Wishlist Research Higher Degree Scholarship 2016

Guidelines and Advice to Applicants

Applications Close: 5:00pm Monday 6th June 2016

Submit applications to SC-Research-Grants@health.qld.gov.au

Background

Wishlist is the Sunshine Coast Hospital and Health Service's Hospital Foundation. Wishlist's mission is to work in partnership with the Sunshine Coast Hospital and Health Service (SCHHS) and the Sunshine Coast community to promote healthy living, empower and revitalise frontline staff and infrastructure by enhancing services through the provision of medical equipment, service support, education and research in line with local priorities. As part of its mission, Wishlist recognises the need to support and encourage research activity that contributes to improved health care and knowledge. This is in line with the Sunshine Coast Hospital and Health Service (SCHHS) Research Strategic Plan (2016-2021).

Through the 2016 Wishlist Research Grant Scheme, Wishlist is providing funding support for SCHHS staff who are undertaking a Postgraduate Research Higher Degree (RHD). This document provides important information about the Wishlist Research Higher Degree Scholarship; and the application and review process. This document is intended to be a comprehensive guide to ensure all applicants understand the requirements for submitting a complete application.

This Guideline will be supported by an Agreement between Wishlist, the successful researcher, and successful administering organisation. Where inconsistencies occur between this document and any agreement entered into, the terms of the agreement will prevail.

Eligibility

To be eligible to apply for funding through the Wishlist RHD Scholarships, the Primary Applicant must be a SCHHS staff member and:
1. Enrolled in an approved RHD from an Australian University; or
2. Planning to enrol in an approved RHD from an Australian University (evidence of enrolment must be provided before funding will be released to the successful Applicant); or
3. Directly supervising a student undertaking an approved RHD from an Australian University. The RHD student must be employed by the SCHHS.

For the purposes of this funding opportunity, an approved RHD is defined as:
- Masters by research;
- PhD by research; or
- Other approved University degrees that include a significant research component (e.g. Medical Doctorate).

In addition to the RHD criteria described above, the Primary Applicant is also limited to receiving a maximum of $100,000 in research grant funds from Wishlist *(as a Principal Investigator/Primary Applicant)* within any three (3) year period.

Funding is open to all SCHHS employees who meet the eligibility criteria outlined above.

Scope

Applicants may apply for funding to cover a range of activities directly associated with their RHD. This may include:
- **Project Support** – cost of doing research such as the purchase of equipment, consumables or software, cost of producing questionnaires, or publication costs.
- **Presenting Author Conference Travel** – where the student will present original research arising from the RHD, the costs of Registration, Travel and Accommodation may be claimed. Evidence of accepted abstract is required before funds will be released by Wishlist.
- **Attendee Conference Travel** – where the student will attend but not present their work, the costs of Registration only may be claimed.
- **Research Assistant Support** – while a RHD student is expected to complete their research project, additional personnel may be required for the successful completion of a study. For example, a research nurse may be needed to make initial contact with study participants to minimise ethical issues associated with conflicts of interest or perceived coercion.
- **Living Stipend or Backfill** – the applicant may apply for a Living Stipend/Living Allowance or for funding to release the RHD student from SCHHS duties (backfill).

Where funds are awarded for travel, flights must be economy class and accommodation costs must be kept at a reasonable level. Wishlist will only reimburse the RHD student for travel days associated with the conference or approved travel event. Further, the RHD student is encouraged to maximise the impact of travel by incorporating a visit to a collaborating institute (Hospital, University or other research centre) to learn new techniques or develop networks which will directly improve the outcome of the RHD.

The RHD Scholarship cannot be used for the following purposes:
- Courses which are being run as Organisational Development.
- Provision of a fleet vehicle (this must be negotiated directly with the Fleet Manager, separate from this application).

The maximum Scholarship per application will be up to $75,000. Where an award is given, funding is expected to be utilised within 12 months from the date of award or as agreed by Wishlist. It should be noted that this is a "subsidy" scheme and Wishlist reserves the right to vary the level of funding assistance provided.

Completing the Application Form

This section of the Guideline provides applicants with instructions for completing the Application Form. Applicants should follow these instructions carefully. Failure to do so may result in the application being excluded from the review and selection process.

Section 1: Details of Applicant

Provide details of the Primary Applicant and RHD Supervisor(s). The RHD Supervisor may act as the Primary Applicant. Co-Investigators may also be included where applicable to the RHD.

Section 2: Scholarship Category and Details of RHD

Indicate the Scholarship Category, RHD details and Intended Use of Funds. This information will be used to assess eligibility for the RHD Scholarship.

Where the Primary Applicant is the RHD supervisor, an explanation must be provided to justify why the RHD student has not applied for this RHD Scholarship.

Section 3: Academic Record

In this section, the Primary Applicant should demonstrate their qualifications, skills and experience in relation to research and the RHD project.

Qualifications
List all university qualifications and postgraduate higher degrees awarded. Applicants should provide details of their qualifications starting with the most recent degree.

Awards and Achievements
List all research and other awards previously or currently held, including any noteworthy academic achievements. In this section Applicants should include details of research grants received; presentation awards (eg best speaker); involvement in scientific and other research committees.

Research Experience and Research Outputs
Provide details of previous research experience and research outputs. Applicants are required to provide details of their previous experience in undertaking research. If the applicant has not previously conducted research projects, the Applicant should provide information about how they have sought or developed their research knowledge through supporting other research activities. Applicants should also include information about their publications and presentations over the previous 5 years.

Section 4: Study Proposal
Project Title
Provide the title of the project or proposed title if the student is yet to enrol. The title should accurately describe the nature of the project.

Aims and Hypotheses
Describe the aims and hypotheses of the research project.

Research Design
Provide a summary (maximum 3 pages) of the project detailing the scientific rationale and methods. This section of the application form should clearly describe the project (or intended project) providing enough detail for the review panel to assess the scientific merit and research methods. Avoid the use of highly technical terms or abbreviations. The Research Design should also include a list of relevant supporting research that has been *referenced* in the application.

Research Themes
Applicants should refer to the SCHHS Research Themes: 2016-2021 to address this question.

Applicants are required to indicate which research themes are associated with their RHD project; and describe the relevance or impact of the research in relation to the themes (maximum 200 words). Where the scoring and ranking of two or more RHD applications are tied, Wishlist may use the applicant's response to this question to assist with identifying the most appropriate scholarship(s) to fund.

Section 5: Expected Outcome of RHD

Potential Benefit to Student / RHD
Describe how the RHD Scholarship will contribute to the personal/career development of the RHD student. What are the likely long term benefits of the funding in relation to the project or research career of the RHD student?

Potential Benefit to the Health Service / **Community / Health Care**
Describe how the RHD project will contribute to health care, policy or research collaborations for the SCHHS.

Section 6: Funds Requested and Budget

Budget
Provide details of the budget requested. Ensure the budget is accurate and reflects all required costs. Where the RHD Scholarship will be used for backfill or for salary support, ensure all calculations are inclusive of on-costs. The Primary Applicant is encouraged to seek the support of a business manager in developing their budget. Wishlist is not required to fund any shortfall in budgets where errors in calculations have occurred.

It is expected that successful applicants will access professional development leave and allowance entitlements, where applicable.

Budget Calculation and Justification
Provide a statement justifying the costs for each item requested in the Budget; and an indication as to how the costs were calculated. Where evidence of costs exist (eg conference registration form), this should be attached to the application.

The Budget Justification must provide enough detail to allow an assessment of the funding requested and the reason for the funding. For example:
> *"A registered nurse (grade 5) is required to facilitate the identification and recruitment of potentially eligible participants to avoid conflicts of interest/perceived coercion resulting from the initial contact being made by the treating doctor. The study requires 50 patients, with recruitment estimated to take 30 minutes per patient. Cost for RN = 50 patients x 30 min x $60 per hour = $1,500."*

Applicants are required to indicate if their budget has been reviewed/approved by an appropriate Business Manager.

Additional Funding
Indicate if funding has previously been sought from Wishlist or other funding sources to support the RHD student and/or project. The Primary Applicant should repeat this section for each funding body. Applicants should only include awarded funding and / or grants that have been submitted but no decision has been made. Applicants should not include grant submissions where funding was declined.

Administering Institution

The Primary Applicant may choose to have the funds administered by the University in which the RHD student is/will be enrolled. In some instances (due to the nature of the funding requested), the SCHHS may need to administer the RHD Scholarship (eg for backfill of the RHD student).

Where the funds requested relate to expenses already incurred by the RHD student (eg travel costs), reimbursement directly to the student is permissible on presentation of appropriate tax invoices.

Section 7: Certification

The Primary Applicant is required to sign the certification confirming their obligations in relation to the project and funding. The Primary Supervisor must also sign the application to confirm their support.

Certification from the SCHHS Head of Department is required. Where the SCHHS Head of Department is also the Primary Applicant, Supervisor or Co-Investigator, certification is required from the next level of line management. An applicant/investigator cannot certify their own application as Head of Department.

Section 8: Checklist of Attached Documents

Indicate the documents which accompany the application.

Management of the RHD Scholarships

The Wishlist Research Higher Degree Scholarship will be co-managed by Wishlist and the SCHHS Research Committee. Under this arrangement, the Research Committee is responsible for overseeing the application and review process; providing recommendations relating to potentially successful applications; and managing reporting requirements. Wishlist will retain all rights and responsibilities associated with the final funding decision; and management of agreements and payments for successful grants.

Process for Submission

All applications must be submitted using the Wishlist Research Higher Degree Scholarship Application Form 2016. The application form must be submitted in its original format. Applicants are not permitted to edit the underlying template of the application form, except where indicated.

Applications will be managed by the SCHHS Research Committee and should be submitted to the Research Committee secretariat using one of the methods indicated on the front of the application form by **5:00pm on Monday 6th June 2016**. The Research Committee will not accept late submissions or documentation. Changes can only be made to submitted applications prior to the closing date.

Applicants who wish to receive acknowledgement that their application was received by the Research Committee must complete the front of the application form.

Review and Selection Process

A multi-disciplinary Review Panel established by the SCHHS Research Committee will review all applications.

Each application will be assessed against the criteria in the application form. RHD Scholarships will be allocated based on the number of applications received and how well the applications meet the criteria. It should be noted that this is a competitive grant scheme and full funding may not be awarded.

The recommendations of the Review Panel will be forwarded to the Wishlist Board for final approval. Wishlist will notify applicants of the outcome of the scholarship application once the final decision and approval has been made.

Requirements of Award

Recipients will be required to conduct all research activity associated with the funding in accordance with:

- the funding proposal as presented by the Primary Applicant and described in the Application Form;
- relevant Queensland Health Policies and Procedures;
- the National Statement on Ethical Conduct in Human Research (2007);
- the Australian Code for the Responsible Conduct of Research (2007); and
- relevant Australian Standards and other applicable statutory requirements.

Funding may be withdrawn where the conduct of the proposal does not meet the requirements of the award as outlined in this document.

Administration of Grants

The grant will be administered under the terms and conditions of the Wishlist Agreement provided to successful applicants as part of their letter of offer. The agreement is a binding contract that occurs between Wishlist, the Principal Investigator and the administering institution (e.g. the SCHHS or University). The document must be signed by all parties before any part of the agreement becomes enforceable.

Successful applicants are required to return a fully signed and executed Funding Agreement to Wishlist by 5:00pm on 31st January of the year following notification of the successful outcome of the grant award.

Commencement of the Grant

The Commencement Date of a grant will be deemed to be the date the Funding Agreement with Wishlist is fully signed and executed. The Commencement Date of the grant will be used to establish the reporting schedule for the project (refer to "Reporting" below).

Payments

The Primary Applicant will be accountable for ensuring that the funds are utilised in accordance with the provisions of the agreement and the project outlined in the application form. The Primary Applicant may choose to have the funds administered by the University in which the RHD student is/will be enrolled.

Payment Schedule
Wishlist will only reimburse costs directly related to the project as described in the approved RHD application. Payment of grants will be released to the Administering Institution and/or RHD student once the Agreement has been signed by all parties and the RHD applicant has provided evidence of enrolment (if not already provided with the RHD application).

The Administering Institution is responsible for providing Wishlist with a valid tax invoice and evidence of expenditure (where appropriate). Where expenses will be directly reimbursed to the RHD student for costs already incurred, evidence of expenditure (tax receipts) must be provided to Wishlist before reimbursement can occur.

Purpose of Grant Funds and Unspent Funds
The Primary Applicant must ensure that all grant funds are spent in accordance with the approved budget as outlined in their application. Where a project is funded by Wishlist and the full grant is not used or required, the Primary Applicant must ensure any unspent funds are returned to Wishlist.

Changes to Award

Changes to the award must be reported to Wishlist. Changes will be considered for approval on a case-by-case basis. Wishlist may seek advice from the SCHHS Research Committee regarding changes to the RHD Scholarship and ongoing approval of the award. Examples of changes include a change to the Primary Applicant or a change to the purpose and use of the funds.

Reporting

Recipients will be required to provide progress updates annually from the Commencement Date of the award until all funds approved by Wishlist have been expended. A final report will then be required outlining the use of the funds and achievements against the funding proposal. A report template will be issued by the SCHHS Research Committee for completion by the Primary Applicant, in accordance with the reporting schedule outlined above.

Further Information

Requests for further information in relation to the application and review process, ethics approval and reporting requirements should be directed to the SCHHS Research Committee secretariat:

Research Governance
Sunshine Coast Academic and Research Centre
Nambour General Hospital
PO Box 547
Nambour Qld 4560
Telephone: 07 5370 3790
Email: SC-Research-Grants@health.qld.gov.au

Requests for further information in relation to agreements and funding/payments should be directed to:

Wishlist
Building 17, Nambour General Hospital
PO Box 2610
Nambour West Qld 4560
Telephone: 07 5470 6598
Email: SC-WISHLIST@health.qld.gov.au