



Children's Hospital Foundation

2019 Research Travel Grant

Application Guidelines

Eligibility Self-Assessment Checklist

<p>Outcomes from my research travel:</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"/>
<p>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.</p>	<input type="checkbox"/>
<p>I am submitting no more than one application in this grant round.</p>	<input type="checkbox"/>
<p>My travel and conference attendance will occur in the 2019 calendar year. I am not applying for retrospective travel.</p>	<input type="checkbox"/>
<p>I am either a PhD student, postdoctoral researcher (<3 years postdoctoral) or early career researcher (3-7 years postdoctoral).</p>	<input type="checkbox"/>
<p>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.</p>	<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 purpose of the Children's Hospital Foundation Research 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.

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 Research Travel Grant Round

2.1 Value of the Award

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.
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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.

3 Assessment Criteria

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

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

- 3.1.1 The Primary Applicant's track record;
- 3.1.2 Whether the outcomes of the travel:
 - 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.
- 3.1.3 Alignment of the funded travel with the Children's Health Queensland Hospital and Health Service Research Strategy key priority areas ([see section 10.3](#)).
- 3.1.4 The merit of the Primary Applicant's current research program;
- 3.1.5 The value that this grant will bring to the research program;
- 3.1.6 How the grant will aid in the translation of research into practice and lead to better or earlier health outcomes;
- 3.1.7 The value of any additional activities that the Primary Applicant proposes to conduct during travel; and
- 3.1.8 How Primary Applicant's experiences and learning will be shared with colleagues upon return.

4 Who can apply?

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

The Children's Hospital Foundation Research 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)

Upon notification of grant round outcomes, successful applicants will be sent letters of offer and standard terms and conditions. The terms and conditions must be accepted by the Administering Institution and 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

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

- 5.1.1 The funded travel must meet all or some of the Children's Health Queensland Hospital and Health Service Research Strategy key priority areas ([see section 10.3](#)).
- 5.1.2 Only one travel grant application can be submitted per applicant per funding round.
- 5.1.3 Outcomes from travel must:
 - (i) Demonstrate support for advancing [Children's Health Queensland Hospital and Health Service 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
- 5.1.4 Travel funding is provided on a once-off basis cannot be used to offset operational or recurrent costs.
- 5.1.5 The applicant must be affiliated with a [National Health and Medical Research Council \(NHMRC\) Administering Institution](#). The grant must be administered by this institution.
- 5.1.6 Attendance and travel must occur within the 2019 calendar year. Applications for retrospective travel will not be accepted.

- 5.1.7 Applicants must submit a letter of support from the Research Management Office of the Administering Institution (or Graduate School if the applicant is a current PhD student).
- 5.1.8 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)

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 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 recognised that some research metrics fields may not be relevant to current PhD students. Please complete these fields as "N/A".

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 10.3 – 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 “**Current Research, Aims of Grant and Benefits of Travel**” 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 their conference presentation will provide to children's health. The potential for additional **translational benefits of the research** should be included in this section and applicants will be expected to assess their 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 travel grants**, on top of attending a conference and presenting a paper. For example, at the destination the applicant might visit a children's hospital to establish connections with fellow researchers. Or, on the applicant's return opportunities to **present any findings** from the conference should be created. Include details of additional benefits of travel in this section of the application.

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 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

6.2 Reporting Requirements

At the completion of the travel grant, the recipient will be required to submit a final report, along with supporting documentation. The final report should be completed using the template provided by the Children’s Hospital Foundation and describe the outcomes of the travel grant and impact on the recipient’s research program.

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. **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. **Primary Applicant** means the applicant responsible for the conduct and reporting of the grant.
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. **Research Advisory Committee** means the group of reviewers responsible for assessing the scientific validity and feasibility of the research project.
6. **The Foundation Board** means the Board members of the Children's Hospital Foundation.
7. **SmartyGrants** is the online grants management system used by the Children's Hospital Foundation to manage the entire grants cycle from application to evaluation.
8. **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.
9. **Grant Period** refers to the period of time when Children's Hospital Foundation funding is available for obligation by the recipient.

Appendix B

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



Appendix C

9. Children's Hospital Foundation – Travel Grant Terms and Conditions

- 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.

Appendix D 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.

10.1 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**

10.2 Children's Hospital Foundation Grant 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.

10.3 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.

10.4 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. Research Grant Scheme

The research grant funds translational research initiatives through the following research opportunities:

- a. Preclinical and Clinical Research
- b. Health Services Research (*replaces old clinical innovation grants*)

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

The Foundation continues to support all children's health research through its annual preclinical/clinical and health services research grant rounds. The Foundation will also run preclinical/clinical and/or health services research grant rounds for specific areas of focus as defined by the Foundation's research strategy and often in response to philanthropic donor interest.

2. Services and Support Grant Scheme

The Services and Support Grant Scheme aims to improve the quality of patient care by supporting:

- a. Patients and their families
- b. Health and medical services

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. Requests for non-research grants are to be submitted through the Expression of Interest grant round and applications are assessed by the CHQ/CHF Collaborative Committee or, if the request is for equipment, by the Capital Management Committee.

The Foundation also receives some funding from donors and supporters directed to specific purposes. These funds may be allocated outside of the schemes outlined above to ensure the Foundation honours its donors' wishes.

10.5 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.

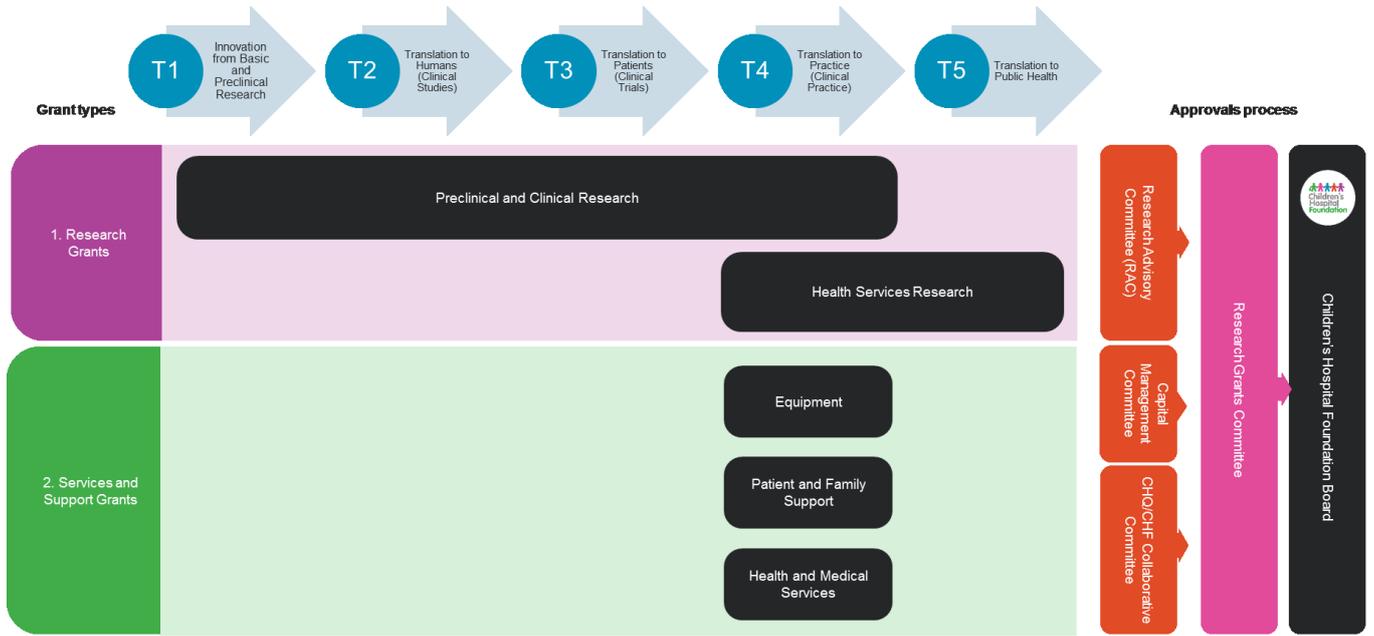


Figure 1: Children's Hospital Foundation Grants Funding Scheme