



TPCH Foundation Innovation Grants 2018 Advice to Applicants

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

All documents are available on line 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. Applicants are also strongly encouraged to discuss their interest in this program prior to submission.

General information

1. Innovation Grants have been designed to provide a funding opportunity for new, innovative research projects that address a health area or clinical need. Projects are expected to be small studies that can be completed in one year.
2. Innovation grants will be awarded based on the idea, knowledge gain and significance of the research area, not on the track record of the Chief Investigators. However, the Chief Investigators must show that they are capable of performing the research outlined in the proposal to ensure the research is feasible.
3. Innovation Grants are provided as a one year grant. However, we recognise that research can be delayed and hence the grant must be fully acquitted within three years. Any grants remaining open after this time will be at the discretion of TPCH Foundation, and any unspent funds may be returned to the Foundation for reallocation.
4. The maximum amount that can be requested for an Innovation Grant is \$100,000. However, as this granting scheme is designed to support small, early stage studies, budgets should reflect this and indicatively budgets should be approximately \$50,000. Budgets and projects will be assessed for appropriateness. Funding may be used for any research expense, such as salary costs, consumables or other reasonable research requirements. It cannot be used to fund basic computer equipment, such as personal laptops. Applicants are strongly encouraged to discuss their application and budget prior to submission.
5. The research team must also remain within or associated with TPCH. Any changes to circumstances must be discussed with TPCH Foundation, and TPCH Foundation reserves the right to review the grant, and to terminate it if deemed appropriate.

Obligations of awardees

Grant recipients are expected to disseminate their results through the normal channels. The support of TPCH Foundation must be acknowledged in any publication, media or presentation arising from the research. Any publications or media releases should be sent to TPCH Foundation.

The ability of TPCH 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 TPCH Foundation in any publicity surrounding the research. We ask that TPCH Foundation be notified **before** publications go to press, conference presentations are made or media releases are generated. In addition, TPCH grant recipients will be expected to provide regular research updates and may be called upon to participate in promotional activities.

Eligibility

1. Applicants will only be considered if the work is being undertaken at, or in significant association with, TPCH Campus and/or in association with a TPCH community based service.
2. Applicants are only allowed to be named on a maximum of 3 Innovation Grants.
3. Applicants that have been named as a CI on a TPCH Foundation Team Grant are ineligible to apply in the first round opening in December 2017.
3. CIs are not required to be employed by Queensland Health or Metro North Health and Hospital Service. The focus is on supporting research that is taking place at TPCH or in significant association with TPCH and its associated communities.
4. Any relevant Ethics approvals must be obtained prior to commencement of the research project. Approval is not required prior to submitting your application. It is the successful applicant's responsibility to ensure Ethics approval is received in a timely manner.

Application submission

1. Applications will only be accepted online through the Smarty Grants portal <https://tpchfoundation.smartygrants.com.au/> and must be submitted by 4pm on the due date. Late applications will not be accepted.
2. Signatures must be obtained from all Chief Investigators.
3. An administering institution must also be notified prior to lodging the application and any relevant approvals obtained.

Assessment

Innovation 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 research area, innovation, knowledge gain and significance of the research being conducted
- The feasibility of the research and the research team to perform the described research
- Linkages with TPCH





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A project plan, maximum of 3 pages excluding reference and figures, must be submitted. The plan should describe the clinical/health need, the research plan and potential outcomes.

Administering Institution

Innovation Grants will be administered by TPCF Foundation. However, they may be administered by an administering institution, such as Universities and QH Hospitals, however grant funds will fully remain within TPCF Foundation and will not be transferred in full to another institution. Funds will only be transferred in arrears, and the tax invoice must break down the expenditure before payment will be made.

Reporting requirements

Innovation Grant recipients will be required to submit six monthly progress reports, due in April and October each year. It is the responsibility of the grant holders to submit these in a timely manner. Failure to submit a progress report may affect future funding of the grant and further grant opportunities with TPCF Foundation.

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

Innovation Grants open – 11 December 2017

Innovation Grants close – 23 February 2018

Applicants notified of the outcome – Early May 2018

