Children's Hospital Foundation

2020 Preclinical and Clinical Early Career Research Funding Guidelines

Version	1.0	Date	June 2019

Applications open at 2pm on 28 August 2020 and close at 5pm on Monday 28 September 2020. Late applications will not be accepted.

Eligibility Self-Assessment Checklist

Outcomes from my research: • 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.	☐
My research is either preclinical and/or clinical research and excludes health services research.	☐
I am an Australian citizen, New Zealand citizen or have permanent residency in Australia at the time of submitting an application.	☐
The grant will be administered by a National Health and Medical Research Council (NHMRC) Administering Institution.	☐
I have the time and basic infrastructure resources to conduct the proposed project, within the context of existing research, clinical, teaching and HDR responsibilities.	☐
I am submitting no more than **one application**, and applying for either a **project-support grant** OR a **Fellowship.**	☐
As an emerging clinician researcher, my direct line manager is aware of, and supports, this application.	☐
If the proposed research includes development of a mobile application ("app"), an app request will be submitted as an "air form" to Stefan Hartweg (CHQ ICT Customer Engagement and Relationship Manager; Stefan.Hartweg@health.qld.gov.au) for review before funding is approved.	☐
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.	☐
I have obtained a letter of support from the Research Management Office (or equivalent) of my Organisation, certifying that I meet all eligibility criteria.	☐
I will be located in Australia, and at least 80% of the research activity will occur in the state of Queensland.	☐
As the Primary Applicant, I am available to attend an interview via Zoom on Wednesday 25 November if shortlisted.	☐

For Project-Support Grant applicants only:	
- I have <u>not</u> received in 2020 a Children's Hospital Foundation Health Services Research grant or a Mary McConnel Career Boost Program for Women in Paediatric Research grant;	☐
- I have not been awarded a an NHMRC or ARC grant or fellowship as the Principal Investigator i.e. CIA.	☐
Applying for a Project-Support Grant as a **non-clinical early career researcher** applicant:	
- I am affiliated with a National Health and Medical Research Council (NHMRC) Administering Institution	☐
- As at 31 December 2020, I have held a PhD in a biomedical or health-related field of paediatric research for not less than **three** (3) years and no more than **seven** (7) years unless career disruption exists.	☐
- I hold a salaried academic appointment at the time of application or have a confirmed appointment for a salaried appointment that begins 1 January 2021 or before, and must hold, or have reasonable expectation of holding this appointment until 31 December 2021. Where applicants do not hold a continuing appointment, or fixed-term contract appointment to 31 December 2021, their Head of Department/School/Institute must confirm salary support for contract extension in the Letter of Support;	☐
Applying for Project-Support Grant as an **emerging clinician researcher** applicant:	
- I am affiliated with a National Health and Medical Research Council (NHMRC) Administering Institution	☐
- **If the organisation you are currently affiliated with is not an NHMRC Administering Institution, you confirm that if successful in being awarded a grant, you will apply for affiliation at an NHMRC Administering Institution**.	☐
- I meet the definition of clinician and clinician researcher and I am registered with the AHPRA or another Professional Body.	☐
- at 31 December 2020, I am less than seven (7) years of award of my Research Higher Degree (RHD) or less than seven (7) years of my first academic publication, in a biomedical or health-related field of paediatric research.	☐
- I commit to a minimum of 0.2 FTE to research activities for the duration of the project.	☐
For Fellowship applicants only:	
- I do <u>not</u> receive a salary from another comparable fellowship or award, full-time academic position or other full-time position in conjunction with this ECF;	☐
- I have <u>not</u> received a 2020 Mary McConnel Career Boost Program for Women in Paediatric Research grant;	☐
Applying for a Fellowship as a **non-clinical early career researcher** applicant:	
- I am affiliated with a National Health and Medical Research Council (NHMRC) Administering Institution	☐

- as at 31 December 2020, I have held a PhD in a biomedical or health-related field of paediatric research for not less than three (3) years and no more than seven (7) years unless career disruption exists.	☐

Applying for a Fellowship as an **emerging clinician researcher** applicant:	
- I am affiliated with a National Health and Medical Research Council (NHMRC) Administering Institution	☐
- **If the organisation you are currently affiliated with is not an NHMRC Administering Institution, you confirm that if successful in being awarded a grant, you will apply for affiliation at an NHMRC Administering Institution**.	☐
- I meet the definition of clinician and clinician researcher and I am registered with the AHPRA or another Professional Body	☐
- I will dedicate a minimum of 0.5 FTE over a one-year period, or 1.0 FTE over 6 months to research activities of the proposed project.	☐
- at 31 December 2020, I am less than seven (7) years of award of my Research Higher Degree (RHD) or less than seven (7) years of my first academic publication, in a biomedical or health-related field of paediatric research.	☐

1 About the Children's Hospital Foundation

Our vision is for every sick 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 2018 - 2025 and the Children's Health Queensland Hospital and Health Service Strategy 2020 - 2024.

For enquiries about the Children's Hospital Foundation's funding opportunities please email grants@childrens.org.au. Research grant applicants should not contact anyone directly involved in the assessment of their grant application.

2 About the Preclinical and Clinical Early Career Research Scheme

2.1 Preclinical and Clinical Research

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 Children's Health Queensland strategies and priorities identified in the Children's Health Queensland Hospital and Health Service Strategy 2020 - 2024.

- **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.

2.2 Early Career Research Funding Scheme

The Preclinical and Clinical Early Career Research Funding Scheme is designed to support individuals who demonstrate clear evidence of high research potential, are currently undertaking high-quality preclinical or clinical research, and demonstrate a desire to establish a career in paediatric research. This scheme aims to provide support to **non-clinical early career researchers** and **emerging clinician researchers** (allied health, nursing, and/or medical/surgical advanced trainees, registrars or fellows) who are already working in the field of paediatric research. This scheme aims to attract and retain talented individuals in the fields of

paediatric health research in Queensland, and to help early career researchers and emerging clinician researchers gain a competitive edge, as well as develop a positive track record for securing external research funds.

The objectives of the Preclinical and Clinical Early Career Research Funding Scheme are to:

- Support high quality research conducted by non-clinical early career researchers and emerging clinician researchers who demonstrate clear evidence of high research potential and clear evidence of translational research capacity within the T1-T4 phases of the translational research pathway.

- Provide a means of enhancing competitiveness of early career researchers to enable them to leverage further funding from granting bodies or industry; establish their own research programs; and facilitate collaboration related to the research project.

2.3   Value of the Award

The Children's Hospital Foundation is offering two types of funding in the 2020 Preclinical and Clinical Early Career Research Funding Scheme: Project-Support Grants and Fellowships.

1. **Project-Support Grant** – this funding supports researchers who have salary support and would allow them to undertake an independent research project to help build their track record and enhance their competitiveness.

   Up to **sixteen** (16) Project Grants providing **financial assistance to a maximum of $50,000 for a one-year period** may be awarded. These grants will be offered as one-off grants.

2. **Fellowships** – an Early Career Fellowship will support:

   a. Non-clinical early career researchers who no longer have salary support and are not yet competitive enough to secure external funding, and / or

   b. Emerging clinician researchers who wish to undertake research at either 0.5 FTE for up to one year or full-time for up to six months.

   Up to two (2) Early Career Fellowship(s) providing salary support to a maximum of **$100,000 for a one-year period** may be awarded.

   Only one application per applicant will be accepted for either a Project-Support Grant or a Fellowship. Applicants cannot apply for both project support and people support.

The financial assistance provided by the **Project-Support Grant** should support research and career progression and may be used to increase research productivity (e.g. employ a research assistant, cover direct research costs or employ staff to assist with compliance including research / governance submissions).

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.

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

3   Eligibility Criteria

3.1   General Eligibility Criteria

Applications submitted in the **2020 Children's Hospital Foundation** Preclinical and Clinical Early Career Research Funding Grant round are subject to the following general eligibility requirements:

- Outcomes from the research must:
  - (i)   Demonstrate support for advancing Children's Health Queensland Strategy 2020-2024;
  - (ii)   Align with the Children's Health Queensland Research Strategy 2018-2025;
  - (iii)   Benefit children's health and/or the healthcare delivery provided by CHQ and/or other Queensland-based health services caring for children and adolescents.
- The Primary Applicant must be an Australian citizen, New Zealand citizen or have permanent residency in Australia at the time of submitting an application.
- The grant must be administered by a National Health and Medical Research Council (NHMRC) Administering Institution.
- If applying as an Early Career Researcher, the applicant must be affiliated with an NHMRC Administering Institution.
- Emerging Clinician Researchers who are not currently affiliated with an NHMRC Administering Institution, may submit a grant application but will need to apply for affiliation to an NHMRC Administering Institution if awarded a grant.
- Primary Applicants must submit a letter of support from the Research Management Office (or equivalent) of the NHMRC Administering Institution.
- For **Emerging Clinician Researchers** who do not have an affiliation to an NHMRC Administering Institution at the time of submission, the letter of support to be submitted with the grant application will need to be signed by an authorised delegate (Director of Research) of their current Hospital and Health Service. If successful in getting an award, the applicant will need to apply for affiliation to an NHMRC Administering Institution and submit a new letter of support from the Research Management Office of the NHMRC Administering Institution.
- In the case of Emerging Clinician Researchers, the Primary Applicant's direct line manager must be aware of, and support, the application.
- No more than **one application** is to be submitted by a single applicant.
- No more than **one project per application** is to be submitted.
- An applicant may apply for either a project-support grant OR a Fellowship in this round, not both.
- Proposals are for one-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.
- If the proposed research includes development of a mobile application ("app"), an app request must be submitted as an "air form" to Stefan Hartweg (CHQ ICT Customer Engagement and Relationship Manager; Stefan.Hartweg@health.qld.gov.au) for review before funding is approved.
- The Primary Applicant must be based in Queensland and at least 80% of the research activity must occur in Queensland; and
- The Primary Applicant must be available to attend an interview on **Wednesday 25th November** 2020 if shortlisted. The Children's Hospital Foundation will not be able to change the date of the interview. Interviews can be held via teleconference or videoconference.

3.2   Scheme-specific Eligibility Criteria

3.2.1   Project-Support Grants

To be considered eligible for a Project-Support Grant, applicants must:

- have the time and basic infrastructure resources to conduct the proposed project, within the context of existing research, clinical, teaching and HDR responsibilities;

- not have received in 2020 a Children's Hospital Foundation Health Services Research grant or a Mary McConnel Career Boost Program for Women in Paediatric Research grant;

- not have been awarded an NHMRC or ARC grant or fellowship as the Principal Investigator i.e. CIA.

Non-clinical early career researcher applicants must:

- at 31 December 2020, have held a PhD in a biomedical or health-related field of paediatric research for not less than **three** (3) years and no more than **seven** (7) years unless career disruption exists (see definition below);

- hold a salaried academic appointment at the time of application or have a confirmed appointment for a salaried appointment that begins 1 January 2021 or before, and must hold, or have reasonable expectation of holding their appointment until 31 December 2021. Where applicants do not hold a continuing appointment, or fixed-term contract appointment to 31 December 2021, their Head of Department/School/Institute must confirm salary support for contract extension in the Letter of Support;

Emerging clinician researcher applicants must:

- meet the definition of clinician and clinician researcher and be registered with the AHPRA or another Professional Body.

- at 31 December 2020, be either less than seven (7) years of award of their Research Higher Degree (RHD) or less than seven (7) years of their first academic publication, in a biomedical or health-related field of paediatric research.

- Commit to a minimum of 0.2 FTE to research activities for the duration of the project.

3.2.2   Fellowships

To be considered eligible for a Fellowship, applicants must:

- have the time and basic infrastructure resources to conduct the proposed project, within the context of existing research, clinical, teaching and HDR responsibilities;

- not receive a salary from another comparable fellowship or award, full-time academic position or other full-time position in conjunction with this ECF;

- not have received a 2020 Mary McConnel Career Boost Program for Women in Paediatric Research grant;

- **Non-clinical early career researcher applicants** must have held a PhD in a biomedical or health-related field of paediatric research for not less than three (3) years and no more than seven (7) years unless career disruption exists (see definition below) at 31 December 2020;

- **Emerging clinician researcher applicants** must meet the definition of clinician and clinician researcher, be registered with the AHPRA, or another Professional Body, and dedicate a minimum of 0.5 FTE over a one-year period, or 1.0 FTE over six months, to the proposed research project. Applicants must have a

demonstrated interest in paediatric research and at 31 December 2020 be less than seven (7) years of award of RHD or less than seven years of their first academic publication.

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.

- Please save your application regularly.

- All questions are to be answered or marked 'not applicable'. Do not leave any sections blank.

- Applicants must adhere strictly to word limits in each part of the Application Form.

- The application must contain all the information necessary for assessment of the project without the need for explanation or reference to further documentation, including reference to internet sources.

4.1   Application form

For **project-support grants** please submit an application through the **2020 Early Career Project-Support Grant Round**.

For **Fellowships** please submit an application through the **2020 Early Career Fellowship Grant Round.**

The application forms for each of these grants rounds only differ in the information requested in the Budget, and the mandatory naming conventions for any documentation that must be uploaded.

Please read the following notes carefully when completing your application form.

Page 1 – Administrative Summary

Please submit all personal details as requested. This information will be used by the Foundation for administrative purposes and must be completed in full.

- **Applicant Type**: Please indicate whether you are applying as a non-clinical early career researcher, or as an emerging clinician researcher. Please note that if you are a clinician researcher who holds an academic title or an adjunct position at a university, you must choose the 'emerging clinician researcher' option.

If successful, your grant will need to be administered by an NHMRC Administering Institution. Please indicate the NHMRC Administering Institution that will administer the grant (this might be the Administering Institution you are currently affiliated with, or if you are applying as a clinician and do not currently hold an affiliation with an NHMRC Administering Institution, you will need to nominate the Administering Institution to which you will be applying for an affiliation).

- **Educational qualifications**: Please provide all relevant educational qualifications. Please provide an exact date for the most recent qualification relevant to this application (eg. PhD or other RHD).
- **Clinical Registration**: If you are applying as an emerging clinician researcher, you must provide evidence of clinical registration with the AHPRA or with another Professional Body.
- **Key Research Areas**: Please indicate the research area(s) addressed by the proposed research project. You can choose more than one. If your proposed research does not fall into one of these broad categories, please indicate the main area(s) of research addressed by the research project for which you seek support.
- **Impact Statement**: In no more than 40 words, please provide a statement clearly articulating the intended impact on children's health. Please specify WHAT population of Qld children will benefit from this grant, HOW MANY will benefit and HOW they will benefit. Note that the Impact Statement may be modified by the Foundation and used for public release.

Page 2 – Research Career

The information you provide in this section will be used to assess your application against the 'Research Development' assessment criteria (See Section 5 of this document).

- **Broad Area(s) of Research:** Please indicate the broad areas of research that best describe your research career to date.
- **Summary of Career to Date:** Please describe your research accomplishments and current work, with a focus on how your experience demonstrates long-term potential. You may wish to describe your funding history and potential for future funding, potential research and industrial collaborations, how your research contributes to your field, and any future directions of your research.
- **Career Disruption / Relative to Opportunity**: Applicants who have had a career disruption (see Definition) should provide a Career Interruption statement. Please summarise any career interruptions and explain the impact on your research outputs/career trajectory. Applicants who have experienced career interruption can provide additional research outputs beyond the 7-year limit in accordance with the time frame of the interruption experienced. For example, an applicant who took 9 months 1.0FTE maternity leave, can include outputs from the last 7 years and 9 months.

  Applicants completing this section should also include a calculation of their full-time equivalent (FTE) research metrics. Please see an example as a way to calculate this, as follows:

  Maternity leave for 12 months (effective FTE = 0 years)

  Part time (0.5 FTE) working status for 12 months (effective FTE = 0.5 years)

  Full-time status for 5 years (effective FTE = 5 years)

  Therefore, in the past 7 years I have worked the equivalent of 5.5 FTE years, I have therefore included 1.5 more years' additional research outputs.
- **Career Advancement Statement**: Clearly articulate how the proposed project will contribute to your research career development, enhance your external funding competitiveness, and foster future collaborations.
- **Top 5 Publications:** The applicant should provide their top 5 applications over the past 7 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.

- **Research Metrics:** Baseline research metrics should be provided, with a focus on the past 7 years. **Although h-index and i10 index are required, these do not contribute to the assessment of the application.**

Page 3 – Research Program

Research Project Overview

- **Lay synopsis**: In no more than 200 words, provide a lay synopsis 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.

- Clearly articulate the **hypothesis** / hypotheses for the project (click 'add more' as required) and list the primary translational **objectives** and key **milestones** of the proposed project. The objectives / hypotheses of the research should be 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)

- **Research Proposal**: In no more than 2000 words please provide an overview of your research proposal that addresses the issues outlined below. The research plan must clearly outline the research activities you propose to undertake and should be clearly linked to the timeline requested to be provided in the next question. Please include the following:

  - 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).
  - 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.
  - 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.

  Although a full literature review is not required, there should be enough information to show that you are fully conversant with the field, the importance of the research, the degree of innovation involved in the project and the role of this grant in developing your research.

- **Research Program Supporting Documents:**

  - **Reference List**: Please provide a list of all the references that are cited in the Research Proposal. All references that are cited must be listed and all listed references must be cited.

  - **Timeline**: Please provide a timeline of proposed project activities. Include it as a table and upload it as a PDF document.

  - **Tables and Figures**: This is optional and you may include up to two (2) tables/figures to the document in which you included your timeline.

  The references, timeline, and optional tables/figures must be uploaded as ONE document, in the above required order.

Mandatory file name:

- for project-support grants - ECRXXX2020_Research Program Supp Docs.pdf
- for Fellowships - ECFXXX2020_Research Program Supp Docs.pdf

▪ **Research Team**: Please describe the proposed contribution of members of the Research Team, including yourself and any collaborators to the project. Provide an explanation of each researcher's skills, training and experience relevant to the project, and details of the role of other participants not included in the budget request (e.g. technical, research or other staff, postgraduate students etc.). Please indicate here where your project might draw on expertise, support or mentoring from more senior colleagues.

Page 4 – Award

▪ **Budget**: Please note that for **Project-Support Grants,** applicants cannot request funding for their own salaries. Requests for personnel should include:

- The official designation and level of the position (e.g. research assistant HEW 5.1)
- The Full-Time Equivalent (FTE) fraction for part-time staff (e.g. 2 days per week is 0.40 FTE) or;
- The total number of hours and the hourly rate for casual staff;
- On-costs (e.g. 28%).

All requests for Research Assistants must be well justified in the Budget Justification section. Applicants should clearly demonstrate a distinct divide between the activities of the Chief Investigator (applicant) and those of the Research Assistant, with appropriate levels of complexity for each. The tasks of the Research Assistants must be included in the budget justification and should be clear to the selection committee

If you are applying for a **Fellowship,** please indicate the level of your position, and the FTE fraction you propose to commit to the proposed research, noting that **emerging clinician researchers** must commit a minimum 0.5 FTE to the proposed research project activities.

We do not provide a Budget template so please use your own template. Please keep the budget simple and do not upload an Excel spreadsheet. The budget must be uploaded as a PDF.

Mandatory file name:

- for project-support grants - ECRXXX2020_Budget.pdf
- for Fellowships - ECFXXX2020_Budget.pdf

▪ **Budget Justification:** The applicant should describe how the award will be used to advance his/her career. The applicant should describe how the proposed uses of funds specified in the budget will achieve career progression and sustainability.

For applicants requesting a **project-support grant**, in addition to the above, please also explain why each item listed is essential for the project; do not simply restate information that is already provided in the budget. For example, it is not enough to say in the justification that a senior research assistant costs $X per annum, as this should already be shown in the budget. Justification of the claim should state why an item is required. The same level of explanation is required for all items. For example, if a full-time senior research assistant is requested:

- Why can't this work be done without a research assistant?
- Why are they needed full-time as opposed to part-time or casual appointments?

- Why is the experience of a senior research assistant, rather than a more junior assistant required?

Page 5 – Supporting Documents

▪ **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).

The Letter of Support must be uploaded as a PDF. **Mandatory file name:**

- for project-support grants - ECRXXX2020_LoS.pdf

- for Fellowships - ECFXXX2020_LoS.pdf

▪ **Curriculum Vitae:** Please attach a Curriculum Vitae as a PDF file (maximum 6 pages), that is relevant to the current application. This may be used by the Research Advisory Committee during the assessment process to obtain further information about the applicants' track record.

The CV must be uploaded as a PDF. **Mandatory file name:**

- for project-support grants - ECRXXX2020_CV.pdf

- for Fellowships - ECFXXX2020_CV.pdf

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 respect your privacy and embrace the principles contained in the *Information Privacy Act 2009* (Qld). The Foundation can provide further information on request or in our Privacy Policy. A copy of our Privacy Policy is available at https://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

All grants will be subject to the Foundation's Application Assessment (refer to Section 6 Translation and Impact Plan) and the Monitoring and Evaluation Framework (refer to Appendix B Indicators and Metrics).

In evaluating applications, the Research Advisory Committee will assess applications on a competitive basis in accordance with the objectives of the scheme (Section 2.2. of this document) and the following selection criteria:

5.1 Research Development (40%)

- How the proposed project will contribute to the applicant's research career development, enhance competitiveness in securing future external research funding and foster future collaborations outside of their current research group. This should include plans to attract future funding.

- The applicant's track record (relative to opportunity) in research and clinician duties, 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 7 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 will be taken into account.

5.2 Quality (30%)

- Significance of the project (including consideration of the alignment 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 2020 – 2024) and the extent to which the project is soundly conceived and planned.

- 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;

- The research plan must clearly outline the proposed research activities and should be clearly linked to the milestones and timelines. The milestones and timelines section will form the basis of ongoing reporting and it is thus important the milestones are clearly linked to the research plan, and the measures of success are clearly outlined and relevant.

5.3 Feasibility (15%)

- The extent to which the project is feasible given the timelines, budget, and the skills, experience and time commitment of the Chief Investigator and any collaborators.

- Feasibility of the applicant's plans to use the funds awarded to enhance their career including track record, career progression, research outputs, research translation and/or ability to attract competitive funding;

5.4 Resources (15%)

- The extent to which the budget is justified and appropriate.

6   Translation and Impact Plan

The Foundation has a strong focus on the translation of research into outcomes that improve children's health and utilises three criteria for the monitoring and evaluation of research projects: **delivery**, **dissemination** and **impact**. Appendix B provides greater detail and context regarding each of the three criteria and associated performance indicators. **Please consider these criteria prior to an application submission.**

During the course of a research program, progress reporting will be required on agreed milestones and deliverables including **delivery**, **dissemination** and **impact** of the research during the period of award. 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.

Appendix A   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. **Career Disruption** involves a prolonged interruption to an applicant's capacity to work, due to international relocation, 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.

4. **Clinician** means a health professional with a recognised tertiary degree, with eligibility for full registration with the Australian Health Practitioner Agency (AHPRA). This includes medical practitioners, nurses, nurse practitioners and midwives, allied health professionals, and clinical scientists.

5. **Clinician Researcher** means a clinician with a research higher degree (RHD) OR who has a demonstrated research track record. The clinician may be an advanced trainee, registrar or fellow or have an allied health or nursing background. Where an applicant has an RHD, they will be less than seven (7) years of award of RHD at 31 December 2020. Applicants without an RHD will be less than seven years of their first academic publication at 31 December 2020.

6. **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.

7. **Foundation Board** means the Board members of the Children's Hospital Foundation.

8. **Funding Agreement** means the legal instrument of financial assistance between the Children's Hospital Foundation and the Administering Institution.

9. **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.

10. **National Health and Medical Research Council (NHMRC) Administering Institution** means the administering institution affiliated with the NHMRC. A list is available here.

11. **Primary Applicant** means the applicant responsible for the conduct and reporting of the proposed research.

12. **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.

13. **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.

14. **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.

15. **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   Indicators and metrics

Criteria	Indicators	Metrics
Deliver	Aims	Percentage of research project completed to plan. Milestones met. Deliverables submitted on time.
	Budget	Percentage of planned expenditure disbursed according to original budget.
	Ethical Conduct	Approvals are in place and current.
Disseminate	Publications	Number and quality (impact factor) of peer reviewed articles. Number of clinical guidelines, policy briefs etc.
	Presentations	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	Social media interest. Media releases. Media appearances.
Impact	Health care practice and policy	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	Number of patents. Contract funding.
	Beneficiaries / target group	Presentations to target groups and subsequent questionnaires to measure perceived impact of research. Evidence of wider awareness of health issue. Advances made in the public understanding of science.
	Further research and funding	Follow on research. Potential PhD students. Subsequent external grants received.

Appendix C   Children's Hospital Foundation Grant Round Timeline

Grant Round Opens		**Grant Round Closes**		**Pre-eligibility Checks**		**Interview Shortlist**		**Interview**		**Outcome Notification**		**Grants commence**
28 Aug 2020	→	28 Sep 2020	→	1 Oct 2020	→	4 Nov 2020	→	25 Nov 2020	→	5 Dec 2020	→	1 Feb 2021

✓ **Accountability**   ★ **Recognition & Respect**   ♥ **Care**   **Working together**   **Excellence & Innovation**

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Appendix D

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)*, *Information Privacy Act 2009 (Qld)*, *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.