



## RBWH Foundation Grants Research Application Guidelines and Supporting Materials

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

The purpose of the RBWH 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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## Eligibility Criteria

1. Research projects that benefit patients treated through the Herston Health Precinct by improving outcomes, enhancing wellbeing, and enriching the patient experience and/or environment.
2. Research projects where the primary applicant (Lead investigator) holds an appointment with Metro North Health (MNH).
3. Research projects that can be completed within 12 months of the award letter being received, and/or full governance approvals, where applicable.
4. As Lead investigator you do not hold a current RBWH Foundation grant.

## Application Submission

- Applications to the RBWH Foundation Grants are accessible and submitted through our online grants platform: <https://rbwhfoundation.grantplatform.com/>.
- Applicants are to register using an @health.qld.gov.au OR an @...edu.au email address. Applications are limited to **one submission per individual as lead investigator**, however there can be multiple submissions per department.
- Individual grants are capped at \$50,000.
- All **Collaborators** should be listed. This may include, but is not limited to, staff on the Herston Health Precinct, project team members holding academic positions, and/or consumers. There is no requirement for collaborators to sign their approval of the submission, however, as lead investigator you are required to confirm that collaborators are aware of the submission.
- The lead investigator has a responsibility to ensure project 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.
- **Endorsement steps** upon submission, your listed Business Manager and Service Line Director will receive an automated notification to either approve or reject the application.
  - This will be facilitated by the applicant filling in the correct email addresses 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.
  - BM and SLD should be from MNH (please do not nominate an academic affiliated cost centre).
  - It is advised that the applicant discuss their initiative with their respective BM and SLD prior to submitting their application.

## Procurement

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

## Guide to the Application

- **Eligibility**
  - Confirm eligibility
  
- **Applicant’s details**  
**Including information for RBWH Foundation only:**
  - Indicate if the applicant has previously received funding from the RBWH Foundation,
  - Provide a brief description of how you have/and/or would like to engage with and/or support the RBWH Foundation.
  
- **Research Project information**
  - See the sample application form (Appendix 1)
  - **[NOT MANDATORY]** Detailed research plan. If applicants would like to provide further details about their project, there is an **option** to upload a document (max. 3 pages) that includes further information about methodology, timeline, and recruitment.
  
- **Budget (excluding GST):** This can include staff time, cost of performing and evaluating the project, equipment purchase, dissemination of findings, and any costs associated with acknowledgement of RBWH Foundation funding. Institute overheads and indirect costs cannot be funded.
  - Does your application include the purchase of equipment and/or medical devices. If you select yes, you’ll be asked to provide details.
  - Provide a detailed budget required for your project, encompassing all relevant items. Include in-kind contributions, existing funding sources, scholarships, and any other financial elements not requested from RBWH Foundation.

**Example budget:**

|   |  |                 |
|---|--|-----------------|
| 1 | In-kind Lead investigator (0.2 FTE, 6 months)      | \$35,000        |
| 2 | Clinical back-fill salary (HP4, 0.2 FTE, 9 months) | \$30,000        |
| 3 | Analytical consumables                             | \$10,000        |
| 4 | In-kind Statistical support                        | \$10,000        |
|   | <b>Total</b>                                       | <b>\$85,000</b> |

  - Specify the amount you’re requesting from the RBWH Foundation at this round.  
**Example:** \$40,000.
  - Specify the numbered items from your budget you are requesting from RBWH Foundation.  
**Example:** Items 2 and 3.
  - **Budget justification:** briefly justify the funds requested and the reasoning for each item requested (max 200 words).
  
- **List your collaborators**
  - Collaborator name, email address, position and planned involvement in the project.
  
- **Upload of any supporting documents**
  - Quotes, Ethics approvals/exemptions, Site Specific Assessment.
  
- **Endorsements**
  - Include contact details of BM and SLD



## Review Process

Completed applications that meet the eligibility criteria and align with the RBWH Foundation's Mission will be assessed by at least three reviewers and an Advisory Panel with representation from RBWH, STARS and consumers. The RBWH Foundation and the Advisory Panel may liaise with other funding agencies to discuss any overlap between applications to avoid duplication of funding.

Applications will be evaluated based upon the information submitted, no further clarification will be sought. Applications will be evaluated on the Clinical Impact and Implementation (40%), the described Methodology, including risks and mitigation strategies (30%) and Project Feasibility (30%), according to the **Scoring Criteria for Research** (Appendix 2).

There is no requirement to upload a curriculum vitae or track record (of publications or prior funding received). The RBWH Foundation will prioritise projects with early career leads by weighting the scoring of Project Feasibility with specific instructions to our reviewers.

## Terms & Conditions

### **The grant is conditional upon the following:**

1. Granted funds will be applied to the nominated project and no other project, and expenditure will be aligned with the budget specified in the grant application.
2. The applicant must hold an appointment at RBWH, STARS, a Metro North Institute, or the Metro North Office of Chief Executive on the Herston Health Precinct for the duration of the grant.
3. 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 exemption be provided.
4. The submission of two reports via the online grant platform:
  - A progress report to be submitted six months after commencement date.
  - A final report to be provided on completion of the project.
5. Appropriate acknowledgment and recognition that the project 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, using templates provided by RBWH Foundation with approved branding, and in accordance with MNH guidelines.
  - The cost of the RBWH Foundation acknowledgement will be part of the approved funding.
6. Any equipment purchased using grant funding is to remain within and property of MNH at the end of the project.
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 RBWH Foundation's website and other suitable promotional materials. The recipient agrees to attend and speak at RBWH Foundation events for the purpose of engaging with donors and community partners in an Ambassadorial role.
8. You must notify the RBWH Foundation, as soon as reasonably possible, if any of these conditions have not been or are unlikely to be met.

## APPENDIX 1

Sample form, not for offline completion.

Visit <https://rbwhfoundation.grantplatform.com> to apply.



# RBWH Foundation

Advancing patient care and life-saving research

## RBWHF Grant Round 6 - RESEARCH

To streamline application, documentation and communications processes, we strongly recommend that Lead Applicant and the grant writer are the same individual, using the same email address and name.

Project title

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

**To confirm eligibility and proceed with your application, please click the purple 'Check Eligibility' button.**

1. Will your proposed Research benefit patients treated through the Herston Health Precinct by improving outcomes, enhancing wellbeing, and enriching the patient experience and/or environment?

Yes

No

1. Do you hold an appointment at Metro North Health?

Yes

No

1. Is your proposed Research project able to be completed within 12 months (date as full governance approvals, where applicable)?

Yes

No

4. Are you a Lead Applicant on an currently funded RBWH Foundation Grant?

Yes

No

To streamline application, documentation and communications processes, we strongly recommend that Lead Applicant and the grant writer are the same individual, using the same email address and name.

Title

|                  |
|------------------|
| ▼                |
| Doctor           |
| Professor        |
| Assoc. Professor |
| Mr               |
| Mrs              |
| Ms               |
| Other            |

First name

Last name

Position/Role

Department and/or Service Line

Primary organisation

|                |
|----------------|
| ▼              |
| RBWH           |
| STARS          |
| MNH Institutes |
| Other          |

Email address

Phone

Mobile (optional)

Are you of Aboriginal and/or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Aboriginal and Torres Strait Islander

Have you previously received RBWH Foundation grant or funding? This includes RBWH Foundation co-funding of RBWH-SERTA grants, fellowships, ad-hoc and/or out-of-round funding etc.

No

Yes

**Note:** the purpose of this question is for data collection and impact understanding. **Your response is only visible to the RBWH Foundation team and will not influence assessment of this application.**

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.

150 words

While Foundation support isn't an eligibility criterion for funding, it is only through our collective community effort that funds are available for research and patient care through our Grant rounds.

Career stage

Early Career Applicant

Experienced

An early career researcher is generally an individual within eight years of completing their research higher degree (MPhil, PhD or equivalent). However, this is inclusive of those who may not hold a research higher degree, but are within their first 8 years of active research. **If you select Early Career will be prompted to provide an additional response regarding your mentorship and supervisory support to deliver this proposed project (up to 150 words).**

Project title

10 words

Keywords (3-5 words, separated by comma)

Is this a new or existing project?

|          |   |
|----------|---|
|          | ▼ |
| New      |   |
| Existing |   |

Lay summary

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

600 words

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

How will this project improve patient outcomes?

400 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?

350 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.

There are risks associated with any project. List a minimum of 1 identified risk (maximum 3) and the accompanying mitigation strategies.

250 words

Consider any risk related to the estimated cost of delivering your project (including changes to equipment pricing, wages).

Does your project involve consumer engagement?

|     |   |
|-----|---|
|     | ▼ |
| Yes |   |
| No  |   |

In the context of health policy, services and care, a consumer is a person who uses, has used or is a potential user of health services and information. Consumers can participate as individuals, community groups, consumer organisations or consumer representatives.

Do you believe your project could have secured funding from other sources?

Yes  
No  
Unsure

**Note:** The purpose of this question is for RBWH Foundation data collection. **Your response will not be visible to reviewers and Advisory Panel, and will not influence the assessment of this application.**

**OPTIONAL:** Attach a Research project plan including key milestones and the completion date. (optional)



**OPTIONAL** 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 (clinical rationale), explain why your project is needed, and how it will improve patient outcomes.

**Project Outline** - detail your project scope, specific 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.

**Key References** (inclusive in the 3 page limit)

**Please note that Grant funding is capped at \$50,000.**

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

Yes  
No

Please provide a full itemised budget for your initiative, encompassing all relevant items. Including, but not limited to, in-kind contributions, existing funding sources, scholarships, and any other financial elements. **Institute overheads and indirect costs cannot be funded.**

| Item | Cost |
|------|------|
| 1    |      |
| 2    |      |
| 3    |      |

This can include staff time, the cost of performing and evaluating the initiative, equipment purchase cost, cost of disseminating results (**excluding journal publication costs**), and acknowledgement of Foundation funding.

For what numbered items from the above table you are requesting funds from the RBWH Foundation through this application?

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

What is the funding amount you are requesting from the RBWH Foundation?

Funds are capped at \$50,000. This should be the sum of the costs associated with the line items indicated on the above response.

**Budget Justification.** Including wage/salary/FTE of staff funding request and include staff in-kind details; equipment and consumables details, etc. Remember to include Foundation Acknowledgement costs. 300 words

Appropriate acknowledgment and recognition that the project/initiative was made possible through RBWH Foundation funding and our generous donors:

- Physical contributions (e.g. equipment, furniture, refurbishment) are to be acknowledged with a plaque or a framed certificate in clinical and/or patient areas, using templates with approved branding, provided by RBWH Foundation, and in accordance with Metro North Health guidelines.

Will this initiative require collaboration across Herston Health Precinct departments or with other team members, including from other national or international institutions?

  
  
  

Title

First name

Last name

Email

Position

Involvement

100 words

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

Use this tab to upload equipment and/or medical device quotes, if available, or any other documentation that supports your application.

If you have Ethical approvals/exemptions and/or Site Specific Assessment (SSA) documentation, you may upload them here. If you are successful, you will be required to provide these before funding is distributed.

You can submit Word, Excel, or PDF files of a maximum of 5MB size.

It is advised that the applicant **discuss their project/initiative with their respective Business Manager (BM) and Service Line Director (SLD) prior to submit their application.**

- The endorsement process will be facilitated by the applicant filling in the **correct email addresses of their BM and SLD.**
- Upon submission, the platform will automatically notify BM, followed by SLD, 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.
- BM and SLD should be from RBWH, STARS, and/or MNH (please do not nominate an academic affiliated cost centre).

I confirm I have discussed this application with my Business Manager prior to submission.

Yes

Your Business Manager is the relevant person from your department that will review your budget and general aspects of your application, and who will be responsible for oversight the financial aspects of your funds if you are successful. Make sure you discuss your application with the right BM and provide their correct details. This will facilitate the endorsement period.

Business Manager

Service Line Director

P 1300 363 786 E [info@rbwhfoundation.com.au](mailto:info@rbwhfoundation.com.au)

PO Box 94, Royal Brisbane Hospital, Queensland, 4029

[rbwhfoundation.com.au](http://rbwhfoundation.com.au)



## RBWH Foundation Research Grant – Scoring Criteria

|   | Clinical Impact and Implementation (40%)   | Methodology (30%)  | Project Feasibility (30%)   |
|---|--|--|---|
| 5 | <u>Highly developed and well-articulated</u> plan for translation into practice.   | The project aims and research plan are: <ul style="list-style-type: none"> <li>Supported by a well-justified hypothesis/ rationale.</li> <li>A focused, well-defined, and coherent study design.</li> </ul>                                  | <u>Early Career Applicant:</u> Evidence of excellent support (indicated through listed collaborators) with well-described mentorship.<br><u>Experienced Applicant:</u> Strong research team without gaps in expertise.                          |
|   | <u>Addresses an important unmet clinical need</u> for a cohort of patients treated through the Herston Health Precinct.      | <u>Well-identified and managed</u> scientific and technical <u>risks</u> (including cross-departmental personnel if applicable).   | <u>Recruitment</u> at RBWH and/or STARS is feasible (or strong evidence of access to retrospective data). The project is highly likely to be <u>delivered</u> in 12 months <sup>1</sup> .   |
|   | <u>Strong evidence</u> of engagement with patients, frontline clinicians and <u>consumers</u> .                              | <u>Project is competitive</u> with similar research proposals at the national level.   | <u>Comprehensive budget</u> that <u>aligns</u> with the project proposal and is <u>strongly justified</u> (e.g. with cost estimates and recent quotes).   |
| 4 | <u>Clearly articulated plans</u> for further work towards translation.   | The project aims and research plan are: <ul style="list-style-type: none"> <li>Supported by well justified hypothesis/ rationale.</li> <li>Focused, well-defined, coherent with and a very good study design, few minor concerns.</li> </ul> | <u>Early Career Applicant:</u> With some evidence of support (indicated through collaborators) and their mentorship is described with some detail.<br><u>Experienced Applicant:</u> Strong research team without major weaknesses in expertise. |
|   | <u>Addresses an unmet clinical need</u> for patients treated through the Herston Health Precinct.                            | <u>Have identified and managed</u> scientific and technical <u>risks</u> , with several minor concerns.  | <u>Recruitment</u> at RBWH and/or STARS appears feasible (or good evidence of access to patient data). The project is likely to be <u>delivered</u> in 12 months <sup>1</sup> .   |
|   | <u>Strong evidence</u> of engagement with patients and <u>consumers</u> . Good engagement with <u>frontline clinicians</u> . | <u>Project the potential to be competitive</u> with high quality, similar research proposals at the national level.  | <u>Appropriate budget</u> that <u>aligns</u> with project proposal and is <u>well justified</u> (e.g. cost estimates, recent quotes upload).  |

<sup>1</sup> Project commencement date is effective when RBWH Foundation receives evidence of ethics and governance approvals.

|   | <b>Clinical Impact and Implementation (40%)</b>   | <b>Methodology (30%)</b>  | <b>Project Feasibility (30%)</b>  |
|---|---|---|---|
| 3 | <u>Clear potential</u> for translation in practice.   | The project aims and research plan are: <ul style="list-style-type: none"> <li>Supported by a sound hypothesis/rationale.</li> <li>A logical and clear study design with several minor concerns.</li> </ul>                         | <u>Research team generally strong</u> but with one clear gap in expertise.  |
|   | <u>Builds on work</u> in addressing an <u>unmet clinical need</u> for patients treated through the Herston Health Precinct. | <u>Identified and managed</u> scientific and technical <u>risks</u> , with minor concerns.  | <u>Recruitment</u> at RBWH and/or STARS appears feasible (or good evidence of access to retrospective patient data). The project is likely to be <u>delivered</u> in 12 months <sup>1</sup> . |
|   | <u>Moderate evidence of engagement</u> with patients, frontline clinicians and consumers.                                   | The project is <u>competitive</u> with high quality, similar research proposals at the state level.   | <u>Appropriate budget</u> that <u>aligns</u> with project proposal and is <u>reasonably justified</u> (e.g. with cost estimates and recent quotes).   |
| 2 | <u>Possible potential</u> for translation in practice.  | The project aims and research plan are: <ul style="list-style-type: none"> <li>Supported by a satisfactory hypothesis/rationale.</li> <li>Supported by satisfactory study design with several major concerns/weaknesses.</li> </ul> | <u>Research team reasonable</u> (indicated through collaborators), with more than one significant weakness in expertise.  |
|   | Addresses an <u>identified clinical need</u> at RBWH/STARS.   | <u>Limited evidence of identified and managed</u> scientific and technical <u>risks</u> , with several major concerns.  | <u>Recruitment</u> at RBWH and/or STARS may be feasible. The project is unlikely to be <u>delivered</u> in 12 months.   |
|   | <u>Little evidence of engagement</u> with patients, consumers, and frontline clinicians.                                    | <u>Project may be competitive</u> with similar research proposals at the state level.   | <u>Budget</u> that <u>poorly aligns</u> with project proposal and is <u>poorly justified</u> .  |
| 1 | <u>No translational relevance</u> .   | The project aims and research plan are: <ul style="list-style-type: none"> <li>Supported by a weak hypothesis/rationale.</li> <li>Significantly flawed study design with several major concerns.</li> </ul>                         | <u>Feasibility of overall project</u> is doubtful. Lack of support and gaps in expertise.   |
|   | Does not address an <u>identified/unmet clinical need</u> at RBWH/STARS.  | <u>No evidence of identified and managed</u> scientific and technical <u>risks</u> .  | <u>Recruitment</u> at RBWH and/or STARS is doubtful. The project is unlikely to be <u>delivered</u> in 12 months.   |
|   | <u>Little to no evidence of engagement</u> with patients, frontline clinicians and consumers.                               | <u>Project is not competitive</u> with similar research proposals at the state level.   | <u>An inappropriate budget</u> that <u>does not align</u> with the project proposal.  |