

## Grant and Scholarship Guidelines Queensland Program

Last updated: June 2016

---

PLEASE READ GUIDELINES CAREFULLY  
BEFORE SUBMITTING APPLICATIONS FOR FUNDING.

### About The Emergency Medicine Foundation

The Emergency Medicine Foundation (EMF) is a non-profit organisation dedicated to funding innovative evidence-based research that improves clinical practices to save lives as well as delivering significant economic benefits to the healthcare system.

Through its Queensland Research program, EMF is supporting high quality research directed at improving the care of patients in emergency departments. The Foundation is also committed to translating research outcomes into clinical practice. Through this program, our core aims are to:

- fund high quality, robust, ethical emergency medicine research
- advance the field of emergency medicine through funding research for the benefit of patients
- promote a research culture in Queensland public hospital emergency departments
- raise public awareness of emergency medicine research
- attract national and international interest in Queensland emergency medicine research
- facilitate and provide education and training to support emergency medicine research
- raise funds to support emergency medicine research.

EMF is a health promotion charity with deductible gift recipient status. Seed and ongoing funding for the EMF Queensland Research Program is received from the Queensland Government.

### Application Forms

- The application forms for EMF funding are available through SmartyGrants.
- Applicants can login or register with SmartyGrants using the following link:  
<https://qemrf.smartygrants.com.au/applicant/login?returnUrl=/>
- Each application is assigned a unique SmartyGrants application ID.
- A Help Guide for Applicants is available on the EMF website at:  
<http://www.emergencyfoundation.org.au/research/apply-now/>
- For more information or to contact the EMF team:

Research Manager  
Emergency Medicine Foundation  
2/15 Lang Parade  
MILTON QLD 4064

T: +61 (07) 3720 5700  
F: +61 (07) 3876 8594  
E: [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au)

[www.emergencyfoundation.org.au](http://www.emergencyfoundation.org.au)

The Emergency Medicine Foundation Ltd (ACN 128 057 170 ABN 17128 057 170) was established as a charitable institution and health promotion charity.

**PLEASE NOTE:** The Emergency Medicine Foundation (“EMF”) reserves the right to request further information from applicants and the signatories to the application form(s), which may include further information, documents, materials or amendments.

## Updates made to EMF Queensland Research Program Grant and Scholarship Guidelines: June 2016

1. Rebranding to EMF (previously Queensland Emergency Medicine Research Foundation)
2. Strategic Grants Committee assessment addition of new Queensland Health Funding requirements:  
“Grant rounds assessment criteria will include consideration of Queensland Science and Research Priorities, which may be updated from time to time and can be accessed online via the Office of the Queensland Chief Scientist website [www.chiefscientist.qld.gov.au](http://www.chiefscientist.qld.gov.au)”
3. Updated Privacy Legislation

# Contents

<b>1.0</b>	<b>Executive Summary</b>	<b>5</b>
<b>2.0</b>	<b>Eligibility Criteria</b>	<b>8</b>
2.1	Administering Institution	8
2.2	Principal Investigator	8
2.3	Emergency Medicine Trainee Principal Investigators	9
2.4	Emergency Medicine Trainee Supervisor	9
2.5	Co-Investigators	9
2.6	Associate Investigators	10
<b>3.0</b>	<b>Grant Schemes</b>	<b>11</b>
3.1	Trainee Grants	11
3.2	Staff Specialist Grants	12
3.3	Project Grants	12
3.4	Program Grants	12
3.5	Research Scholarship Scheme	13
3.6	Research Capacity and Support Infrastructure	14
<b>4.0</b>	<b>Guidelines for Budget</b>	<b>17</b>
4.1	Eligible Expenditure	17
4.2	Ineligible Expenditure	17
4.3	Research Support Personnel and On Costs	17
4.4	Direct Research Costs	17
4.5	Travel, Conferences, Presentations and Publications	18
4.6	Use of Research Facilities	18
4.7	Infrastructure	18
4.8	National/International Research	18
4.9	Capital Equipment	18
4.10	Equipment responsibility	19
4.11	Taxation	19
4.12	Insurance	19
<b>5.0</b>	<b>Applications</b>	<b>20</b>
5.1	Exemptions	20
5.2	Problems with lodgement	20
5.3	Withdrawal of Applications	20
5.4	Exclusion of Applications	21
5.5	Applications with a University as the Administering Institution	21
<b>6.0</b>	<b>Review Process</b>	<b>22</b>
6.1	Grant Process Flowchart	22
6.2	Pre-eligibility Check	22
6.3	Research Evaluation Panel	23
6.4	Strategic Grants Committee	24
6.5	Final Recommendations for the EMF Board of Directors	24
6.6	Disclaimer	24
<b>7.0</b>	<b>Post Decision Process</b>	<b>25</b>
7.1	Notification of Decision	25
7.2	Funding Agreement	25
7.3	Administering Institution	25
7.4	Timing of Research	25
7.5	Requests for formal outcome reviews	25
<b>8.0</b>	<b>Investigator Responsibilities and Considerations</b>	<b>26</b>
8.1	Reporting	26
8.2	Publications	26
8.3	Acknowledgement	26
8.4	Media coverage of the research	27
8.5	Conduct and ethics	27
8.6	Major alterations to a research project plan or budget	27
8.7	Unused and/or Surplus funds	28
8.8	Termination of a Grant	28
8.9	Change of Employment	28
8.10	Workload	28
8.11	Intellectual Property	28
8.12	Privacy legislation	29
<b>9.0</b>	<b>Confidentiality and Conflict of Interest</b>	<b>30</b>
9.1	Confidentiality	30
9.2	Conflict of Interests	30
<b>10</b>	<b>Definitions</b>	<b>31</b>
	<b>Appendix A</b>	<b>32</b>

(This page is left blank on purpose)

## 1.0 Executive Summary

### 1.1 Queensland Research Program Eligibility Criteria

To be considered eligible to receive funding your application must:

- be led by a Queensland-based emergency medicine Staff Specialist (Fellow of the Australasian College for Emergency Medicine (FACEM) or Paediatric Emergency Medicine (PEM) Staff Specialist who has completed paediatric emergency medicine training via ACEM &/or the Royal Australasian College of Physicians (RACP)) as the Principal Investigator employed through Queensland Health or the Mater Hospital, Brisbane (refer to [Section 2.2 Principal Investigator](#))
- have an eligible Principal Investigator with compliant progress reporting for all active EMF Queensland Research Program grants
- be administered through a Queensland-based Hospital and Health Service cost centre, hospital based trust fund or cost centre, university cost centre, or medical research institute cost centre (refer to [Section 2.1 Administering Institution](#))
- be conducted in Queensland. This does not preclude collaboration with experts elsewhere in Australia or internationally. EMF will support the Queensland site/s of a collaboration and EMF should be acknowledged in any future publications or presentations that use data from the Queensland site.

The application must demonstrate that the proposed research:

- is directed at improving the care of patients in Emergency Departments
- aims to advance the field of emergency medicine and
- builds capacity in Queensland emergency medicine research.

### 1.2 Grant Schemes

There are a total of six EMF Queensland Research Program grant schemes, including two Scholarship schemes. These schemes are directed at:

- supporting high quality emergency medicine research, and
- building the capacity of emergency medicine clinicians in Queensland to conduct high quality research.

Grant Scheme	Funding
Trainee	up to \$35,000
Staff Specialist	up to \$70,000
Project	up to \$100,000 per year for up to 3 years
Program	up to \$250,000 per year for up to 3 years
Research Scholarships	up to \$150,000 per year (full time) for up to 18 months (SHORT) up to \$150,000 per year (full time) for up to 3 years (LONG)
Capacity Building	matched funding 1:1 up to \$70,000 per year for up to 3 years
Research Support Network	Expression of Interest by invitation only

### 1.3 Eligible Expenditure

Expenditure considered eligible to undertaking the research project may include:

- the Queensland components of national/international research
- employment of personnel (research staff and research consultants)
- direct research costs
- travel for multi-site research
- technical services, supplies and research facilities
- dissemination expenses with strong rationale.

### 1.4 Ineligible Expenditure

Unless otherwise stated in a specific grant scheme EMF **does not fund or pay:**

- indirect costs of research
- research infrastructure (physical space, furniture, consumables not specific to the project etc.)
- FACEM time (except in the Research Scholarship Grant Scheme)
- purchase of capital equipment
- institutional overheads and administrative charges.

### 1.5 Applications

- Please refer to the EMF website for online application process:  
<http://www.emergencyfoundation.org.au/research/apply-now/>
- Late and/or incomplete applications will not be accepted.
- Ethics applications must be submitted before applying for EMF grant schemes and a copy of the acknowledgement letter attached to the submission.
- If the application is a resubmission, the applicant must demonstrate that any ethics approval that has been obtained is still valid.
- There is no limit to the number of resubmissions.

### 1.6 Review Process

- All details of a funding application will remain confidential upon receipt.
- The Research Evaluation Panel (REP) is responsible for the peer review of all the grant schemes (refer to Section 6.3 Research Evaluation Panel).
- The Strategic Grants Committee (SGC) is responsible for providing recommendations to the EMF Board of Directors on grant applications when funding decisions need to be made based on strategic direction and impact (refer to [Section 6.5 Strategic Grants Committee](#)).
- Members of the REP and SGC are required to disclose any potential conflict of interest at any level (direct or indirect) for each application and the actions undertaken to address the Conflict of Interest will be documented and kept on file.

## **1.7 Post Decision Process**

- Grants must be claimed within a maximum of twelve (12) months from the date of the EMF notification of award. Under EMF Queensland Research Program guidelines, the offer of funding will be terminated if the grant recipient has not executed a funding agreement within 12 months unless otherwise agreed by the EMF Board of Directors.
- It is not the responsibility of EMF to remind grant recipients that their offer of funding is nearing expiry.
- EMF will not execute the Funding Agreement until EMF has received a copy of all appropriate ethics approvals. EMF guidelines state that the appropriate ethics application must be submitted at the time of the EMF grant application submission, where the Ethics Committee acknowledgement letter must be included in the grant application submitted to EMF.
- Site Specific Assessment does not need to be gained before the Funding Agreement can be executed.
- Requests for formal outcome reviews will be considered by the EMF Board of Directors and, at its discretion, will proceed to a formal review by an independent committee or party.

## **1.8 Investigator Responsibilities and Considerations**

- Grant recipients have the primary obligation to conduct and complete the research outlined in the approved application.
- EMF Queensland Research Program grant recipients are expected to provide a biannual progress report providing summary of outcomes and progress against milestones. Including a financial acquittal statement from the Administering Institution for the corresponding reporting period.
- EMF's support must be acknowledged in any publications or media publicity arising from research supported by EMF. This may include peer review journal articles, other education activities (conference presentations/posters, book chapters, published abstracts, in press, articles in newspapers, magazines), other presentations/media.
- The rights and responsibilities in regards to the ownership, use and management of intellectual property created by successful grant applicants, will be specified in a funding agreement to be executed between the successful grant recipient and EMF.
- Final reports and financial statements are required at the completion of the research outlined in the approved application.

## 2.0 Eligibility Criteria

To be considered eligible to receive EMF Queensland Research Program funding your application must:

- be led by a Queensland based emergency medicine Staff Specialist (FACEM or PEM Staff Specialist who has completed paediatric emergency medicine training via ACEM &/or RACP) employed through Queensland Health or the Mater Hospital, Brisbane (refer to [Section 2.2 Principal Investigator](#))
- have an eligible Principal Investigator with compliant progress reporting for all active EMF Queensland Research Program grants
- be administered through a Queensland based Hospital and Health Service cost centre, hospital based trust fund or cost centre, university cost centre, or medical research institute cost centre (refer to [Section 2.1 Administering Institution](#))
- be conducted in Queensland, however this does not preclude collaboration with experts elsewhere in Australia or internationally.

Your application must demonstrate that:

- the proposed research is directed at improving the care of patients in the Emergency Department
- the proposed research aims to advance the field of emergency medicine
- the proposed research builds capacity in Queensland emergency medicine research

The eligibility status of funded researchers will be reviewed periodically. The award may be terminated if a researcher or supervisor is deemed not to fit the eligibility criteria.

Past and present paid members of EMF staff, including the EMF-funded Research Support Network, are not eligible Co-Investigators unless prior approval is granted by the EMF Board of Directors. Grant applicants who sit in an advisory or governance capacity in EMF – for example Board, Strategic Grants Committee, and Scientific Advisory Committee – should state their potential conflict of interest in the appropriate section provided in the application forms.

### 2.1 Administering Institution

The Administering Institution will be responsible for the administration of the funding should the grant be approved for funding by EMF. The funds must be administered through a Queensland based:

- public Hospital and Health Service cost centre or equivalent
- hospital based trust fund or cost centre
- university cost centre
- medical research institute cost centre.

EMF will not execute the Funding Agreement until EMF has received a copy of all appropriate ethics approvals. The offer of funding will be terminated if the grant recipient has not executed a funding agreement within 12 months unless otherwise agreed by the EMF Board of Directors.

### 2.2 Principal Investigator

All applications for funding must have a Principal Investigator, who will be responsible for the proposed research and be the corresponding applicant with EMF. All Principal Investigators are required to submit a CV detailing relevant research experience with a maximum of three (3) pages. All Principal Investigators must:

- be an emergency department Staff Specialist (FACEM) or paediatric emergency medicine Staff Specialist (FRACP (PEM))
- be working in an Emergency Department
- be employed by Queensland Health or Mater Hospital, Brisbane
- be providing public patient care for the duration of the funding
- conduct research aimed at advancing emergency medicine and directed at improving the care of patients in Emergency Departments.



Other Emergency Medicine Physicians who are salaried specialists with Queensland Health or the Mater Hospital Brisbane may seek prior approval for eligibility from the EMF Board of Directors on a case by case basis (please contact EMF via [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au)).

### Capacity building grant

For the purpose of the Capacity Building Grant, EMF uses the title 'Research Champion' to describe the lead applicant. This title is distinct from the title 'Principal Investigator' that is used in other EMF Queensland Research Program grant schemes.

The Research Champion must be a FACEM who can drive the strategic vision for the proposed capacity building, and have relevant research experience to support improvements to the research function of the Emergency Department in which they are located.

---

*Unless otherwise stated within these guidelines, or unless prior approval is given by the EMF Board of Directors, FACEM and/or Principle Investigator time is not funded under the EMF Queensland Research Program grant schemes.*

## 2.3 Emergency Medicine Trainee Principal Investigators

Emergency medicine trainees or senior medical officers may apply for funding as an emergency medicine trainee only. Emergency medicine trainee investigators require the active supervision of an eligible Principal Investigator with a research track record. All Trainee Principal Investigators are required to submit a CV detailing relevant research experience with a maximum of three (3) pages.

## 2.4 Emergency Medicine Trainee Supervisor

The supervisor must be a Queensland based emergency medicine Staff Specialist (FACEM or PEM staff specialist who has completed paediatric emergency medicine training via ACEM &/or RACP) employed through Queensland Health or the Mater Hospital, Brisbane. All Trainee Supervisors are required to submit a CV detailing relevant research experience with a maximum of three (3) pages.

## 2.5 Co-Investigators

Applications may also include Co-Investigators (referred to in the Funding Agreement as Specified Personnel) who will contribute in any way to the development or conduct of the research.

Co-Investigators may be Staff Specialists, trainees, senior medical officers, clinical nurses, relevant allied health personnel or other professionals, such as mathematicians, epidemiologists, statisticians, lawyers, scientists, health economists, anthropologists, engineers. The preferred number of Co-Investigators per grant application is four (4), with a maximum number of eight (8).

All Co-Investigators are required to submit a CV detailing relevant research experience with a maximum of three (3) pages.

Past and present paid members of EMF staff are not eligible Co-Investigators unless prior approval is given by the EMF Board of Directors. This does not include members of the EMF Board of Directors, voluntary EMF committee members or EMF volunteers.

Unless otherwise stated within these guidelines FACEM time is not funded under the EMF Queensland Research Program grant schemes.

Co-Investigators' time will not be funded. However funding for specific activities that the Co-Investigator or Co-Investigator's team undertake using specified skill sets will be considered. This will need to be clarified in the budget justification.

## **2.6 Associate Investigators**

Applications may also include Associate Investigators who provide intellectual input into the research and whose participation warrants inclusion of their names on any publications.

The preferred number of Associate Investigators per grant application is four (4), with a maximum number of eight (8). Associate Investigators are required to submit a CV detailing relevant research experience with a maximum of two (2) pages.

Non-FACEM Associate Investigator time will be considered for funding. Funding for specific activities that the Associate Investigator or Associate Investigator's team undertake using specified skill sets will be considered. This will need to be clarified in the budget justification.

## 3.0 Grant Schemes

EMF Queensland Research Program funding must be administered in Queensland for research conducted in Queensland. However this does not preclude collaboration with experts elsewhere in Australia or internationally.

There are six (6) EMF Queensland Program grant schemes, all directed towards improving the care of patients in Emergency Departments and developing emergency medicine research capacity in Queensland. All grant schemes and awarded grants will be reviewed annually by the EMF Scientific Advisory Committee (SAC) and recommendations provided to the EMF Board of Directors.

Any changes to the grant schemes will be updated in the EMF Grant and Scholarship Guidelines and on the EMF website. The EMF Board of Directors has the option to set a priority for a grant round. Any decision to set a priority for a grant round will be advertised at least 12 months in advance of that round.

Grant Scheme	Funding
Trainee	up to \$35,000
Staff Specialist	up to \$70,000
Project	up to \$100,000 per year for up to 3 years
Program	up to \$250,000 per year for up to 3 years
Research Scholarships	up to \$150,000 per year (full time) for up to 18 months (SHORT) up to \$150,000 per year (full time) for up to 3 years (LONG)
Capacity Building	matched funding 1:1 up to \$70,000 per year for up to 3 years
Research Support Network	Expression of Interest by invitation only

### 3.1 Trainee Grants

Funding is available up to \$35,000 to support:

- the costs of research undertaken by trainees with supervision by an eligible Principal Investigator/s with an appropriate research track record (either a FACEM/PEM/RACP)
- the supervisor must be a salaried specialist (FACEM or PEM Staff Specialist who has completed Paediatric Emergency Training via ACEM &/or RACP) in emergency medicine working in an emergency department and employed by Queensland Health or the Mater Hospital, Brisbane.

Trainee grant schemes are awarded with the clear expectation that trainees are the primary beneficiary as well as the primary lead on the project. This includes authorship on any resulting publications and the direct involvement of the trainee in data collection and analysis.

Trainees are primarily expected to collect their own data but where appropriate can utilise the support of research assistants in this stage of their research project.

Trainees should ensure that all those who have contributed to the research are properly acknowledged in publications and where individuals are to be named, it must be done with their written consent.

Trainees must also ensure the security and confidentiality of research data and maintain high standards of responsible research for the project (refer to the Australian Code for the Responsible Conduct of Research).

The Trainee Grant has at least one submission date a year.

## 3.2 Staff Specialist Grants

Funding is available up to \$70,000 to support eligible Principal Investigators:

- as seed funding to develop a project for project grant funding (from EMF or other national sources), or
- to leverage additional funding from other sources (e.g. Australian Research Council Linkage Grant), or
- as a stand-alone project that demonstrates importance to emergency care. .

The Staff Specialist Grant has at least one submission date a year.

## 3.3 Project Grants

Funding of up to \$100,000 per year is available for a maximum of three years to support eligible research projects.

These grants could also contribute partial funding to a larger project which is seeking funding from alternative sources (potentially elsewhere in Australia) such as the National Health and Medical Research Council or the Australian Research Council.

The Project Grant Scheme has at least one submission date a year.

## 3.4 Program Grants

Funding of up to \$250,000 per year is available for a maximum of three years to support a team of researchers to pursue collaborative research that addresses complex problems in emergency care.

The team must comprise at least three (3) experienced researchers, with a track record in achieving research outcomes and productivity.

This collaborative research project must tackle problems for which longer term funding is essential, and is likely to be a series of projects, interventions and training that build on each other.

Applications must explicitly justify the long-term nature and depth of the program that underpins the need for long-term stable funding. Program guidelines ensure that individual research projects are funnelled into other EMF Queensland Research Program grant schemes such as the project grant, staff specialist, and trainee grants.

Programs must pursue interdisciplinary and collaborative goals which would not be possible by working on the program's individual components in isolation of each other, including the collaborative use of specialised multi-site facilities. Appropriate collaboration with groups outside emergency departments will be viewed favourably.

Program grants are awarded on the basis that recent past achievements are the best indicators of future performance. Through the Program Grant Scheme, EMF seeks to provide substantial, long-term funding to researchers with well-established track records of high impact health and medical research. Notwithstanding this threshold of research achievement, an expected outcome of the program grant is capacity building for Emergency Medicine Research in Queensland.

To enable capacity building component, EMF expects clear training and career development opportunities such as at least one higher degree in research. Applications must therefore make the training and career development outcomes for early career researchers, and research assistants involved in the research program explicit. The time commitment for a Program Grant is expected to be significant. Therefore the Principal Investigators must demonstrate sufficient time allocation to the Program Grant taking into consideration any other active research and clinical load. All Investigators must also show sufficient time allocation to ensure the success of the program.

The specific objectives of the scheme are to support teams to:

- Develop and implement training and career development opportunities
- Contribute new knowledge at a leading international level
- Develop novel ideas and approaches to tackle problems in emergency care

- Facilitate collaborative use of specialised facilities or expertise
- Pursue long-term and collaborative goals which would not be possible by working on the program's individual components in isolation of each other
- Leverage funding is desirable.

The Program Grant Scheme has at least one submission date every two years.

### 3.5 Research Scholarship Scheme (previously Research Fellowship)

A maximum of \$450,000 may be awarded under the Research Scholarship Scheme to any eligible applicant. Research Scholarship recipients who have not been awarded the maximum amount may apply in future rounds.

The Research Scholarship Scheme contributes to the salary costs of an appropriately qualified individual who is seeking to undertake a research higher degree in emergency medicine full-time or part-time. This scheme will support individuals who undertake a research higher degree within a Masters (Short) or a PhD (Long) program as part of their clinical position.

Scholarships are designed to provide funding for personnel primarily. Applicant should provide evidence of how the Emergency Department, Tertiary Institution and Hospital are supporting the proposed degree/study and research. The application must include a letter of support from the Applicants current Director, Department of Emergency Medicine. Any other expenditure, such as research support and data collection, must be justified and included in funding application.

For the purpose of the Research Scholarship scheme an eligible Referee must be a FACEM currently participating in research. All applications must have two eligible Referees, and supply a letter of support from each referee, highlighting the applicants capacity and suitability to undertake the proposed study. . The offer of a scholarship will lapse when a recipient is not enrolled in the research higher degree program within three (3) months of receipt of EMF funding agreement.

The Research Scholarship Scheme has at least one submission date every two years.

#### 3.5.1 Short Research Scholarship

This is an 18-month full time (or 36-month part time) position aimed at trainees, senior medical officers or staff specialists. Funding will be available to a maximum of:

- Full time Staff Specialists - \$150,000 per annum
- Senior Registrars (Year 4 or above) - \$70,000 per annum
- Registrars (Years 1, 2 or 3) - \$60,000 per annum.

Funding is intended for people looking to gain both a qualification and experience through a research higher degree at a Masters-level. The top ranked applicant in this category will receive the Frank Garlick Scholarship in honour of the eminent Queensland emergency medicine physician, Dr Frank Garlick.

The full funding amount is only available while the applicant is studying full time (minimum of 40 hours per week). Applicants who are enrolled full time are permitted to undertake additional other paid work up to 20 hours a week.

Applications will be considered for part-time research (i.e. 36-month part-time position) where funding will be available to a maximum of \$75,000 for Staff Specialists, \$35,000 for Senior Registrars (Year 4 or above) and \$30,000 for Registrars (Years 1, 2 or 3). This funding will support applicants who are enrolled part time (20 hours of study per week) to obtain a Masters-level research qualification, with additional other paid work permitted up to 40 hours per week. A student who is full time may revert to part time study at any time with the permission of the EMF and *vice versa*.

Emergency Physicians who have undertaken and been granted credit for previous coursework (e.g. as part of meeting their 4.10 research requirements) may use Scholarship funding to undertake additional coursework that supports a post-graduate research qualification. The recipient of a Short Research Scholarship may also transfer from the Masters program to a PhD, D.Phil., or M.D programs while holding the scholarship if this is supported by the administering institution.

### 3.5.2 Long Research Scholarship

This is a position for up to three years full-time (six years part time) and is aimed at trainees, senior medical officers or staff specialists. Funding will be available to a maximum of

- Full time Staff Specialists - \$150,000 per annum
- Senior Registrars (Year 4 or above) - \$70, 000 per annum
- Registrars (Years 1, 2 or 3) - \$60,000 per annum

The grant is intended for people looking to gain both a qualification and experience in a PhD, D.Ph., or M.D program.

The top ranked applicant in this category will receive the Noel Stevenson Scholarship, in honour of the eminent Queensland emergency medicine physician, Dr Noel Stevenson.

Full funding is only available while the applicant is studying full time (minimum of 40 hours per week). It is anticipated that applicants would enrol full-time for up to three (3) years in the research degree with additional other paid work permitted up to 20 hours a week.

A part time option for applications for positions where up to six (6) years of funding will be available to a maximum of 0.5 FTE (20 hours of study per week) with additional other paid work permitted for up to 20 hours per week.

The recipient of a Long Research Scholarship may transfer between the PhD, D.Ph., or M.D program and Masters while holding the scholarship if it this is supported by the administering institution.

### 3.5.3 Research Scholarship Conditions

The goal of the scholarship scheme is either a completed research-based Masters/M.Phil. or PhD, D.Ph. or MD. To help ensure completion, recipients are expected to:

- be actively engaged in research demonstrated by conference and/or poster presentations
- make and provide appropriate documentation to EMF of satisfactory progress within the tertiary institution's milestone review process –
  - Incomplete progress may affect the scholarship payment instalments, or potentially termination of the scholarship and rescinding of EMF monies.
- meet a publication requirement according to the type of scholarship scheme they apply for:
  - Short Research Scholarship: a minimum of one (1) publication submitted to a relevant, widely-read domestic peer-reviewed journal, or a book-chapter, by the final milestone
  - Long research scholarship: a minimum of two (2) publications submitted to a relevant, widely-read domestic and international peer-reviewed journal by the final milestone.

## 3.6 Research Capacity and Support Infrastructure

### 3.6.1 Capacity Building Program (matched 1:1)

Matched funding for a maximum of \$70,000 per year for three (3) years (or pro rata) is available for the employment of dedicated research personnel that bring new expertise to an Emergency Department's research team. This program will enable Emergency Departments to:

- develop their research capacity
- assist them in attaining a level of productivity and capability sufficient to attract nationally competitive grant funding.

The scheme is flexible in order to encourage the development of different approaches to building capacity that best meet the needs of the team. The purpose of the position would include an education and communication role in regard to local research. It would also contribute to the development of multidisciplinary research within Emergency Departments.

Existing permanent members of staff are considered eligible to be employed under this scheme so long as the applicant can justify how the incumbent will help build research capacity at the site. The

relevance of the proposed research areas of interest to emergency medicine will be peer reviewed as part of the application.

A maximum of \$210,000 may be awarded under the Capacity Building Program to any institution. This is inclusive of on-costs (such as leave loading and superannuation) but does not include overheads (such as institutional overheads and administrative charges, severance pay or entitlements carried over from previous positions). Departments who have not been awarded the maximum amount may apply in future rounds for further funding. Funding provided by EMF would match funding provided by the hospital or other sources to a maximum of 50% of total costs.

For the purpose of the Capacity Building Grant, EMF will refer to the lead applicant as the 'Research Champion'. This title is distinct from the 'Principal Investigator' title assigned to the other EMF Queensland Research Program grant schemes. The Research Champion needs to be a FACEM who can drive the strategic vision for the proposed capacity building, and have relevant research experience to support improvements to the research function of the Emergency Department in which they are located.

Applicants must supply the following to be deemed eligible:

- demonstration of existing research activity and/or support for a research culture
- areas of research interest and research vision
- number of established and planned – grant applications and collaborations.

Funding provided under the Capacity Building grant scheme is intended for the employment of dedicated research personnel that bring new expertise to an Emergency Department's research team. Request for funding for other expenditure such as equipment will be considered if there is a strong rationale and will require prior approval from the EMF Board of Directors. The rationale provided will be required to justify how the proposed expenditure will build emergency medicine research capacity in the Emergency Department.

Eligible applicants require letters of support from both the Head of the Emergency Department as well as the Hospital Executive. These letters must state that the Emergency Department has achieved its clinical and training thresholds. Both letters also should demonstrate a commitment to financial and on-going support of the position and research function in the Emergency Department. If the matched funding is not coming from the relevant Hospital and Health Service an additional letter addressing the vision/why the party is prepared to invest in the position is required.

It is not mandatory for sites to commit to making the Capacity Building Grant position permanent at the end of the funding however, it is required that the applicant demonstrates a plan to try and make the position permanent. Preference will be given to applications that demonstrate a commitment to establishing a permanent position as part of their planning.

The Capacity Building Grant Scheme has at least one submission date every two years.

#### **3.6.1.1 Capacity Building - Conditions of Funding**

The Capacity Building grant is a significant investment by EMF to collaborate with a Queensland Emergency Department (and matched funding provider/s) to build research capacity. Given the significance and collaborative matched funding, EMF requires the applicants to accept the following conditions:

- the Position is advertised for at least one month on [www.seek.com.au](http://www.seek.com.au) and Queensland Jobs website
- In collaboration with EMF and the provider/s of matched funding, select and interview for the position:
  - The Interview Panel must include the following:
    - the ED Research Champion, and at least two additional ED representatives nominated by the Director of the ED
    - the EMF Research Manager
    - if applicable, a representative from the institution supplying matched funding (if this is not the hospital)
  - EMF must approve the candidate who is offered the position

- The funding and term of the agreement will be effective from the date of the executed signed employment contract with the EMF-approved candidate
- A steering committee will be formed to review the position performance and progress on at least a six (6) monthly basis, where the Steering Committee meeting minutes form a section of the six monthly progress reports and includes:
  - the Director of the Department of Emergency Medicine (DEM), ED Representatives nominated by Director DEM (including Director of Research DEM/Research Champion)
  - the EMF Research Manager
  - if applicable, a representative from the institution supplying matched funding (if it's not the Hospital).

### 3.6.2 Research Support Network (invitation only)

The EMF Board of Directors has approved the establishment of the Research Support Network (RSN) across Queensland. The RSN will provide leadership and support for emergency medicine researchers. The aim is to create an environment that encourages quality research and translation of better ways to save lives in medical emergencies.

Expressions of Interest have already been submitted to EMF.

EMF reserves the right to request additional Expressions of Interest and information that is vital to implementing the RSN. A Letter of Offer will be provided to the Applicants with successful Expression of Interest. Following the acceptance of the Letter of Offer received by EMF, the Project Plan must be finalised prior to execution of the Funding Agreement between the Administering Institution and EMF.

The RSN is in a pilot phase, three initial hubs have been established to assist in making informed strategic decisions on the roll out of the RSN. (Visit the EMF website for more information on the RSN.)



## 4.0 Guidelines for Budget

Applications for EMF Queensland Research Program funding are subject to the general eligibility criteria set out in Section 2 as well as any relevant scheme specific eligibility requirements in the relevant scheme set out in Section 3.

The awarding of any Grant is subject to the approval of the EMF Board of Directors and is at their discretion.

### 4.1 Eligible Expenditure

Eligible expenditure has to be integral to undertaking the research project and may include:

- the Queensland components of national/international research
- employment of personnel (research staff and research consultants for specific activities)
- direct research costs
- travel for multi-site research
- technical services, supplies and research facilities
- dissemination expenses with strong rationale.

### 4.2 Ineligible Expenditure

Unless otherwise stated in a specific grant scheme, EMF **does not fund or pay:**

- indirect costs of research
- infrastructure (physical space, furniture, consumables not specific to the project etc.)
- FACEM time (except in the Research Scholarship Grant Scheme)
- purchase of capital equipment
- institutional overheads and administrative charges.

All budgetary items requested, must be justified. Budget items with no rationale may not be approved. The awarding of any Grant is subject to approval of the EMF Board of Directors and is at their discretion.

### 4.3 Research Support Personnel and On Costs

Funding is principally intended for research staff and research consultants activities, including but not limited to statistical support, health economics, data collection, and study coordinator. The EMF Board of Directors may consider requests for payment of time of Associate Investigators, non-FACEM or specified skill sets. No funding for research that has already occurred (retrospective funding) will be awarded.

The EMF Queensland Research Program contributes to the cost of employing research support personnel. EMF funds provided for a research support activity can be used for direct on-costs only up to 20%. Direct on-costs only includes leave loading and superannuation entitlements that accrue during their employment on that research support activity. However direct on-costs do not include overheads, such as institutional overheads and administrative charges, severance pay or entitlements carried over from previous positions.

EMF encourages applicants to check the appropriate % for acceptable direct on-costs with a business manager. At any stage during the assessment and recommendation process, EMF reserves the right to question the % on-costs in an applications Budget and request further information from the appropriate Business Manager (refer to Appendix A for examples of what your Business Manager or equivalent can provide to support your application).

### 4.4 Direct Research Costs

Costs must be integral to achieving the aims, objectives, outcomes and directly related to the Research Proposal set out in the application, as approved by EMF.

## **4.5 Travel, Conferences, Presentations and Publications**

The cost for conference attendance, presentations and publications for dissemination will be considered as eligible expenses. However these dissemination expenses must be accompanied by a strong rationale for inclusion in the budget and will be open to scrutiny and reduction during the EMF Queensland Research Program assessment and decision process. The strong rationale for funding should be reflected in the budget justification section of the application form.

Contribution towards travel will hinge upon the nature of the proposed research. If the travel is integral to undertaking the research project, such as multi-site collaborations, this cost should be included in the grant application budget indicating the mode of travel.

## **4.6 Use of Research Facilities**

EMF seeks to promote collaboration between researchers and to remove barriers that prevent multi-organisational emergency medicine research. However, EMF only contributes funds to the direct costs of the proposed research.

## **4.7 Infrastructure**

The EMF Queensland Research Program does not fund infrastructure costs. However, EMF may contribute funds to access established research facilities which are integral to undertaking the proposed research.

## **4.8 National/International Research**

Any application for funding in relation to national/international research will be subject to the standard guidelines and criteria for all EMF Queensland Research Program grant applications. EMF will only fund the Queensland components of national/international research. Sites in other states/countries would be expected to source funding from other sources. The only exception is where a study collects national data but is fully run from Queensland by Queensland employed researchers.

The grant awarded by EMF must be administered by a Queensland Administering Institution. Requests for funding not in line with the above requirements will be considered in exceptional circumstances on a case by case basis by the EMF Board of Directors and only after an Application has been considered by the Research Evaluation Panel and Strategic Grants Committee.

## **4.9 Capital Equipment**

The EMF Queensland Research Program does not fund capital equipment. However if the equipment is critical for the proposed research, applicants must seek approval from EMF prior to submitting an application. Where approved, funding sought for any single piece of equipment must not exceed the value of \$10,000.

The Administering Institution must purchase the item of equipment or a substantially similar item of equipment that is required for the conduct of the project. For capital equipment over \$10,000, written confirmation of provision of the remaining funds required to purchase the item must be provided in writing to EMF before the funds for the item are released by EMF. If the equipment is unable to be purchased or additional funding is not found, then EMF must be notified and EMF may in such a case suspend, reduce or terminate payment of the grant.

The Administering Institution is required to produce documentation to prove proof of purchase if the equipment is pivotal to the success of the research. Additionally, any further conditions applied to the equipment will be also articulated in the Grant Outcome Letter.

The EMF Queensland Research Program does not fund computer equipment, unless purchase of the computer equipment is imperative for the specific proposed research and cannot be supplied otherwise

by their Institution. Justification must be provided to EMF and prior approval sought from the EMF Board of Directors before application submission.

#### **4.10 Equipment responsibility**

The Institution must take responsibility for installation, maintenance, repairs and insurance costs of any equipment at their own expense. In certain circumstances equipment might be subject to further conditions specified in the Grant Outcome Letter. EMF-funded equipment will be donated to the department in which the Principal Investigator works and owned by the hospital.

#### **4.11 Taxation**

The EMF Queensland Research Program does not deduct tax payments from Research Scholarships. If required, Research Scholars should seek tax advice relevant to their own particular circumstances.

#### **4.12 Insurance**

The EMF Queensland Research Program does not provide insurance for Research Fellows apart from that included in the on costs component of the salary paid to the Administering Institution. Therefore, professional indemnity insurance for clinical work undertaken shall be the responsibility of the Fellow and, where applicable, travel, health, and life insurance shall be the responsibility of the Fellow.

## 5.0 Applications

A call for submissions will be publicised on the EMF website and by email distributions.

Applicants should refer to the EMF website for details of the online application process and specific information relating to opening and closing dates, lodgement method, content and format requirements, and certification and submission guidelines. When submitting certification documents, a PDF with all relevant signatures is to be uploaded along with the application.

The application forms for EMF Queensland Research Program funding are available through SmartyGrants. Applicants can login or register with SmartyGrants using the following link: <https://qemf.smartygrants.com.au/applicant>.

Each application will be assigned a unique SmartyGrants generated grant application ID. A Help Guide for Applicants is available on the EMF website at: <http://www.emergencyfoundation.org.au/research/apply-now/> and <http://www.emergencyfoundation.org.au/research/researcher-support>

When an application is submitted, the applicant will receive an automated confirmation email acknowledgement with a copy of the submitted application attached. This email does not constitute acknowledgement that the application meets the pre-eligibility criteria.

Please refer to the website for more information or contact the EMF Research Team via email to: [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au). Applicants are welcome to contact the EMF team to discuss their application and staff will provide whatever resources are available to guide applicants. Staff cannot review drafts of the application.

### 5.1 Exemptions

A request for an exemption of EMF Queensland Research Program eligibility criteria or eligible expenses will be considered if there is a strong rationale and will require prior approval from the EMF Board of Directors.

Requests for exemption must be received in writing to the EMF Board of Directors no later than five (5) business days prior to closure of the relevant grant round. Requests for exemption should be addressed to the Chair of the EMF Board of Directors and should be sent to the following address via post or email:

Chair, EMF Board of Directors  
Emergency Foundation  
2/15 Lang Parade  
MILTON QLD 4064  
E: [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au)

### 5.2 Problems with lodgement

Late and/or incomplete applications will not be accepted. If applicants experience technical difficulties with the grant application SmartyGrants and cannot lodge their application by the closing date and time, the applicant should contact the EMF Research Team ([grants@emfoundation.org.au](mailto:grants@emfoundation.org.au)).

When an application is submitted, the applicant will receive an automated confirmation email acknowledgement from EMF. This email does not constitute acknowledgement that the application meets the pre-eligibility criteria.

### 5.3 Withdrawal of Applications

To voluntarily withdraw a submitted and/or approved application, the Principal Investigator must submit an official written notification to the EMF Research Team. All correspondence can be directed to [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au).

## **5.4 Exclusion of Applications**

- Applications that do not comply with the guidelines could be deemed ineligible and excluded from further consideration.
- All details in the application, particularly concerning any current grants and other applications, must be current and accurate at the time of application.
- Each application will be issued with a unique Grant Application ID on submission by the applicant.
- Late and or incomplete applications will not be accepted (refer to section 5.2 Problems with lodgement).

## **5.5 Applications with a University as the Administering Institution**

If the proposed grant is to be administered by a university the certification document must be signed by the appropriate delegate at the Research Office of the administering university.

The Principal Investigator must:

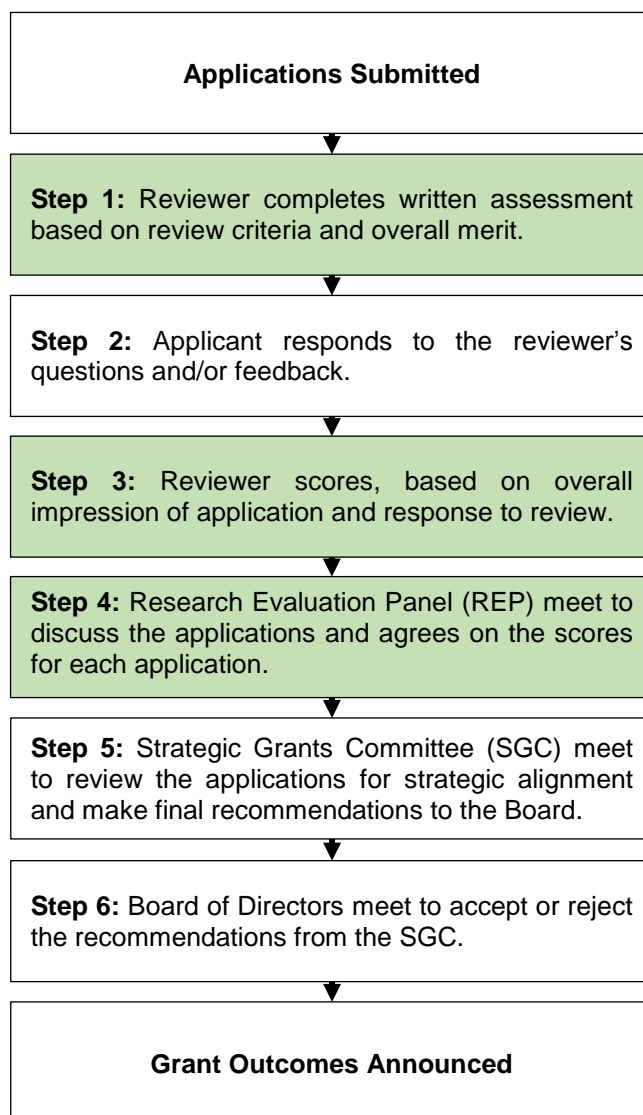
- be an emergency department Staff Specialist (FACEM) or paediatric emergency medicine Staff Specialist (PEM or FRACP) and
- be working in an Emergency Department and
- be employed by Queensland Health or Mater Hospital, Brisbane and
- be providing public patient care for the duration of the funding.

## 6.0 Review Process

All details of a funding application will remain confidential upon receipt. All applications are assessed through a peer review process based on their scientific merit. Further review may be required prior to final recommendations.

### 6.1 Grant Process Flowchart

For more information visit the EMF website.



### 6.2 Pre-eligibility Check

Applicants must satisfy the pre-eligibility checklist in order for their application to proceed to a peer review stage. This includes:

- full compliance with the closing date and time of the Grants and Scholarship round
- appropriate lodgement of application
- satisfactorily meeting the content and format requirements
- attached signed certification documentation
- attached ethics application acknowledgement
- and the Principal Investigator progress reporting is compliant for all active EMF grants.

Failure to comply with these Guidelines may lead to delay in and/or exclusion from the grant assessment process.

## 6.3 Research Evaluation Panel

Applications that are deemed eligible through the pre-eligibility criteria are reviewed by the Research Evaluation Panel (REP). The REP has responsibility for reviewing applications for scientific merit and other criteria (refer to scoresheet link outlined below).

The panel consists of external expert reviewers who are able to comment on the application. The REP is comprised of one Chair, one Co-chair and a number of appropriately qualified reviewers from a pool of expert reviewers that are selected bi-annually.

EMF strives to enrol the support of reviewers external to Queensland and aims to form a balanced panel of regional and national evaluators. EMF aims, where possible, to have each application assessed by three (3) independent expert reviewers consisting of a subject field expert, a relevant research methodology expert, and an Emergency Medicine specialist to assess the contribution of the proposal to Emergency Medicine.

EMF requests that reviewers disclose any potential conflict of interest for each application and all responses are documented and kept on file. Standard conflict of interest and confidentiality clauses apply to the review of all applications received. REP members are required to sign an EMF Confidentiality Undertaking and must agree not to disclose confidential information acquired in the course of their activity as a member of the REP.

For more information please refer to the Terms of Reference located at: [www.emergencyfoundation.org.au/about-us/our-committees/research-evaluation-panel-members](http://www.emergencyfoundation.org.au/about-us/our-committees/research-evaluation-panel-members)

### 6.3.1 Reviewer Feedback and Applicant Response

The six (6) Queensland Research Program grant schemes offered by EMF share the same goal of improving the care of patients in Emergency Departments and developing emergency medicine research capacity in Queensland.

A written assessment from a minimum of two (2) expert reviewers will be provided to the applicants who will then have the opportunity to respond in writing. The reviewer's will provide feedback against the review criteria, including the perceived strengths and weaknesses and an overall impression of the application that reflects their assessment of the likelihood for the proposal to exert a sustained, powerful influence on emergency medicine.

Consistent with the aims of EMF, applicants have the opportunity and are invited to respond to this feedback. The reviewer feedback and applicant response process provides the reviewer with the opportunity to clarify any questions they may have in preparation to score the application.

### 6.3.2 Reviewer Scoring and REP Meeting

Reviewers will be asked to review the applicants response and submit a final score for each application they have assessed based on the criteria approved in the REP Score Sheet/s, please refer to the EMF website.

The Reviewers' scores and recommendations, the applicant responses, and the original application are collated for the REP Chair and a REP meeting convened. The REP meeting will be a one-day face to face meeting. If a REP member is conflicted, they will not provide scores or comment on the application to which they are conflicted. The final scores and recommendations for the applications will be agreed at the face-to-face meeting of the REP.

The REP may provide recommendations to vary requested research budgets due to budgetary constraints or lack of justification in the funding application. EMF reserves the right to recommend budget alterations and other conditions. The REP Chair will present the agreed REP scores and recommendations to the Strategic Grants Committee (SGC) for review and final recommendation.

## 6.4 Strategic Grants Committee

The purpose of the Strategic Grants Committee (SGC) is to review the REP scores and recommendations and deliver a set of final recommendations on grant applications to the EMF Board of Directors. Final recommendations are based on strategic direction and expected impact with close consideration of current **Queensland Science and Research Priorities**. The Queensland Science and Research Priorities may be updated from time to time and can be accessed online via the Office of the Queensland Chief Scientist website [www.chiefscientist.qld.gov.au](http://www.chiefscientist.qld.gov.au). Funding recommendations are also based on the relative competitiveness of the round, where there are more funds requested than the advertised funding available for the round. Applications that the REP recommends for funding based on the scoring criteria (scientific and overall merit) may not receive funding or may be offered a different budget.

The Strategic Grants Committee may also recommend additional conditions for applications based on the information provided to them from the REP and/or EMF. For more information please refer to the Terms of Reference at the EMF website.

## 6.5 Final Recommendations for the EMF Board of Directors

Following the peer review processes, the final recommendations are provided to the EMF Board of Directors. In making these recommendations, consideration will be given to:

- competitiveness of the Grant Round
- strategic alignment and expected impact
- consideration of Queensland Science and Research Priorities

Unsuccessful applicants for any scheme may resubmit their applications in subsequent grant rounds if they are able to address the comments of the REP. A resubmission is not given special consideration and each application is assessed according to the quality standards and competitive processes of a particular grant round.

## 6.6 Disclaimer

1. Successful grant applications are based on scientific and technical merit and total funding requested and will depend on the overall competitiveness of the grant round.
2. A minimum amount of funding is available for each of the grant schemes. The EMF Board of Directors reserves the right to allocate additional funding to worthy applications.
3. In view of the funding available to the EMF Queensland Grants Program, there is a limit to the number of grant applications EMF can support in each round.
4. Any funding policy or grant allocation changes will be reflected in the Grant Calendar on the EMF website.



## 7.0 Post Decision Process

### 7.1 Notification of Decision

EMF will provide a written outcome letter to all applicants and notify successful and unsuccessful applicants of the outcome of their grant application. Enquiries relating to the notification of the decision should be forwarded to the Research Manager via email to [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au) or in writing:

Research Manager  
Emergency Medicine Foundation  
2/15 Lang Parade  
MILTON QLD 4064

### 7.2 Funding Agreement

An agreement will be executed between EMF and the Grant Recipient. This agreement will detail scheduled payments and the Project Plan, determined by EMF in conjunction with the Principal Investigator after approval of the Application. Payments will commence on execution of the Funding Agreement and not prior.

Where Specified Personnel are not employed by Queensland Health or Mater Hospital, Brisbane, and will personally own the intellectual property arising from the funded research, the Specified Personnel must also be party to the Funding Agreement.

EMF will only execute the agreement upon receipt of Ethics Approval Documentation for the proposed research from the Principal Investigator. The agreement must be executed within twelve (12) months from the date of notification; any grant not claimed in this period will be forfeited, unless otherwise agreed by the EMF Board of Directors. It is not the responsibility of EMF to remind applicants that their grant is nearing expiry.

EMF uses a standard funding agreement template.

### 7.3 Administering Institution

Payments on all awards will be paid to the Administering Institution nominated by the Principal Investigator. Payments will generally be made six monthly in advance. Schedules of payments will be documented in the Funding Agreement. Administering Institutions must provide EMF with a tax invoice in accordance with the GST Act. If the required ethical clearances or progress reports are not received, payments will be deferred, unless otherwise agreed by the EMF Board of Directors. Funding must be held in a Queensland hospital based trust fund or cost centre or a university or medical research institute cost centre. Funding must not be held in a personal bank account.

### 7.4 Timing of Research

Grant recipients must commence their project within six (6) months of full execution of the Funding Agreement, except where EMF has granted special permission to do otherwise. Grant recipients must complete their project within the specified time frame of the Funding Agreement. Proposed alterations to the project plan must be submitted in writing and in advance to EMF and documented on a Grant Variation Request Form, available through SmartyGrants. Requests for access to a Grant Variation Request Form can be made by emailing [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au).

### 7.5 Requests for formal outcome reviews

EMF grant outcomes are final. However requests for formal outcome reviews will be considered by the EMF Board of Directors and at its discretion will proceed to a formal review by an independent committee or party.

Resubmissions are welcome and there is no limit on the number of resubmissions that an applicant can make. A resubmission is not given special consideration and each application is assessed according to the quality standards and competitive processes of a particular grant round.

## 8.0 Investigator Responsibilities and Considerations

### 8.1 Reporting

All recipients of EMF Queensland Research Program funding will be expected to provide a biannual financial acquittal statement (prepared by the Administering Institution) and a progress report providing summary statistics of grant outcomes and progress against milestones.

The biannual progress reports, final report and financial statements should be aligned with the following reporting periods:

Reporting Period	Due Date
January to June	22 September
July to December	22 March
Final Report	3 months after completion

All Reports are to be submitted via Smarty Grants.

The final report should be provided three (3) months after the grant has been completed.

EMF recognises that many of the grant outcomes (including publications and leverage of funding) may occur after the tenure of the grant and EMF reserves the right to request information on research outcomes beyond the completion of the Final Report.

Information requested in reports will include:

- progress against project milestones
- publications planned and generated (quantity and impact)
- any cash or in-kind funding for the Project or related project received from a source other than EMF (Source and Level of Funding)
- new collaborations or partnerships formed by the successful applicant for the purpose of furthering research relating to the Project
- evidence of career development of recipients
- presentations of research at national and international conferences
- optional – photographs to be used for EMF promotional material.

Failure to provide reports within three months of the due date may prevent progress payments and potentially prohibit Principal Investigator eligibility for new grant applications to EMF.

### 8.2 Publications

Grant holders are expected to disseminate their research findings in peer reviewed journals and conference presentations. It is strongly recommended that publications are in line with reporting guidelines found at the [EQUATOR Network website](#).

The support of EMF shall be acknowledged in any publications or media publicity arising from research supported by EMF.

For example: “This work was supported by a Project Grant from the Emergency Medicine Foundation Queensland Research Program.”

If other wording is required, please contact the Research Manager at

### 8.3 Acknowledgement

An acknowledgement of the funding from EMF must be visible either on equipment or in any brochures, reports, posters, multimedia material or other publicity.

Example wording for acknowledgment on or near equipment may be: “The ultrasound equipment was proudly funded by the Emergency Medicine Foundation Queensland Research Program.”

Guides for acknowledging EMF are available on the website and are emailed to Investigators with the executed Funding Agreements. Requests for access to the guides can be made by emailing [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au).

## 8.4 Media coverage of the research

The receipt of a grant from EMF places obligations on successful applicants to accommodate reasonable requests made by EMF or public relations firms engaged by EMF to participate in media or publicity. High impact publications arising from funded research or key presentations at national or international conferences are excellent topics of interest for the media.

In addition, EMF should be also contacted in advance of publications going to press or conference presentations.

- Successful applicants must acknowledge, and must ensure that the Investigators acknowledge EMF’s contribution of the Funding in any media or public statement or published material relating to the Project and Outcomes.
- The successful applicants should cooperate with EMF, and any public relations firm or media relations firm engaged by it, to promote the Project and the Outcomes.
- The Principal Investigator should cooperate with EMF, and any public relations firm or media relations firm engaged by it, to promote the Project and Outcomes.
- Successful applicants should inform EMF promptly before issuing any media or public statement.
- EMF may use the name of the Administering Institution, Principal Investigators’ Employer, Principal Investigator, and co-investigators to acknowledge their contribution to the Project where EMF considers it appropriate.

## 8.5 Conduct and ethics

Research funded by EMF shall be conducted in accordance with the [Australian Code for the Responsible Conduct of Research \(2007\)](#) and the [National Statement on Ethical Conduct in Human Research \(2007\)](#).

Ethics approvals may be required from multiple sites. Queensland Health operates single ethics form for multi-site work. Clearances for research that involves humans, animals, genetic manipulation of organisms or dangerous substances must be obtained from the appropriate Ethics Committee and/or Biosafety Committee **prior** to the commencement of the research.

EMF will defer payment of grant until a copy of ethics approval has been received.

## 8.6 Major alterations to a research project plan or budget

Major alterations to a research project plan or budget may include changes in the project scope and aims, changes in ethics approvals, project extension or suspension, changes to specified personnel or partnering institutions, etc.

Requests for variation should be provided to EMF four (4) weeks prior to the effective date of change. Full details of proposed alterations to either project plan or budget must be submitted in writing and in advance to the EMF and documented on a Grant Variation Request Form, available through SmartyGrants.

The appropriate EMF authority (Research Manager/Chair/Committee) will review the Grant Variation Request and determine if the request is appropriate and reasonable. EMF will notify the Principal Investigator in writing if the variation has been approved.

Grant recipients are expected to adhere to the details of the approved research project plan and budget, and to notify EMF of any absences excluding short periods. Full details of such absences or of proposed alterations to either project plan or budget must be submitted in writing and in advance to EMF and documented on a Grant Variation Request Form, available through SmartyGrants. Requests for access to a Grant Variation Request Form can be made by emailing [grants@emffoundation.org.au](mailto:grants@emffoundation.org.au).

## **8.7 Unused and/or Surplus funds**

EMF funds should be used expressly for the purposes set out in the approved application budget and at completion all unused and/or surplus funds should be returned to EMF. Principal Investigators are accountable for how the EMF funding is spent, any surplus or deficit requires a clear explanation.

## **8.8 Termination of a Grant**

Subject to any special conditions specified at the time an award is offered, these conditions shall apply to all EMF grant recipients. An award shall be terminated if the recipient(s) does not observe the conditions of the award. On termination of an award, any unexpended funds shall be returned to EMF.

EMF may periodically need to vary the conditions under which an award is made and may make the application of such variation prospectively or retrospectively. The eligibility status of funded researchers will be reviewed from time to time. The award will be terminated if a researcher or supervisor is deemed not to fit the eligibility criteria, unless otherwise agreed by the EMF Board of Directors.

If the Principal Investigator or a responsible officer of the Administering Institution is of the opinion that the research project should be terminated, they should notify EMF immediately in writing. The Administering Institution is required to lodge an expenditure statement with EMF showing details of funds expended up to the termination date.

Grants must be claimed within a maximum of 12 months from the date of the EMF outcome notification of the award. Under the EMF Queensland Research Program guidelines, the offer of funding will be terminated if the grantee has not executed a funding agreement within twelve (12) months unless otherwise agreed by the EMF Board of Directors.

## **8.9 Change of Employment**

EMF is to be notified immediately if employment circumstances change after the application for a grant or during the tenure of a grant, particularly when the ability of the investigators to undertake the roles and responsibilities of the award may be affected by the change in circumstances. The notification must include details of any financial and/or administrative implications for the investigator and implications of the change on their ability to undertake the roles and responsibilities of the grant. Notification must be submitted through the Grant Variation Request Form (please contact EMF via [grants@emffoundation.org.au](mailto:grants@emffoundation.org.au)).

The EMF Board of Directors and the SAC, retains the right to review the award in light of these changes. Pending this review, the SAC reserves the right to provide recommendations to the EMF Board of Directors to terminate a grant.

## **8.10 Workload**

Named investigators are expected to be able to demonstrate how their clinical workload allows them to commit time to the proposed research as required. This includes time allocated to this application and other EMF and non-EMF related work. Investigators who are heavily committed in other portfolios should carefully consider their commitment to any new proposed application. The number of investigators should be commensurate to the proposed research activity and the role of each investigator should be substantial and measurable.

## **8.11 Intellectual Property**

Applicants must adhere to the Intellectual Property Policy approved by the governing body of the host research organisation that is congruent with the document "National Principles of Intellectual Property Management for Publicly Funded Research" released in September 2001.

In general, it is expected that any intellectual property generated by research funded by EMF will be owned by the host institution; however, should any subsequent royalties or commercial return be generated, it is expected that the host institution would negotiate that EMF receive a proportion of the income stream commensurate with its contribution to the research project.

The rights and responsibilities in regards to the ownership, use and management of Intellectual Property created by successful grant applicants, will be specified in a Funding Agreement to be executed between the successful grant recipient, Administering Institution and EMF.

## **8.12 Privacy legislation**

Applicants consent to the information supplied as part of their application being disclosed for the purposes of the assessment of their application and for purposes connected with the making and administration of the project grant. Such disclosure includes, but is not limited to, disclosure to members of the REP, SAC, SGC and relevant representatives and employees of EMF involved in the review process.

EMF has a Privacy Policy, which is based on the Information Privacy Principles contained in an Information Standard (IS42) and established for the Queensland public sector. Personal information will be dealt with in accordance to with our policy, which is available from our website: <http://www.emergencyfoundation.org.au>

If you are concerned about your privacy and the confidentiality and security of any information that may be provided to us, please contact us directly.

## **9.0 Confidentiality and Conflict of Interest**

### **9.1 Confidentiality**

All details of a funding application will remain confidential upon receipt. REP members will agree to keep all details of applications confidential. Outcomes of applications may only be discussed with a named investigator.

Funding outcomes must remain confidential until approved by the EMF Board of Directors. While membership of the REP may be disclosed, the identity of any assessor providing an external assessment that may be sought by the panel must not be disclosed to applicants (unless permission is granted by the assessor).

### **9.2 Conflict of Interests**

'Conflict of interest' is inevitable, particularly in a focused area of research. The key principle of conflict of interest is that any potential conflict of interest at any level (direct or indirect) must be disclosed for each application and the ensuing action to address that (agreed upon by members of the REP, SAC, SGC and any EMF representative) is documented and kept on file. It is a requirement of EMF that committee members disclose their conflict of interest.

## 10 Definitions

Unless stated otherwise all terms in the EMF Queensland Research Program Grant and Scholarship Guidelines and supporting documents have the same meaning as given in the EMF Funding Agreement.

<b>Administering Institution</b>	While there may be instances where the research is carried out in more than one location, there can be only one Administering Institution for each application. Please ensure that the institution you selected as the Administering Institution is the correct institution for the application. If in doubt, contact the Research Administration Officer at the proposed Administering Institution to ensure it is the correct institution and has the facilities to administer the application.
<b>Budget</b>	Final totals should be rounded to the nearest dollar. Values entered should be GST exclusive. The budget needs to be accurate and totalled correctly. If three years of funding is requested, specific costs for each year should be provided. Please contact the business manager for hourly rates for staff who will be covered by the budget.
<b>Certification Document</b>	The completed application must be supported by a signed Certification Document, available at <a href="http://www.emergencyfoundation.org.au/research/apply-now">www.emergencyfoundation.org.au/research/apply-now</a> The Certification Document must be signed by the Principal Investigator, the Head of Department (or equivalent) and the Administering Institution. Please refer to the Certification Section of the application for details on uploading the original Certification Document. Digital Signatures are acceptable for the Certification Document only.
<b>Emergency Medicine Research</b>	The wider continuum of Emergency Care Research. EMF supports high quality research that is directed at improving the care of patients in Emergency Departments, this includes but is not limited to multi-disciplinary pre-hospital and in-patient care.
<b>Expert Reviewers</b>	Selected based on their expertise and their ability to comment on the subject matter of the application. Disclosure of any Conflicts of Interest will be documented and applied when applications are assigned for review.
<b>FACEM</b>	Fellow of the Australasian College of Emergency Medicine
<b>FRACP</b>	Fellow of the Royal Australian College of Physicians
<b>PEM</b>	Paediatric Emergency Medicine
<b>Research Evaluation Panel (REP)</b>	<p>Carries out, on behalf of the EMF Queensland Research Program, a peer-review process for:</p> <ul style="list-style-type: none"><li>• Emergency Medicine Trainee Grant applications</li><li>• Emergency Medicine Staff Specialist Grant applications</li><li>• Project Grant applications</li><li>• Program Grant applications</li><li>• Capacity Building Grant applications</li><li>• Research Scholarship applications.</li></ul> <p>REP reviewers will provide an overall impression that reflects their assessment of the likelihood for the project to exert a sustained, powerful influence on emergency medicine, based on the criteria approved in the REP Score Matrix. The REP Terms of Reference and REP Score Matrix are available on the EMF website at <a href="http://www.emfoundation.org.au">www.emfoundation.org.au</a>.</p>
<b>Scientific Advisory Committee (SAC)</b>	Provides strategic advice to the EMF Board of Directors on scientific matters for EMF and acts as an independent auditor for research matters.
<b>Strategic Grants Committee (SGC)</b>	The purpose of the SGC is to carry out, on behalf of EMF, a review process to provide recommendations to the EMF Board of Directors on grant applications when funding decisions need to be made based on strategic direction, expected impact, and consideration of Queensland Science and Research Priorities. The SGC Terms of Reference is available on the EMF website at <a href="http://www.emfoundation.org.au">www.emfoundation.org.au</a> .

## Appendix A

The examples below are summaries, which your Business Manager can provide to support your Budget Justification. We encourage all applicants to contact their Business Manager to discuss and assist with budgetary requirements.

### A.1 Nurse

<b>Nurses</b>	<b>500030</b>	<b>0.00</b>	<b>\$ -</b>	<b>1.00</b>	<b>\$ 115,369</b>
Executive Officers (DES,DSO)	500010	0.00	\$ -	0.00	-
Administration Officers	500010	0.00	\$ -	0.00	-
Operational Officers	500040	0.00	\$ -	0.00	-
Building and Engineering Officers	500050	0.00	\$ -	0.00	-
<b>Total Base Salary Costs</b>		<b>0.00</b>	<b>\$ -</b>	<b>1.00</b>	<b>\$115,369</b>
<b>On Costs</b>					
<b>Superannuation</b>	504100		\$ -		\$ 14,546
<b>Leave Loading</b>	503200		\$ -		\$ 1,520
<b>Long Service Leave</b>	503300		\$ -		\$ 2,364
<b>Work Cover</b>	511210		\$ -		\$2,007
<b>Payroll Tax</b>	505000		\$ -		-
<b>Total On-Costs</b>			<b>\$ -</b>		<b>\$ 20,437</b>
<b>Other Employee Expenses</b>					
<b>Total Other</b>			<b>\$ -</b>		<b>-</b>
<b>Total Employee Expenses</b>			<b>\$ -</b>		<b>\$ 135,806</b>

### A.2 AO equivalent

<b>Administration Officers</b>	<b>500010</b>	<b>0.00</b>	<b>\$ -</b>	<b>1.00</b>	<b>\$114,642</b>
Operational Officers	500040	0.00	\$ -	0.00	-
Building and Engineering Officers	500050	0.00	\$ -	0.00	-
<b>Total Base Salary Costs</b>		<b>0.00</b>	<b>\$ -</b>	<b>1.00</b>	<b>\$114,642</b>
<b>On Costs</b>					
<b>Superannuation</b>	504100		\$ -		\$14,814
<b>Leave Loading</b>	503200		\$ -		\$ 1,548
<b>Long Service Leave</b>	503300		\$ -		\$ 2,407
<b>Work Cover</b>	511210		\$ -		\$ 2,001
<b>Payroll Tax</b>	505000		\$ -		-
<b>Total On-Costs</b>			<b>\$ -</b>		<b>\$20,770</b>
<b>Other Employee Expenses</b>					
<b>Total Other</b>			<b>\$ -</b>		<b>-</b>
<b>Total Employee Expenses</b>			<b>\$ -</b>		<b>\$ 135,412</b>