



RBWH Foundation Grants – Guide to Applicants

The RBWH Foundation, with generous support of our donors, is pleased to provide the RBWH Foundation Grants.

RBWH Foundation Grants are intended to provide financial support for RBWH, STARS, and Metro North Institute staff to undertake projects, including research, that improve patient outcomes and/or enhance patient care at RBWH and STARS.

The purpose of the RBWH Foundation (the ‘Foundation’) is to save lives through the extraordinary power of giving. Our mission is that together, we advance patient care and life-saving research.

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What can be funded?

RBWH Foundation Grants will consider applications to fund:

1. Research projects and patient care initiatives that improve patient outcomes and/or enhance the patient experience.
2. Research projects and patient care initiatives where the primary applicant (Lead investigator) holds an appointment with:
 - Royal Brisbane and Women's Hospital (RBWH); or
 - Surgical, Treatment and Rehabilitation Services (STARS); or
 - a Metro North Health Institute* located on the Herston Health Precinct.
3. Short-term projects/initiatives that can be completed within 12 months of the award letter being received (or ethics and Site-Specific Assessment [SSA] being approved in the case of research).
4. Projects/initiatives of up to \$50,000.
5. Equipment and other tangible items in direct association with project delivery.
6. The RBWH Foundation Grant Round 1 will prioritise:
 - a) Research and patient care projects/initiatives where the applicant has engaged with and/or supported the RBWH Foundation within the last 2 years and can articulate their contribution to engagement with supporting the philanthropic culture of the RBWH Foundation.
 - b) For Research projects, priority will be given to projects/initiatives led by Early Career Researchers (ECRs), and/or those that incorporate a novel approach to a current problem or articulate an innovation to be tested.

Application Guide

Applicants are required to read and understand this guide before submitting an application. The Foundation is unable to review or provide advice on draft applications.

Applicants must:

1. Explain what success of their project or initiative will look like,
2. Demonstrate at the end of the 12 months how success has been achieved,
3. If successful, provide a progress and a finalisation report of the project's outcomes,
4. Be available for photography and Foundation events, particularly those events associated with the Grant round.
5. Acknowledge and recognise that the project/initiative was made possible through RBWH Foundation funding and our generous donors.
6. The Foundation must be notified as soon as reasonably possible of any significant changes to your project, including timelines, scope differentiation or inability to complete as scheduled.

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Application Submission

Applicants are to register using an @health.qld.gov.au OR an @...edu.au email address. Application forms are accessible and submitted through an online grants platform. Applications are limited to **one submission per individual as lead investigator**, however there can be multiple submissions per department.

A lead investigator may hold no more than one RBWH Foundation Grant at any one time. Where a lead investigator is in receipt of a RBWH Foundation Grant, they will not be eligible for any subsequent rounds until the project is completed and grant is fully acquitted, and all reporting is finalised. However, a lead Investigator may be listed as a collaborator on other submissions.

The lead investigator has a responsibility to ensure project/initiative expenditure is in accordance with the approved application budget, and that they will liaise with the relevant Business Manager or Financial Delegate to monitor project expenditure.

Late applications will not be accepted.

Procurement

Project-related purchases/procurement of assets, goods or services must be coordinated through Metro North. The Foundation will not pay external suppliers directly.

Review Process

Completed applications that meet the eligibility criteria and align with the RBWH Foundation Mission, will be assessed by a panel with representation from RBWH and STARS.

Applications will be evaluated based only upon the information submitted, no further clarification will be sought.

Guide to Application Questions

1. **Eligibility (yes/no)**
 - a. Do you hold a RBWH, STARS, or Metro North Institute* appointment?
 - b. Have you engaged with and/or supported the RBWH Foundation in the last 2 years?
 - c. Is your proposed project/ patient care initiative primarily based at RBWH and/or STARS?
 - d. Will your proposed project/patient care initiative have impact and benefit to patients at RBWH and/or STARS?
2. **Applicant's details**
 - a. Name
 - b. Position
 - c. Department and Service Line
 - d. Contact information
 - e. Indigenous Identification
 - f. Early career / Experienced
 - g. Give brief description of how you have engaged with and/or supported the RBWH Foundation in the last 12-24months? (150words)
3. **Project information**
 - a. Project/initiative title (max 15 words)

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- b. Keywords (3-5 words)
 - c. New/Existing project
 - d. Lay Summary (Describe the overall aims and expected outcomes of the research/initiative and patient benefit in simple terms. Avoid the use of highly technical terms. This information may be used in grant announcements, media releases and website, max 150 words)
 - e. Outline your project/initiative, including its scope and objective/s (max 250 words)
 - f. How will this project/initiative improve patient outcomes? (max 250 words)
 - g. How will success of project/initiative be measured? (max 250 words)
4. **There are risks associated with any project. List a minimum of 1 risk, maximum 3 risks, and the accompanying mitigation strategies.** (*COVID-19 restrictions may still impact your project or patient initiative. Please consider COVID-related impacts in your risk considerations. Also consider any risk related to estimated cost of delivering your project, including equipment pricing. Max 250 words).
5. **Attach a project/research plan including key milestones and the completion date.** (Max 3 pages. In the case of research, ethics and governance must be approved prior to funding being distributed).
6. **Budget (excluding GST)**
 - a. Does your application include the purchase of equipment and/or medical devices.
 - b. Provide a breakdown of the budgeted items required for your project/initiative. This can include staff time, cost of performing and evaluating the project, equipment purchase, dissemination of findings and must include acknowledgement of Foundation funding.
7. **Will this project/initiative require collaboration across RBWH and/or STARS departments or with other team members? If so, you can include the collaborators email and their contributions?**
8. **Upload of any supporting documents** (Ethics approvals/ exemptions, Site Specific Assessment).
9. **Signatures required from Applicant, Business Manager, Service Line Director/Department director, and RBWH or STARS Executive Director.** This will be facilitated by the applicant filling in the correct email address of their Business Manager (BM) and Service Line Director (SLD). If the applicant is unsure of the SLD email address, please check with your appropriate BM.

Terms & Conditions

The grant is conditional upon the following:

1. The total amount of the grant will be applied to the nominated project/initiative and no other project, and that expenditure will be in accordance with the budget specified in the grant application.
2. The applicant must hold an appointment at RBWH, STARS or a Metro North Institute* on the Herston Health Precinct for the duration of the grant.
3. For research projects – the project receives appropriate ethical and governance approval specific to the awarded project, with evidence of submission within 3 months of acceptance; OR that ethical approval exemption be provided.
4. The submission of two reports via the online grant platform:
 - A progress report to be submitted by the end of the sixth month of acceptance of the offer.

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- A final report to be provided on completion of the project/initiative.
5. Appropriate acknowledgment and recognition that the project/initiative was made possible through RBWH Foundation funding and our generous donors:
 - Physical contributions (i.e., equipment, furniture, etc.) are to be acknowledged with a plaque or a framed certificate on spaces, using templates with approved branding, provided by RBWH Foundation.
 - The cost of the RBWH Foundation acknowledgement will be part of the approved funding.
 6. Any equipment purchased using the grant funding is to remain within and property of Metro North Health (MNH) at the end of the project/initiative.
 7. The recipient agrees to participate in media activities, such as photography and videography, and gives permission for their image to be featured alongside their research on the Foundation's website and other suitable promotional materials. The recipient agrees to attend and speak at Foundation events for the purpose of engaging with donors and community partners in an Ambassadorial/Advocate role.
 8. An acquittal being provided on completion of the project and any unspent funds returned to the Foundation.
 9. You must notify the Foundation, as soon as reasonably possible, if any of these conditions have not been or are likely to not be met.