



THE QUEEN ELIZABETH HOSPITAL
RESEARCH FOUNDATION INC.

50 Woodville Road, Woodville, SA 5010

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Appendix 1

The Queen Elizabeth Hospital Research Foundation: Guidelines for Research Advisory Committee

Introduction

This document provides a broad outline of the roles and responsibilities of the Research Advisory Committee (RAC) of The Queen Elizabeth Hospital Research Foundation (TQEHRF).

The rationale for the RAC is to provide a sound process to improve the quality of research conducted at TQEH.

Research Advisory Committee

The RAC will consist of a panel of researchers appointed by the Board of the TQEHRF. The RAC will be made up as follows:

- Chair, who is a member of the TQEHRF board
- Deputy Chair and
- Up to 8 other members who are experts in the health and medical research field.

Of the 10 RAC committee members there must be:

- At least one representative of each of the Adelaide universities conducting research at TQEH
- At least 2 members external to The Queen Elizabeth Hospital (TQEH)

Roles and Responsibilities

The role of TQEHRF RAC is to distribute the funds raised by TQEHRF in a fair and equitable peer-reviewed process. To achieve this, the RAC will review any unsuccessful NHMRC applications from research groups conducting all or the majority of their work at TQEH and rank each application. The RAC will then allocate funds raised by TQEHRF to the projects with the strongest scientific merit and potential. The RAC has the discretion to part fund projects and to choose not to fund any projects if a valid reason not to allocate funding is identified by the RAC. The RAC will report the outcomes of funding rounds to the Board of TQEHRF annually.

Outline of responsibilities of individual RAC members

RAC Chair. The primary responsibilities of the RAC Chair are to:

- chair the RAC meeting;
- briefly review each application initially and assign each application to a committee member;
- ensure that the guidelines of the RAC are consistently observed;
- ensure consistency across assessment;
- identify and deal with all real or potential conflicts of interest within the RAC;
- review the draft reports written for each application to ensure its appropriateness in reflecting the views of the whole RAC;
- assist the RAC to identify potential new members;
- act as the point of contact for the RAC;
- report to TQEHRF board annually the activities of the RAC; and



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- assist the RAC as required.

RAC Deputy Chair. The primary responsibilities of the Deputy Chair are to:

- assist the RAC Chair in the identification of potential RAC members as required;
- act as RAC Chair if a conflict of interest exists between the Chair and an application being reviewed;
- conduct the duties of the RAC Chair when the nominated Chair is unable to conduct those duties;
- assist the Chair as required.

RAC Committee Member. The primary responsibilities of a RAC committee member are to:

- act as a spokesperson for applications allocated to them with the aid of NHMRC review and grading;
- lead the RAC meeting discussion on the international competitiveness of the application and the importance of the proposed research question;
- lead the discussion on budget for each application.

RAC Secretariat.

TQEHRF will be responsible for providing secretariat support to the RAC with the assistance of the existing BHI Secretariat if requested by the TQEHRF Board. The primary duties will be:

- provide secretariat support for the RAC including the setting up of meetings and teleconferences;
- ensure that all RAC committee members have the information and documentation necessary to consider or assess each application assigned to them as required;
- maintain accurate records of conflicts of interest and ensure that the RAC Chair is aware of each conflicts of interest before the RAC discussion on an application takes place;
- maintain scoring records for each application for 5 years;
- maintain a record of budget calculations;
- ensure that all documents relating to each application are appropriately filed for 5 years;
- facilitate invoicing etc of allocated research grants.

Report on applications

Each year successful applicants must submit a report outlining their progress over the grant year no later than the 30th of November. This report will be reviewed by RAC to determine if second year funding is allocated in accordance with the guidelines outlined in TQEHRF's Instructions to applicants document.

Confidentiality

Maintenance of confidentiality is of the utmost importance during every stage of the peer review process. All committee members must respect this confidentiality, not only with respect to the applications themselves, but also to the peer review process overall.

Clearance Issues

Any applications which appear to contravene the Code of Practice for the Care and Use of Animals for Scientific Purposes, even if they have received clearance from the appropriate Institutional Animal Ethics Committee, must be investigated by the RAC as applicable.



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Conflicts of Interest

All conflicts of interest will be dealt with according to the NHMRC guidelines outlined in “*NHMRC Project Grant Peer Review Guidelines*” document. This document can be found at <http://www.nhmrc.gov.au/funding/apply/granttype/projects/index.htm>



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Appendix 2

The Queen Elizabeth Hospital Research Foundation: Intent to apply for Grant Form

Personal Information

Personal details

Name of Chief Investigator:	
Position:	
Phone:	
Email:	
Collaborators:	
Students supervised:	

Must attach:

1 copy of NHMRC application and

A signed Departmental and Institutional Approval Form



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Appendix 2A

The Queen Elizabeth Hospital Research Foundation: Grant Application Form 2007

Personal Information

Personal details

Name of Chief Investigator:	
Position:	
Phone:	
Email:	
Collaborators:	
Students supervised:	

Name of NHMRC Application

Category Awarded

Must attach all marking assessments from NHMRC reviewers and any other correspondence and comments

Must attach 12 copies of NH&MRC application and

- a) 1st spokesperson's report and 2nd spokesperson's reports
- b) Independent Assessors Report
- c) Applicant's response to any correspondence
- d) Category Grade
- e) 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.



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Appendix 3

The Queen Elizabeth Hospital Research Foundation: Grant Application Marking Criteria

(ADAPTED FROM APPENDIX C - NHMRC GRP Meeting Category Descriptors)

Following the committee discussion each member of the RAC is required to rank each application into one of seven categories. The following attributes are to be considered:

Significance and Innovation

The potential to increase knowledge about human health or improve human health by application of new ideas and procedures to important topics.

Scientific Quality

This includes:

- clarity of hypotheses and objectives;
- strengths and weaknesses of the experimental design; and
- feasibility.

Track Record

The extent to which prior research performance of the applicants suggests that the project can be accomplished. Track record is considered in relation to opportunity, with regard to factors such as legitimate career interruptions, administrative and teaching load, and typical publication rates for the field in question.

Explanations of the RAC category descriptors are as follows:

[7] HIGHEST INTERNATIONAL QUALITY AND RESEARCH PERFORMANCE.

It is anticipated that only 1-5% of applications will fall into this category.

Significance and Innovation. The planned work addresses an issue of utmost importance to human health and will translate into fundamental outcomes in the science and practice of clinical medicine or public health. It will be published in journals of the highest impact factor and will be the subject of invited plenary presentations at international meetings, often with relevance across several fields. The work is highly innovative and introduces advances in concept.

Track Record. Applications in this category are generally from the most outstanding researchers in the country. They have strong international reputations or are well on the way to developing them.

Scientific Quality. The proposal is lucid in its objectives, exemplary in design and certain to be accomplished.

[6] HIGHLY COMPETITIVE

The Panel regards these applications as in the "absolutely must fund" category.

It is anticipated that 5-10% of applications will fall into this category with a maximum of 10% in categories 6 & 7.



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Significance and Innovation. The planned work addresses an issue of major importance to human health. It will be published in journals of the highest impact factor for the field and could be the subject of invited plenary presentations at international and national meetings. The work is innovative with respect to the question being addressed and the approach to it.

Track Record. The applicants have a record of achievement, relative to opportunity, that places them in the top 10-20% of peers and have a growing international reputation. One or more of the CIs are frequently on the stage at international specialty meetings as leaders in their field, or as emerging leaders.

Scientific Quality. The proposal has clarity of purpose and a near-flawless design. There is a high probability of successful accomplishment.

[5] EXCELLENT

The Panel regards these applications as in the “strong desire to fund” category.

It is anticipated that approximately 15% of applications will fall into this category.

Significance and Innovation. The planned work addresses an issue of considerable importance to human health. It will be published in the top two or three journals for the field and could be the subject of invited plenary presentations at national specialty meetings. The work contains at least one innovative idea.

Track Record. The applicants have a record of achievement, relative to opportunity, that places them well above average for their peers. They have a growing national reputation and their work appears frequently at national meetings

Scientific Quality. The proposal has clarity of design, and any reservations are minor and unlikely to prevent successful outcome.

[4] GOOD

The Panel regards these applications as in the “fundable” category, budgetary restrictions aside.

It is anticipated that approximately 25% of applications will fall into this category.

Significance and Innovation. The planned work addresses an issue of some importance to human health. It will be published in middle-ranking to major journals for the field. The work may have some novel aspects, while others underpin or extend existing knowledge. There are minor concerns about successful completion.

Track Record. The applicants have a solid record of achievement, relative to opportunity. One or more of the CIs has an existing or emerging national reputation, albeit in a niche area.

Scientific Quality. The proposal is sound, but has several areas of minor concern in experimental design or feasibility.

[3] SATISFACTORY

It is anticipated that approximately 50% of applications will fall into categories 1, 2 or 3.

This category includes all applications which are based on a satisfactory research approach and design. While the GRP will be confident that the applicants will be able to undertake the research, on balance the application is one that is not competitive.

[2] MARGINAL

These applications display a number of good features but are not competitive.

[1] POOR

Unfundable grants (reasons must be clearly articulated to applicants).



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Appendix 4

The Queen Elizabeth Hospital Research Foundation Annual Review of Progress for Research funded by TQEHRF Project Grants

GRANT NO:

Personal Details

Name of Chief Investigator:	
Position:	
Phone:	
Email:	
Collaborators:	
Students supervised:	

Describe the key achievements made in the project in the last funding year. Use the milestones set in the original application as a reference. Max 2 pages:



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Update the relevant papers current to this application by the Chief and Associate Investigators

Update any other papers published in the grant funding period by the Chief and Associate Investigators



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Provide a layman's description of progress made on the project. Max 1 page.

Have any additional staff or students commenced work on this project? Please name and provide contact details.



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Appendix 5

The Queen Elizabeth Hospital Research Foundation: Procedures for Assessing Grant Applications

GRANT APPLICATION FOR SECOND YEAR FUNDING ONLY

(To be returned with a copy of the first year application)

GRANT NO:

[Please add additional lines as necessary to any question.](#)

Personal details

Name of Chief Investigator:	
Position:	
Phone:	
Email:	
Collaborators:	
Students supervised:	

Must attach 12 copies of NHMRC applications submitted after TQEHRF Project Grant was awarded and:

- a) 1st spokesperson's report and 2nd spokesperson's reports
- b) Independent Assessors Report
- c) Applicant's response to any correspondence.



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Details of intended or pending applications for funding to other granting bodies by the Chief Investigator and Associate Investigators:

Name of Funding Body	Title of Application	Intended date/s of Applications	Requested Funding (\$)

Does this project continue to involve research on human subjects?

Yes No Updated Ethics Approval attached (if applicable) Yes No

If YES, please arrange for your protocol to be cleared by the appropriate ethics committee of your institution and attach the certificate/letter of approval or forward on advice to TQEHRF of your application being successful.

(Please note that grant monies cannot be paid until appropriate approval is received in writing.)

Does this project continue to involve research using animals?

Yes No Updated Ethics Approval attached (if applicable) Yes No

If YES, please arrange for your protocol to be cleared by the appropriate ethics committee of your institution and attach the certificate/letter of approval or forward on advice to TQEHRF of your application being successful.

(Please note that grant monies cannot be paid until appropriate approval is received in writing.)

Does this project continue to involve the *in vitro* production of recombinant DNA molecules?

Yes No Updated Biosafety Committee Approval attached (if applicable) Yes No

If YES, please arrange for your protocol to be cleared by the appropriate ethics committee of your institution and attach the certificate/letter of approval or forward on advice to TQEHRF of your application being successful.

(Please note that grant monies cannot be paid until appropriate certification is received)



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**The Queen Elizabeth Hospital Research Foundation:
Departmental and Institutional Approval**

Signature of Chief Investigator

--

Date

--

Signature(s) of Associate
Investigator(s)

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CERTIFICATION BY HEAD OF DEPARTMENT

“I certify that I am prepared to continue this project in my Department.”

Name (block letters)

--

Signature

--

Department

--

Date

--

CERTIFICATION BY HEAD OF HOSPITAL (OR DELEGATE)

“I certify that this project continues to satisfy all the requirements of this Institution.”

Name (block letters)

--

Signature

--

Appointment

--

Date

--