

Gold Coast Health Collaborative Research Grant Scheme



Capacity Building and Collaboration Building Grants

2027 Application Guideline



Collaborative Research Grant Scheme - Capacity Building and Collaboration Building Grants 2027 Application Guideline

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An electronic version of this document is available at <https://healthqld.smartygrants.com.au/>

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1. Introduction and Highlights

The **Collaborative Research Grant Scheme** is delivered by Gold Coast Health in collaboration with academic partners Griffith University, Southern Cross University and Bond University. With the support and commitment of our partner institutions, Gold Coast Health offers a grants program for both established and early career researchers including a **Major Research Project Grant** along with a program of **Capacity Building and Collaboration Building Grants**.

Capacity Building and Collaboration Building Grants

The Capacity Building and Collaboration Building Grants (CBCB) will provide up to \$25,000 per project for Gold Coast Health staff across all disciplines to initiate new projects, develop their research skills and capabilities or support new collaborations between researchers, clinicians and academics. The CBCB grants are co-funded by Gold Coast Health and our academic partners. The CBCB grants provide an opportunity for Gold Coast Health researchers and clinicians, as the applicant co-lead Chief Investigator (CI) to work on a project with a co-lead CI from an academic partner institution.

The CBCB Grant has two streams:

- **Capacity Building Stream** targets Early Career Researchers (ECRs), with the purpose to support with seed funding to develop their research skills and capabilities.
- **Collaboration Building Stream** is open to all applicants where a new research collaboration between Gold Coast Health and an academic partner institution can be demonstrated.

Up to 15 grants will be awarded in collaboration with academic partners.

CBCB Grant Stream	Value	Funding Period	Maximum Grants Offered
Capacity Building Grants	Up to \$25,000	Up to 2 Years	15
Collaboration Building Grants			

Key dates

Key Dates	Details
6 July 2026	CBCB grants applications open
From 6 July 2026	<p>Networking and education events with academic partners. Topics will cover top tips for preparing your competitive grant application. Visit Research Development Hub for dates and details.</p> <ul style="list-style-type: none"> • Griffith University (Health Group, including Schools: Applied Psychology; Allied Health, Sport and Social Work; Nursing and Midwifery; Pharmacy and Medical Sciences; Medicine and Dentistry; PRECISE Centre) • Southern Cross University (Faculty of Health) • Bond University (Faculty of Health Sciences and Medicine and Bond Business School).
12 October 2026	CBCB grants applications close
Week commencing 8 February 2027	Applicants notified of outcome
4 March 2027 – TBC	Announcement of successful applications at the Research, Innovation and Transformation Showcase

2. Program Objectives

2.1. About the Collaborative Research Grants Scheme

The **Collaborative Research Grant Scheme (Grant Scheme)** is a peer-reviewed and competitive grant program which provides funding to support both established and early career researchers from Gold Coast Health to collaborate with academic partners to undertake research that transforms health. The Grant Scheme is open to all Gold Coast Health staff across all disciplines.

In alignment with the vision and purpose of the Gold Coast Health [Research Roadmap 2025-2028](#), the Grant Scheme aims to advance and translate high-quality research to address our health priorities, leading to improved patient care.

The objectives of the Grant Scheme are to:

- develop a pipeline of innovative research
- support areas of existing strength towards national and international recognition
- develop emergent research fields and support early career researchers
- support meaningful collaborations between Gold Coast Health, our academic partners, external institutions, industry partners and community organisations
- conduct high-quality health research that leads to impact.

The Gold Coast Health Grant Scheme is supported by the following:

- Gold Coast Health, including the Study, Education, and Research Trust Account (SERTA)
- Griffith University (Health Group, including Schools)
- Southern Cross University (Faculty of Health)
- Bond University (Faculty of Health Sciences and Medicine, and Bond Business School).

2.2. About the Capacity Building and Collaboration Building Grants (CBCB)

The Capacity Building and Collaboration Building Grants (CBCB) will provide up to \$25,000 per project for researchers to initiate new projects, develop their research skills and capabilities or support new collaborations between researchers, clinicians and academics.

The CBCB grants are co-funded by Gold Coast Health and our academic partners. The research activity may be conducted across partner locations, but the application must clearly describe a genuine collaboration which strongly aligns to the [Gold Coast Health Strategic Plan 2024-2023 \(G28\)](#) and the [2025-2028 Research Roadmap](#) with the potential to translate into benefits for patients, the health service and wider community, in line with Gold Coast Health's [Values](#).

The CBCB grants provide an opportunity for Gold Coast Health researchers and clinicians, as the applicant **co-lead** Chief Investigator (CI), to work on a project with a **co-lead** CI from an academic partner institution.

3. Grant Funding and Support

3.1. Funding Streams

The CBCB grant has two streams:

- **Capacity Building Stream** targets Early Career Researchers (ECRs).
- **Collaboration Building Stream** is open to all applicants where a **new research collaboration** between Gold Coast Health and a partner academic institution can be demonstrated.

Up to 15 grants will be awarded in collaboration with academic partners.

CBCB Grant Stream	Value	Funding Period	Maximum Grants Offered
Capacity Building Stream	Up to \$25,000	Up to 2 Years	15
Collaboration Building Stream			

Please note that co-lead CIs can only submit **one** application in the 2027 CBCB Grants. Applicants must select from **either** the Capacity Building Stream OR Collaboration Building Stream.

Capacity Building Stream:

The purpose of the Capacity Building stream is to support ECRs with seed funding to develop their research skills and capabilities. For these grants, the Gold Coast Health co-lead CI **must be** an ECR and the academic partner co-lead CI on the project **can be a researcher at any career stage** (defined with the eligibility section below). The Capacity Building Stream is open to all Gold Coast Health staff across all disciplines. The academic partners offering grants in the Capacity Building stream are:

Griffith University:

- 1 x School of Medicine and Dentistry
- 1 x School of Pharmacy and Medical Sciences
- 2 x Health Group (Open to academics within the Health Group including the five Schools and the PRECISE Centre and the Centre of Mental Health)

Bond University:

- 1 x Faculty of Health Sciences and Medicine

Southern Cross University:

- 1 x Nursing, Midwifery and or Health Practitioner within the Faculty of Health.

Anticipated Outcomes:

Anticipated outcomes from the Capacity Building stream would include (but not be limited to):

- collection or interrogation of pilot/proof of concept data
- publication of findings
- establishment of a collaboration with a partner university
- evidence of research skill development, and mentorship by the co-investigators.

It is anticipated that Capacity Building recipients will be in a stronger position to apply for future funding (e.g. Collaboration Building stream or Major Research Project Grant).

Collaboration Building Stream:

The Collaboration Building stream is open to all Gold Coast Health clinicians and researchers, and academics from partner institutions where a new research collaboration is formed or where a new collaborative project is to be undertaken (defined with the eligibility section below).

For the Collaboration Building Stream, a **new collaboration** is defined:

- where there has been no collaboration between any of the named CIs on the application (no prior publications, grants held or co-supervision of Research Higher Degree students).
- where a novel project is being undertaken amongst investigators who have previously collaborated. The application must clearly highlight what is novel about the work detailed in the application and must include new investigators to the collaboration.

The Gold Coast Health **co-lead CI** on a Collaboration Building Stream project **can be a researcher at any career stage**. The Collaboration Building Stream is open to all Gold Coast Health staff across all disciplines.

The academic partner co-lead CI on the project **can be a researcher at any career stage** (defined with the eligibility section below).

The academic partners offering grants in the **Collaboration Building Stream** are:

- **Griffith University:**
 - 2 x School of Medicine and Dentistry
 - 1 x PRECISE Centre
 - 1 x School of Allied Health, Sport and Social Work
 - 1 x School of Pharmacy and Medical Sciences
 - 1 x School of Nursing and Midwifery.
- **Bond University:**
 - 1 x Faculty of Health Sciences and Medicine
 - 1 x Bond Business School.
- **Southern Cross University:**
 - 1 x Nursing, Midwifery or Health Practitioner within the Faculty of Health.

Anticipated Outcomes:

Anticipated outcomes from the Collaboration Building stream would include (but not be limited to):

- establishment of a significant, strategically and/or operationally important collaboration between Gold Coast Health and an academic partner
- collection and interpretation of data leading to publication
- stronger positioning for future funding applications (e.g., Major Research Project Grants, external and or national grant programs).

3.2. Funding Bodies

Up to 15 grants will be awarded in collaboration with academic partners, as noted below. Please note that co-lead CIs may only submit **one** application to the 2027 CBCB round.

Collaboration with Griffith University (up to 10 grants)	Number	Grant Stream
Health Group: <ul style="list-style-type: none"> 2 x grants where the co-leads are a Gold Coast Health CI and a Griffith University academic staff member from across any School and associated health discipline within the Health Group, including: <ul style="list-style-type: none"> School of Applied Psychology School of Allied Health, Sport and Social Work School of Nursing and Midwifery, School of Pharmacy and Medical Sciences School of Medicine and Dentistry 	2	Capacity Building Stream
School of Medicine and Dentistry: <ul style="list-style-type: none"> 3 x grants where the co-leads are a Gold Coast Health CI and a Griffith University academic staff member from the School of Medicine and Dentistry 	1	Capacity Building Stream
	2	Collaboration Building Stream
School of Allied Health, Sport and Social Work: <ul style="list-style-type: none"> 1 x grant where the co-leads are a Gold Coast Health CI in a health practitioner (i.e. HP) role and a Griffith University academic staff member from the School of Allied Health, Sport and Social Work. 	1	Collaboration Building Stream
PRECISE Centre: <ul style="list-style-type: none"> 1 grant where the co-leads are a Gold Coast Health CI and where the lead Griffith University CI is an academic staff member affiliated with the PRECISE Centre. 	1	Collaboration Building Stream
School of Nursing and Midwifery: <ul style="list-style-type: none"> 1 x grant where the co-leads are a Gold Coast Health CI in a nursing or midwifery role (i.e. NRG) and a Griffith University academic staff member from the School of Nursing and Midwifery. 	1	Collaboration Building Stream
School of Pharmacy and Medical Sciences: <ul style="list-style-type: none"> 2 x grant where the co-leads are a Gold Coast Health CI and where the lead Griffith University CI is an academic staff member affiliated with the School of Pharmacy and Medical Sciences. 	1	Capacity Building Stream
	1	Collaboration Building Stream

Collaboration with Bond University (up to 3 grants):	Number	Grant Stream
Faculty of Health Sciences and Medicine: <ul style="list-style-type: none"> 1 x grant where the co-leads are a Gold Coast Health CI and a Bond University CI who is an academic staff member from the Faculty of Health Sciences and Medicine. 	1	Capacity Building Stream
	1	Collaboration Building Stream
Bond Business School: <ul style="list-style-type: none"> 1 x grant where the co-leads are a Gold Coast Health CI and a Bond University CI who is an academic staff member from the Bond Business School. 	1	Collaboration Building Stream

Collaboration with Southern Cross University (up to 2 grants):	Number	Grant Stream
Faculty of Health: <ul style="list-style-type: none"> 2 x grants where the co-leads are a Gold Coast Health CI in a nursing or midwifery role (i.e. NRG) or in a health practitioner (i.e. HP) role and a Southern Cross University academic staff member from the Faculty of Health (Nursing, Midwifery and/or Allied Health staff). 	1	Capacity Building Stream
	1	Collaboration Building Stream

3.3 Support from Gold Coast Health Research Office

Preparation of Application

We would encourage all applicants to make use of the following additional supports and resources before commencing their application.

Contact the Grants Administrator at GrantsGoldCoast@health.qld.gov.au for any specific advice.

Support with protocols, budget preparation, statistics, ethics and governance

The [Research Development Hub](#) is accessible to all Gold Coast Health staff and contains a variety of resources and support for researchers including webinars, information on involving consumers in research, the Advancing Researcher Alliance and Research Office drop-in clinics. Applicants can attend a Research Office drop-in clinic, which are held in the Gold Coast University Hospital Library, Level 1, E Block, Pathology and Education Building on a Tuesday morning at 7am (Book an appointment here: [Gold Coast Health Research Office - Book an Appointment](#)) or a Thursday afternoon 2:00pm – 4:00pm (walk in only session) for assistance with protocols, budget preparation, statistics, ethics and governance.

Applicants are encouraged to access **research career development resources** to identify their strengths and development opportunities in research, translation, and leadership. One research career development framework relevant to a health service research environment is the [Queensland Health Allied Health Research Careers Development Framework](#). The Framework and accompanying Individual

Assessment Tool helps clinicians assess capabilities across core domains and support career discussions with managers, research mentors and early career researchers.

Support with digital ideas or technology components (e.g. AI, software, data, or system integration)

Applicants must engage with the Digital Health and Innovation (DHI) Division before commencing their application to ensure alignment with technical, cybersecurity, and infrastructure requirements. DHI can help identify risks, clarify integration requirements, and highlight opportunities to leverage existing systems, strengthening the application and implementation planning.

Please complete the [Digital Ideas form](#) to submit for consideration.

Please contact DHI's Investment Portfolio Management Office for any specific advice at GCDigitalIMO@health.qld.gov.au.

Projects requiring purchase of goods or services

Applicants must comply with procurement rules to ensure transparent and accountable financial management. The Gold Coast Health co-lead is responsible for the project budget, expenditure and monitoring against the approved budget. Applicants must obtain quotation(s), noting that multiple quotes may be required depending on cost thresholds (refer to procurement procedures). Projects involving equipment may need to address post-research ownership, location, insurance and any ongoing maintenance requirements. Ensure suppliers are aware if the research outcome is later adopted, a competitive procurement process may be required. Please refer to the [Procurement Procedure document](#) for guidance and contacts for advice.

Please contact Research Finance GCHResearchFinance@health.qld.gov.au for any specific advice.

Successful Applicants

The Gold Coast Health Research Office will offer support to CBCB grant recipients for the duration of the grant program. Support will include structured online and face-to-face training, delivered with academic partners, as well as one-to-one consultations. These activities will enhance research impact for Gold Coast Health clinician researchers across the full research lifecycle—from project design and statistical analysis through ethics and governance, funding development, and dissemination.

4. Eligibility

Please ensure the application meets the following eligibility criteria before submission:

4.1. Applicant Eligibility

- The CBCB grant is open to all Gold Coast Health staff across all disciplines.
- The applicant who signs the application must be a Gold Coast Health employee at the time of applying, with a minimum 0.4 FTE at Gold Coast Health for the duration of the grant.
- Co-lead CIs are responsible for administration of the grant and may only submit **one** application to the 2027 CBCB round to a maximum of \$25,000.
- The project cannot have been funded previously by the Collaborative Research Grant Scheme (2016-2025).
- The project must focus on an issue, dataset and/or population involved in delivering or receiving care at Gold Coast Health. Projects that use these insights to translate knowledge beyond Gold Coast Health are encouraged.
- The National Health and Medical Research Council (NHMRC)'s [Statement on Consumer and Community Involvement in Health and Medical Research](#) is a useful tool to review and inform consumer and community involvement in all aspects of health and medical research.

- The Gold Coast Health applicant must secure approval from their line manager and relevant leadership in the area where the project activity will take place. The **letter of support [template](#)** should be used for these approvals.

4.2. Research Team Eligibility

- The co-lead CI from the academic partner must have a paid appointment, with a minimum 0.4 FTE for the full duration of the project.
- The co-lead CI academic partner must secure approval from their institution to co-lead the project for the full duration of the project. The academic partner **letter of support [template](#)** should be used for this approval.
- To reiterate, the co-lead applicants can only apply for one CBCB grant (across both streams) in this round.
- Up to four additional CIs can be named in the application from either institution. For the CBCB grant, the named CIs need to be employed by Gold Coast Health and/or the relevant academic partner and must include at least one academic partner ECR (see details regarding career stage for the two CBCB grants).

For the Capacity Building Stream:

- For the purposes of eligibility, the definition of ECR for the Gold Coast Health co-lead CI applicant is that they have **no more than a total of 10 publications published or in press at the closing date of applications** (any order of authorship). Please note that applicants who meet this ECR definition will have to demonstrate access to structured support throughout the project.
 - applicants are encouraged to use a **research career development framework** with accompanying assessment tools to assess capabilities and develop a plan for support. One framework relevant to a health service research environment is the [Queensland Health Allied Health Research Careers Development Framework](#).
- An academic partner co-lead CI is required (no-specific career stage).
- At least one senior mentor (from Gold Coast Health or the academic partner) is required to oversee and specifically support the project and capacity building objectives of the project. The mentor can be the co-lead CI or an Additional Investigator. The application should explicitly describe how the mentor will contribute to the success of the grant.

For the Collaboration Building Stream:

- A new collaboration is defined:
 - where there has been no collaboration between any of the named CIs on the application (no prior publications (published/under review or in preparation), grants held or co-supervision of Research Higher Degree students).
 - where a novel project is being undertaken amongst investigators who have previously collaborated. The application must clearly highlight what is novel about the work detailed and must include new investigator(s) to the collaboration.
- The CI team must include at least one academic partner ECR. Please refer to the Australian Research Council definition for an [ECR](#) (typically within 5 years of PhD award date).
- The role and activities to be undertaken for each investigator should be provided in the application.

Please note: If an individual with a single conjoint appointment across Gold Coast Health and an academic partner is an applicant, the applicant should clearly specify which institution they are representing in their application.

5. Conditions of Funding

5.1. Funding Use

The funding request for each application cannot exceed \$25,000 for the CBCB grants. Applicants should be aware of the following funding conditions when preparing a budget:

What can be funded:

- Costs incurred to conduct the activities of the project, which may include salaries to engage staff to undertake specific tasks that are not standard operational requirements. For example, Research Assistants can be engaged at a level commensurate with the work being undertaken.
- Consumables and equipment that are not usually part of standard practice or patient care.
- Fees associated with the use of facilities that are required for the project to be delivered.
- Fees associated with one open-access publication, up to \$2000. Open access costs will not be supported where a member of the research team has access to publication support through their university affiliation via the Council of Australian University Librarians Transformative Agreement.
- Costs associated with the production of a single poster or infographic, to a maximum value of \$200.

What can NOT be funded:

- Typically, operational salaries and costs, however some allowance may be made for funding backfill requirements.
- Salary or costs for researchers to work or train outside Australia, nor will the grant support the work of an overseas researcher at an overseas institution.
- Employment of individuals whose rate of pay exceeds what would be reasonably required to undertake a specific task within the study.
- Consumables, equipment and facilities that could be expected to be provided by the hospital or the associated academic partner.
- Administrative costs (overheads), including university levies and indirect costs associated with administrative support.
- Conference travel or accommodation expenses (funding for these should be sought through other funding opportunities e.g. professional development leave/allowances and SERTA applications).
- Research costs covered by another funding source. Applicants are required to notify the Research Office of any parallel funding applications that gain approval at any point throughout the application / project process as no discrete costs can be jointly funded.
- Costs associated with work that has already been completed.

6. Application Process

6.1. Application

The application must be submitted by the advertised closing date using the required [SmartyGrants](#) online application form (extensions will not be granted).

Applications missing required information, evidence, documentation, signatures or exceeding the word limits will not be considered.

Form Sections

The following will need to be provided as part of the application. Where noted, word limits will apply.

Application Section	Further information
BUDGET Budget Justification (200 words)	A budget must be completed using the required template , accompanied by a detailed justification for budget items (see further information on preparing your budget below). Applicants must review the Research Budget Guide and refer to the worked example which will assist with budget preparation.
LAY SUMMARY (200 words)	A lay summary is to be provided.
RELEVANCE TO THE GRANT SCHEME (200 words per dot point)	The following criteria are to be addressed in the application form: <ul style="list-style-type: none"> the significance and originality of the study and a description of the anticipated impact of this research. (Applicants may wish to refer to the National Health and Medical Research Council's Research impact position statement and the AAMRI Research Impact Framework for guidance). well-developed description of the team for research capacity building of Gold Coast Health staff, including but not limited to identified novice researchers (Capacity Building stream) OR description of research collaboration building (Collaboration Building stream) a Consumer and Community Involvement (CCI) plan is encouraged, and where practical, the budget should consider an allocation to support consumer involvement, bearing in mind the scale of the overall project and the total budget allocation available should the application be successful.
PROTOCOL (2500 words)	A completed protocol of no more than 2500 words (including reference lists) is to be submitted. Please use the protocol template provided online. A maximum of 2 additional pages may be included for tables and figures. Tables and figures are not included in the word limit. Study protocols that exceed these criteria will not be considered.
CV FOR ALL TEAM MEMBERS	A CV (no more than 2 pages) is to be provided for each applicant. An <i>optional CV template</i> is available online.
LETTERS OF SUPPORT	The Gold Coast Health Institutional Letter Support template is available online. The Academic Partner Letter of Support template is available online. Additional external partner letters of support will be required where use of their facilities and resources is necessary to complete the study.

Budget Preparation

The [Research Development Hub](#) contains a variety of resources and support for researchers on budget preparation, such as the [Research Budget Guide](#) and [budget template](#).

When preparing the budget, the following principles should be adhered to:

- All budget items must be clearly documented in the required [budget template](#) and closely align with expected costs (see [worked example](#) and refer to the [Research Budget Guide](#)).
- Funds can only be used for discreet and specified costs as outlined in the budget. Discreet costs refer to specific activities or phase of a project that are supported by funds provided under this grant only.
- Include full justification of all labour and non-labour costs associated with undertaking the research project.
 - where relevant, obtain quotation(s) to support the budget development and compliance with procurement procedures.
 - please refer to the [Department of Health Costing template](#) for calculating labour and non-labour expenses.
 - please read the instructions and use the 'Data Input' tab to calculate estimates and refer to the 'Summary' tab for calculation results.
 - the 'Summary' tab provides the breakdown of costs by Financial year that you can input into the required [budget template](#).
- Research Finance will be delivering 'Budget Preparation' workshops for the Grant Scheme and applicants are encouraged to participate.
- The CBCB grant application and proposed budget should be reviewed by the applicant's line manager and / or Head of Department.
- During the review process, the Grants Administrator or Research Finance team may contact the applicant to seek clarification on elements of the submitted budget.

6.2. Submitting an Application

Once the grant round is open applications must be completed via the [SmartyGrants](#) online platform. Applicants should follow the prompts to login and create an account (if no account exists). When the account is created, applicants can refer to the Help Hub for the [Help Guide for Applicants](#).

Please note that applications can only be initiated by the Applicant (Gold Coast Health co-lead CI). Applicants can then enable sharing functionality to allow co-applicants to collaborate on draft applications through SmartyGrants' data repository platform SmartyFile (using an existing SmartyGrants login). Please contact the Grants Administrator to gain access and refer to the [information sheet](#) for instructions on using 'SmartyFile'.

Once the application has commenced, ensure it is regularly **'saved'** to avoid losing any work due to timeouts. Save again after each session to ensure the application is updated. Applications can be saved at any point within the application form to return later. Once 'submitted', applicants will be unable to make further edits, you will, however, be able to **view** the application.

7. Assessment Process

7.1. Assessment Criteria and Weighting

Applications will be assessed by the CBCB Review Panel using the following criteria. An assessment framework in Appendix 1 is provided to assist applicants when addressing the assessment criteria.

Criteria	Description	Weighting (%)
Significance	<p>Reviewers will consider if the project:</p> <ul style="list-style-type: none"> provides a strong and well-argued theoretical justification for the study, identifying relevant gaps in the literature addresses an important health issue relevant to the population serviced by Gold Coast Health has the potential to improve scientific knowledge, technical capability / capacity, or change practice. 	30
Scientific quality and feasibility	<p>Reviewers will consider if the project:</p> <ul style="list-style-type: none"> proposes research questions or hypotheses supported by the literature and existing evidence, and; provides a rationale and explanation of the proposed study methods, that are appropriate and feasible for the research question being proposed. 	30
Capacity Building Research capability and capacity building stream*	<p>Reviewers will consider*:</p> <ul style="list-style-type: none"> the role of each investigator will enable them to undertake the proposed research the career stages of the research team members and any relevant career disruptions (Refer to the NHMRC Relative to Opportunity Policy) the research environment, including infrastructure and resources, in which the team will be undertaking the research, and; the plan for research capacity building within the team and the roles of mentors. mentors require track record of relevance to the proposed study, including evidence of successful management and completion of research projects 	30

Criteria	Description	Weighting (%)
Collaboration Building <i>Research Collaboration building stream**</i>	Reviewers will consider**: <ul style="list-style-type: none"> the contributions of the collaborating organisation/s including in-kind or no cost support available the roles of collaborating researchers, including the mutual benefits afforded by the collaboration evidence of previous effective research collaborations or, a clear research collaboration plan for this study demonstrated ability to develop productive new research collaborations resulting in publications or grant success. 	
Consumer engagement	Reviewers will consider: <ul style="list-style-type: none"> how it is planned to engage consumers in the development and/or conduct of the study? 	10

7.2. Review Process

The Gold Coast Health Chair of Research will chair and convene the CBCB Review Panel. The Panel will include representatives of the clinical researcher community at Gold Coast Health, academic partner organisations (where relevant to the specific stream) and at least one Gold Coast Health consumer.

Any Conflict of Interests (COI) will be declared and reported to the Grant Scheme Chair. These may include:

- a direct relationship (personal, reporting or supervisory) with any applicant, and/or
- a direct interest in the project, and/or
- Co-publications and/or shared grant awards and/or shared PhD student supervision within five years.

Each application will be reviewed and scored by a minimum of three Panel members. The full criteria and score weightings are provided below in the application assessment criteria and weighting. Once all reviews have been received, the CBCB Review Panel will convene to consider the scoring and commentary to determine its recommendations for funding.

Reviewers will score applications against each of the above criteria as follows:

Grade	Category	Description
7	Outstanding	Fully addresses all assessment criteria to an outstanding and exceptional level by nationally competitive standard and presents an outstanding argument for selection.
6	Excellent	Addresses all outlined assessment criteria to an excellent standard and makes a compelling argument for selection.
5	Very good	Addresses most outlined assessment criteria to a very good (above average to high) standard and makes a strong case for consideration.
4	Good	Meets the outlined assessment criteria to an acceptable standard and presents a sound proposal for consideration.
3	Below average	Addresses only some of the outlined assessment criteria and the case for consideration is weak or poorly formulated.
2	Marginal	Does not sufficiently address the outlined assessment criteria and presents no case for consideration.
1	Unsatisfactory	Does not address any of the selection criteria and is not satisfactory for consideration.

Please refer to Appendix 1 – 2027 Assessment Framework for further detail.

Considerations will be based on:

- CBCB Review Panel recommendation report
- Gold Coast Health’s strategic objectives and research strategy, and;
- available funding.

7.3. Decisions

The final decision of successful applications rests with the CBCB Review Panel and **is not** subject to reconsideration or appeal. General feedback summarising reviewer commentary will be provided to applicants.

The Gold Coast Health co-lead CI will be notified of the outcome of the application via email. Brief general-in-nature feedback will be provided for both successful and unsuccessful applications. Following the announcement of successful grant applicants funding agreements will be prepared for execution by all parties to the agreement. Where defined, conditions for funding must be reconciled prior to execution of the funding agreement.

8. Contractual Arrangements

8.1. General/ Funding Agreement

Grant recipients must adhere to the following conditions outlined in the Funding Agreement, including:

Gold Coast Health co-lead CI Responsibilities:

- Be the lead active researcher on the project and the primary administrative contact for the grant application and project
- Be responsible for submission and confirmation of all required approvals and reporting requirements, including:
 - Human Research Ethics Committee application (HREA)
 - Site-Specific Authorisation and reporting responsibilities (e.g. serious adverse events, protocol amendments)
 - compliance with codes of good practice in research, including the [Australian Code for the Responsible Conduct of Research](#)
 - the financial management of the project
 - notify the Research Office of any parallel funding applications that gain approval at any point throughout the application / project process, as no discrete costs can be jointly funded (discrete costs refer to specific activities or a phase of a project that is supported by the funds provided under this grant only).

Research Approvals

- Projects must comply with the [National Statement on Ethical Conduct in Human Research 2025](#) and the [Good Clinical Practice \(GCP\) for clinical trials in Australia](#).
- Grant recipients must gain approval from the Gold Coast Health Human Research Ethics Committee (HREC) or another National Health and Medical Research Council (NHMRC) certified HREC under the National Mutual Acceptance Scheme or another state-wide ethics review process.
- An application for HREC review must be submitted **within three months** of the commencement date of the Funding Agreement unless otherwise negotiated and agreed. Gold Coast Health may withhold grant payments until HREC approval is granted.
- All research conducted at a Gold Coast Health facility must obtain [Site-Specific Authorisation \(SSA\)](#) from the Research Office.
- It is a requirement that the co-lead CI's complete GCP training. Certificates of completion will be required prior to disbursement of funding.

Reporting

Grant recipients are required to submit annual milestone progress reports. These reports are to be submitted via [Smarty Grants](#), for review by the Grant Scheme Chair and Senior Director of Research. Information requirements include:

- summary of progress, outputs and any measures of impact
 - Grant recipients will be encouraged to consider the NHMRC's [Research impact position statement](#) and the [AAMRI Research Impact Framework](#) to assist with this process.
- challenges or obstacles in undertaking or completing the project, and;

- a financial statement for the reporting period, endorsed by the Research Finance Team.

Reports will be requested annually, due 30 April each year following the grant award. Notification will be provided to recipients when the reporting template is available in the SmartyGrants system, more than one month prior to the due date for completion. This due date is stipulated in the Funding Agreement. Annual reports should address progress against timelines and any delays incurred.

Variation Requests

Variation requests are to be completed for consideration and approval by the Chair of Research. Types of variations include:

- change to team member(s)
- change in the budget or expenditure
- pause or delay in the project
- extension to the project timeline, or
- other major project change.

Variation forms for completion and submission will be made available in SmartyGrants. A form request should be directed to the Grants Administrator.

8.2. Dissemination and Publicity

Appropriate recognition of the grant scheme

Recipients must acknowledge the grant scheme in reports, publications and presentations that draw upon work associated with the funded research. The standard acknowledgement to be used is as follows:

This work was supported by the Gold Coast Health Collaborative Research Grant Scheme.

It is the responsibility of the Gold Coast Health co-lead CI to ensure that copies or links to all published articles, preprints and conference abstracts are provided to the Research Office via the Grants Administrator as soon as they become available.

Participation in promotion, monitoring, and evaluation of the scheme

Grant recipients may be contacted to provide information or attend events to:

- present outcomes and updates of progress of the funded research at events, including research-related symposiums at Gold Coast Health or partner organisations, or
- raise the profile of the research work or Grant Scheme through internal or external Communications opportunities.

The Gold Coast Health co-lead CI is expected to proactively communicate and disseminate project outcomes, including working with the Research Office and Strategic Communications.

8.3. Confidentiality and Privacy / Intellectual Property Rights

Recipients must adhere to the Gold Coast Health [Intellectual Property Policy \(Document ID POL1283\)](#) and comply with any amendments and adhere to the clauses detailed in the Funding Agreement. Please refer to the Policy for the definition of “Intellectual property”. Ownership and the associated rights of all

Intellectual Property generated because of funded research will initially be vested in Gold Coast Health, unless otherwise agreed.

Where funded research involves a collaboration between Gold Coast Health and one or more academic partners, conjoint employees or students, the Intellectual Property generated may be vested as agreed between the participating institutions. This will be negotiated through preparation of Funding Agreements.

8.4. Administration of Funds

Grant funds are administered through the Gold Coast Health Research Office, which holds financial delegation and oversees the financial management of grant funds. No administrative charges apply to grant funds.

Funding will be made available upon execution of the Funding Agreement. A project cost centre ION will be created and provided to the Gold Coast Health co-lead CI.

The Gold Coast Health co-lead CI is responsible for managing the project budget and operational expenditure in line with the approved budget. A grant recipient may only use funding provided under this scheme against the approved budget.

Grant recipients should liaise directly with the Research Finance Team for payment of invoices, staff costs and other financial flows.

Any funding not expended within the agreed grant period will be returned to the Grant Scheme unless a variation request has been approved. All grants are awarded for a maximum of **two years**, with extensions only allowable via an approved variation request.

As the grant recipient is not expected or required to supply any direct, routine, or regular goods or services in return for grant funding, no GST is payable on grant funding.

9. Further Information

Gold Coast Health Research Office

Email: GrantGoldCoast@health.qld.gov.au.

Phone: (07) 5687 0663

Research Development Hub:

<https://healthqld.sharepoint.com/teams/GCHHS-RDHUB>

Access CBCB Grant Application: <https://healthqld.smartygrants.com.au/>

Appendix 1.

Gold Coast Health Capacity Building and Collaboration Building Grant Assessment Framework 2027

Criterion	Grade 7	Grade 6	Grade 5	Grade 4	Grade 3 and below* (grades 3,2,1)
1: Significance (30%)					
Significance	Provides a compelling and well-argued theoretical justification, clearly identifying key gaps in the literature and explicitly demonstrating how the research will advance scientific knowledge, technical capability, or practice.	Provides a strong theoretical justification, identifying relevant gaps in the literature, with a clear explanation of how the research will advance knowledge, capability, or practice.	Provides a sound theoretical justification, identifying gaps in the literature, with a general explanation of how the research will advance knowledge, capability, or practice.	Provides a limited or partially developed justification, with gaps in the literature only partly identified and an incomplete explanation of anticipated contributions.	Provides a weak or unclear justification, with limited or no identification of gaps and little evidence of how the research will contribute to knowledge, capability, or practice.

Criterion	Grade 7	Grade 6	Grade 5	Grade 4	Grade 3 and below* (grades 3,2,1)
2: Scientific quality and feasibility (30%)					
Scientific Quality	Research question is clearly defined, explicitly aligned with the study aim, and strongly supported by the literature. Study design is robust and well-justified. Methods are detailed, appropriate, and clearly feasible.	Research question is clear, aligned with the study aim, and supported by the literature. Study design is robust, with well-explained and appropriate methods.	Research question is clear and mostly supported by the literature, with an appropriate study design and generally well-explained methods.	Research question or alignment is unclear or incomplete. Study design and methods are insufficiently described to assess appropriateness or feasibility.	Research question is unclear or unsupported, with poor alignment to the study aim. Study design is inappropriate or not justified, and methods are unclear or not feasible.

Criterion	Grade 7	Grade 6	Grade 5	Grade 4	Grade 3 and below* (grades 3,2,1)
3: Research capability and capacity building* and research collaboration building** (30%)					
*Research capability and capacity building stream	Provides a comprehensive description of team expertise and roles demonstrating a strong match to project requirements. Clearly describes the research environment (infrastructure, resources). Includes a structured, project-aligned plan for skill development, mentorship and capacity building for ECRs with defined activities and outcomes.	Provides a detailed description of team expertise, roles, and research environment. Includes a clear plan for skill development, mentorship, and capacity building for ECRs.	Provides a general description of team expertise and environment, with some gaps in skill mix or detail. Includes a limited or partially developed plan for ECR development.	Provides a brief or incomplete description of team capability or environment. Capacity-building plan is unclear, incomplete, or not feasible.	Provides a poor or unclear description of team capability and environment. No clear or appropriate plan for capacity building is presented.
**Research Collaboration building stream	Provides a clear and detailed justification of the scientific and strategic value of the collaboration to all partners. Demonstrates strong potential for sustained and productive collaboration, with defined roles, contributions, and supporting evidence. Team capability, environment, and resources are clearly appropriate.	Provides a strong description of the scientific and strategic value of the collaboration, with evidence of ability to establish productive partnerships. Demonstrates appropriate team capability and environment.	Provides a clear description of collaboration value, with some evidence of potential for partnership. Team capability and environment are generally appropriate.	Provides a limited or unclear description of collaboration value and its importance. Limited evidence of productive collaboration or team capability.	Provides a poor or unclear description of collaboration and its importance. No evidence of meaningful collaboration or adequate team capability.

Criterion	Grade 7	Grade 6	Grade 5	Grade 4	Grade 3 and below* (grades 3,2,1)
4: Consumer engagement (10%)					
Consumer engagement	Provides a clear and detailed plan for multidisciplinary team collaboration. Demonstrates a plan for meaningful consumer engagement across all project stages. Consumers are partners or co-investigators with clearly defined roles and influence on decision-making.	Provides a clear plan for team collaboration and consumer engagement across multiple project stages. Consumer roles are described and contribute to decision-making.	Includes a plan for team collaboration and consumer engagement, though scope or depth is limited. Planned consumer roles are described but may lack clarity or influence.	Team collaboration and consumer engagement plans are unclear or limited. Planned consumer involvement is superficial or poorly defined.	No clear plan for team collaboration. Plans for consumer engagement are absent, inappropriate, or not aligned with the study.

**Reviewers will be asked to provide a grade. Where reviewers have graded 3 or below, additional feedback can be provided but the application will not be competitive*