



# 2020 Mary McConnel Career Boost Program for Women in Paediatric Research

## Grant Application Guidelines

## About Mary McConnel



The Children's Hospital Foundation is honoured to name this important grant program after Mary McConnel, who established the first children's hospital in Queensland (the second in Australia after the Royal Children's Hospital in Melbourne) in 1878.

Mary was a formidable force in the establishment of acceptable facilities for the nurturing of children. The catalyst for Mary's desire to establish a children's hospital was the lack of hospital facilities for children in Brisbane during the mid-1870's, when she lived at Witton Manor in Indooroopilly. During that time, Mary witnessed many accidents and sickness amongst children, who were unable to be treated at Lady Bowen Hospital because the men and women's wards were crowded. It was in 1877, with the assistance of a committee of women, that Mary raised funds (predominately at the Exhibition in August 1877) to establish a hospital for children.

The first hospital for children was set up in rented premises in Spring Hill in 1878. In that first year, 105 children were patients of the tiny 15 bed hospital. The hospital eventually moved to Herston on land provided by the state government and ultimately became the Royal Children's Hospital, Brisbane. In addition to her passion for paediatric health and welfare, Mary was responsible for establishing the schoolhouse at her home, Cressbrook (now known as Cressbrook Station), which was the first public school of its kind, founded prior to government schools in Queensland.

Mary's contribution to the education of youth in Queensland has been honoured in the founding and naming of the Mary McConnel Schools in Forest Lake and Springfield in 2003, as well as the Mary McConnel School of Early Childhood at Shafston International College in 2015. In 2017, the Electoral Commission of Queensland renamed the electoral district of Brisbane Central to McConnel, in honour of Mary and her establishment of the first children's hospital in Queensland.

In a time when a woman's place was only in the home, Mary's achievements in establishing acceptable facilities for education and healthcare for children, with the unwavering love and support of her husband, is a truly remarkable feat. Mary McConnel's legacy lives on through this grant program. We are proud to carry on her tradition of highlighting, celebrating and encouraging women in paediatric research.

## Eligibility Self-Assessment Checklist

| Eligibility Criteria   |  |
|--|--|
| As the primary applicant, I am female, hold a PhD in a biomedical science or health-related field of research and will be at postdoctoral Academic Level B or C at the time of grant commencement                          |  |
| I am actively working in the field of paediatric research  |  |
| I am affiliated with an NHMRC-administering institution  |  |
| I will not use the funds for capital works, infrastructure and indirect costs  |  |
| I have not previously received a Mary McConnel Career Boost Program Grant  |  |
| As the primary applicant, I have provided a Letter of Support from my Administering Institution's Research Management Office (RMO) to submit a grant application and my line manager is aware of this application          |  |
| Outcomes from my research clearly benefit understanding of children's health and the healthcare delivery provided by Children's Health Queensland Hospital and Health Services (CHQHHS) or other Qld HHSs serving children |  |
| I am based in Queensland and at least 80% of my research activity will occur in the state of Queensland  |  |
| I will make myself available for an interview on <b>2 June 2020</b>  |  |

Applications open at 9am on 6 March 2020 and close at 5pm on 3 April 2020.  
Late applications will not be accepted.

Please refer to **Appendix A** for the full grant round timeline.

For enquiries about the Children's Hospital Foundation's funding opportunities please email [grants@childrens.org.au](mailto:grants@childrens.org.au). It is important that a research grant applicant not contact anyone directly involved in the assessment of their grant application.

## 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 help save children's lives and work wonders for sick kids and their families.

As the official charity of Children's Health Queensland (CHQ), The Foundation funds 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](#) and the [Children's Health Queensland Hospital and Health Service Strategy](#).

In 2016, the National Health & Medical Research Council (NHMRC) released data indicating that women outnumber men at completion of a PhD as well as at the early postdoctoral fellowship level (Academic Level A and B), accounting for more than 60% of all Postdoctoral and Early Career Fellowship applications. This data is corroborated by Science in Australia Gender Equity (SAGE) reports and demonstrates that the number of women at Academic Level C, D and E decreases significantly with women accounting for just 11% of senior professorial grant applications and only 17% of senior academics in Australian universities and research institutes.

The Children's Hospital Foundation has recognised the need to support talented female postdoctoral researchers to help close the research academic gender gap and ensure that women are able to continue their research to address the most critical paediatric health and medical research needs.

## 2. About the 2020 Mary McConnel Career Boost Program for Women in Paediatric Research

The **Mary McConnel Career Boost Program for Women in Paediatric Research** will provide financial assistance and mentoring support for up to four outstanding female researchers to increase research delivery and dissemination and therefore 'boost' the researcher's track record and competitiveness for future funding. All proposals must convey how the funding awarded will be used to achieve this purpose and overcome any barriers that the researcher has experienced. Applicants will be required to define their own ambitious key performance indicators, which will be used in conjunction with standard metrics to measure the success of the grant.

### 2.1 Value of the Award

In this grant round, the Foundation is offering up to four grants providing **financial assistance to a maximum of \$50,000 for a one-year period** as well as one-on-one **mentoring support** from a leading research expert.

The financial assistance provided should support research and career progression and may be used for any one, or a combination of, the following purposes:

- To increase research productivity (e.g. employ a research assistant, cover direct research costs, contribute to childcare costs additional to those that would usually be incurred by the applicant and/or contribute to costs of parking closer to the workplace);
- To increase the national / international profile of the researcher by supporting conference or other work-related travel including any associated increases in child care costs that may be required during the period of absence (e.g. extra casual days at a family/childcare centre, increased usage of after school care programs, travel costs for a family member to assume

care responsibilities at home during absence) and/or costs to facilitate taking children and a carer to a conference; Applicants requesting funding for conferences must present their research at the conference.

- To reduce administrative burden (e.g. employ support staff to assist with grant applications and/or compliance including research ethics / governance submissions, etc.);
- To attain key resources (e.g. research equipment, access to expensive enablers / technologies such as biobanks);

Proposed uses of funding should be clearly defined in the budget section of the grant application with a detailed justification as to how the use of funds will progress the researcher's career. If awarded a grant, the researcher must use the funds as specified throughout the award period; any variation to the proposed use of funding must be approved in advance by the Children's Hospital Foundation.

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.

Please note that some expenses are subject to [Fringe Benefits Tax](#) (FBT). The responsibility for the full payment and administration of FBT is that of your employer. **It is strongly recommended that you seek advice and discuss this with your employer prior to the submission of the grant documentation.**

The Children's Hospital Foundation is not liable for the payment of any costs of FBT but will allow the funding submission to contain a cost allowance for FBT for those items that are deemed subject to FBT, as per the Australian Taxation Office guidelines. The maximum contribution that The Children's Hospital Foundation will allow for funding towards the FBT cost of eligible items is up to a maximum of 30% of the cost of the item.

Please also note that funds may not be used to support capital works, infrastructure and indirect costs.

### 3. Who can apply?

Mary McConnel Career Boost Grant applications are subject to the following eligibility requirements:

- The applicant must be female;
- The applicant must hold a PhD (or equivalent – please refer to the FAQs for further details) in a biomedical science or health-related field of research and be at postdoctoral Academic Level B or C at the time of grant commencement;
- The applicant must not have received a Mary McConnel Career Boost program grant in previous grant rounds;
- The applicant's research program must benefit understanding of children's health and the healthcare delivery provided by Children's Health Queensland Hospital and Health Services (CHQHHS) or other Qld HHSs serving children including but not limited to:
  - Queensland Children's Hospital
  - Other Qld Hospitals and Paediatric/Children's Facilities
    - Logan Hospital, Gold Coast University Hospital, Redland Hospital, Caboolture Hospital, Redcliffe Hospital, The Prince Charles Hospital, Ipswich General Hospital
  - Child and Youth Community Health Services
  - Child and Youth Mental Health Services
  - Statewide Paediatric Outreach and Telehealth Services (Connected Care Program)
  - Centre for Children's Health Research
- All research supported by the Foundation must be administered by a [National Health and Medical Research Council \(NHMRC\) Administering Institution](#);
- The applicant must submit a letter of support from the Research Management Office of the NHMRC-Administering Institution;
- No more than one application per grant round is to be submitted by an applicant;
- The grant application is to be submitted via SmartyGrants;
- The applicant must be available to attend an interview on 2 June 2020 if shortlisted;
- The applicant must be willing to participate in public events promoting their research and / or the activities of the Children's Hospital Foundation;
- The applicant must be located in Australia and at least 80% of the research activity must occur in the state of Queensland.

All grants will be subject to the Foundation's Application Assessment and the Monitoring and Evaluation Framework (refer to Section 5 Assessment Criteria), as well as the key performance indicators defined by the applicant.

Upon notification of grant round outcomes, successful applicants will be sent letters of offer and a standard funding agreement between the Foundation and the Administering Institution.

## 4. Submitting an Application

**Applicants must submit a Letter of Support from their Administering Institution's Research Management Office (signed by the Director, Research Management Office) confirming that the eligibility criteria are met to be considered for funding.**

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

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

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

### 4.1 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 applicant must submit all personal details as requested.
- The applicant should indicate whether they have previously been the recipient of a Mary McConnel Career Boost Program Grant.
- The applicant should indicate the research area(s) addressed by the program of research for which they seek support.
- The applicant should provide their top 5 applications over the past 5 years and indicate what their contribution to the research was, why that contribution was important to the work and the overall importance of the research. Click "add more" to include additional publications.
- Baseline research metrics should be provided, with a focus on the past 3 years. **Although h-index and i10 index are required, these do not contribute to the assessment of the application.**
- The applicant should indicate whether she has submitted at least one nationally competitive grant application (i.e. to an Australian funding body) as the lead chief investigator (CI-A) and provide brief details of these applications and whether they were successful. Note: it is not mandatory for an applicant to have submitted a nationally competitive grant application as CI-A; this will, however, be highly regarded.
- Describe career disruptions, relative to opportunity circumstances, barriers and field specific impacts that have hindered career progression/sustainability and/or impacted research outputs. Specifically address how these are specific to or amplified as a consequence of being a female academic.

#### Page 2 – Supporting Documents

- The applicant must upload the following supporting documents using the naming convention shown in brackets:
  - Letter of Support (WISxxxxxx\_LoS.pdf)

- 2-page Curriculum Vitae (WISxxxxxx\_CV.pdf)
- Budget (WISxxxxxx\_Budget)
- Reference List (if applicable) (WISxxxxxx\_Ref List.pdf)

To upload click the “choose files” button.

- Letter of Support: The applicant must submit a Letter of Support from their Administering Institution's Research Management Office (please use the Letter of Support template available at <https://childrens.smartygrants.com.au>).
- Curriculum Vitae: Please attach a 2-page (maximum) Curriculum Vitae that is relevant to the current application.
- Budget – Please attach a budget using your own template. Please do not include GST in the total as GST will be added to the total funded amount when awarded. Please do not include [indirect costs](#). If requesting funding for salaries, please indicate the salary payscale or (e.g. HEW Level 5(2)) or casual hourly rate; the FTE (e.g. 0.5FTE) or hours per week/fortnight/month; and the % of on-costs (e.g. 28%).
- Reference List: if references are provided in the research proposal, you may provide the list of references as a separate attachment.

### Page 3 – Research Program details

- In no more than 40 words, the applicant must provide a statement outlining the intended impact that this grant will have on the progress of their proposed research. Note the Impact Statement may be modified by the Foundation and used for public release.
- The applicant should define up to 5 key performance indicators and estimated dates of completion / milestone dates that she believes will best measure the success of the grant in the context of her own career goals. Refer to section 5 of these guidelines for further information. Successful awardees will be required to describe if / how the grant has contributed to achieving these key performance indicators in annual progress reports.

### Page 4 – Research Proposal

- In no more than **800 words** the applicant must provide an overview of her research, including background, objectives/hypotheses, methods, and expected translational outcomes and impacts over the **12 month period**. The applicant will be required to define how the Mary McConnel Career Boost Grant will assist with the progress of this research proposal under the heading “Award” of the application.
- The applicant should list up to three researchers they wish to nominate for one-on-one mentorship during their one-year research program.

### Page 4 – Award

- The applicant must upload a budget to the application by clicking the “choose files” button. A template is not available, please use your own document. Please refer to section 2.1 for acceptable uses of the award.
- The applicant should describe how the award will be used to advance her career. The applicant should describe how the proposed uses of funds specified in the budget will achieve career progression and sustainability.

## Page 5 – 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](mailto: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.

# 5. Assessment Criteria

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

### 1. Track Record

- Strong track record as demonstrated by the applicant's prior success in research delivery, research dissemination (including top 5 most significant publications in peer-reviewed journals over the past 5 years, presentations at academic conferences, dissemination workshops, etc.) and research impact (including research translation, contribution to policy, commercialisation);
- Career disruptions, relative to opportunity circumstances, barriers and field specific impacts that have hindered career progression/sustainability and/or impacted research outputs;
- Record of submitting nationally competitive grant applications as lead chief investigator will be highly regarded (i.e. to funding bodies in Australia).

### 2. Proposed Use of Funding

- Feasibility of the applicant's plans to use the funds awarded to overcome barriers encountered and 'boost' the applicant's career including track record, career progression, research outputs, research translation and/or ability to attract competitive funding;
- The Research Advisory Committee will consider the proposed use of funding in the context of the key performance indicators defined by the applicant to measure the success of the grant.

### 3. Research Program

- The research aligns with CHQ strategies and themes identified in the [Children's Health Queensland Research Strategy 2018 – 2025](#) and [Children's Health Queensland Hospital and Health Service Strategy](#);
- The research plan for the 12-month period has well-defined, achievable goals/objectives, key milestones and deliverables and demonstrates how improved health outcomes and impact can be achieved.

## 6. Monitoring and Evaluation

A final report must be submitted to the Children's Hospital Foundation at the completion of the Award Period. To further evaluate the success of the Mary McConnel Career Boost Grant scheme, annual update reports must also be submitted for two years following the completion of the Award Period.

The Children's Hospital Foundation recognises that the success of the funding awarded for the Mary McConnel Career Boost Grant scheme will be measured differently by each recipient. For example, recipients may consider grant success in one or more of the following ways:

- the grant enhanced their professional reputation and visibility in the research community
- the grant allowed for a greater work/life balance while working towards a career goal
- the grant allowed the applicant greater flexibility to their path to independence

Applicants are therefore required to determine their own key performance indicators and measures of success during the application process ensuring these relate to a clear plan, to the challenges they face and how they have used the funds to overcome these.

The applicants' measures of success will be used in conjunction with standard performance indicators to evaluate the success of the award, however it is not expected that the applicant will excel in all performance indicators given the funding amount available and duration of the award. Standard performance indicators are as follows:

### 6.1 Performance Indicators: Delivery

The funding awarded for the grant:

- was used in compliance with the approved budget;
- achieved the outcomes specified in the justification of the approved budget.

### 6.2 Performance Indicators: Dissemination

In addition to the quantitative metrics listed below, the Children's Hospital Foundation has a strong focus on evaluating the quality of translational research outputs.

The funding awarded for the grant:

- resulted in an increased ability to publish peer-reviewed journal articles in high impact factor journals;

- resulted in an increased ability to produce, or contribute to, other research outputs including quality technical papers, research reports, policy documents, refereed conference papers, book chapters, etc.;
- resulted in an increased number of abstracts submitted to academic conferences;
- resulted in an increased number of invitations to present at academic conferences;
- enabled the grant recipient to attend an increased number of academic conferences;
- enabled the grant recipient to conduct dissemination workshops for beneficiaries / targeted communities and the general community;
- enabled the grant recipient to participate in additional media opportunities, including press releases, media appearances, social media interest, etc.

Increased productivity will be measured by research dissemination occurring in the 3 years preceding the grant award versus the research dissemination occurring during the grant and the subsequent 2 years following the grant award.

### 6.3 Performance Indicators: Impact

The funding awarded for the grant:

- enabled the grant recipient to submit an increased number of applications for funding;
- resulted in the award of additional competitive funding;
- resulted in the development and establishment of new professional collaborations;
- enabled the grant recipient to meet key milestones of funded research project/s;
- facilitated progression of the grant recipient's research on the translational pathway (e.g. engagement towards policy change and/or improvements in health care practices and behaviours).

### 6.4 Performance Indicators: Defined by Grant Recipient

In the grant application, the applicant should define key performance indicators based on what she considers will most accurately measure success of the award. These may include short / medium / long term career goals, work/life balance, research optimism, job offers / promotions, enhanced profile or visibility in the research community, etc.

### 6.5 Mentor Assessment

As a component of the evaluation process, the grant recipient's mentor will also be asked to provide a brief assessment of how the Mary McConnell Career Boost Grant contributed to the recipient's career progression and track record. The grant recipient will also be asked to provide a brief assessment on the mentoring experience and its contribution to her career development.

## Appendix A Children's Hospital Foundation Grant Round Timeline

The following outlines the key stages in the Mary McConnel Career Boost Program for Women in Paediatric Research grant process.



## Appendix B 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. **Applicant** means an individual who submits an application on their own behalf. A user registered with SmartyGrants may also be referred to as an applicant if they are submitting a proposal on their own behalf. SmartyGrants users may submit applications on the behalf of applicants with the approval of the applicant.
3. **Award Period** refers to the period of time when Children's Hospital Foundation funding is available for obligation by the recipient.
4. **Career Disruption** involves a prolonged interruption to an applicant's capacity to work, due to pregnancy, major illness/injury and/or carer responsibilities. The interruption must involve a continuous absence from work for periods of 30 calendar days or more and/or a long-term partial return to work, with the absence amounting to a total of 30 calendar days or more, that has been formalised with the applicant's employer.
5. **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.
6. **Fringe Benefits Tax (FBT)** is paid by employers on certain benefits they provide to their employees or their employees' family or other associates. FBT applies even if the benefit is provided by a third party under an arrangement with the employer.
7. **Funding Agreement** means the legal instrument of financial assistance between the Children's Hospital Foundation and the Administering Institution.
8. **Grants Committee** refers to a sub-group of the Children's Hospital Foundation Board making strategic investment decisions on behalf of the Foundation for budgeted commitments.
9. **National Health and Medical Research Council (NHMRC) Administering Institution** means the administering institution affiliated with NHMRC. A list of NHMRC institutions is available [here](#).
10. **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.
11. **Recipient** means the entity that receives a Children's Hospital Foundation award and is responsible for the completion and reporting requirements stipulated in the corresponding application as per the Funding Agreement.
12. **Research Advisory Committee** refers to the group of research scientists and clinicians that assesses the scientific merit and feasibility of research proposals and makes recommendations to the Foundation's Grants Committee for funding. This group is independent of the Children's Health Queensland Hospital and Health Service and the Children's Hospital Foundation. The Research Advisory Committee conducts annual progress review of research Award activity and makes recommendations for funding continuation or termination.
13. **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.
14. **SmartyGrants** is the online grants management system used by the Children's Hospital Foundation to manage the entire grants cycle from application to evaluation.
15. **The Foundation Board** means the Board members of the Children's Hospital Foundation.

## Appendix C Award Terms and Conditions

In submitting this grant application, I agree that should this application be funded by the Children's Hospital Foundation (the Foundation) I will abide by the following terms and conditions:

1. The applicant certifies that all the information given in this application is correct and will accept the decision of the Foundation Grants Committee as final.
2. Upon an offer of funding from the Foundation, the Recipient's administering institution will have 30 business days to return a signed funding agreement to the Foundation, or the offer of award may be forfeited.
3. The Funding Agreement is not negotiable, and outlines all conditions of the grant, including provisions for the protection and ownership of Intellectual Property and commercialisation interest, in line with the Foundation Privacy Policy, which is available on the Foundation's website.
4. The award will be expended as described in the proposal submitted for review, unless the Foundation is advised otherwise in advance in writing and approves the changes.
5. The Recipient will seek all relevant Ethical and site-specific Governance approvals and comply with these approvals while conducting my research program.
6. The Recipient will conduct her research 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*.
7. 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 award period and subsequent to the award period's completion. If the equipment is sold prior to the end of the award period the Recipient must notify the Foundation who may require a proportion of the funds be returned.
8. The award must be expended within the time specified in 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 in writing.
9. At the completion of the award period and annually for two years after the award period the Recipient shall provide a written report and/or presentation to the Foundation, in a format as prescribed by the Foundation, regarding the impact of the award on her career and research. Periodic review of the award will be conducted by the Foundation who reserves the right to terminate funding should the outcomes fail to meet the monitoring and evaluation criteria.
10. A brief summary of the award and its outcomes for the recipient will be published on the Foundation website.
11. The Foundation may request that the Recipient present outcomes of the award at relevant conferences and forums, the Recipient shall make all reasonable endeavours to honour these requests.