



# Frequently Asked Questions

2018 Mary McConnel Career Boost Program for Women in Paediatric Research

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**A** PO Box 8009, Woolloongabba Q 4102

**P** 07 3606 6107

**E** [grants@childrens.org.au](mailto:grants@childrens.org.au)

[www.childrens.org.au](http://www.childrens.org.au)

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## General FAQs

### What is the closing date for applications?

5pm on Wednesday 4 April 2018. No submissions will be accepted after this deadline.

### What is the internal submission deadline?

Please contact the Research Management Office of your Administering Institution for internal submission deadlines. The Children's Hospital Foundation will not accept applications submitted after 5pm on Wednesday 4 April 2018.

### Can I apply for funding if I am not based in Queensland?

The Children's Hospital Foundation Funding Agreement states that the recipient must conduct most of the Award Activity in Queensland and expend no less than 80 percent of the award in Queensland. The research conducted must directly benefit Children's Health Queensland Hospital and Health Service as per the [Children's Health Queensland Hospital and Health Service Strategy](#).

### What is the maternity/carer's leave policy?

The Foundation will be guided by the policies of the NHMRC and host institution with relevant contractual variations needing to be applied for to accommodate such policies.

### Will I receive feedback if my application is unsuccessful?

No, unfortunately we are unable to provide specific feedback for individual applicants.

### Who do I contact for further information?

In the first instance, please contact the Research Management Office of your NHMRC Administering Institution.

For further information please contact the Children's Hospital Foundation Grants Management Office at [grants@childrens.org.au](mailto:grants@childrens.org.au).

## 2018 Mary McConnel Career Boost Grant Round FAQs

### What is the total amount of funding available for award in this grant round?

A maximum of \$200,000 is available for allocation to grant recipients in this funding round. This amount is **not** available per applicant but for the entire applicant pool.

### What is the maximum amount of funding I can apply for?

The maximum award for a primary applicant in this round is \$50,000 for a one-year period. Please refer to section 2.1 of the guidelines for acceptable uses for this funding. It is possible that an applicant may propose additional uses for the funding that are not defined in section 2.1 of the guidelines, based on her own career challenges and goals. All proposed uses of funding should be clearly justified in the relevant section of the application form by providing a thorough explanation of how the funds will overcome challenges that the applicant has experienced and thus progress her research career. The Children's Hospital Foundation will require a detailed acquittal of funds at the conclusion of the funding period. Any deviations from the proposed uses of funding specified in the application form must be approved in advance in writing by the Children's Hospital Foundation. If, upon submission of the financial acquittal, the Children's Hospital Foundation identifies any unapproved uses of funding, payment to the Administering Institution may be withheld.

**A budget template is not available to submit with your application; please submit your own spreadsheet / document.**

## Can the Career Boost Grant be used for salary purposes or project support only?

The funding awarded to the recipient could be used for her own salary in compliance with her employer's maternity leave policy. The funding may be used to support the salary of a research assistant or other personnel to increase research productivity or reduce administrative burden. Funding can also be used for project support.

## Are there restrictions to the funding that I can request to travel to conferences / education sessions / workshops?

Where relevant, grant recipients shall 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.

Applicants requesting funding for conferences must present their research at the conference.

## Am I required to supply receipts and other supporting documentation?

Relevant supporting documentation (e.g. receipts, records of conference registration, confirmation of abstract acceptance etc) confirming expenditure of funds in compliance with the approved budget shall be maintained by the Administering Institution. This supporting documentation must be provided to the Children's Hospital Foundation upon request.

## Who will provide mentoring support to me if I am awarded a Career Boost Grant?

The Foundation has approached a number of potential mentors for recipients of Career Boost Grants, who have achieved success and national / international acclaim in their research careers. Successful grant awardees will be engaged in the process of identifying a suitable mentor, according to what they hope to gain from the mentoring experience. A mentoring agreement will be provided by the Children's Hospital Foundation and executed by the mentor and mentee once mutually beneficial terms are agreed upon. The draft agreement can be obtained from <https://childrens.smartygrants.com.au>.

## Can a primary applicant submit multiple applications?

No, only one application can be submitted by a primary applicant in this grant round.

## Where do I enter references?

Please attach a reference list in the section of the application after the research proposal.

## Who do I need to seek approval from before submitting my application?

You will need to attach a Letter of Support from the Research Management Office of your NHMRC-Administering Institution. Please use the template available at <https://childrens.smartygrants.com.au>.

## When will I be told if I have been shortlisted for an interview?

The internal shortlisting meeting will be held on **4 May 2018** (applicants are not required to attend the internal shortlisting meeting). You will be informed if you will be required for an interview shortly thereafter.

## What happens if I am not available for the interview?

Applicants who are successful in obtaining an interview are expected to attend the interview on **18 May 2018** for their application to be progressed. Consideration will be given to the use of technology as an alternative to attending an interview in person.