

The Prince Charles Hospital Foundation Research Equipment Grants 2018 Advice to Applicants

This document provides information about the application process, eligibility and the conditions to apply for a TPCF Foundation Equipment Grant.

All documents are available online at www.tpchfoundation.org.au. Further information can be obtained from Dr Stephanie Yerkovich, Research Development Manager, by calling 3139 4118 or emailing Stephanie.Yerkovich@tpchfoundation.org.au.

General information

1. Equipment Grants are offered to provide an opportunity for essential research equipment to be purchased. A TPCF Research Equipment Grant can be used for any equipment which can be classified as a non-human resource and excludes consumables. Research Equipment Grants can include specialised IT equipment, software for specific implementation of research or additional items for research and support e.g. specialist smaller equipment. TPCF Foundation will not fund laptops and general Queensland Health computers through this program. Applications for equipment that will solely be used for clinical purposes will not be funded. Applications must also demonstrate how the equipment will contribute to research projects occurring at TPCF.
2. There is an open call for applications for Equipment Grants. Applicants will be advised the outcome of their application within six - eight weeks of submission.
3. Items of equipment that will be used by multiple research groups will be considered favourably, as will applications for equipment that have confirmed co-funding.
4. Applications for the replacement of an existing piece of equipment must include justification for not repairing the equipment and the continued need for the equipment. Similarly, applications for duplicate equipment must include justification as to why duplicate equipment is required.
5. Applications will be reviewed and ranked by an assessment panel. If successful, TPCF Foundation may fully or partially fund an equipment request. Partial funding may be provided to complement confirmed co-funding to allow the purchase of the equipment, or TPCF Foundation may work with the applicant to leverage external funding. In this instance, appropriate timings will be negotiated between the applicant and TPCF Foundation.

Obligations of awardees

The support of TPCF Foundation must be acknowledged in any publication, media or presentation arising from the research and use of equipment. Any publications or media releases should be sent to TPCF Foundation.

The ability of TPCF Foundation to support research is dependent on our ability to raise funds through donations. Therefore, the ability to engage with potential donors is critical to our success, and it is a condition of accepting the grant that recipients will include TPCF Foundation in any publicity surrounding the research. We ask that TPCF Foundation be notified **before** publications go to press, conference presentations are made or media releases are generated. In addition, TPCF grant recipients will be expected to provide regular research updates and may be called upon to participate in promotional activities.

Eligibility

1. The equipment must be located at TPCH or an associated community based service affiliated with TPCH and must be placed on TPCH Asset Register. The equipment must remain onsite, unless otherwise agreed to.
2. It is not necessary to be employed by QH, or on TPCH payroll. The focus is on supporting research taking place at TPCH campus and/or in association with a TPCH community based service.

Application submission

1. Applications will only be accepted online through the Smarty Grants portal at <https://tpchfoundation.smartygrants.com.au/>.
2. Signatures must be obtained from the applicant and Head of Department prior to submission.
3. Quotes must be obtained for all equipment to be purchased including Supplier name, ABN and GST shown separately. Please ensure the quote includes any freight, shipping and installation charges.
4. If the equipment quote is in a foreign currency please convert the cost to Australian dollars and provide details in the Additional Details section.

Assessment

Equipment Grants will be assessed by an independent research panel convened by TPCH Foundation. TPCH Foundation will review applications for eligibility, completeness and for alignment to TPCH. Applications that do not meet these requirements will not be assessed further. Applications will be assessed on the need and justification for the equipment.

Conditions of application

1. Applicants authorise The Prince Charles Hospital Foundation to make any enquiries it considers necessary in relation to the proposed research project.
2. Applicants are bound by The Prince Charles Hospital Foundation's research grants policies.
3. Successful applicants will only be able to access grant funds after signing a Grant Funding Agreement.

Key Dates

Equipment Grants open – 29 January 2018
Equipment Grants close – 21 December 2018