Children’s Hospital Foundation
Funding Application Guidelines
2017 Preclinical and Clinical Research
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.
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
- Infant mortality
- Cancer
- Respiratory disease
- Infectious disease
- Injury and trauma
- Neuro-development and disability
- 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:
   - Preclinical and Clinical Research
   - Clinical Innovation and Health Services Research

2. The Services and Support Grant Scheme which aims to improve the quality of patient care by supporting:
   - Patients and their families
   - 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 Clinical Innovation and Health Services Research 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 donor’s 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](image_url)
In this funding round the Foundation will only be offering grants for preclinical and clinical research. The 2017 Preclinical and Clinical Research Grant Round will be offering the following funding opportunities:

- People Support Grants
- Research Project Grants.

It is intended that other funding opportunities for clinical innovation and health services research will occur at a later date.

The Foundation requires applications to be primarily focused on translation research outcomes. All grants will be subject to the Foundation's Application Assessment (refer to Section 5 Translation Plan on page 12) and the Monitoring and Evaluation Framework (refer to Section 6 Indicators and Metrics on page 14).

3 General eligibility criteria

Preclinical and Clinical Research Grant applications to the Foundation are subject to the following general eligibility requirements:

- 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) including but not limited to:
      o Lady Cilento Children’s Hospital
      o Child and Youth Community Health Service
      o Child and Youth Mental Health Service
      o Statewide Paediatric Outreach and Telehealth Services
      o 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 grant round is to be submitted.
Applicants must submit a letter of support from the respective Research Management Office. Applicants must be an:
- Australian or New Zealand citizen, or
- Australian permanent resident.

### 3.1 People Support Grants

People Support Grants are 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 CHF Research Grant Contract conditions).

<table>
<thead>
<tr>
<th>Award</th>
<th>Description</th>
<th>Specific Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PhD Scholarships</strong></td>
<td>1. Provide support for up to three years.</td>
<td>1. Be a domestic student studying full-time in Australia in a research higher degree program.</td>
</tr>
<tr>
<td></td>
<td>2. Maximum value of $30,000 per annum.</td>
<td>2. Not hold a qualification at the same or a higher level than the research higher degree program you are undertaking.</td>
</tr>
<tr>
<td></td>
<td>3. To students undertaking a PhD.</td>
<td>3. Not previously have held a research higher degree scholarship.</td>
</tr>
<tr>
<td></td>
<td>4. To assist in further health and medical research training.</td>
<td>4. Not be receiving an award, scholarship or salary providing a benefit greater than 75 percent of the Foundation’s rate to undertake the research higher degree program.</td>
</tr>
</tbody>
</table>

| **Postdoctoral Fellowships** | 1. Provide support for up to three years.                                   | 1. Hold a PhD in a health-related field of research or will be awarded a PhD by 31 December 2016. |
|                            | 2. Maximum value of $100,000 per annum.                                     |                                                                                               |
3. To researchers who have held their PhD for no more than three years.
4. To assist in further health and medical research training.

2. As at 31 December 2016 have held a PhD for no more than 3 years unless career disruption exists.
3. Not receive a salary from another comparable fellowship or award, full-time academic position or other full-time position in conjunction with their Children’s Hospital Foundation Fellowship.

### Early Career Fellowships 3 – 7

1. Provide support for up to three years.
2. Maximum value of $150,000 per annum.
3. To researchers who have at least 3 years' postdoctoral experience.
4. To assist in further health and medical research training.

1. Hold a PhD or equivalent in a health-related field of research.
2. As at 31 December 2016 have held a PhD for not less than 3 years and no more than 7 years unless career disruption exists.
3. Not receive a salary from another comparable fellowship or award, full-time academic position or other full-time position in conjunction with their Children’s Hospital Foundation Fellowship.

### Practitioner Fellowships

1. Provide support for up to three years.
2. Maximum value of up to $180,000 per annum.
3. To active clinicians, public health practitioners or health service professionals.

1. Hold a PhD or a qualification equivalent to the level 10 criteria of the Australian Qualifications Framework Second Edition 2013.
2. Be able to devote 0.4 – 0.7 FTE to achieving the outcomes of the fellowship.
4. To assist with undertaking research that is related to their practice.

3. Be employed as a clinician or in a public health practice or policy role for the majority of non-fellowship FTE.

Applicants applying for a People Support Grants will be assessed based on research performance relative to opportunity. This ensures that the assessment process accurately evaluates the applicant’s track record relative to stage of career and opportunities available. Circumstances taken into consideration include: time spent as an active researcher; career disruption (e.g., prolonged periods of illness/injury, maternity leave/carer’s responsibilities); available resources; clinical, administrative or teaching workload; restrictions on research productivity due to time spent employed in other sectors.

### 3.2 Research Project Grants

There are three different types of Research Grants available to applicants, including:

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Innovator Grant</strong></td>
<td>A one-off grant for up to two years.</td>
</tr>
<tr>
<td></td>
<td>• Maximum of $100,000 per annum.</td>
</tr>
<tr>
<td></td>
<td>• To investigate the feasibility of the novel research proposed.</td>
</tr>
<tr>
<td><strong>Accelerator Grant</strong></td>
<td>A one-off grant for up to 18 months.</td>
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<tr>
<td></td>
<td>• Maximum value of $70,000 per annum.</td>
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<td></td>
<td>• To accelerate existing funded research.</td>
</tr>
<tr>
<td><strong>Translator Grant</strong></td>
<td>A one-off grant for up to two years.</td>
</tr>
<tr>
<td></td>
<td>• Highly targeted, outcomes based research grants.</td>
</tr>
<tr>
<td></td>
<td>• Maximum value of $150,000 per annum.</td>
</tr>
<tr>
<td></td>
<td>• To investigate specific research needs that align with one or more of the eight key Priority Areas.</td>
</tr>
</tbody>
</table>
Applicants must submit a Letter of Support from their administering organisation’s research management office confirming that the eligibility criteria are met to be considered for funding.

### 1. Eligibility Self-Assessment Checklist

<table>
<thead>
<tr>
<th>Eligibility Item No.</th>
<th>Eligibility description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I have access to Children’s Health Queensland Hospital and Health Services (CHQHHS) either as an employee or as a research collaborator as outlined in section Error! Reference source not found.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>I have provided a Letter of Support from my Administering Institution’s Research Management Office (RMO) to submit a grant application. For CHQHHS staff, the support of the CHQ Research Director is essential. University staff are to apply with the approval of their RMO.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>As chief investigator, I am affiliated with a NHMRC-approved institution (see also section 3).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>My research is either preclinical and/or clinical and excludes clinical innovation and health services research.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>My research aligns with the translational research pathway and I have a translation plan and impact plan as per section 5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>My research aligns with the priorities of CHQHHS as defined in section 2.1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>I am an Australian or New Zealand citizen or a permanent resident of Australia who will be located in Australia for at least 80% of the duration of the grant and at least 80% of the funds will be expended on activity conducted within the State of Queensland.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>My qualifications and experience (relative to opportunity) correspond with the grant type I am applying for. Please note, an applicant wishing to apply for a people-support grant i.e. scholarship or fellowship, must not hold a similar grant or have salary income from other sources at the commencement of the Children’s Hospital Foundation people-support grant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>I am only applying for one people-support grant and/or one research project grant.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I am not requesting more than $540K in total for the duration of the awards in this funding round.

My research is a collaborative effort between a number of healthcare professionals (e.g. academics, clinicians, scientists) to ensure the project team collectively possesses the skills and qualifications that lead to the delivery of translational project objectives on time and within budget.

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 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 www.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 www.childrens.smartygrants.com.au at any time to view your application. Please note your application cannot be changed once it has been submitted.

4.1 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 -- Letter of Support

The applicant must attach a Letter of Support from the Administering Organisation.

Page 2 – Research Team Details The applicant must submit Chief Investigator details.

The CV can be uploaded to the application by clicking the button. The CV should be no longer than two pages.

Information regarding the applicant and research team is to be provided in the CV and include:

- Team personal details,
- Career chronology, including years of research activity (full-time and / or part-time),
- Professional positions and professional training, including teaching, mentoring and supervision,
- Career disruption / breaks
• Title and citation of up to 5 best/most relevant (to the application) publications by the applicant

The online form must be filled in with the organisation details as prompted.

The applicant must provide details of their Clinical Collaborator. This should be the applicant’s primary contact point within the Queensland Health System.

Page 3 – Grant details

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. Selecting a priority area is done by checking the boxes that relate to the applicant’s presentation.

The applicant must tick all People Support Grants and/or Research Project Grants being applied for.

The applicant must include a Project Title.

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 primary translational objectives and key milestones of the proposed project.

In no more than 1500 words the applicant must provide an overview of the grant application, including background, hypothesis, methods, and expected translational outcomes and impacts.

Page 4 – Declaration and privacy statement

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 the three application pages collated onto a single page. 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.
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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>PhD Scholarship</th>
<th>Other Fellowships</th>
<th>Research Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliver</td>
<td>60 points</td>
<td>60 points</td>
<td>30 points</td>
</tr>
<tr>
<td>Disseminate</td>
<td>30 points</td>
<td>20 points</td>
<td>30 points</td>
</tr>
<tr>
<td>Impact</td>
<td>10 points</td>
<td>20 points</td>
<td>40 points</td>
</tr>
</tbody>
</table>

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.
6. Indicators and metrics

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Indicators</th>
<th>Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliver</td>
<td>Aims</td>
<td>• Percentage of research project completed to plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Milestones met.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Deliverables submitted on time.</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
<td>• Percentage of planned expenditure disbursed according to original budget.</td>
</tr>
<tr>
<td></td>
<td>Ethical Conduct</td>
<td>• Approvals are in place and current.</td>
</tr>
<tr>
<td>Disseminate</td>
<td>Publications</td>
<td>• Number and quality (impact factor) of peer reviewed articles.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Number of clinical guidelines, policy briefs etc.</td>
</tr>
<tr>
<td></td>
<td>Presentations</td>
<td>• Academic conference.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dissemination workshops.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Presentations and workshops for targeted communities and beneficiaries.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Presentations and workshops for general community to make progress towards public understanding of science.</td>
</tr>
<tr>
<td>Media</td>
<td></td>
<td>• Social media interest.</td>
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<td></td>
<td></td>
<td>• Media releases.</td>
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<tr>
<td></td>
<td></td>
<td>• Media appearances.</td>
</tr>
<tr>
<td>Impact</td>
<td>Health care practice and policy</td>
<td>• Evidence of uptake of research findings and outcomes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Evidence of impact on beneficiaries e.g. disease outcomes and quality of life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Evidence of impact on policy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Invitations to or participating on, advisory boards, government think tanks etc.</td>
</tr>
<tr>
<td></td>
<td>Commercialisation</td>
<td>• Number of patents.</td>
</tr>
<tr>
<td><strong>Beneficiaries / target group</strong></td>
<td><strong>Contract funding.</strong></td>
<td></td>
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<td>--------------------------------</td>
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<td></td>
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<tr>
<td></td>
<td>Presentations to target groups and subsequent questionnaires to measure perceived impact of research.</td>
<td></td>
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<tr>
<td></td>
<td>Evidence of wider awareness of health issue.</td>
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<tr>
<td></td>
<td>Advances made in the public understanding of science.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Further research and funding</strong></th>
<th><strong>Follow on research.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Potential PhD students.</td>
</tr>
<tr>
<td></td>
<td>Subsequent external grants received.</td>
</tr>
</tbody>
</table>
Appendix B

7. The following outlines the key stages in the Research Grants process.

- **Applications Open**: 8 Aug 2016
- **Applications Close**: 5 Sep 2016
- **Pre-eligibility Checks**: 16 Sep 2016
- **Interview Shortlist**: 21 Oct 2016
- **Interview**: 4 Nov 2016
- **Outcome Notification**: 19 Nov 2016
- **Contracts Finalised**: 19 Dec 2016
- **Grants Commence**: 2 Jan 2017
Appendix C

8. Children’s Hospital Foundation - Preclinical and Clinical Project 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.


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.
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 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.