

Gold Coast Health Collaborative Research Grant Scheme



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2023 Collaborative Research Grant Scheme Guideline for Expression of Interest (EOI)

Purpose

The Collaborative Research Grant Scheme (RGS) is delivered by Gold Coast Health in collaboration with Griffith University, Southern Cross University and Bond University, and with the support of the Gold Coast Hospital Foundation (GCHF). The RGS is a competitive grant program which provides funding up to \$100,000 to support research projects of one to three years' duration.

The aim of this grant scheme is to support innovative, collaborative, and responsive health care research that optimises our system of health care. The purpose is to:

- develop a strong research culture within Gold Coast Health;
- increase research capacity of Gold Coast Health and its staff;
- establish meaningful collaborations between Gold Coast Health research active staff, our academic partners, external institutions, industry partners and community organisations;
- generate translatable research that addresses one or more of the core challenges that are significant to the provision of quality healthcare to our communities; and
- conduct high quality health and health system related research that has impact locally, nationally, and internationally.

The RGS views favourably, projects which include elements of consumer engagement, co-design, translation to practice, and person-centred care.

The RGS is administered through the Gold Coast Health, Office for Research Governance and Development (ORGD). The Chair and Deputy Chair of the grant scheme oversee the development and delivery of the scheme and a review panel contributes to the review process. A grants coordinator and other members of the ORGD are available to answer your questions or provide further information throughout the grant scheme process.

Contact details: grantsgoldcoast@health.qld.gov.au or telephone 07 5687 0663.

Before Commencing an Expression of Interest

Note for Applicants:

The Applicant (Lead Principal Investigator (PI)) must be a Gold Coast Health employee who holds an appointment (minimum 0.2 FTE) at Gold Coast Health for the full duration of the project. Applicants who hold Conjoint appointments are eligible to apply. The Gold Coast Health Applicant (Lead PI) will hold administrative responsibility for the grant.

A Co-Lead PI can be included. This may be another Gold Coast Health employee or an employee from a Partner Institution.

Before commencing an Expression of Interest (EOI), ensure you have read and understand the following guidelines, including funding conditions, eligibility requirements, and important points to note. Only **one** EOI per applicant (Lead / Co-Lead) will be accepted. The definitions for research experience levels are contained in the glossary at the end of this document.

Resources

A suite of resources on relevant topics (e.g., preparing a budget, consumers in research, research impact, capability and capacity building) has been developed to assist applicants complete the EOI and Full Application. Examples of previous successful applications also form part of these resources which can all be viewed [online](#).

We strongly recommend that you view these resources before commencing your application.

Eligibility checklist

Please ensure you meet the following eligibility criteria before commencing your application to the 2023 RGS. Submissions not meeting the criteria will be rejected.

- ☐ The Lead / Co-Lead PI holds an appointment (minimum FTE of 0.2) at Gold Coast Health or a Partner Institution for the full duration of the project; applicants who hold Conjoint appointments are eligible to apply.
- ☐ The project team includes (at least) one Gold Coast Health Novice Researcher who will hold an appointment (minimum FTE of 0.2) at Gold Coast Health for the duration of the project.
- ☐ The team includes at least one investigator from an organisation external to Gold Coast Health (e.g., University, industry partner, community organisation).
- ☐ The project will primarily be undertaken at Gold Coast Health site(s), or, where research involves preventative or community work, it will directly impact Gold Coast Health service delivery.
- ☐ The discrete costs associated with this grant application are not, or will not be, funded by another organisation.
- ☐ The project or discrete phase of the project has not previously been funded by the RGS (2016-2022).

EOI Timeline – Collaborative Research Grant Scheme 2023

EOI submissions open	21 April 2023
EOI closes	19 June 2023
Notification of outcomes (Invitation to Full Application)	12 July 2023

Completing an Expression of Interest

The EOI provides an opportunity to present a broad overview of the proposed research and is used to determine which submissions will progress through to a Full Application. The focus of the EOI is to identify innovative, high-quality research ideas that align with the purpose of the RGS.

You will be required to address all questions contained in the online form. In addition, you will also be required to complete a 'Project Details' template. The 'Project Details' template addresses the following key criteria:

- ❖ Alignment with the purpose of the RGS
- ❖ Background, significance, and rationale
- ❖ Research question and/or study aim/objectives
- ❖ Study design and project plan
- ❖ Research capability and capacity building
- ❖ Collaboration and consumer engagement
- ❖ Impact for Gold Coast Health, nationally and internationally

The completed 'Project Details' template should be uploaded into the online form and submitted as part of the application.

Important Note: **Do not** upload your protocol at the EOI stage. Complete the questions as outlined in the online form and 'Project Details' template. The protocol will only be required if you are invited to complete a 'Full Application'.

All EOIs are generated through the [SmartyGrants](#) online platform (we suggest that you 'preview' or download a copy of the online form prior to commencing your submission). Additionally, applicants will now have the capability to edit and share applications with project team members via the recently launched **SmartyFile** online portal. This optional tool allows team members, with permissions, to collaborate on an application. Further information on accessing SmartyFile is provided as Annexure 1 of this document.

Please note the following when preparing your submission:

Important points to note

1.	The Lead / Co-Lead PI/s will take primary responsibility for the conduct of the research project including financial and resource management, adherence to Good Clinical Practice, and ethical aspects of the study, including ensuring all team members follow the Australian Code for the Responsible Conduct of Research.
2.	The Gold Coast Health Applicant (Lead PI) will have administrative responsibilities for the grant.
3.	Where a project incorporates an intervention, the intervention must fall within the scope of practice of the Lead / Co-Lead PI.
4.	Where the Lead / Co-Lead PI is a Novice or Emerging researcher, they are required to develop the project in collaboration with a Mid-Career or Established researcher who will provide methodological expertise and act as a mentor in the research process. This mentor should be listed as a Co-Lead PI.
5.	In consultation with the Chair, two Novice or Emerging researchers may be Co-Lead PIs provided that a Mid-Career or Established researcher is included in the team to provide methodological expertise and mentorship.
6.	A Lead /Co-Lead PI may only submit one EOI to the 2023 round to a maximum of \$100,000.
7.	If the proposed study is being undertaken in association with a Higher Degree by Research (HDR) award or Medical Trainee certification, this should be clearly noted. Budgets should be developed to reflect the contribution normally expected to be made by HDR candidates or Medical Trainees.
8.	<p>The EOI and Full Application forms allow for a total of ten team members (maximum of five PIs inclusive of the Lead / Co-lead PIs) to be noted in the application. A curriculum vitae (CV) for the Lead / Co-Lead PIs (no more than three pages) is required for the EOI (Team Member CVs are only required at the Full Application stage). An optional CV template is available online.</p> <p><i>Note:</i> Team Member details added to the EOI form, will automatically populate into a Full Application with an allowance for potential changes.</p>
9.	When preparing the application, please refrain from using jargon and avoid using acronyms except where necessary.
10.	Refer to the funding guideline below to inform your budget.

The ORGD can assist with introductions to potential Gold Coast Health mentors and collaborators across our university partners. Contact grantsgoldcoast@health.qld.gov.au to request assistance.

EOI template and submission portal

As described earlier in this guideline, the EOI is to be completed via the [SmartyGrants](#), online platform. An additional 'Project Details' template and other required document templates are also [provided online](#) for completion and upload at the appropriate sections in the online form.

Please note: Once you have opened and commenced an EOI form in SmartyGrants you will also be able to access and share the form with nominated team members via the **SmartyFile** portal. When completing your EOI, ensure you **'save'** your progress to return later. Once **'submitted'** however, you will be unable to access the form again.

Institutional letter of support

An **Institutional letter of support** will be required for upload into the online form. This should be signed by the line manager of the Lead / Co-Lead PI, and the lead in the area/s where most of the research will be performed (e.g., Head of Department, Clinical Director). Where the line manager is also the lead in the area where the research is to be undertaken, only one institutional letter of support is required. A **collaborator letter of support** from leadership of the collaborating external institution is only required where the project will make significant use of their resources or space. Templates for these letters of support are available [online](#).

Funding Estimation

You do not need to complete a full budget template at the EOI stage. A preliminary budget is only required for an EOI application and should be completed in the budget table within the online form. A comprehensive budget template is required at the 'Full Application' stage.

The funding request cannot exceed \$100,000. For the EOI, please provide an *estimate* of the funding required, taking into consideration costs associated with salaries, equipment, consumables etc.

Specific to salaries, applicants should estimate costs at a level commensurate to the work being undertaken. Provision should also be made for on-costs and any projected salary increases.

Researchers should also give consideration to potential National Accreditation Authority for Translators and Interpreters (NAATI) accredited translation costs in respect of inclusion/exclusion criteria considerations highlighted in section [3.1.15 and 3.1.16 in the National Statement on Ethical Conduct in Human Research 2007 \(Updated 2018\)](#).

In respect of the discrete costs of this grant application, applicants will be asked to detail the outcome of other funding applications that might alter the final budget.

Suggested Reviewer

You will be asked to provide the name of a suggested reviewer in the event that the review panel does not have access to a specialist in this field of research. It is the responsibility of the Lead / Co-Lead PI to ensure that the independent specialist does not have a conflict of interest.

Required document templates

The following documents must be completed and uploaded into the SmartyGrants online form as part of your EOI application. Document templates are available in the [online folder](#).

- EOI 'Project Details' template
- CV for lead PI and any Co-Lead PI
- Institutional Letter of Support template
- Collaborator Letter of Support template (where space and equipment/resources are being used)
- A list of references/citations is to be added to the bottom of the 'Project Details' template

Once the EOI is Submitted

Eligibility check

The EOIs are first screened for eligibility and completeness by the ORGD. Submissions which are late, ineligible, or incomplete will not progress to review.

EOI Review process

Each eligible submission will be reviewed by members of the RGS Review Panel, who will evaluate the project against the following six assessment criteria.

EOI - Criteria	
1.	Alignment with the aims of the scheme
2.	Significance and originality
3.	Scientific quality and feasibility
4.	Research capability and capacity building
5.	Collaboration and consumer engagement
6.	Impact for Gold Coast Health, nationally and internationally

Once all EOIs have been assessed, the RGS Review Panel will select those projects to progress to Full Application. Scores will not be assigned to EOI applications, and they will not be ranked.

The RGS Review Panel is selected based on disciplinary representation, methodological, content and clinical expertise, and diversity of the panel. In addition to the Chair and Deputy Chair, the Review Panel will be comprised of at least:

- Two researchers from Gold Coast Health
- Two researchers from Griffith University
- Two researchers from Bond University
- Two researchers from Southern Cross University
- One representative from the Gold Coast Hospital Foundation (GCHF)
- Two consumer/community representatives

Additional attendees may be invited on an ad hoc basis.

Notification

The Lead / Co-Lead PI will be notified of the EOI outcome by email. Successful applicants will be invited to submit a 'Full Application'. Guidelines and application details for the 'Full Application' will be made available at this time.

Recap – Things to Remember

	Item	Requirement
1.	Eligibility	Check eligibility against the eligibility checklist
2.	Resources	Refer to the suite of resources before commencing your application.
3.	Team Members	Up to ten team members can be added to the EOI (maximum of five PIs inclusive of the Lead / Co-Lead PIs)
4.	Letters of Support	Arrange for letters of support to be signed off by your line manager/s once you decide to submit an EOI. This will help to avoid a last-minute rush and potential delays obtaining signatures.
5.	Budget	Provide only preliminary budget details in the budget table contained within the EOI form.
6.	Suggested Reviewer	Provide the name/s of a suggested reviewer/s in the event that the Review Panel does not have access to a specialist in this field of research.
7.	Document Templates for upload (access online)	Institution and Collaborator letter of support templates, Optional CV template for PIs, 'Project Details' template
8.	References/Citations	A list of references/citations should be added to the bottom of the 'Project Details' template for upload to the EOI application.
9.	SmartyFile (Optional)	Sign up with SmartyFile to share and collaborate on the submission with your team. Details at Annexure 1.
10.	Protocol	Do not upload a protocol with your EOI submission. Complete all questions in the online form and 'Project Details' template.

Contact Details for Assistance

Collaborative Research Grant Scheme 2023

P: (07) 5687 0663

E: grantsgoldcoast@health.qld.gov.au

Annexure 1

SmartyFile (Optional Tool)

SmartyFile is a free data repository which allows applicants to view, search, manage and sort all of their grant submissions across multiple funders in one spot, and to collaborate with other project team members on SmartyGrants submissions.

Once you have commenced a submission in SmartyGrants, you will be able to continue working on your submission/s either as an individual or assign the submission to an **organisation** (in this case Gold Coast Health) and share with your nominated team members who will be provided with viewing and editing permissions via the organisation.

Please Note: The **SmartyFile** organisation profile (Gold Coast Health) has been created. You will need to contact the Administrator for access and set up of permission levels. You may be prompted to join the 'organisation' when opening SmartyGrants or you can contact the Administrator P: **5687 0663** E: grantsgoldcoast@health.qld.gov.au

	Description	Explanation
Step 1	Login	If you are an existing SmartyGrants user, login to SmartyFile using your SmartyGrants email and password. If you do not currently have a SmartyGrants login, you will be prompted in SmartyFile to register and create a login.
Step 2	My Submissions <i>(For those with prior submissions or once you have commenced a submission in SmartyGrants)</i>	If you are an existing user with previous submissions, once logged in, select my submissions and you will be able to view all submissions which sit under your profile.
Step 3	View Submissions / forms <i>(For those with prior submissions or once you have commenced a submission in SmartyGrants)</i>	Each submission will be headed with the submission ID, name of the funder (Gold Coast Health) and the grant round . By clicking on the submission ID, a window will pop up with submission details. The link to the submission form and other forms related to the round will be displayed in this pane along with the status of those forms. Alternatively, in the main submission pane, by selecting the downward arrow, a dropdown to forms will also appear.
Step 4	Hamburger Icon <i>(For those with prior submissions or once you have commenced a submission in SmartyGrants)</i>	Click on the hamburger icon to the top right of the submission pane. This provides the options to Archive the submission, Delete the submission or Assign it to an organisation (once assigned to an organisation, the submission owner has the option to share with team members).

Step 5	Obtaining Organisation User permission	<p>Before assigning submissions to an organisation, you will need to be provided with organisation User Access and permissions by the Organisation Administrator.</p> <p>The below table describes the permission levels available.</p> <p>The Administrator will designate Author permission with limited access to the Applicant (Lead / Co-Lead PI). Collaborating team members nominated by the applicant will be granted Contributor permission for limited viewing and editing unless otherwise advised by the owner (Lead PI).</p> <p>If you are not prompted through SmartyGrants, you can contact the 'organisation' Administrator for user permissions as an applicant (Lead PI) and to nominate team members for access: P: 5687 0663 or E: grantsgoldcoast@health.qld.gov.au</p> <p>Please ensure you and your team members have created login details for SmartyGrants/SmartyFile prior to requesting permissions. Email address details for each user will be required to set up access and permissions for 'organisation' access.</p>
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	Administrator	Author	Contributor	Viewer / Analyst
Manage Organisation	✓	-	-	-
View Organisation Profile	✓	✓	-	-
Create / Start Items	✓	✓	-	-
Edit Items ⁽¹⁾	All	Limited ▾	All / Limited	-
View Items ⁽¹⁾	All	Limited ▾	All / Limited	All / Limited
Submit Items ⁽²⁾	Optional	Yes ▾	-	-

(1) **Limited** - Access to submissions owned by, or shared with, the user
All - Access to all submissions within the organisation

(2) **No** - Cannot submit items on behalf of the organisation
Yes - Can submit items on behalf of the organisation

Step 6	Assigning your submission/s to an Organisation	<p>If you select 'Assign to org' from the hamburger icon, you will be directed to a pane asking you to assign your submission to an organisation. The 'select option' arrow will display Gold Coast Health and any other organisations powered by SmartyGrants where you have made previous submissions. It is within this pane that</p>
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		<p>you assign your submission to the organisation (Gold Coast Health).</p> <p>You will now see the name of the organisation (Gold Coast Health) appear on the submission pane above the submission owner name.</p> <p>By assigning your submission to the organisation, you will now be able to share the submission with those project team members you nominate.</p>
Step 7	Sharing Submissions	<p>Once you have organisation permissions and assigned your submission to the organisation, you can commence sharing. Select the hamburger icon. This provides you with the additional options to Share and Change Owner. Submissions can also be Removed from the organisation by the Administrator (Once removed, the owner is the only one in control of that submission).</p>
Step 8	Refer to the SmartyFile help guide	<p>Please refer to the applicant help guide for SmartyGrants and SmartyFile. http://applicanthelp.smartygrants.com.au/help-guide-for-applicants/</p>
	Links and contacts	<p>SmartyGrants RGS 2023 application form SmartyFile Access and login</p> <p>SmartyGrants/SmartyFile help guide</p> <p>SmartyFile Organisation Administrator details: P: 5687 0663 E: grantsgoldcoast@health.qld.gov.au</p>

Glossary of Terms – Collaborative Research Grant Scheme

CAG	Consumer Advisory Group
Co-Lead PI	Where either a Gold Coast Health or university partner will take equivalent responsibility as Lead PI on the project.
Conflict of Interest	A direct interest in the project under review or a direct relationship (reporting or supervisory) with any member on the project team.
Conjoint appointment holder	An individual with a conjoint appointment with Gold Coast Health and a university partner.
Consumer and Community Panel	A separate panel which convenes following scientific review of Full Applications. The panel consists of representatives of Gold Coast Health CAG, individual consumers and Gold Coast Hospital Foundation representatives to review shortlisted applications from the consumer perspective.
Discrete Costs / Phase	Means specific activities / phase of a project that are supported by funds provided under this grant.
Early Career Researcher	Two to five years research activity post RHD or equivalent track record.
Emerging Researcher	Up to two years research activity post RHD or equivalent track record.
Established Researcher	>Ten years research activity post PhD or equivalent track record eg. conjoint appointment
GCHF	Gold Coast Hospital Foundation
In-Kind Cost	In-kind contributions are an indirect cost to Gold Coast Health. In-kind is where no actual funds are available to cover the cost, but the Department has confirmed support through providing staff hours or supplies, for example printing or stationery.
Intellectual Property	All copyright and neighbouring rights, all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and knowhow and circuit layouts), and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
Lead Principal Investigator (Gold Coast Health employee or University Partner)	A Lead Principal Investigator is expected to be: <ul style="list-style-type: none"> ❖ the lead active researcher on the project; ❖ the primary administrative contact for the grant application and project;

	<ul style="list-style-type: none"> ❖ responsible for submission and confirmation of all required approvals and reporting requirements, including any Human Research Ethics Committee application and Site-Specific Authorisation, reporting of adverse events, etc; ❖ employed in a role for which the scope of practice is directly relevant to the project requirements and responsibilities ❖ responsible for compliance with codes of good practice in research, including the Australian Code for the Responsible Conduct of Research ❖ responsible for the financial management of the project <p>A Lead Principal Investigator who is new to research can undertake these requirements with the oversight of an Experienced Researcher on the team, by agreement.</p>
Mid-Career Researcher	>Five to ten years research activity post RHD or equivalent track record.
No Cost	Personnel is considered to have no cost when the research activity is a normal requirement of the staff member's position, generally this is listed in the person's role description or employment contract.
Novice Researcher	No formal research training and limited experience in leading research.
ORGD	Office for Research Governance and Development
Partner Institution	Griffith University, Southern Cross University, Bond University
Research	Research includes the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative. Quality improvement or research project? Link to document
RGS	Collaborative Research Grant Scheme
RGS Review Panel	The Review Panel is made up of representatives from Gold Coast Health, university partners, Gold Coast Hospital Foundation and representatives from the ORGD with a nominated Chair and Deputy Chair. Responsibilities are outlined in the Gold Coast Health Collaborative Research Grant Scheme Review Panel Terms of Reference
Scientific Reviewer	A reviewer with a high level of expertise and research experience in line with the research project topic. Scientific Reviewers are sourced nationally and internationally at Full Application stage to undertake review of applications.
SmartyFile	SmartyFile is an online portal which allows applicants (Lead / Co-Lead PIs) to manage and share submissions with team members.
SmartyGrants	SmartyGrants is an online grant management platform.