



Children's Hospital Foundation

2019 Preclinical and Clinical Research Grant Application Guidelines

Eligibility Self-Assessment Checklist

<p>Outcomes from my research:</p> <ul style="list-style-type: none"> • Demonstrate support for advancing Children's Health Queensland Hospital and Health Service Strategy; and • Benefit children's health and healthcare delivery in Children's Health Queensland (CHQ) and/or other Queensland health services caring for children and adolescents. 	<input type="checkbox"/>
My research is either preclinical and/or clinical research and excludes health services research.	<input type="checkbox"/>
My research aligns with the translational research pathway and I have a translation plan and impact plan as per Section 6 .	<input type="checkbox"/>
As the Primary Applicant, I am affiliated with a National Health and Medical Research Council (NHMRC) Administering Institution , and the grant will be administered by my NHMRC Administering Institution.	<input type="checkbox"/>
I am submitting no more than one application in this grant round (requests for a combination of People Support and Project Support grants are included on the same application).	<input type="checkbox"/>
My direct line manager is aware of, and supports, this application.	<input type="checkbox"/>
The proposed research is a collaborative effort between research and 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.	<input type="checkbox"/>
I am not requesting more than \$645K in total for the duration of the award(s) in this grant round.	<input type="checkbox"/>
My proposal is for once-off funding and will not be used for operational, recurrent costs. Budget items exclude capital works, infrastructure, indirect costs. If requested, travel, telephone and computer are directly related to the grant.	<input type="checkbox"/>
I have obtained a letter of support from the Research Management Office (or equivalent) of my NHMRC Administering Institution. Letters of Support for PhD Scholarship and PhD Scholarship Top-Up grant applications should be signed by the Graduate School and the student's supervisor.	<input type="checkbox"/>
I will be located in Australia, and at least 80% of the research activity will occur in the state of Queensland.	<input type="checkbox"/>
As the Primary Applicant, I am available to attend an interview on 13 November 2018 if shortlisted.	<input type="checkbox"/>

Applications open at 9am on Monday 13 August 2018 and close at 5pm on Wednesday 19 September 2018. Late applications will not be accepted.

1 About the Children's Hospital Foundation

Our vision is for every child to have the best possible health care, with access to world-class research and clinical treatment in a healing environment. Our mission is to improve children's health by supporting and funding world-class research and clinical treatment, and by providing care and entertainment for children and their families.

The Children's Hospital Foundation funds preclinical and clinical research that predominantly falls within the T1-T4 phases of the translational research pathway and demonstrates support for advancing CHQ strategies and priorities identified in the [Children's Health Queensland Hospital and Health Service Strategy](#).

- Preclinical research at the T1 phase 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 the T2-T4 phases, 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.

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 About the 2019 Preclinical and Clinical Research Grant Round

2.1 Value of the Award

In the 2019 Preclinical and Clinical Research Grant Round, the Children's Hospital Foundation will be offering the following funding opportunities:

People-Support Grants (up to 3 years)	Project-Support Grants
<ul style="list-style-type: none">• PhD Scholarship Top-Up: \$10,000/year• PhD Scholarship: \$30,000/year• Postdoctoral Fellowship: \$100,000/year• Early Career Fellowship: \$150,000/year• Practitioner Fellowship: \$180,000/year	<ul style="list-style-type: none">• Accelerator Grant: \$70,000/year for up to 18 months• Innovator Grant: \$100,000/year for up to 2 years• Translator Grant: \$150,000/year for up to 2 years

In this funding round, the Children's Hospital Foundation has approximately \$2 million available for allocation to recipients for preclinical and clinical research grants. 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.

2.2 Applications to Other Funding Bodies

Applicants are welcome to submit an application to the Children's Hospital Foundation that has been submitted to another funding body, however; if the applicant is offered funding for the same proposal by multiple funding bodies, the Children's Hospital Foundation must be notified in writing, immediately. The Children's Hospital Foundation will not fund research that is already funded by another organisation. You must notify the Children's Hospital Foundation in writing if, during the course of the grant period, other funds have been secured for the same research activity.

3 Assessment Criteria

All grants will be subject to the Foundation's Application Assessment (refer to [Section 6](#) Translation Plan) and the Monitoring and Evaluation Framework (refer to [Section 8](#) Indicators and Metrics).

In evaluating applications, the Research Advisory Committee will consider the following:

3.1 Research Team

- 3.1.1 The Primary Applicant possesses the expertise, experience and ability to implement the proposed research, as demonstrated by track record;
- 3.1.2 The research is a collaborative effort between research and 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.

3.2 Research Proposal

- 3.2.1 The proposal has well-defined, achievable goals/objectives, key milestones and deliverables;
- 3.2.2 The objectives / hypotheses of the research are well supported by an existing evidence-base (i.e. preliminary data, clinical and/or preclinical studies, or information in the literature or knowledge of biological mechanisms);
- 3.2.3 The strategy, methodology, and analyses defined in the proposal are well-reasoned and appropriate to accomplish the specific aims of the project;
- 3.2.4 The research aligns with the translational research pathway and provides an acceptable translation plan to demonstrate how improved patient outcomes can be achieved. Proposals for developmental/discovery research projects should focus on the translatability of the research and potential impact for patients in the future;

- 3.2.5 The research team has adequate access to primary cells / cell lines / animal models / patients / patient samples (where applicable) as well as facilities and equipment to conduct the proposed research.

4 Who can apply?

The Primary Applicant must be affiliated with an NHMRC Administering Institution.

The research must be a collaborative effort between research and 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.

Upon notification of grant round outcomes, successful applicants will be sent letters of offer and a standard funding agreement between the Children's Hospital 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.

5 Eligibility Criteria

5.1 General Eligibility Criteria

Applications submitted in the **2019 Children's Hospital Foundation Preclinical and Clinical Research Grant Round** are subject to the following eligibility requirements:

- 5.1.1 Outcomes from the research must:
- (i) Demonstrate support for advancing [Children's Health Queensland Hospital and Health Service Strategy](#);
 - (ii) Benefit children's health and child and adolescent healthcare delivery in Queensland in CHQ and/or other health services caring for children and adolescents including but not limited to:
 - Lady Cilento Children's Hospital
 - Other Queensland hospitals and health services serving children
 - 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
- 5.1.2 The research proposed is either preclinical or clinical research, not health services research.
- 5.1.3 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.
- 5.1.4 The Primary Applicant must be affiliated with a [National Health and Medical Research Council \(NHMRC\) Administering Institution](#), and the grant must be administered by the NHMRC Administering Institution.
- 5.1.5 The Primary Applicant's direct line manager must be aware of, and support, the application.

- 5.1.6 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). Clinical collaborators may be listed on more than one grant application but cannot be named the primary applicant on multiple grant applications.
- 5.1.7 No more than one project per application is to be submitted.
- 5.1.6 The grant application, including a research proposal of 1500 words, is to be submitted *via* SmartyGrants.
- 5.1.7 The research must be a collaborative effort between research and 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. Although a single person can act as both the academic investigator and clinical collaborator (affiliated with CHQ or another health service caring for children and adolescents), applications demonstrating a strong partnership between the academic investigator and the clinical collaborator will be highly regarded. In this collaboration, the clinical problem will be 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
- 5.1.8 Applicants must submit a letter of support from the Research Management Office (or equivalent) of the NHMRC Administering Institution. Letters of Support for PhD Scholarship and PhD Scholarship Top-Up grant applications should be signed by the Graduate School and the student's supervisor.
- 5.1.9 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.
- 5.1.10 The Primary Applicant must be located in Australia, and at least 80% of the research activity must occur in the state of Queensland; and
- 5.1.11 The Primary Applicant must be available to attend an interview on 13 November 2018 if shortlisted.

5.2 People Support Grants

Award	Description	Specific Eligibility Criteria
PhD Scholarship Top-Up	<ul style="list-style-type: none"> • Provide support for up to three years • Provide a maximum value of \$10,000 per annum • Support students undertaking a PhD for either Preclinical or Clinical Research or Health Services Research • Support recipients of a NHMRC PhD scholarship or Research Training Program Stipend or an Australian Research Council PhD Scholarship • Assist in further health and medical research training 	<p>The applicant must:</p> <ul style="list-style-type: none"> • Be the recipient of a NHMRC PhD Scholarship or Research Training Program Stipend or an Australian Research Council PhD Scholarship and are in their 1st, 2nd or 3rd year of PhD candidature as at Sep 2018 • Domestic student undertaking a PhD research project in Australia • Not hold a qualification at the same or a higher level than the research higher degree program they are undertaking

		<ul style="list-style-type: none"> • Have a Queensland-based Administering Institution for the duration of the scholarship • Have not previously received a PhD Scholarship Top-Up
PhD Scholarships	<ul style="list-style-type: none"> • Provide support for up to three years • Maximum value of \$30,000 per annum • To students undertaking a PhD • To assist in further health and medical research training 	<p>The applicant must:</p> <ul style="list-style-type: none"> • Be a domestic student studying full-time in Australia in a PhD research program • Not hold a qualification at the same or a higher level than the research higher degree program you are undertaking • Not previously have held a competitive PhD scholarship • 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	<ul style="list-style-type: none"> • Provide support for up to three years • Maximum value of \$100,000 per annum • To researchers who have held their PhD for no more than three years • To assist in further health and medical research training 	<p>The applicant must:</p> <ul style="list-style-type: none"> • Hold a PhD in a health-related field of research or will be awarded a PhD by 31 December 2018 • As at 31 December 2018 have held a PhD for no more than 3 years unless career disruption exists (see definitions below) • 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 • Apply for his/her own Postdoctoral Fellowship; it is not possible to request funding for a Postdoctoral Fellowship on another person's behalf
Early Career Fellowships (3 – 7 years)	<ul style="list-style-type: none"> • Provide support for up to three years. • Maximum value of \$150,000 per annum 	<p>The applicant must:</p> <ul style="list-style-type: none"> • Hold a PhD or equivalent in a health-related field of research

	<ul style="list-style-type: none"> • To researchers who have at least 3 years' postdoctoral experience • To assist in further health and medical research training 	<ul style="list-style-type: none"> • As at 31 December 2018 have held a PhD for not less than 3 years and no more than 7 years unless career disruption exists (see definitions below) • 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 • Apply for his/her own Early Career Fellowship; it is not possible to request funding for an Early Career Fellowship on another person's behalf
<p>Practitioner Fellowships</p>	<ul 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 expenses. 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. • To active clinicians, public health practitioners or health service professionals • To assist with undertaking research that is related to their practice 	<p>The applicant must:</p> <ul 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

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.

The Children's Hospital Foundation has adopted the NHMRC's rules and definitions regarding career disruptions, as follows:

A career disruption involves a prolonged interruption to an applicant's capacity to work, due to:

- Pregnancy;
- Major illness/injury; or
- Carer responsibilities.

Interruptions must involve either a continuous absence from work for periods of 28 calendar days or more and/or a long-term partial return to work (with the absence amounting to a total of 28 calendar days or more) that has been formalised with the applicant's employer.

Evidence of career disruption does not need to be submitted to the Children's Hospital Foundation. In signing Letters of Support, Administering Institutions are confirming that career disruptions claimed in an application are true and correct, and supported by adequate evidence.

5.3 Project Support Grants

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

Award	Description
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 demonstrate support for advancing Children's Health Queensland Hospital and Health Service Strategy.

6 Submitting an Application

Applicants must submit a Letter of Support from the NHMRC Administering Institution's Research Management Office / Office of Research (or Graduate School if the applicant is a PhD student) confirming that the eligibility criteria specified in section 5 are met.

Applications must be submitted online via the SmartyGrants website at <https://childrens.smartygrants.com.au>.

Applicants must first create an account with SmartyGrants. Account details are used for the purpose of completing the application form and for ongoing communications from the Foundation relevant to our research scheme.

Applicants can return to <https://childrens.smartygrants.com.au> at any time to view their application. Please note your application cannot be changed once it has been submitted.

6.1 Application Form

Please complete all sections of the application form. Incomplete forms will not be processed. The following notes will assist with completing the online form.

Page 1 – Research Team

- Provide all details as requested for the Primary Applicant (equivalent to Chief Investigator / CI-A / Principal Investigator).
 - Refer to section 5.2 of the guidelines for acceptable career disruption claims
 - It is recognised that some fields (particularly the research metrics fields) may not be applicable to applications for PhD Scholarship / PhD Scholarship Top-Up Grants – please complete these sections as N/A
- Provide details of the team who will conduct the research to ensure the stated aims are achieved.
- Provide details as requested for the Clinical Collaborator. This may not be relevant to PhD Scholarship Top-Up applications.

Page 2 – Grant Application Overview

- Provide a succinct Project Title.
- In no more than 40 words, provide a statement outlining the intended impact of the proposed research. Specify the target beneficiaries, the number of target beneficiaries who will benefit from the research and how they will benefit. Note the **Impact Statement** may be modified by the Foundation and used for public release.
- Clearly articulate/define the **hypothesis** / hypotheses for the project (click 'add more' as required).
- List the primary translational **objectives** and key **milestones** of the proposed project.

Page 3 – Research Proposal

- In no more than 150 words provide a **lay statement** describing the research project and its impact on patients. Please do not include any proprietary knowledge in this statement as it may be used for public release.
- 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 (excluding PhD Scholarship Top-Up grant applicants)

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 1500 word count should not include references; please attach a separate reference list by clicking on “choose files”.
 - The applicant should indicate how their proposed research aligns with the key research priority areas defined by CHQ ([refer to section 11.3](#)). More than one priority area may be selected. If the research does not address any of the priority areas, briefly explain why the research is significant to children's health.

Page 4 – Funding Request

- Indicate the People Support Grant and/or Project Support Grants that you are applying for. If applying for a PhD Scholarship / PhD Scholarship Top-Up 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 5.2 and 5.3.
- Specify the total amount of funding requested in the application.
- Upload a budget to the application by clicking the “choose files” button. A template is not available, please use your own document / spreadsheet. **Please include your SmartyGrants application number (i.e. RPCXXX2019) at the top of the budget attachment.**
- Provide a high-level justification of your budget with respect to the methodology and aims of the research.

Page 5 – Supporting Documents

- Attach a letter of support from your NHMRC Administering Institution's Research Management Office (or equivalent) or the Graduate School and supervisor if applying for a PhD Scholarship / PhD Scholarship Top-Up Grant. To upload, click the "choose files" button.
- Attach the Primary Applicant's Curriculum Vitae, which expands on the information provided in the application form (**maximum 10 pages**). This may be used by the Research Advisory Committee during the assessment process to obtain further information about the applicant's track record. Please ensure the Curriculum Vitae is relevant to the current application. To upload, click the "choose files" button. **Please include your SmartyGrants application number (i.e. RPCXXX2019) at the top of the budget attachment.**
- **For PhD Scholarship Top-Up applicants only:** Indicate the type of scholarship / award you currently hold. Attach copies of the existing scholarship application form that you previously submitted, approval / confirmation of the scholarship and ethics / governance approvals if already obtained.

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 six 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 study the content for accuracy before submission. Applicants may choose to delegate submission of their applications to support staff with registered SmartyGrants accounts.

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

6 Assessment, Monitoring and Evaluation

6.1 Translation Plan

The Foundation has a strong focus on the translation of research into outcomes that improve children's health. The table below outlines the relative weighting of the three monitoring and evaluation criteria for applicants.

Criteria	Research Grants
Deliver	30 points
Disseminate	30 points
Impact	40 points

6.2 Reporting Requirements

During the course of a research program, 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 research has accomplished to date and reconfirm its direction. An annual review of the research program 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 program'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 B](#) provides applicants with a greater detail of information regarding indicators and associated metrics.

6.3 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.

6.4 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.

6.5 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

7. 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. **Award Period** refers to the period of time when Children's Hospital Foundation funding is available for obligation by the recipient.
3. **Clinical Collaborator** means a person that has an appointment (casual, part-time, full-time etc) at CHQ or Queensland health service caring for children and adolescents. The clinical collaborator may not necessarily have a salaried appointment but must have visiting rights within the Qld health service caring for children and/or adolescents.
4. **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.
5. **Foundation Board** means the Board members of the Children's Hospital Foundation.
6. **Funding Agreement** means the legal instrument of financial assistance between the Children's Hospital Foundation and the Administering Institution.
7. **Grants Committee** refers to a sub-group of the Children's Hospital Foundation Board making strategic investment decisions on behalf of the Children's Hospital Foundation for budgeted commitments.
8. **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](#).
9. **Primary Applicant** means the applicant responsible for the conduct and reporting of the proposed research. The Primary Applicant has ultimate responsibility over all aspects of the research grant and reporting.
10. **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.
11. **Research Advisory Committee** refers to the group of eminent and pre-eminent research scientists and clinicians that assesses the scientific merit and feasibility of research proposals and makes recommendations to the Children's Hospital Foundation's Grants Committee for funding. This group is independent of the children's health provider (Children's Health Queensland Hospital and Health Service) and its official charity (Children's Hospital Foundation). The Research Advisory Committee conducts annual progress review of research Award activity and makes recommendations for funding continuation or termination.
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.

SmartyGrants is the online grants management system used by the Children's Hospital Foundation to manage the entire grants cycle from application to evaluation.

Appendix B

8. Indicators and metrics

Criteria	Indicators	Metrics
Deliver	Aims	<ul style="list-style-type: none"> Percentage of research project completed to plan. Milestones met. Deliverables submitted on time.
	Budget	<ul style="list-style-type: none"> Percentage of planned expenditure disbursed according to original budget.
	Ethical Conduct	<ul style="list-style-type: none"> Approvals are in place and current.
Disseminate	Publications	<ul style="list-style-type: none"> Number and quality (impact factor) of peer reviewed articles. Number of clinical guidelines, policy briefs etc.
	Presentations	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Social media interest. Media releases. Media appearances.
Impact	Health care practice and policy	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Number of patents. Contract funding.
	Beneficiaries / target group	<ul style="list-style-type: none"> Presentations to target groups and subsequent questionnaires to measure perceived impact of research.

		<ul style="list-style-type: none"> • Evidence of wider awareness of health issue. • Advances made in the public understanding of science.
	Further research and funding	<ul style="list-style-type: none"> • Follow on research. • Potential PhD students. • Subsequent external grants received.

Appendix C

9. The following outlines the key stages in the assessment and award process:



*Not relevant for PhD Scholarship Top-Up Grant Applications.

Appendix D

10. Award 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 outlines all conditions of the Award, 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 E 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.

11.1 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**

11.2 Children's Hospital Foundation Grant Award Schemes and Funding Priorities

What matters most is for children 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 children and their families across Queensland.

11.3 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.

11.4 Grant Award 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 Award Scheme** that funds translational research initiatives through the following research opportunities:
 - a. Preclinical and Clinical Research
 - b. Health Services Research
2. The Clinical Excellence Grant Award Scheme which aims to improve the quality of patient care by supporting delivery of clinical services through:
 - a. Equipment
 - b. Programs (e.g. Music Therapy, Social Work)
 - c. Projects

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. The Health Services Research grant Awards replace the old clinical innovation grants.

The **Clinical Excellence Grant Award Scheme** funds non-research activities and equipment that support hospital infrastructure for improving paediatric health care services and developing the clinical, research and allied workforces specialising in paediatric care. The Foundation also receives some funding from donors and supporters directed for specific purposes. These funds may be allocated outside of the schemes outlined above to ensure the Foundation honours its donors' wishes.

11.5 Grants Governance Structure

The Foundation has a strong commitment to ensuring a strict funding assessment process governs all its grant making activities. Grant applications undergo scrutiny and challenge *via* a stringent review process to ensure the best outcomes for children's health in Queensland.

The Foundation Board is responsible for the Children's Hospital Foundation's activities, policies and strategies. Board members oversee our operations and affairs on behalf of our supporters, and ensure the expectations of the community are met. Each of our Board members has elected to contribute in an honorary role. The overall governance processes relating to our grants scheme are depicted in Figure 1 below.

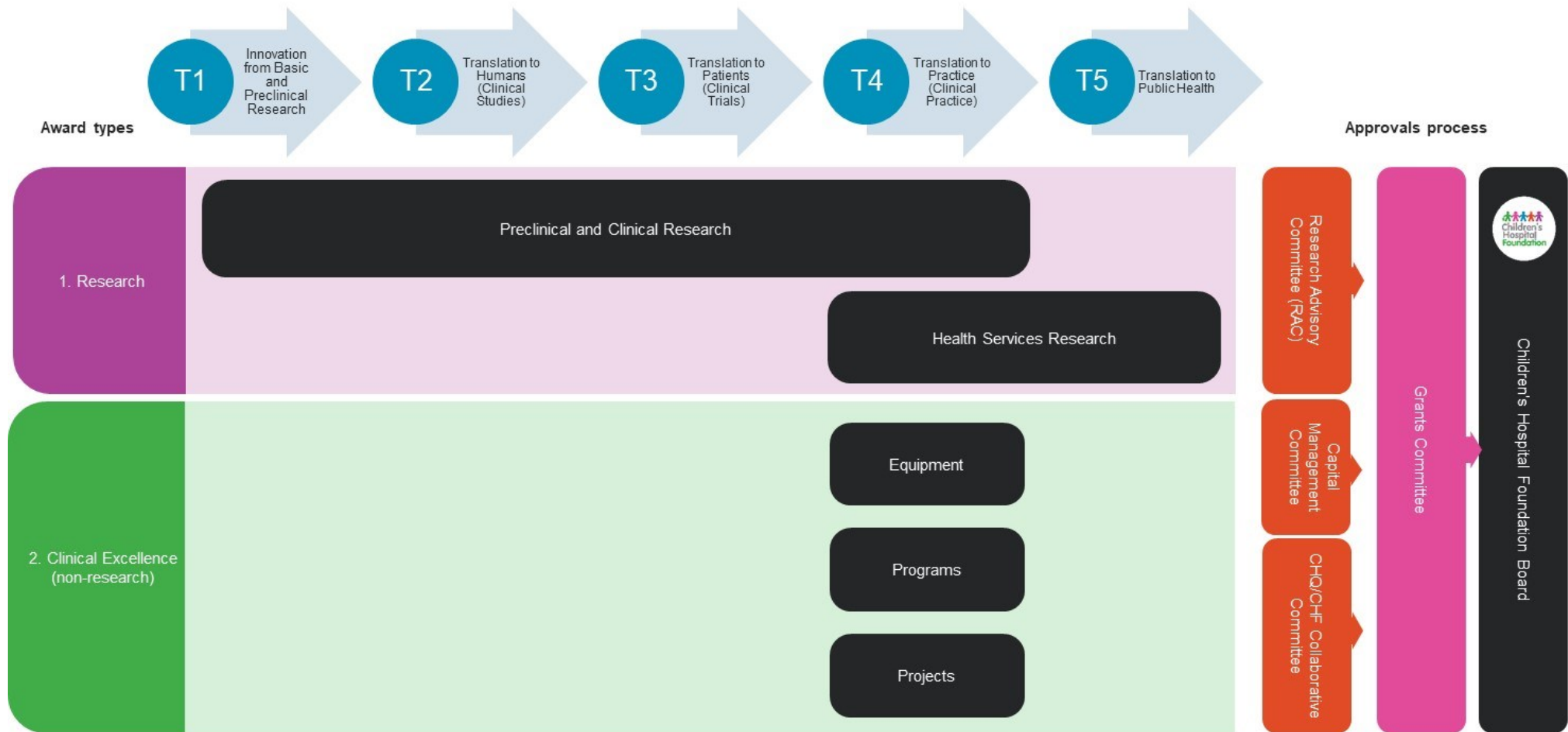


Figure 1: Children's Hospital Foundation Award Governance Structure