



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.

Contents

Eligibility Criteria.....	2
Application Submission	2
Procurement.....	3
Guide to the Application	3
Review Process	4
Terms & Conditions	4
Appendix 1 - Sample Application	i-ix
Appendix 2 - Scoring Criteria	x

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

- The RBWH Foundation Impact and Grants team are happy to provide advice regarding applicant eligibility, funding scheme options, and eligible budget items. grants@rbwhfoundation.com.au
- 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.
- A **lead investigator** may hold no more than one funded RBWH Foundation Grant at any one time. A lead investigator is in receipt of a current RBWH Foundation Grant, will be ineligible for subsequent rounds until the current project is completed and all reporting received. A lead investigator may be listed as a collaborator on other submissions.
- 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 responsibility to ensure project expenditure is in accordance with the approved budget and can 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 is 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/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:

	ITEM	In Kind	Costed
1	In-kind Lead applicant (0.1 FTE, 12 months)	\$35,000	
2	Consumer Engagement reimbursement		\$2,000
3	Assay set up		\$15,000
4	Assay consumables		\$28,000
	Total	\$35,000	\$45,000

 - Specify the amount you're requesting from the RBWH Foundation at this round.
Example: \$45,000.
 - Specify the numbered items from your budget you are requesting from RBWH Foundation.
Example: Items 2, 3, and 4.
 - **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 the 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 led by Early Career applicants, by priority weighting of the Project Feasibility score.

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.

