



THE QUEEN ELIZABETH HOSPITAL
RESEARCH FOUNDATION INC.

50 Woodville Road, Woodville, SA 5010

Telephone: (08) 8244 1100

Fax: (08) 8244 1200

Email: RAC@tqehrf.com.au

Internet: www.qehresearch.com.au

The Queen Elizabeth Hospital Research Foundation Research Project Grants – 2008

INSTRUCTIONS TO APPLICANTS

BACKGROUND

The Queen Elizabeth Hospital Research Foundation (TQEHRF) has been working for the benefit of the South Australian community by raising funds to support world class and innovative medical and health research for over 40 years. As a major source of funding for research at The Queen Elizabeth Hospital (TQEH), the Research Foundation has helped to carry out valuable work in the many fields of health and medical research. The aim of the TQEHRF Project Grants is to fund the best health and medical research being conducted at The Queen Elizabeth Hospital in a fair and equitable peer-reviewed process.

Grants are allocated from TQEHRF to TQEH under the guidance of TQEHRF's Research Advisory Committee (RAC); a committee made up of 9 respected researchers from various South Australian Research Institutes, research hospitals and universities. The RAC procedure is based on the National Health and Medical Research Council (NHMRC) application and assessment process and uses this process as the guide for funding research projects conducted at TQEH. Any TQEH based projects that received a high NHMRC score but were unsuccessful in obtaining funding can apply for TQEHRF RAC funding. The RAC assesses each unsuccessful NHMRC application on scientific merit, potential and track record of the chief investigators and allocates funding to the strongest projects. This strategy allows TQEHRF to fund research projects of the highest standard, ultimately enhancing the quality of research conducted at TQEH. It is anticipated that the grants allocated to each research group should be sufficient to enable the researcher to gather sufficient preliminary data adequate to obtain NHMRC project funding within 2 years. For information about the structure and roles of the RAC refer to Appendix 1.

Grant applications from all fields of research conducted at TQEH can be submitted. Grant applications must be submitted in electronic format to RAC@tqehrf.com.au and in hard copy to: Research Secretariat, 28 Woodville Road, Woodville SA 5011.

INSTRUCTIONS AND RAC PROCEDURE

1. Grants will be allocated to applicants where greater than or equal to 70% of the research contained in the grant is conducted at TQEH.
2. Collaborations with other research institutions are permitted; however, the Chief Investigator must conduct the majority of the work at the TQEH site.
3. TQEHRF will call for an "Intent to Apply for TQEHRF Funding" from all TQEH staff that have submitted an NHMRC grant, and have conducted the majority of their research on the TQEH campus.



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4. The Chair of the RAC will initially review each 'Intent to Apply for TQEHRF Funding' application to ensure its appropriateness. See Appendix 2. The Chair will then allocate each application to a member of the RAC who will act as a spokesperson for that application.
5. If the Chair deems the application appropriate, applicants will be required to submit 12 copies of the original NHMRC grant once NHMRC results have been announced (usually November each year). See Appendix 2A. Only applications receiving a NHMRC category 3 grade or above will be eligible to apply.
6. In addition to the application form and 12 copies of the NHMRC application the following must also be submitted:
 - a) 1st spokesperson's report and 2nd spokesperson's reports
 - b) Independent Assessors Report
 - c) Applicant's response to any correspondence.
 - d) Category grade
7. The applicant should advise how much of the project is to be undertaken in 2008, and what funding would be required to complete this work in a 1 page statement. If there is a desire to join with another near-miss NHMRC applicant at TQEH to share resources, please indicate. In this 1 page document the applicant may also address any issues raised in the group report.
8. Once all of the applications have been submitted, the RAC will meet and rank each of the applications according to the NHMRC criteria. See Appendix 3.
9. The RAC will then allocate the funding to successful applicants.
10. The RAC has discretion to fund parts of projects and specify which component of the project must be conducted with the funds from the TQEHRF Project Grant.
11. Variations to the submitted experimental plan may only be permitted if there is justifiable reason, and the variations have approval from the RAC. Approval must be sought in writing prior to any deviations commencing and sent to The Chair of the RAC, 50 Woodville Road, Woodville 5010. Variations to projects that have not been approved by the RAC may result in non-payment.
12. The RAC also has the discretion to abstain from awarding the total pool of funding in any year.
13. Any decision reached by the RAC is final and there is no recourse to appeal.



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14. The decisions on the outcome of applications will be made public in December 2007, following recommendations from TQEHRF's RAC and ratification from the Board of Directors.
15. The total amount of each individual grant is up to the discretion of the RAC. However, TQEHRF generally supports grants of up to \$50,000 per annum for a maximum of 2 years.
16. Once awarded TQEHRF Project Funding, the successful applicant must submit an NHMRC Project Grant application in the subsequent year. If this is not done, the RAC may ask for the project funding to be reimbursed.
17. If NHMRC funding is successfully obtained for a project that is funded by TQEHRF, TQEHRF funding will cease immediately upon the commencement of the NHMRC funding.
18. Funds cannot provide salary for an investigator on the project nor stipends for postgraduate students.
19. Travel cannot be supported by a TQEHRF Project Grant.
20. If the project involves experiments on human subjects, animals or recombinant DNA molecules, a letter or certificate of approval from the institution's ethics committee is required before grant monies can be paid to a successful applicant.
21. Successful recipients must be prepared to appear on media nominated by TQEHRF to describe their research work if requested.
22. Successful recipients must submit an annual review of the work conducted within the project funded by the RAC. See Appendix 4.
23. The RAC may review all applications for commercial potential, either within the committee itself, or through the use of an external party. Where a project is funded by the RAC and that project involves Intellectual Property (IP) with commercial potential, the RAC may make funding conditional on TQEH entering into a commercialisation agreement with TQEHRF prior to receipt of funding. The RAC may also impose conditions on the project regarding the disclosure of IP and student participation in the project.
24. Research projects may be supported for a maximum of two years. Applicants seeking funds for a second year must complete the 'Grant Application for Second Year Funding' application form. See Appendix 5.
25. Recipients must have departmental and institutional approval before submissions are accepted. See Appendix 6.
26. A review of the RAC procedure will be conducted every 2 years by an external person or organisation appointed by the board of TQEHRF. By accepting a TQEHRF Project Grant you will be required to complete a review form.



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Applications may be notionally approved for a period of two years, subject to the review of first-year outcomes. However, please note there is no guarantee that your second year application will be successful.

The electronic and hard copies of Grant Applications (and any supplementary information supporting the application) must be received **no later than 5pm on Thursday, 26th October 2007.**

Original copies of the Grant Applications form together with any supplementary information including signatures, as required, are to be posted/delivered to:

RAC
c/o Research Secretariat
The Queen Elizabeth Hospital
28 Woodville Road
WOODVILLE SA 5010

And emailed to
RAC@tqehrf.com.au

Late or incomplete applications cannot be considered.

Any conditions or requirements of grants supplied by TQEHRF that are yet to be finalised may prevent future applications being accepted.