-class, evidence-based health outcomes that matter most to sick kids and their families across Queensland.

2.1 Priority areas

As the official charity of Children's Health Queensland (CHQ), the Foundation partners with CHQ to fund research and other grant initiatives that adhere to the research strategies and priorities identified in the [Children's Health Queensland Hospital and Health Service Research Strategy 2013 – 2016](#).

CHQ has identified eight key priority areas for research on the basis that advances in these areas will have the greatest impact on child mortality and morbidity:

Obesity and diabetes	Infectious disease
Infant mortality	Injury and trauma
Cancer	Neuro-development and disability
Respiratory disease	Psychiatric and behavioural disorders.

These eight priority areas reflect national research priorities based on children's mortality data and the burden of disease. The Foundation requires that all research grant applications be aligned to at least one of these eight key priority areas.

2.2 Grant schemes

The Foundation secures funds through a variety of fund-raising activities (e.g., individual giving, community fund-raising campaigns, and corporate and philanthropic gifts) and, as the custodian of donor funds, the Foundation partly discharges these funds *via* two grant-making schemes:

1. The **Competitive Research Grant Scheme** that funds translational research initiatives through the following research opportunities:
 - a. Preclinical and Clinical Research
 - b. Health Services Research (formerly Clinical Innovation)
2. The **Services and Support Grant Scheme** which aims to improve the quality of patient care by supporting:
 - a. Patients and their families
 - b. Health and medical services

The **Preclinical and Clinical Research** funds translational research projects and activities that fall within the T0 to T3 phases of the translational research pathway (i.e. basic and preclinical research,

clinical studies and clinical practice). These research activities focus on improving health outcomes for patients within the CHQ priority areas for research.

The **Health Services Research** (formerly Clinical Innovation) aims to improve the way healthcare is delivered, ensuring systems and processes are effective and efficient. In this program the Foundation aims to fund clinical research that improves healthcare delivery and access to care.

The **Services and Support Grant Scheme** funds non-research activities and equipment that support hospital infrastructure for improving paediatric health care services and developing the clinical, research and allied workforces specialising in paediatric care.

The Foundation also receives some funding from donors and supporters directed to specific purposes. These funds may be allocated outside of the schemes outlined above to ensure the Foundation honours its donors’ wishes.

2.3 Grants Governance Structure

The Foundation has a strong commitment to ensuring a strict funding assessment process governs all its grant-making activities. Grant applications undergo scrutiny and challenge *via* a stringent review process to ensure the best outcomes for children’s health in Queensland.

The Foundation Board is responsible for the Children’s Hospital Foundation’s activities, policies and strategies. Board members oversee our operations and affairs on behalf of our supporters, and ensure the expectations of the community are met. Each of our Board members has elected to contribute in an honorary role. The overall governance processes relating to our grants scheme are depicted in Figure 1 below.

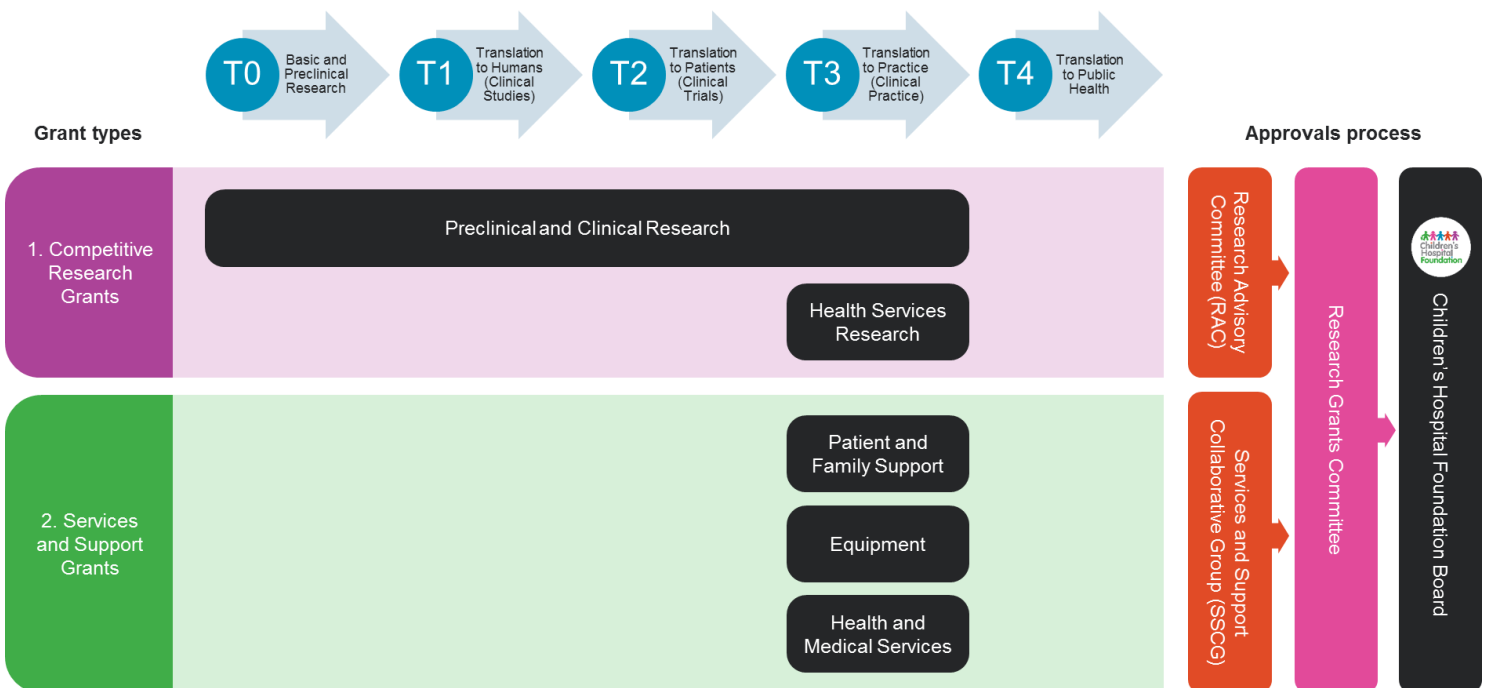


Figure 1: The Children’s Hospital Foundation’s funding scheme

2017 Health and Medical Research PhD Scholarship Top-Up Grant Round

3 PhD Scholarship Top-Up Grants

In this funding round the Foundation will only be offering grants to top-up PhD scholarships for health and medical research (encompassing preclinical and clinical research as well as health services research).

The Foundation requires applications to be primarily focussed on translational research outcomes. All grants will be subject to the Foundation's Application Assessment (refer to Section 5 Translation Plan on page 11) and the Monitoring and Evaluation Framework (refer to Section 6 Indicators and Metrics on page 13).

The PhD Scholarship Top-Up is considered a People Support Grant which is provided primarily for the recipient's salary, and assessment is based on the proposed project to be conducted by the applicant. A smaller component of the maximum funds available for the grant can be directed towards other research costs (see the Foundation's Research Award Funding Agreement conditions). The PhD Scholarship Top-Up aims to:

1. Provide support for up to three years.
2. Provide a maximum value of \$10,000 per annum.
3. Support students undertaking a PhD.
4. Support recipients of a NHMRC PhD scholarship or Australian Postgraduate Award / Research Training Program Stipend or an Australian Research Council PhD Scholarship.
5. Assist in further health and medical research training.

An outstanding applicant from this grant round will be awarded the **Lola Hughes Efstathis PhD Scholarship Top-Up Grant**. This award was generously endowed by Mrs Efstathis, demonstrating her lifelong support for the health and welfare of children, her commitment to both undergraduate and postgraduate medical education and her special commitment to the encouragement of students during their early careers.

3.1 Eligibility criteria

PhD Scholarship Top-Up grant applications to the Foundation are subject to the following eligibility requirements:

- Applicants must be the recipient of a National Health and Medical Research Council PhD Scholarship or an Australian Postgraduate Award / Research Training Program Stipend or an

Australian Research Council PhD Scholarship who are in their 1st, 2nd or 3rd year of PhD candidature as of March 2017.

- The research to be funded must meet all or some of the [Children's Health Queensland Hospital and Health Service Research Strategy 2013 - 2016](#) key priority areas.
- Outcomes from the research project must;
 - (i) Demonstrate support for advancing [Children's Health Queensland Hospital and Health Service Research Strategy 2013 - 2016](#);
 - (ii) Benefit children's health and the healthcare delivery provided by Children's Health Queensland Hospital and Health Services (CHQHHS) or other Qld paediatric HHS's including but not limited to:
 - Lady Cilento Children's Hospital
 - Other Qld Hospitals and Paediatric/Children's Facilities
 - Logan Hospital, Gold Coast University Hospital, Redland Hospital, Caboolture Hospital, Redcliffe Hospital, The Prince Charles Hospital, Ipswich General Hospital
 - Child and Youth Community Health Service
 - Child and Youth Mental Health Service
 - Statewide Paediatric Outreach and Telehealth Services (Connected Care Program)
 - Centre for Children's Health Research
- Proposals are for once-off funding and not to be used for operational, recurrent costs.
- All research supported by the Foundation must be administered by a [National Health and Medical Research Council \(NHMRC\) Administering Institution](#).
- No more than one application per applicant per grant round is to be submitted.
- Applicants must submit a letter of support from the respective Research Management Office or Research Students Centre or Graduate School (or equivalent).

Applicants must be an:

- Domestic student undertaking a PhD research project in Australia
- Not hold a qualification at the same or a higher level than the research higher degree program they are undertaking
- Have a Queensland-based administering organisation for the duration of the scholarship
- Have not previously received a PhD Scholarship Top-Up.

To apply

Applicants must submit a Letter of Support from their administering organisation's research management office (or Research Students Centre or Graduate School), which is also signed by their immediate supervisor, confirming that the eligibility criteria are met to be considered for funding.

4.1 Eligibility Self-Assessment Checklist

Eligibility Item No.	Eligibility description	Yes	No
1	I have provided a Letter of Support from my Administering Institution's Research Management Office (RMO) or Research Students Centre or Graduate School and this has also been signed off by my immediate supervisor. CHQHHS-based students must have the support of the CHQ Research Director as well as their University RMO.		
2	I am undertaking a PhD research project at a Qld-based NHMRC-approved institution in 2017 and am in my 1 st , 2 nd or 3 rd year of candidature		
3	My research aligns with children's health and medical research and with the priorities of CHQHHS as defined in section 2.1		
4	My research aligns with the translational research pathway and I have a translation plan and impact plan as per section 5.		
5	I will be located in Qld for the duration of the grant and at least 80% of the funds will be expended on activity conducted within the State of Queensland.		
6	I do not hold a qualification at the same or a higher level than the research higher degree program I am undertaking		
7	I have secured one of the following prior to applying for a Children's Hospital Foundation PhD Scholarship Top-Up <ul style="list-style-type: none"> a. Australian Postgraduate Award / Research Training Program Stipend b. NHMRC PhD Scholarship c. Australian Research Council PhD Scholarship 		
8	I have not previously received a PhD Scholarship Top-Up		

If you have answered **yes** to all the questions in the above table, you are eligible to apply for the preclinical and/or clinical research grant scheme.

Please follow the instructions below when completing your application form.

4.2 How to apply

Applications must be submitted online via the SmartyGrants website.

To apply for a Children's Hospital Foundation Research Grant, please follow the link <https://childrens.smartygrants.com.au>.

Applicants must first create an account with SmartyGrants. Your account details are used for the purpose of completing your application form and for ongoing communications from the Foundation relevant to our research scheme. Please provide your contact details so that the Children's Hospital Foundation can acknowledge your application.

You can return to <https://childrens.smartygrants.com.au> at any time to view your application. Please note your application cannot be changed once it has been submitted.

4.3 Application form

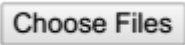
Please complete all sections of the application form. Incomplete applications will not be processed. The following notes will assist with completing the online application form.

Page 1 – Researcher Details

The applicant must provide details as requested of the PhD student and the PhD student's supervisor.

Page 2 – Supporting Documents

The applicant must attach a Letter of Support from the Administrating Organisation, which is also signed by the PhD student's immediate supervisor. The Letter of Support can be uploaded to the application by

clicking the  button.

Page 3 – Grant Details

The applicant must provide details of his/her current PhD Scholarship Award (i.e. NHMRC PhD Scholarship, Australian Postgraduate Award / Research Training Program Stipend or Australian Research Council PhD Scholarship). A copy of the grant application form, approval and relevant ethics / governance approvals must also be attached.

Please refer to Section 2.1 "Priority Areas" on page four. The applicant must be able to demonstrate that the majority of their research is in one of the **key priority areas** in children's health. More than one priority area may be selected. If

In no more than approximately 40 words, the applicant must provide a statement outlining the intended impact of the proposed research. Note: the Impact Statement may be modified by the Foundation and used for public release.

The applicant must briefly list the hypothesis, 3 primary translational objectives and 3 key milestones (with estimated timelines) of the proposed project.

Page 4 – Research Project

In no more than 1200 words the applicant must provide an overview of the research project, including background, methods, and expected translational outcomes and impacts.

Page 5 – Requested Funding

The applicant must provide planned start and stop dates of award funding (note: the maximum duration of the grant is for up to 3 years) and the amount of requested funding per year (note: the maximum amount of funding per year is \$10,000).

Page 6 – Declaration

The Foundation records your personal information to assist with the provision of services related to research and grant funding opportunities to you. We also like to keep you informed about Foundation-related activities. We respect your privacy and embrace the principles contained in the Privacy Act.

The Foundation can provide further information on request or in our Privacy Policy.

Please familiarise yourself with the Privacy Policy by contacting our Privacy Officer via PO Box 8009 Woolloongabba, QLD 4102, privacy@childrens.org.au or by calling 1300 7425 5437.

Our Privacy Policy sets out and details how you may complain about privacy issues and how we would deal with that complaint. It also explains how you can access, correct or update information we hold about you. A copy of our Privacy Policy is available at <http://www.childrens.org.au/privacy-policy/> or on request.

Review and submit

The last page of the application opens a review screen that includes all application pages collated onto a single page. The applicant may receive an error message at the top of the review page stating that some changes to the application are required before submission – these will be highlighted in red on the application form and the applicant will be directed to the relevant section/s of the application. The applicant should study the content for accuracy before submission.

Once an application has been submitted it cannot be recalled for further editing or amendments.

Assessment, Monitoring and Evaluation

5 Translation Plan

The Foundation has a strong focus on the translation of research into outcomes that improve children’s health. It is recognised that there are differences in impact and outcomes depending on the type of grant provided and the recipient’s stage of career development. It is also recognised that areas such as basic science/preclinical research as well as PhD scholarships may need to focus more on how their work may translate in the future rather than achieving measurable translation outcomes. The table below outlines the relative weighting of the four monitoring and evaluation criteria for applicants.

Criteria	PhD Scholarship	Other Fellowships	Research Grants
Deliver	60 points	60 points	30 points
Disseminate	30 points	20 points	30 points

Impact	10 points	20 points	40 points
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5.1 Reporting Requirements

During the course of a research project, progress reporting will be required on agreed milestones and deliverables including Research Delivery, Research Dissemination and Research Impact. These reporting requirements will need to include what the project has accomplished to date and reconfirm its direction. An annual review of the research project will be conducted by the Foundation who reserves the right to discontinue funding should it deem that the research conducted does not comply with the proposal submitted and the assessment criteria. Evaluation on the research project's success on completion is also required to assess its quality and verify its completion

The following information provides greater detail and context regarding each criteria and associated performance indicators for applicant consideration prior to an application submission. Appendix A provides applicants with a greater detail of information regarding indicators and associated metrics.

5.2 Research Delivery

Research Delivery will be assessed using the following performance indicators:

- Achievement of stated aims, hypotheses, time dependent milestones and deliverables.
- Delivery of outcomes according to the original project timeline.
- Compliance of the project within the projected budget.
- Identification of sound alternative strategies for problem and issue resolution.
- Compliance with ethical conduct throughout the project.

5.3 Research Dissemination

In order to increase the potential of the research project having the greatest impact on children's health, researchers may need to include key performance indicators and publish and promote their work in:

- Peer reviewed publications;
- Technical papers, research report, policy documents;
- Conference presentations and posters;
- Dissemination workshops, including beneficiary / targeted community engagement activities;
- Dissemination to the general community in order to advance public understanding of science;
- Media coverage;
- Other public engagement activities.

5.4 Research Impact

The Children's Hospital Foundation requires researchers to better understand the specific needs and concerns of their targeted clinical and community groups in order to maximise the impact of their research. Researchers must demonstrate their progress towards impacting behaviours or health care practice as a result of their research. Both quantitative and qualitative tools are expected to be used by

researchers in order to demonstrate the value of their translational work. This may include the following performance indicators:

- Informing policy development
- Improvements in health care practices and behaviours
- Increase in public understanding of science
- Improvement in outcomes and / or quality of life for beneficiaries
- Potential to attract further research income
- Likelihood of commercialisation e.g. patents, product development.

Appendix A

6 Indicators and metrics

Criteria	Indicators	Metrics
Deliver	Aims	<ul style="list-style-type: none"> Percentage of research project completed to plan. Milestones met. Deliverables submitted on time.
	Budget	<ul style="list-style-type: none"> Percentage of planned expenditure disbursed according to original budget.
	Ethical Conduct	<ul style="list-style-type: none"> Approvals are in place and current.
Disseminate	Publications	<ul style="list-style-type: none"> Number and quality (impact factor) of peer reviewed articles. Number of clinical guidelines, policy briefs etc.
	Presentations	<ul style="list-style-type: none"> Academic conference. Dissemination workshops. Presentations and workshops for targeted communities and beneficiaries. Presentations and workshops for general community to make progress towards public understanding of science.
	Media	<ul style="list-style-type: none"> Social media interest. Media releases. Media appearances.
Impact	Health care practice and policy	<ul style="list-style-type: none"> Evidence of uptake of research findings and outcomes. Evidence of impact on beneficiaries e.g. disease outcomes and quality of life. Evidence of impact on policy. Invitations to or participating on, advisory boards, government think tanks etc.
	Commercialisation	<ul style="list-style-type: none"> Number of patents.

		<ul style="list-style-type: none"> • Contract funding.
	Beneficiaries / target group	<ul style="list-style-type: none"> • Presentations to target groups and subsequent questionnaires to measure perceived impact of research. • Evidence of wider awareness of health issue. • Advances made in the public understanding of science.
	Further research and funding	<ul style="list-style-type: none"> • Follow on research. • Potential PhD students. • Subsequent external grants received.

Appendix B

7 The following outlines the key stages in the PhD Scholarship Top-Up Grants process.



Appendix C

8 Children's Hospital Foundation - Grant Terms and Conditions

In submitting this grant application, we the Investigators agree that should this research project be funded by the Children's Hospital Foundation (the Foundation) we will abide by the following terms and conditions in conducting the research:

1. We certify that all the information given in this application is correct, and we will accept the decision of the Foundation Grants Committee as final.
2. Upon an offer of funding from the Foundation, the recipient's administering organisation will have 30 business days to return a signed funding agreement to the Foundation, or the offer of award may be forfeited.
3. The Funding Agreement is not negotiable, and outlines all conditions of the Preclinical and/or Clinical Research Grant, including provisions for the protection and ownership of Intellectual Property and commercialisation interest, in line with the Foundation Privacy Policy, which is available on the Foundation's website.
4. If any of these documents are not provided within 30 business days, the offer of award may lapse, and applicants may re-apply in the next funding round.
5. The research project will be conducted as described in the proposal submitted for review, unless the Foundation is advised otherwise in advance in writing, and approves the changes.
6. The research project will be conducted by those Investigators named in the proposal submitted for review, unless the Foundation is advised otherwise in advance in writing, and approves the changes.
7. All relevant Ethical and site specific Governance approvals will be sought, and followed, in conducting the research. Initial Funding will be contingent on all Ethics and site specific Governance approvals being obtained. Continued funding will be contingent on all Ethics and site specific Governance approvals being adhered to.
8. The research project must be carried out in a manner that complies with all relevant legislation governing research in Australia, including but not limited to: *National Health and Medical Research Council Act 1992*, *National Statement on Ethical Conduct in Human Research (2007)*, *Australian Code for the Responsible Conduct of Research (2007)*, *Note for Guidance on Good Clinical Practice (CPMP/ICH/135/95)*, *Privacy Act 1988*, *Archives Act 1983*, *Public Health Act 2005*, *Transplantation and Anatomy Act 1979*.
9. The Recipient will own any equipment purchased with grant monies. The Recipient will be fully responsible for, and bear all risks and costs relating to the use or disposal of the equipment both during the project and subsequent to the project's completion. If the equipment is sold prior to the end of the research project the Recipient must notify the Foundation who may require a proportion of the funds be returned.
10. The research project must be completed within the time specified in the Funding agreement from of execution of the Funding Agreement, unless a no-cost extension request is submitted to the Foundation in writing prior to the end of this term, and approved.
11. At agreed milestones and upon completion of the research project the Recipient shall provide a written report and/or presentation to the Foundation, in a format as prescribed by the Foundation, regarding the conduct of the research, and the results and findings. Periodic review of the research project will be conducted by the Foundation who reserves the right to terminate funding should the research outcomes fail to meet the assessment and evaluation criteria.
12. A brief summary of the project, including results, will be published on the Foundation website.
13. The Foundation may request that the Recipient present project results at relevant conferences and forums, the Recipient shall make all reasonable endeavours to honour these requests.

Appendix D

9 Glossary of Terms

In this document, unless the contrary intention appears,

1. **Administering Institution** means the institution that is responsible for all aspects of administration of the grant including the financial aspect.
2. **National Health and Medical Research Council (NHMRC) Administering Institution** means the administering institution affiliated with NHMRC. A list of NHMRC affiliated institutions is available [here](#).
3. **Applicant** means any user registered with an applicant account type who submits an application on their own behalf. This is usually the chief investigator who is the responsible for the research project.
4. **Recipient** means the entity that receives a Children's Hospital Foundation award and is responsible for the completion and reporting of the research stipulated in the corresponding application as per the Funding Agreement.
5. **Funding Agreement** means the legal instrument of financial assistance between the Children's Hospital Foundation and the Administering Institution.
6. **Eligibility Criteria** means the statements of the standards that applicants/institutions must meet in order for their grant application to be assessed by the Research Advisory Committee.
7. **Research Advisory Committee** means the group of reviewers responsible for assessing the scientific validity and feasibility of the research project.
8. **The Foundation Board** means the Board members of the Children's Hospital Foundation.
9. **Chief Investigator** means the primary applicant responsible for the conduct and reporting of the proposed research and who is affiliated with a NHMRC Administering Institution. The Chief Investigator has ultimate responsibility over all aspects of the research grant and reporting.
10. **Associate Investigator** means an applicant responsible for the research outlined in the proposal.
11. **SmartyGrants** is the online grants management system used by the Children's Hospital Foundation to manage the entire grants cycle from application to evaluation.
12. **Research Management Office (RMO)** refers to the administering institution's governance structure responsible for research funding administration, management and strategy. The RMO provides support for research awards and incorporates compliance with animal welfare and human ethics requirements.
13. **Grant Period** refers to the period of time when Children's Hospital Foundation funding is available for obligation by the recipient.