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# SERTA Funding support for Partnership Engagement Grants

**Guidelines for applicants**

Version 04.1 last updated: November 2 2021

## 1. Purpose

This guideline describes the Partnership Engagement Grant scheme available to Gold Coast Hospital and Health Service (GCHHS) employees to support the building of meaningful collaborations between GCHHS researchers and external partners. This funding opportunity is available through the Study, Education and Research Trust Account Fund (SERTA) and administered through the Office for Research Governance and Development (ORGD) within the GCHHS. The purpose of this grant is to help GCHHS to engage with another organisation as a **partner** on a National Health and Medical Research Council (NHMRC), Australian Research Council (ARC) or similar grant application. All eligibility criteria of the relevant granting body must be met.

## 2. Scope

This guideline is for GCHHS employees seeking financial support for research in partnership with major funding bodies (National Health and Medical Research Council (NHMRC), Australian Research Council (ARC)) or other state or federal government initiatives. Successful SERTA Partnership Engagement applications will be provided a letter of support detailing the contribution requested of our organisation. SERTA funding for this initiative is capped at \$50,000. SERTA funding under the Partnership Engagement Grant is only made available to researchers following **approved funding** from the external partner.

## 3. Partnership Engagement Grants

Partnership Engagement Grants facilitate high quality health-related research that has the potential for wide dissemination across the Gold Coast, Australia and internationally. Types of research include the development, implementation and/or evaluation of:

- New diagnostics, preventative measures, treatments, interventions and medical technologies and their translation into clinical practice.
- Innovative approaches that assist in the delivery of healthcare.
- Psychosocial and economic factors that influence healthcare delivery in acute health systems and in the community.

These grants provide experienced or emerging clinical researchers with the opportunity to work collaboratively with a range of external partners on major research projects of direct relevance to Gold Coast Health community. Providing funding towards a Partnership Engagement Grant increases the overall funding received if the project is successfully funded through a federal government initiative that matches the funding contribution. Funds from the Partnership Engagement Grant are only made available to researchers following approved funding from an external partner.

Partnership Engagement Grants enable GCHHS staff to engage in research activities in partnership with academic partners on National Health and Medical Research Council (NHMRC) Partnership Grants, Australian Research Council (ARC) Linkage grants, or other initiatives where

GCHHS is a partner institution. The amount awarded is dependent on the requirements requested of our organisation. Funding for this initiative is currently capped at \$50,000.

### 4. Eligibility Criteria

- The proposed research must not be currently funded by any organisation listed on the Australian Competitive Grants Register.
- All eligibility criteria of the relevant granting body (e.g. NHMRC, ARC) must be met.
- Applicants will not be awarded more than one Partnership Engagement Grant per year.
- At least one Principal Investigator (PI) or Associate Investigator (AI) must hold a continuing appointment at GCHHS (permanent appointment or be temporarily employed at GCHHS for at least the duration of the project should it be funded). This includes applicants with a conjoint appointment with a university.
- At least one PI or AI from GCHHS must be an experienced researcher with a strong track record of having previously led multiple research projects to completion.
- The applicant must ensure that the one-off payment by GCHHS (in the year funding for the partnership project award begins) is consistent with the rules of the partnership scheme to which the application is to be made.
- The partnership must be administered by an Australian-based organisation (NHMRC/ARC Administering institution if applying for one of the major grants) and the bulk of the proposed project must be performed in Australia.
- A portion of the proposed research activity must take place within GCHHS.

### 5. How to Apply for funding

Applications will be accepted via the SmartyGrants platform, [Click here](#) for available rounds and to access the application form.

#### SmartyGrants

[Click here](#) for the Help Guide for Applicants on the platform SmartyGrants

## 6. Administration of Funds

- Funds provided for a Partnership Engagement Grant will be made available through GCHHS SERTA.
- Funds will be transferred as a lump sum to a University research cost centre on receipt of an invoice from the University. If the funds are to support research within the hospital, the funds or a portion thereof may be transferred to a research Internal Order number (ION) established for the applicant within the GCHHS environment. The applicant is responsible for the proper administration and expenditure of the grant and for ensuring that all reports required by SERTA are made in the correct form and on time.
- Future grant applications may not be supported if the funding and reporting requirements are not met.
- Any funding provided by SERTA and not expended within the relevant grant period must be returned to SERTA unless a request for an extension has been made in writing and approved by the Chair of the SERTA Committee.

## 7. Funding Restrictions

Funding may be used for the following:

- Direct costs incurred in the conduct of the project including salaries for supporting research staff.
- Salary on-costs (covering payroll tax, workers' compensation insurance, employers' contribution to superannuation and long service leave) must be detailed.
- Consumables not usually part of standard practice
- Fees associated with the use of facilities that are required for the project to be delivered, e.g. PC4 facilities.
- Costs associated with open access publication directly related to the project being funded. The publication must meet the criteria for GCHHS Open Access Publication Guidelines.
- Costs associated with conference registration (within Australia only) for a researcher who has an abstract accepted as a poster or presentation related to this grant.

Funding may **not** be used for the following:

- Salary for researchers to work outside Australia. The grant will not support the work of an overseas researcher at an overseas institution.
- Equipment and facilities that could be reasonably expected to be provided by a Partner Institution or GCHHS facility.

- Personal salary support for an applicant's PhD studies.
- Administrative costs (overheads), including university levies and indirect costs associated with administrative support.
- Conference travel and/or accommodation expenses not directly required to undertake the project.

## **8. Reporting Requirements**

- Progress reports and the final report produced for the external granting body e.g. NHMRC or ARC, must also be submitted to the SERTA Committee.
- The reporting requirements, including due dates, of the external granting body must be provided to the SERTA Committee upon receipt of this information from the external granting body. The SERTA Committee may, at its discretion, request researchers to provide additional reports.
- Failure to provide reports in a timely manner will jeopardize future funding.
- Separate financial reports detailing actual expenses, as well as an explanation for any over/under spent funds must be provided on request to the SERTA Committee. The financial report must be signed by the appropriate financial officer.
- All publications, presentations, workshop materials and media reports should acknowledge the GCHHS.

## **9. Research Ethics and Governance Requirements**

### **9.1 *Ethical conduct of the research***

- All research must comply with the National Statement for the Ethical Conduct of Human Research 2007 (updated 2014) and the Good Clinical Practice guidelines for Human Research Ethics in Australia.
- All research projects must be approved by an NHMRC certified HREC. The approval letter must be sent to the SERTA Committee within two months of the approved funding date. If not received within two months, a written extension request to the Chair of the SERTA Committee will be required outlining reasons for not meeting this timeframe.
- Award payments will not be processed if the ethics approval letter is not received by the SERTA Committee

## **9.2 Site Specific Assessment**

- If the application is successful, a Site-Specific Assessment (SSA) specific to that part of the research that is conducted within GCHHS needs to be submitted to the GCHHS Office of Research Governance and Development.
- Award payments will not be processed if the governance (Site Specific Assessment) approval letter is not received by the SERTA Committee.

## **Supporting /Relating Documents**

### **Letter of Support**

Please follow the link to the [letter of support](#) required for completion and upload into the online application form.

### **Authorising Policy and Standard/s**

- General trust guide:  
[QH-POL-030:2011 - General Trust Funds Policy \(health.qld.gov.au\)](#)

### **Procedures, Protocols, Work Instructions**

- Financial Management of Research procedure (PRO1838)  
For details about this document, contact [GCHResearchFinance@health.qld.gov.au](mailto:GCHResearchFinance@health.qld.gov.au)

## **10. Definition of terms**

Term	Definition	Source	See also
NHMRC	National Health and Medical Research Council	<a href="https://www.nhmrc.gov.au/">https://www.nhmrc.gov.au/</a>	
ARC	Australian Research Council	<a href="https://www.arc.gov.au/">https://www.arc.gov.au/</a>	
HREC	Human Research Ethics Committee	<a href="https://www.nhmrc.gov.au/research-policy/ethics/human-research-ethics-committees">https://www.nhmrc.gov.au/research-policy/ethics/human-research-ethics-committees</a>	

## **11. References and Suggested Reading**

Nil

## 12. Consultation

Key stakeholders (*name, position and business area*) who developed/reviewed this version are:

- Dr Greta Ridley, Director, Office for Research Governance and Development
- SERTA Committee Members
- Ms Angela Liberte, Senior Research Support Officer, Office for Research Governance and Development

## 13. Committee Endorsement

- SERTA Committee –

## 14. Guideline Development/Revision and Approval History

Version No	Developed/Modified by	Content authorised by	Approved by	Date of Effect	Last Reviewed
1	Greta Ridley Angela Liberte Caitlin Brandenburg	SERTA Committee Dr Jeremy Wellwood, Executive Director, Clinical Governance, Education and Research	SERTA Committee Dr Jeremy Wellwood, Executive Director, Clinical Governance, Education and Research	<i>Not until available on Intranet</i>	
2	Angela Liberte Greta Ridley	SERTA Committee Dr Jeremy Wellwood, Executive Director, Clinical Governance, Education and Research	SERTA Committee Dr Jeremy Wellwood, Executive Director, Clinical Governance, Education and Research		28.04.2020
3	Greta Ridley	Dr Jeremy Wellwood Chair SERTA Committee	Chair SERTA Committee	16.6.2020	16.6.2020
4	Jan Wayland	Dr Greta Ridley	SERTA Committee	02.11.2021	02.11.2021

## 15. Approval and Implementation

**Delegated Lead:** Imelda Ryan, Manager of Office for Research Governance and Development

**Responsible Authority:** Dr Greta Ridley, Office for Research Governance and Development

**Approving Officer:** Dr Jeremy Wellwood, Executive Director, Clinical Governance, Education and Research.

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**Signature**



## Gold Coast Hospital and Health Service Guideline: SERTA Funding support for Partnership Engagement Grants

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**Approval date:** 02/11/2021

**Effective from:** 02/11/2021

**Next Review Date:** 01/05/2022

**Version No.:** ORDGPEG V .04.1

**Supersedes:** ORDGPEG V .03

**Keywords:** *Grant, Funding, ARC, NHMRC, Partnership, Engagement*

**Policy Reference:** POL N/A

**Procedure Reference:** PRO N/A

**Accreditation References:** N/A

### 8. Appendices

Nil