



Children's Hospital Foundation 2017 QPID Education and Travel Grant Application Guidelines

1. 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.

Through the Children's Hospital Foundation's Grants Committee, potential research projects are identified and recommended for funding. The grants committee also reports to the Children's Hospital Foundation's Board on the outcomes of funded research. A highly respected national and international research advisory group has also been formed to provide additional advice on which research projects will have the greatest translational impact on improving children's health.

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

2. 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.

3. 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.

4. 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**

5. Enquiries

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

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

Children's Hospital Foundation QPID Education and Travel Grant

6. Purpose of the Children's Hospital Foundation QPID Education and Travel Grant

The purpose of the Children's Hospital Foundation QPID Education and Travel Grant is to provide financial assistance to successful applicants for attendance and presentation of their work at a conference, to attend workshops, or to visit external expert laboratories for the express purpose of gaining new skills and techniques which will enhance the scientific repertoire of the Queensland Paediatric Infectious Diseases (QPID) laboratory.

The Grant was established through tied donations to continue a tradition of allowing QPID staff to access external educational and travel opportunities to broaden and deepen scientific interaction and knowledge, as well as develop collaborative ties with other researchers and research organisations.

To maximise the value of their travel, grant recipients are encouraged to engage in collaborative activities relevant to their research focus. Grant recipients are also expected to share their experiences and learnings from their travel with their peers or beneficiary groups when they return.

The Children's Hospital Foundation QPID Education and Travel Grant may provide a one-off grant towards expenses for attending a conference, or towards the cost of laboratory visits or attending professional workshops.

The QPID Travel Grant will provide up to \$5000 towards reimbursement of expenses to attend an International venue or up to \$3000 towards a National venue. Specifically, reimbursements will cover the costs of travel, accommodation, registration fees and meals. This may also include costs associated with sharing conference learnings. Only one travel grant may be awarded in any one year.

To be considered for a travel grant, the Children's Hospital Foundation requires applicants to:

- Provide details of the conference/workshop/laboratory they wish to attend and provide evidence of attendance on return.
- Include details of other value-added opportunities such as attending related conferences, communicating and promoting their research within the conference host region or engaging with research collaborators/partners in the host region.
- Successful applicants will need to submit a communications plan prior to the award of a travel grant. The plan will outline the applicant's intention to share knowledge and information about lessons learnt on return from their travel.

The Children's Hospital Foundation requires successful applicants to manage travel costs by adhering to the following limits when claiming reimbursement of travel related expenses:

- **Airfares** All domestic and international airfares are economy class, with consideration given to booking the lowest practical fare available. This cost will cover luggage allowance (two checked items), booking fees, transfers and other airline charges. Travel insurance costs can also be included as part of the costs of travel.
- **Accommodation** Within Australia maximum \$200 per night, single occupancy

International travel maximum \$250 (AUD) per night, single occupancy.

If accommodation is shared with partners or a second party, this must be declared and an appropriate reduction in accommodation allowance will be made. Failure to do so will invalidate the applicant's grant allocation and will negate eligibility for future applications.

- Meals Within Australia maximum \$110 per day (this includes breakfast, lunch, dinner and incidentals).
International travel maximum \$150 (AUD) per day (this includes breakfast, lunch, dinner and incidentals).
- Transport All transport costs to and from place of residence, airport and conference should utilise the most cost effective form of transport. This would include public transport, taxis and hire cars (including hire cost, insurances and petrol). Total maximum daily cost \$120 (AUD) per day.
- Knowledge transfer Successful applicants may use a portion of the funds to deliver a presentation for beneficiaries or peers upon their return.

7. Grant applications – terms and conditions

- The grant application round opens 27th February 2017
- The grant application round closes 29th March 2017
- Applications must be submitted online at <https://childrens.smartygrants.com.au>.
- 'After-the-event' applications will not be considered.
- Grants are awarded for the applicant to present research or deliver a poster presentation at a conference, or to attend a workshop or visit an expert laboratory for professional development purposes. The applicant is expected to make all arrangements to attend the conference, workshop or laboratory and obtain prices for travel, registration, meals and accommodation costs.
- The applicant must attach supporting documents to the application, i.e. copies of correspondence from the conference/workshop organiser confirming the nature of your attendance, or a letter of confirmation for attendance at the external institution. If attending a conference, evidence of abstract acceptance must be provided on return.
- The applicant will be advised by email of the outcome of the application. Successful applicants will be sent a letter of offer stating the amount awarded and the conditions of the award.
- Grant funding for use on travel and education-related expenses amount must be submitted to the Children's Hospital Foundation *via* your Administering Institution's research office. Please note that feedback will not be provided to unsuccessful applicants.

8. Eligibility

Applications to the Children's Hospital Foundation QPID Education and Travel Grant are subject to the following general eligibility requirements:

- Support from the QPID Education and Travel Grant is **only available to QPID scientific laboratory staff and students and research nursing staff of the Department of Infectious Diseases, Immunology/Allergy and Rheumatology** who have no other sources of education and/or travel funding.
- The funded education and/or travel must meet all or some of the [Children's Health Queensland Hospital and Health Service Research Strategy 2013 - 2016](#) key priority areas.
- Only one grant application may be submitted per person, and only one travel grant will be awarded per funding round.
- Outcomes from travel 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 in infectious diseases provided by Children's Health Queensland Hospital and Health Services (CHQHHS) including but not limited to:
 - Lady Cilento Children's Hospital
 - Statewide Paediatric Outreach Services
 - Centre for Children's Health Research
- Travel funding is provided on a once-off basis and cannot be used to offset operational or recurrent costs.
- All research supported by the Children's Hospital Foundation must be administered by Children's Health Queensland or a National Health and Medical Research Council (NHMRC) Administering Institution.
- Attendance and travel must occur within 12 months of allocation.
- Applicants must submit a letter of support from the respective Research Management Office or Research Directorate.

The Children's Hospital Foundation QPID Education and Education and Travel Grant is open to those conducting research into children's health within the following stages of their career:

- Current PhD students
- Post-doctoral researchers (< 3 years postdoctoral)
- Early career researchers (3-7 years postdoctoral)
- Advanced career researchers (7-15 years postdoctoral)

9. Assessment criteria

9.1 Priority areas

The priority areas relevant to this application include the detection, characterisation and epidemiology of infectious agents. Children's Health Queensland has identified the key priority areas for research on the basis that advances in these areas would have greatest impact on child mortality and morbidity ([Children's Health Queensland Hospital and Health Service Research Strategy 2013 – 2016](#)):

- Infant mortality
- Cancer
- Respiratory disease
- Infectious disease.

The Children's Health Queensland key priority areas also take into account previously defined national research priorities based on children's mortality data and burden of disease. The Children's Hospital Foundation requires that all grant applications be aligned to at least one of these key priority areas.

10. Translation Plan

The Children's Hospital 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 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	Weighting (%)
Project quality	40
Investigators and research environment	20
Significance and innovation	20
Translation Plan	20

To apply

Please follow the instructions below when completing your application form.

11. How to apply

Applications must be submitted online via the SmartyGrants website.

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

Applicants must first create an account with SmartyGrants. Your account details are used solely for the purpose of completing your application form. 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.

12. 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 Applicant Details

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

Page 2 Supporting Documentation

A letter of support from the administering institution must be uploaded to confirm that all eligibility criteria for the Grant have been met.

Page 3 Grant Details

The applicant must demonstrate that they are affiliated with a CHQHHS department that is eligible for the grant.

The current career stage should be completed by identifying with one of following three options;

- PhD students, or
- Postdoctoral Researchers (< 3 years postdoctoral)
- Early Career Researchers (3 – 7 years postdoctoral) or
- Advanced career researchers (7-15 years postdoctoral).

The applicant must demonstrate that the majority of the research program focuses on at least one of the **key priority areas** in infectious diseases. More than one key priority area may be selected. A key priority area can be selected by checking the boxes that relate to your presentation.

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 indicate the type of grant he/she is applying for; either an Education Grant, Conference Travel Grant or Laboratory Visit Grant.

Page 4 – 6 Travel details

The applicant must complete the page relevant to the type of grant. Applicants must include the date, venue and title of travel.

For Conference Travel Grants, the applicant must include an **abstract** of their presentation. Please complete a 300-word abstract summary of your paper and include:

- Background
- Aims, objectives and hypotheses
- Results
- Discussion/conclusion.

If published, the applicant must attach the full publication that their presentation is based on.

Page 7 Your research

The **description of current research and grant aims** field will need to detail the background and aims of the research that is the subject of your presentation. This description can be up to 1500 words.

Applicants are encouraged to demonstrate the benefits your grant application will provide to children's health. The potential for additional **translational benefits of the research** should be included in your grant application and you will be expected to assess your translational activities to evaluate the impact of your research.

The Children's Hospital Foundation will favourably consider applications that create the best value for money. This can be achieved by sourcing **additional benefits from your travel** to present a paper. For example, at the destination the applicant might visit a children's hospital to establish connections to fellow researchers. Or, on the applicant's return they might create opportunities to **present any findings** from the conference attended. This information should be included in the additional activities field and the plan to share field.

Page 8 Declaration and privacy statement

The Children's Hospital 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 Children's Hospital Foundation related activities. We respect your privacy and embrace the principles contained in the Privacy Act.

The Children's Hospital 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 eight 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 review the content for accuracy before submission.

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

Appendix A

The following outlines the key stages in the QPID Education and Travel Grant process.



Eligibility Checklist

Eligibility Item No.	Eligibility description
1	I am a Queensland Paediatric Infectious Diseases laboratory staff member or a student/research nursing staff of the Department of Infectious Diseases, Immunology/Allergy and Rheumatology and have no other sources of education/travel funding
3	I have provided a Letter of Support from the CHQHHS Research Director
5	My research aligns with the translational research pathway and I have a translation plan and impact plan as per section 10.
6	My research aligns with the priorities of CHQHHS as outlined in section 9.1.
7	I will be located in Australia for at least 80% of the duration of the grant.
8	My qualifications and experience (relative to opportunity) correspond with the grant type I am applying for.
9	I am only applying for one grant.
10	I am not requesting more than a \$3K grant to be expended nationally or a \$5K grant to be expended internationally on education/travel.