



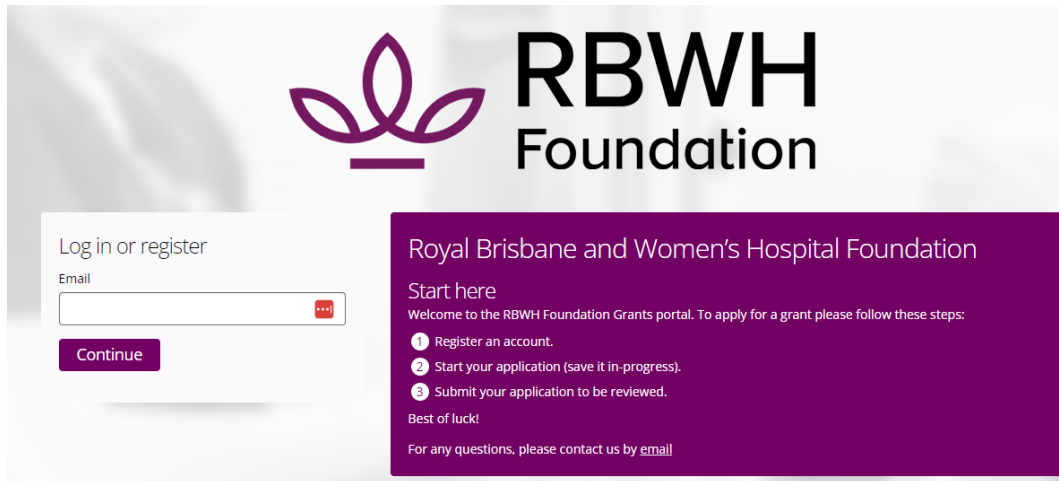
Grant Round 2

INFORMATION SLIDE DECK – APPLICATION FORM

Initial Page

► Login into the grant platform

On your first access, you need to register an account using your @health.qld OR @...edu.au email.



The screenshot shows the RBWH Foundation logo at the top. Below it, on the left, is a 'Log in or register' section with an 'Email' input field and a 'Continue' button. On the right, a purple box contains the text 'Royal Brisbane and Women's Hospital Foundation' and 'Start here'. Below this, it says 'Welcome to the RBWH Foundation Grants portal. To apply for a grant please follow these steps:' followed by a numbered list: 1. Register an account, 2. Start your application (save it in-progress), 3. Submit your application to be reviewed. It ends with 'Best of luck!' and 'For any questions, please contact us by [email](#)'.

► Password set up

To set your password, click 'Continue'. It will trigger the 6-digit verification code to be sent to the email you registered, which will allow you to set your password.



The screenshot shows the RBWH Foundation logo at the top. Below it, a white box titled 'Security verification' contains the text 'Enter 6-digit code sent to grants@rbwhfoundation.com.au'. Below this is a 6-digit input field with individual boxes for each digit. Below the input field are links for 'Resend code', 'Continue', and 'Cancel'.

Within your profile

- ▶ You can enable multi-factor authentication if you choose to.
- ▶ The first screen provides information and the links to our Application Guidelines on our grants landing page website, that contains the terms and conditions of this grant funding, and the Privacy Collection Statement link.

🔗 ⓘ Important grants information ▾

Dates

- **Application submission deadline: 03 April 2024** at 23:59 AEST.
- Please note the application deadline. This date is final and no extensions will be provided. The system will automatically prevent application submission after the deadline.
- The **endorsement** by the Business Manager, Service Line Director and Executive Director has a **separate deadline: 10 April 2024** at 23:59 AEST.
- Successful applications will be notified in early June.

Important Information

There are **two different application forms** available. Please read carefully:

Select **Patient Care application form** if your application aims to improve patients and their families/visitors experience, environment, wellbeing and satisfaction.

Select **Research application form** if your application poses a question/aims to address a hypothesis and/or it requires Ethics Approval and/or it evaluates quality improvement of clinical care.

- You may save your application as a draft and even edit it after submitting, up until the submission deadline.
- Please make sure all your personal details are entered accurately, including contact details, so that we can contact you.
- You are eligible to submit only one application as Lead Applicant. However, you may be listed as a collaborator in other applications.
- By submitting an application you are agreeing to the Terms and Conditions of the funding (as per Application Guidelines [available here](#) and to the RBWH Foundation Privacy Collection Statement [available here](#)).
- Your application will be evaluated according to the [Scoring Criteria](#)

Support

If you have any questions about the application process, please contact the RBWH Foundation Impact and Grants Team by [Email](#).

- ▶ You can contact us by email (grants@rbwhfoundation.com.au) - and the quick link is also on the home page.

Application

We will cover some relevant parts of the application process.

- To start an application, choose between PATIENT CARE or RESEARCH and click 'Start Application'.

Select **PATIENT CARE** if your application aims to improve patients and their families/visitor experience, environment, wellbeing and satisfaction.

RBWHF Grant Round 2 - PATIENT CARE

Start application

RBWHF Grant Round 2 - RESEARCH

Start application

Select **RESEARCH** if your application poses a question/aims to address a hypothesis and/or it requires Ethics Approval and/or it evaluates quality improvement of clinical care.

Only one application per lead investigator (or project lead) is allowed. When you first create your submission, bear in mind that you will have to continue to edit that submission. The system will not allow you to start a new one.

- Work through the tabs at the top while completing your application.

[My applications](#) → [RBWHF Grant Round 2 - PATIENT CARE](#) → [Start application](#)

→ All questions must be answered, unless marked optional.

[Start here](#) [Eligibility](#) [Applicant information](#) [Initiative](#) [Budget](#) [Collaboration](#) [Supporting material](#) [Endorsement](#)

Start here

Start here

Eligibility

Applicant information

Initiative

Budget

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Category

RBWHF Grant Round 2 - PATIENT CARE

The **Category** will be automatically filled depending on the application form you selected on starting page.



Download blank application PDF for reference

You can choose to download a blank application for reference.

Project title

Test

Provide your project/initiative title.



By proceeding with the RBWH Foundation Grant application, you agree to the RBWH Foundation Privacy Collection Statement [here](#).

Confirm your consent to our Privacy Collection Statement.

Save + next

Save + close

Preview

Check eligibility

Eligibility

[Start here](#)[Eligibility](#)[Applicant information](#)[Initiative](#)[Budget](#)[Collaboration](#)[Supporting material](#)[Endorsement](#)

🔗 ⓘ Eligibility Information ▾

To confirm eligibility and be able to proceed with your application please click the gold 'Check Eligibility' button.

Research projects or Patient Care initiatives are eligible when:

- they are led by a primary applicant who holds an appointment with RBWH, STARS or a Metro North Health Institute located on the Herston Health Precinct and;
- they are primarily based at RBWH and/or STARS and;
- they propose to improve RBWH and STARS patients outcomes and/or enhance the patient experience.

Do you hold a RBWH, STARS, or Metro North Institute* appointment?

☒ Yes

☐ No

Institutes on the Herston Health Precinct: Comprehensive Breast Cancer Institute, Herston Biofabrication Institute, Herston Infectious Disease Institute and Jamieson Trauma Institute.

Is your proposed Patient Care initiative primarily based at RBWH and/or STARS?

☒ Yes

☐ No

Will your proposed Patient Care initiative have impact and benefit to patients at RBWH and/or STARS?

☒ Yes

☐ No

[Save + next](#)[Save + close](#)[Preview](#)[Check eligibility](#)

Respond to the three questions under the Eligibility tab and click 'Check Eligibility'. Unless you click it, the platform will not allow you to save and/or proceed your application.

- If you are eligible to apply, the form will 'open' for you, so you can then navigate through the submission in any order you choose.

Congratulations! Your application is eligible and you may proceed to the next stage.

[Confirm](#)

Applicant information

- ▶ General questions: Title (dropdown menu), your name, Position title/role, Department & service line, Indigenous identification and your contact details.

- ▶ For **RESEARCH** applicants only:

- ▶ **Career stage**

Career stage

▼

Early Career Applicant

Experienced

An Early Career Applicant is generally an individual within 8 years of completing their higher degree (MPhil, PhD or equivalent). However, this is inclusive of those who may not hold a research higher degree or of commencing active research as a project leader.

- ▶ **Mentorship**

Provide information about what qualifies you as an Early Career and about your mentorship/supervision team, including their names and roles in your project. Do not forget to add them as Collaborators in the Collaboration tab.

0 / 200 words

If you selected Early Career Applicant, you'll be prompted to provide details about your mentorship/supervision team.

Applicant information

► Your engagement with and/or support of the RBWH Foundation.

Together, we advance patient care and life-saving research. Please provide a brief description of how you have/or would like to engage with and/or support the RBWH Foundation.

0 / 150 words

This question helps us to understand how to best collaborate with hospital stakeholders for maximum impact.

Here are some examples on how you can get involved with us:

Volunteering at an event, e.g. Giving Day

Share our social media posts & sign up for our news

Share your story with donors e.g. donor tours

Make a direct donation or through payroll

Host your own or join one of our fundraisers

Invite us to activities showcasing your project

Project/Initiative details – for both Research and Patient Care

This section should be reasonably intuitive for all applicants, but here is the relevant information for some questions in this section.

Is this a new or existing project/initiative?

You need to indicate whether this is a New or Existing project. If this you select 'Existing', an additional dialogue box will open. Follow the prompts to respond to the existing status.

Existing project status

0 / 250 words

Does your initiative involve consumer engagement?

You need to indicate whether your project/initiative involves consumer engagement. If you reply 'Yes', an additional dialogue box will open in which you'll be required to describe in what capacity.

Please, describe in which capacity the consumer/s is/are involved and what is their role in your initiative. 0 / 150 words

Initiative details – for Patient Care only

Outline your initiative

0 / 400 words

Your Patient Care initiative outline should include clear rationale, objectives, and intended outcomes. Use this section to describe the potential reach of your initiative across RBWH and/or STARS, highlighting benefits beyond the funding period.

How will the success of this initiative be measured?

0 / 300 words

Include outcome measures and indicate evaluation mechanisms e.g. surveys, feedback, initiative deployment that will be used to measure the success of your initiative, e.g. enhancement of patient experience, improvement of patient/family wellbeing during stay, improvement of communication, staff and other resource alleviated, etc.

OPTIONAL: Attach a Patient Care initiative plan including key milestones and the completion date. (optional)



Drag your file here
or

Select file

If you opt for providing a Patient Care initiative plan, please use font size minimum 11. Max 3 pages.

As a guide, we recommend the following content for your initiative plan:

Background - provide a brief background of your initiative, explain why it is needed and how and which aspects of patient quality of care it will improve.

Outline - you can use this section to detail your initiative scope, objectives, evaluation mechanisms and intended outcomes.

Key milestones and outcome measurement explain how success will be measured and provide a timeline of key milestones and expected completion date of your initiative.

References

Project details – for Research only

Lay summary

0 / 150 words



Describe the overall aims and expected outcomes of your Research project, and the patient benefit in simple terms. Avoid the use of highly technical terms. This information may be used in grant announcements, media releases and website.

Outline your project

0 / 300 words

Your Research project outline should include scope, aim, brief methodology, and intended outcomes.

How will this project improve patient outcomes?

0 / 300 words



Clearly describe what clinical need your Research project proposes to address, the intended clinical impact and/or patient benefit, including translation pathway. Include how many people you expect this Research project will impact, both directly and indirectly.

How will the success of this project be measured?

0 / 250 words

Include outcome measures, evaluation mechanisms, and quantifiable benefits of your Research project e.g. reduced length of stay, reduced mortality, improved treatment outcomes, reduced pain, staff and other resources alleviated, etc.

Attach a Research project plan (maximum 3 pages).



Drag your file here
or

Select file

Mandatory. Please use a font size minimum 11. Max 3 pages.
As a guide, we recommend the following content for your Research project plan:

Background - provide a brief background of your project, explain why your project is needed and how it will improve patients' outcomes.

Outline - you can use this section to detail your project scope, aims, methodology, and intended outcomes.

Key milestones and impact measurement - explain how success will be measured and provide a timeline of key milestones and expected completion date of your project.

References

Budget

Start here Eligibility Applicant information Project/Initiative **Budget** Collaboration Supporting material Endorsement

🔗 ⓘ Budget ^

Does your application include the purchase of equipment and/or a medical device?

Yes ▼

If yes, provide details and if possible, attach quotes in the Supporting materials tab. (optional)

0 / 150 words

Please provide a detailed budget breakdown for your project/initiative, encompassing all relevant items. Include in-kind contributions, existing funding sources, scholarships, and any other financial elements not applicable to this grant round. **Institute overheads and indirect costs cannot be funded**

	Item	Cost
1		A\$
2		A\$
3		A\$
Total		A\$0.00

Add row

This can include staff time, the cost of performing and evaluating the project, equipment purchase cost, cost of disseminating results, and acknowledgement of Foundation funding.

What is the amount you're requesting from the RBWH Foundation?

A\$

Funds are capped at \$50,000.

For what numbered items from the above table you're requesting funds from the RBWH Foundation?

0 / 30 words

E.g. Items 1, 3, 5 ...

If you propose or may need to procure additional equipment, an optional additional box will open for you to provide details. It is not mandatory that you have the quotes at application time, but if you do, attach them to the Supporting Material tab.

You are requested to provide:

- Total budget: breakdown of items budgeted for all costs of your project/initiative, including the ones not requested in this grant application (if applicable in the case of larger and/or ongoing projects).

You are request to provide, from the above table:

- Total amount you're requesting from the RBWH Foundation in this application.
- List the items from the above table that comprise the amount requested from the Foundation.

Save + next Save + close Preview Submit application

Collaboration & Supporting material

Start here

Eligibility

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 Collaboration ▾

Collaboration

Will this project/initiative require collaboration across RBWH and/or STARS departments or with other team members?

Yes

I confirm that all collaborators listed here are aware and supportive of this application. (optional)

☐ Yes

Contributor #1

Delete

Title

First name

Last name

Email

Position

Involvement

0 / 100 words

Please describe briefly the collaborator's contribution to your project/initiative.

Add contributor

You can list as many co-investigators as you want/need to. A co-investigator can be submitting their own application as a Lead Investigator.

There is no requirement for collaborators to sign their approval of the submission, however, lead applicants are required to confirm that they have communicated the listed collaborators about the submission.

On the **Supporting Material** you can provide (but not limited to):

- Equipment quotes.
- Staff FTE information.
- For Research applications: SSA, Governance, HREC approvals/exemptions (It is not mandatory that you have them on the application time. However, if you are successful, you will be required to provide these before funding is distributed).
- Any other document that supports your application.

Do not use the **Supporting Material** tab to upload yours and/or collaborators' track record, publication lists, or curriculum vitae.

Endorsement

Make sure you speak with your teams and reporting line managers to ensure endorsement process is as smooth as possible, avoiding delays.

- This step will be facilitated by the applicant filling the name and email addresses of their appropriate Business Manager (BM) and Service Line Director (SLD).

- Upon submission, the platform will automatically notify BM, SLD and ED that their endorsement is required. **There is no need of their signature in any document – everything will be done via the grants' platform.**

- If the applicant is unsure of the SLD email address, please check with your BM.

- **Try to provide the BM and SLD generic (departmental) email addresses.**

- BM and SLD should be Metro North Health Precinct based (they cannot be from an academic affiliation cost centre).

Final step is to select RBWH or STARS as the Executive Director endorsement.

Start here	Eligibility	Applicant Information	Project/Initiative	Budget	Collaboration	Supporting material	Endorsement
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1

Endorsements

We strongly recommend that the applicant discuss their project/initiative with their respective Business Manager and Service Line Director prior to submit their application.

- This will be facilitated by the applicant filling in the correct email address of their BM and SLD, and selecting RBWH or STARS regarding Executive Director (ED).
- Upon application submission, the platform will automatically notify BM, followed by SLD and ED, requesting their endorsement. **There is no requirement of their signature in any document.**
- If the applicant is unsure of the SLD email address, please check with your appropriate BM. **Try to provide the BM and SLD generic email addresses.**
- BM and SLD should be Metro North Health Precinct based (they cannot be from your academic affiliation cost centre).

Business Manager

Name (First & Last name)

Email

Phone number

+61

Business manager comments

0 / 300 words

Service Line Director

Name (First & Last name)

Email

Phone Number

+61

Service Line Director comments

Executive Director

Please select RBWH or STARS

Grant Round 2

Information slide deck – Application Form

Steph Miller, Impacts and Grant Manager

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