

Children's Hospital Foundation 2018 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.

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 travel 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
- 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:
 - 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.

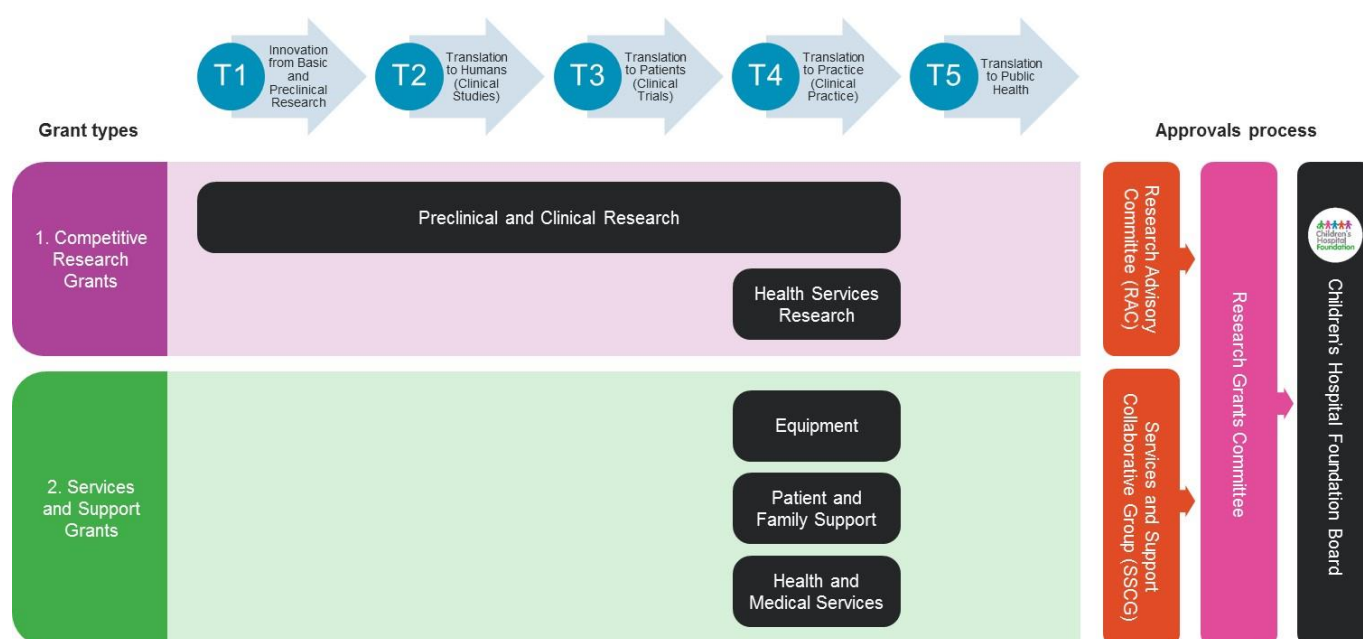


Figure 1: The Children's Hospital Foundation's funding scheme

3 Children's Hospital Foundation Travel Grant

3.1 Purpose of the Children's Hospital Foundation Travel Grant

The purpose of the Children's Hospital Foundation Travel Grant is to provide financial assistance to successful applicants for attendance and presentation of their work at a conference. To maximise the value of their travel, grant recipients are encouraged to engage in collaborative activities relevant to their research focus. Travel 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 Travel Grant provides a one-off amount up to \$7,500 for travel, accommodation, registration fees and meals. This may also include costs associated with sharing conference learnings.

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

- Provide details of the conference 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 \$250 per night, single occupancy
International travel	maximum \$300 (AUD) per night, single occupancy.
- **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.

The costs of attending a research forum hosted by the Children's Hospital Foundation (within the year of the grant) may be covered by the travel grant.

4 Grant applications – terms and conditions

- The grant application round opens at 9.00am on 7 August 2017.
- The grant application round closes at 5.00pm on 6 September 2017.
- Applications must be submitted online at <https://childrens.smartygrants.com.au>.
- 'After-the-event' applications will not be considered.
- Travel grants are awarded for the applicant to present research or deliver a poster presentation at a conference. The applicant is expected to make all arrangements to present at the conference and obtain prices for travel, registration, meals and accommodation costs.
- The applicant must attach supporting documents to the application (if available), i.e. copies of correspondence from the conference organiser confirming the nature of your presentation (poster or oral presentation), or a letter of confirmation. Evidence of abstract acceptance must be submitted to the Children's Hospital Foundation upon receipt.

- 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.
- Travel Grant funding for use on travel and 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.

5 Eligibility

Travel grant applications to the Children's Hospital Foundation are subject to the following general eligibility requirements:

- The funded travel must meet all or some of the [Children's Health Queensland Hospital and Health Service Research Strategy](#) key priority areas.
- Only one travel grant application can be submitted per applicant per funding round.
- Outcomes from travel 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
- Travel funding is provided on a once-off basis cannot be used to offset operational or recurrent costs.
- All research supported by the Children's Hospital Foundation must be administered by a [National Health and Medical Research Council \(NHMRC\) Administering Institution](#).
- Attendance and travel must occur within the 2018 calendar year. Applications for retrospective travel will not be accepted.
- Applicants must submit a letter of support from the respective Research Management Office (or Graduate School if the applicant is a current PhD student).

The Children's Hospital Foundation 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)

Applicants must be:

- Australian or New Zealand citizens, or
- Australian permanent residents (Note: Proof of citizenship or residency is not required at the time of application; this will be requested if the applicant is shortlisted)

6 Assessment criteria

6.1 Priority areas

Children's Health Queensland has identified eight 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](#)):

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

The Children's Health Queensland eight 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 travel grant applications be aligned to at least one of these eight key priority areas.

7 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

8 To apply

Please follow the instructions below when completing your application form.

8.1 How to apply

Applications must be submitted online via the SmartyGrants website.

To apply for a Children's Hospital Foundation 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 [www.https://childrens.smartygrants.com.au](https://childrens.smartygrants.com.au) at any time to view your application. Please note your application cannot be changed once it has been submitted.

8.2 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 **all applicant details** as prompted.

It is not a requirement to provide proof of residency at the time of applying for a travel grant. This will be requested if your application is shortlisted.

Page 2 Supporting Documentation

A letter of support from the administering institution must be uploaded to confirm that all eligibility criteria for the Travel Grant have been met. The letter must be signed by the Director, Research Management Office (or equivalent) or an authorised person from the Graduate School if the applicant is a PhD Student. The letter of support must also be signed by the supervisor if the applicant is a PhD student.

Attach confirmation that the applicant's abstract has been accepted if available at the time of submitting the grant application. This is not a requirement.

Page 3 Grant details

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

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

Please refer to Section 2.1 - 6.1 Priority areas. The applicant must demonstrate that the research program focuses on at least one of the **key priority areas** in children's health. 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

Complete the impact statement to identify how dissemination of your research at the proposed conference will have an impact on improving children's health outcomes. State expected accomplishments and how these will benefit CHQHHS children.

Page 4 Conference Travel Details

Please include the name of the conference, date, venue and title of the conference presentation.

The applicant must attach 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.

Page 5 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 1200 words.

Applicants are encouraged to demonstrate the benefits your conference presentation will provide to children's health. The potential for additional **translational benefits of the research** should be included in your travel 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 you attended. This information should be included in the additional activities field and the plan to share field.

Page 6 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 three application pages collated onto a single page. 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 Travel Grants process.

