



Children's Hospital Foundation 2018 Preclinical and Clinical Research

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.

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 Children's Hospital Foundation Grants Scheme Overview

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](#).

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 (*replaces old clinical innovation grants*)
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 T1 to T4 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.

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 whilst maintaining a focus on patient outcomes. The Health Services Research grants replace the old clinical innovation grants.

As part of the Competitive Research Grant Scheme, grant applications deemed 'fundable' by the Research Advisory Committee during defined grant rounds that are unable to be funded by the approved budget allocation ("near-miss" applications) may be funded by specific purpose donations.

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 calls for Expressions of Interest for non-research activities to be submitted biannually for review by the Services and Support Collaborative Group. Requests for equipment should be approved and prioritised by the Capital Works Committee at Children's Health Queensland Hospital and Health Service or by the local Hospital and Health Service Executive.

The Foundation receives funds from donors and supporters which are allocated to specific non-research activities and equipment approved via the Services and Support Grant Scheme. Some funding for non-research activities and equipment may be allocated outside of the Services and Support Grant Scheme 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.

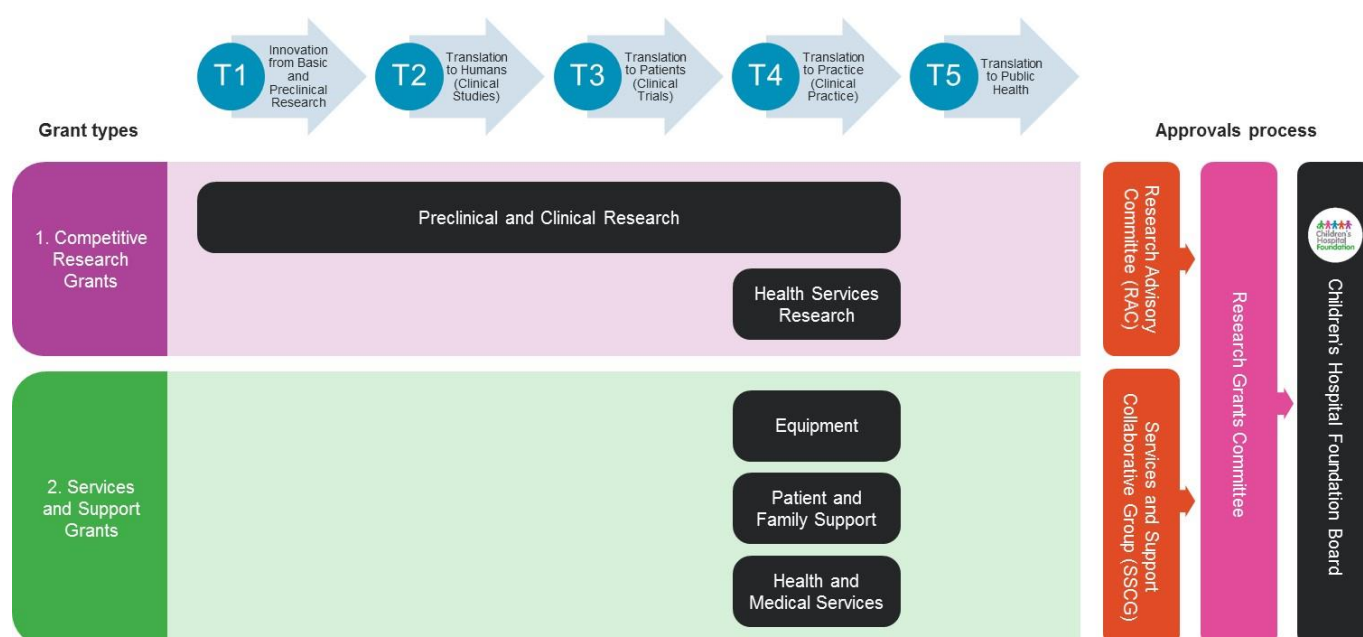


Figure 1: The Children's Hospital Foundation's funding scheme

3 2018 Preclinical and Clinical Research Grant Round

The 2018 Preclinical and Clinical Research Grant Round will be offering the following funding opportunities:

- People Support Grants
- Project Support Grants.

The Foundation funds preclinical and clinical research that predominantly falls within the T1-T4 phases of the translational research pathway and focuses heavily on improving health outcomes for patients in Children's Health Queensland's (CHQ) priority areas (see section 2.1).

- Preclinical research at T1 includes basic bench laboratory studies conducted *in vitro* and applied *in vivo* in animal models. These can also include *in vitro* studies conducted on human tissues that cannot be linked to a living individual. A clear translational plan is expected to be outlined in the application.
- Clinical research spanning T2-T4, involves patient-oriented research conducted with human participants (or on material of human origin such as tissues, specimens and cognitive phenomena) for which an investigator (or colleague) directly interacts with the human participants. Clinical research will require Human Research Ethics Committee approval and governance approval from the approving authority.

Applications for both preclinical and clinical research will be accepted in this round.

Applications for Health Services Research, a specific sub-type of clinical research, will be accepted in our next funding round (~Feb 2018). The Health Services Research program is aimed at improving the way health care is delivered to maximise value for patients by ensuring systems and processes are effective and efficient. In considering whether your research can be categorised as preclinical and clinical or alternatively health services research, please note that health services research is focused on investigating the funding, organisation and delivery of health services and involves multidisciplinary perspectives with outcomes that are usually at the population level rather than at an individual level.

In this funding round, the Foundation has approximately \$2M available for allocation to recipients for preclinical and clinical research. This amount is **not** available per applicant but for the entire applicant pool. The maximum award for a single applicant in this round is \$645,000. A single applicant will not be awarded an amount greater than \$645,000 in this funding round. Applicants are able to apply for a People Support Grant in combination with a Project Support Grant in this round (total funding for both grants should not exceed \$645,000). A single applicant **cannot** apply for multiple People Support Grants or Project Support Grants.

All grants will be subject to the Foundation's Application Assessment (refer to Section 5 Translation Plan) and the Monitoring and Evaluation Framework (refer to Section 6 Indicators and Metrics).

Upon notification of grant round outcomes, successful applicants will be sent letters of offer and a standard funding agreement between the Foundation and administering institution. This agreement is not negotiable, and an executed copy must be returned to the Children's Hospital Foundation within 30 business days or the offer of award may lapse.

3 Eligibility Criteria

3.1 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](#) key priority areas.
- Outcomes from the research project must;
 - (i) Demonstrate support for advancing [Children's Health Queensland Hospital and Health Service Research Strategy](#);
 - (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:
 - Lady Cilento Children's Hospital
 - Other Qld Hospitals and paediatric/Children's Facilities
 - E.g. 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

- Centre for Children's Health Research
- Proposals are for once-off funding and not to be used for operational, recurrent costs. Budget items must exclude capital works, infrastructure, indirect costs. Travel, telephone and computer costs cannot be funded unless justified to be directly related to the grant.
- 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 by a single applicant (requests for a combination of People Support and Project Support grants should be included on the same application). The clinical collaborator may be listed on more than one grant application but cannot be named the primary applicant on multiple grant applications.
- No more than one project per application is to be submitted.
- The grant application, including a research proposal of 1500 words, is to be submitted *via* SmartyGrants.
- Although a single person can act as both the academic investigator and the Qld paediatric HHS clinical investigator (clinical collaborator), applications demonstrating a strong partnership between the academic investigator and a Qld paediatric HHS professional – where the clinical problem is better identified and understood by the health professional through first-hand experience and the academic researcher can advise on best methods of data collection, analyses and presentation of results – will be highly regarded. The research proposal should describe plans for collaborations to be established with Qld HHS professionals to maximise the translation and impact of the research.
- Applicants must submit a letter of support from the respective Research Management Office (or equivalent) of the NHMRC Administering Institution. Letters of Support for PhD Scholarship grant applications should be signed by the Graduate School and the student's supervisor.
- If the proposed research includes development of a mobile application ("app"), an app request must be submitted as an "air form" to Stefan Hartweg (ICT Customer Engagement and Relationship Manager; Stefan.Hartweg@health.qld.gov.au) for review before funding is approved.

Applicants must be:

- An Australian or New Zealand citizen, or an Australian permanent resident (supporting documentation is only required if the applicant is not an Australian Citizen and will be requested only if the applicant is shortlisted for interview);
- Located in Australia, and at least 80% of the research activity must occur in the state of Queensland; and
- Available to attend an interview on 27 October 2017 if shortlisted.

3.2 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 Research Award Funding Agreement for conditions).

Award	Description	Specific Eligibility Criteria
PhD Scholarships	<ol style="list-style-type: none"> 1. Provide support for up to three years. 2. Maximum value of \$30,000 per annum. 3. To students undertaking a PhD. 4. To assist in further health and medical research training. 	<ol style="list-style-type: none"> 1. Be a domestic student studying full-time in Australia in a PhD research program 2. Not hold a qualification at the same or a higher level than the research higher degree program you are undertaking 3. Not previously have held a competitive PhD scholarship. 4. Not be receiving an award, scholarship or salary providing a benefit greater than 75 percent of the Foundation's rate to undertake the PhD program.
Postdoctoral Fellowships	<ol style="list-style-type: none"> 1. Provide support for up to three years. 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. 	<ol style="list-style-type: none"> 1. Hold a PhD in a health-related field of research or will be awarded a PhD by 31 December 2017. 2. As at 31 December 2017 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	<ol style="list-style-type: none"> 1. Provide support for up to three years. 	<ol style="list-style-type: none"> 1. Hold a PhD or equivalent in a health-related field of research.

3 – 7 years	<ol style="list-style-type: none"> Maximum value of \$150,000 per annum. To researchers who have at least 3 years' postdoctoral experience. To assist in further health and medical research training. 	<ol style="list-style-type: none"> As at 31 December 2017 have held a PhD for not less than 3 years and no more than 7 years unless career disruption exists. 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	<ol style="list-style-type: none"> Provide support for up to three years. Maximum value of up to \$180,000 per annum. This amount is inclusive of salary, salary on costs and research-related expense. The salary requested by the applicant for the proposed research should be equivalent, on a pro-rata basis, to the salary provided by their clinical care and/or public health employer. For example, if you are receiving a full-time salary of \$100,000 p.a. from your public health employer, and you propose to dedicate 70% (0.7 FTE) of your time to research, then the requested salary for this Fellowship should be \$70,000 p.a. 	<ol style="list-style-type: none"> Hold a PhD or a qualification equivalent to the level 10 criteria of the Australian Qualifications Framework Second Edition 2013. Be able to devote 0.4 – 0.7 FTE to achieving the outcomes of the fellowship. The Practitioner fellowship package will support the proportion of time specified by the applicant dedicated to the proposed research with the remainder to be provided by the applicant's clinical care and/or public health employer (e.g. hospital, primary care facility, government department). Be employed as a clinician or in a public health practice or policy role for the majority of non-fellowship FTE.

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3. To active clinicians, public health practitioners or health service professionals.
 4. To assist with undertaking research that is related to their practice.
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Applicants applying for 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.

3.3 Research Project Support Grants

There are three different types of Project Support Grants available to applicants including:

Innovator Grant	<p>A one-off grant for up to two years.</p> <ul style="list-style-type: none"> • Maximum of \$100,000 per annum. • To investigate the feasibility of the novel research proposed.
Accelerator Grant	<p>A one-off grant for up to 18 months.</p> <ul style="list-style-type: none"> • Maximum value of \$70,000 per annum (i.e. \$105,000 over the 18 month period) • To accelerate existing funded research.
Translator Grant	<p>A one-off grant for up to two years.</p> <ul style="list-style-type: none"> • Highly targeted, outcomes-based research grants. • Maximum value of \$150,000 per annum. • To investigate specific research needs that align with one or more of the eight key Priority Areas.

4 To apply

Applicants must submit a Letter of Support from their administering organisation's Research Management Office (or Graduate School if applying for a PhD Scholarship grant) confirming that the eligibility criteria are met to be considered for funding.

4.1 Eligibility Criteria Self-Assessment

Eligibility Item No.	Eligibility description	Yes	No
1	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 3		
2	I have provided a Letter of Support from my NHMRC Administering Institution's Research Management Office (RMO) to submit a grant application. Letters of Support should be signed by the Graduate School and supervisor if applying for a PhD Scholarship Grant.		
3	My direct line manager is aware of, and supports, this application.		
4	As primary applicant, I am affiliated with a NHMRC-approved administering institution (see also section 3).		
5	My research is either preclinical and/or clinical and excludes health services research.		
6	My research aligns with the translational research pathway and I have a translation plan and impact plan as per section 5.		
7	My research aligns with the priorities of CHQHHS as defined in section 2.1.		
8	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.		
9	My qualifications and experience (relative to opportunity) correspond with the grant type I am applying for. <i>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.</i>		
10	I am only submitting one application for one project as primary applicant.		

11	I am not requesting more than \$645K in total for the duration of the award(s) in this funding round.		
12	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.

4.2 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 – Grant Application Overview

Applicant Overview

Provide the name, position and organisation of the Primary Applicant and Clinical Collaborator. While the primary applicant can act as both the academic investigator and clinical investigator/collaborator (the primary contact point within Children's Health Queensland, or another Qld HHS serving children), applications demonstrating a strong collaboration between an academic investigator and clinical investigator will be highly regarded.

Project Overview

The applicant must include a Project Title.

In no more than 40 words, the applicant must provide a statement outlining the intended impact of the proposed research. Please clearly articulate what difference your research will make to children's health (i.e. what you hope to accomplish), what population of children will benefit (including the number of children who are expected to benefit) and the expected timeframe. The Impact Statement must be as

specific as possible and must be written with the view that a reviewer may make a decision on the value of the application based on this. Note the Impact Statement may be modified by the Foundation and used for public release.

The applicant must clearly articulate/define their **hypothesis** / hypotheses for the project (click 'add more' as required).

The applicant must briefly list the primary translational **objectives** and key **milestones** of the proposed project. If the applicant is applying for a people support and project support grant, the milestones should cover the duration of the longest proposed funding period.

Page 2 – Research Proposal

The applicant must indicate whether a systematic review of the proposed research topic / question has been performed. The systematic review should confirm that the proposed project does not duplicate existing research. Applicants should be prepared to elaborate on results of systematic reviews during the interview stage. Although a systematic review is not mandatory, applications indicating that a review has been conducted will be highly regarded.

In 1500 words or less, please provide an overview of your research proposal that addresses the issues outlined below. Shortlisted candidates will be interviewed as part of the overall review process and will be asked to provide further detail. Please include the following:

1. The evidence-base to support your objectives / hypothesis (including your own contribution to the area and / or the contribution of the associate investigators listed on the application).
2. How the research proposal aligns with the translational research pathway, and contributes to patient outcomes. The translational plan of your proposed research project should outline how improved patient outcomes can be achieved and thus increase value for patients and must also demonstrate a clear impact on healthcare behaviours or practice. Preclinical researchers should focus on the translatability of their research and potential impact for patients.
3. The access you have to primary cells / cell lines / animal models / patients / patient samples (where applicable) as well as facilities and equipment to conduct the proposed research.
4. The suitability of the clinician / academic team undertaking the research (relative to opportunity) taking into account that a collaborative effort with research peers in similar fields can produce efficiencies or greater outcomes. Please describe your clinical and research-based collaborative plan and include the activities of any individual(s) who are currently or will in the future play a role in conducting the proposed research.
5. Although not mandatory, applicants may choose to adhere to the following structure and include time / budget-driven milestones:
 - Background / evidence base;
 - Methods;
 - Expected results / outcomes based on objectives and include timeline milestones;
 - Expected impact.


The applicant should attach a reference list where indicated. To upload, click the  button.

In no more than 150 words the applicant must provide a **lay statement** describing their research project and its impact on patients. This may be used for public release or for fundraising purposes.

Please refer to Section 2.1: Priority Areas. 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.

The applicant must tick the People Support Grant and/or Research Project Support Grants being applied for. If applying for a PhD Scholarship Grant, please provide your primary supervisor's name. Proposed funding commencement / completion dates should be provided for each type of grant the applicant is applying for, based on the maximum timeframes for each grant type specified in sections 3.1 and 3.2.

Page 3 – Budget

The applicant must upload a budget to the application by clicking the  button. A template is not available, please use your own document.

Page 4 – Applicant Details

The applicant must submit all Applicant / Investigator details as requested. It is recognised that some of the research metrics fields may not be applicable to applications for PhD Scholarship Grants – please complete these sections as N/A.

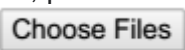
The applicant must provide details of their Clinical Collaborator. This should be the applicant's primary contact point within Children's Health Queensland, or another Qld HHS serving children. While the primary applicant can act as both the academic investigator and clinical investigator, applications demonstrating a strong collaboration between an academic investigator and clinical investigator to facilitate translation of research will be highly regarded.

Page 5 – Supporting Documents

The applicant must submit a letter of support from their NHMRC Administering Institution's Research Management Office (or equivalent) or the Graduate School and supervisor if applying for a PhD

Scholarship Grant. To upload, click the  button.

The Primary Applicant's Curriculum Vitae, which expands on the information provided in the application form, should be attached. This may be used by the Research Advisory Committee during the assessment process to obtain further information about the applicant's track record. Although there is no template available or limits on minimum / maximum pages, please ensure the Curriculum Vitae is

relevant to the current application. To upload, click the  button.

Page 6 – 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 Assessment, Monitoring and Evaluation

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

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	Percentage of research project completed to plan. Milestones met. Deliverables submitted on time.
	Budget	Percentage of planned expenditure disbursed according to original budget.
	Ethical Conduct	Approvals are in place and current.
Disseminate	Publications	Number and quality (impact factor) of peer reviewed articles. Number of clinical guidelines, policy briefs etc.
	Presentations	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	Social media interest. Media releases. Media appearances.
Impact	Health care practice and policy	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	Number of patents. Contract funding.
	Beneficiaries / target group	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	Follow on research. Potential PhD students. Subsequent external grants received.

Appendix B

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



Appendix C

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.
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 primary applicant who is the responsible for the research project. An authorised person can submit an application on behalf of the primary applicant.
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. **Primary Applicant** means the person responsible for the conduct and reporting of the proposed research and who is affiliated with a NHMRC Administering Institution. The Primary Applicant has ultimate responsibility over all aspects of the research grant and reporting.
10. **Clinical Collaborator** means a person that has an appointment (casual, part-time, full-time etc) at CHQ or another paediatric HHS within Qld. The clinical collaborator may not necessarily have a salaried appointment but must have visiting rights within the paediatric HHS.
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.