

General Guidelines

Last updated: April 2018

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.

The Foundation is 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
- raise public awareness of emergency medicine research
- attract national and international interest in 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.

Expression of Interest (EOI) and Application Forms

- The forms for EMF funding will be available online via the SmartyGrants database.
- Applicants can login or register with SmartyGrants via:
<https://emergencymedicinefoundation.smartygrants.com.au/>
- Each submission will be assigned a unique SmartyGrants ID.
- EOIs will be assessed and applicants invited to complete a full application form.
- A Help Guide for Applicants will be available on the EMF website at:
<http://emergencyfoundation.org.au/rural-and-remote-research-program/applicant-resources/>
- For more information or to contact the EMF team

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[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 documents, materials or amendments.](#)

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1.0 Eligibility Criteria

The eligibility criteria will be advertised when the relevant grant scheme has been published. Full details will be made available on the EMF website.

The eligibility status of funded researchers will be reviewed periodically. The award may be terminated if an investigator 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, Scientific Advisory Committee – should state their potential conflict of interest in the appropriate section provided in the application forms.

1.1 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 an Australian based:

- Hospital and Health Service cost centre or equivalent
- Hospital based trust fund or equivalent
- University or
- Medical Research Institute

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.

1.2 Investigators

All submissions (EOI or Application) for funding must have a Principal Investigator who will be responsible for the proposed research and be the corresponding applicant with EMF. The Principal Investigator typically conceives and writes the grant application and is the person with the primary responsibility for the oversight and management of the research activity. Please note the following:

- Principal Investigator time is not funded unless otherwise stated or unless prior approval is given by the EMF Board of Directors
- Co-Investigator time is not funded although funding for specific activities that the Co-Investigator or Co-Investigator's team undertake using specified skill sets will be considered
- Associate Investigator time will be considered for funding where the Associate Investigator or Associate Investigator's team undertake specific activities using specified skill sets.
(Please note, requests for funding require justification.)

2.0 Guidelines for Budget

Applications for funding are subject to the general eligibility criteria set out in Section 1 and any specific eligibility criteria relevant to the Research Program on offer. The awarding of any Grant is subject to the approval and discretion of the EMF Board of Directors.

2.1 Eligible Expenditure

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

- 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 (excluding open access publication fees)

All budget items requested from EMF must be justified. Budget items are open to scrutiny and a strong rationale for funding should be provided.

2.2 Ineligible Expenditure

Unless otherwise stated in a specific Research Program, EMF **does not fund or pay:**

- indirect costs of research
- infrastructure (physical space, furniture, consumables not specific to the project etc.)
- FACEM time
- purchase of capital equipment
- institutional overheads and administrative charges
- open access publication fees

2.3 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.

EMF contributes to the cost of employing research support personnel. EMF funds up to 20% of direct on-costs for a research support activity. Direct on-costs only include leave loading and superannuation entitlements accrued during the employment period for the research support activity. 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 percentage for acceptable direct on-costs with their Business Manager (or equivalent). At any stage during the assessment and recommendation process, EMF reserves the right to question the on-costs percentage provided in an application 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).

2.4 Direct Research Costs

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

2.5 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

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.

2.6 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.

2.7 Infrastructure

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

2.9 Capital Equipment

The EMF Research Programs do 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 proof of purchase documentation if the equipment is pivotal to the success of the research. Additionally, any further conditions applied to the equipment will also be articulated in the Grant Outcome Letter.

EMF Research Programs do not fund computer equipment, unless purchase of the computer equipment is imperative for the specific proposed research and cannot be supplied otherwise by the applicant's Institution.

EMF expects any capital equipment purchased with EMF funding to be utilised in other research projects beyond the completion of the research

2.10 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.

3.0 Application process

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

The process is as follows:

1. An EOI must be submitted online via SmartyGrants.
 - Submissions will be assessed for eligibility and then reviewed by a selection panel
 - All applicants will be notified of the outcome by email
2. An invitation to complete the full Application form will be emailed, should the EOI be approved.

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 full application.

- The forms for EMF funding will be available online via the SmartyGrants database.
- Applicants can login or register with SmartyGrants via:
<https://emergencymedicinefoundation.smartygrants.com.au/>
- EOIs will be assessed and applicants invited to complete a full application form.
- Late EOIs / applications will not be accepted
- EOIs and applications may be withdrawn at any time by written notice from the applicant to EMF
- A pre-eligibility process is applicable for all submissions (refer Section 4.2 Pre-Eligibility)

When an application is submitted, the applicant will receive an automated confirmation email 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. Applicants are welcome to contact the EMF team to discuss their full application and staff will provide whatever resources are available to guide applicants.

3.1 Exemptions

A request for an exemption of EMF 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

3.2 Problems with lodgement

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

3.3 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.

3.4 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.
- Late and or incomplete applications will not be accepted (refer to section 3.2 Problems with lodgement).

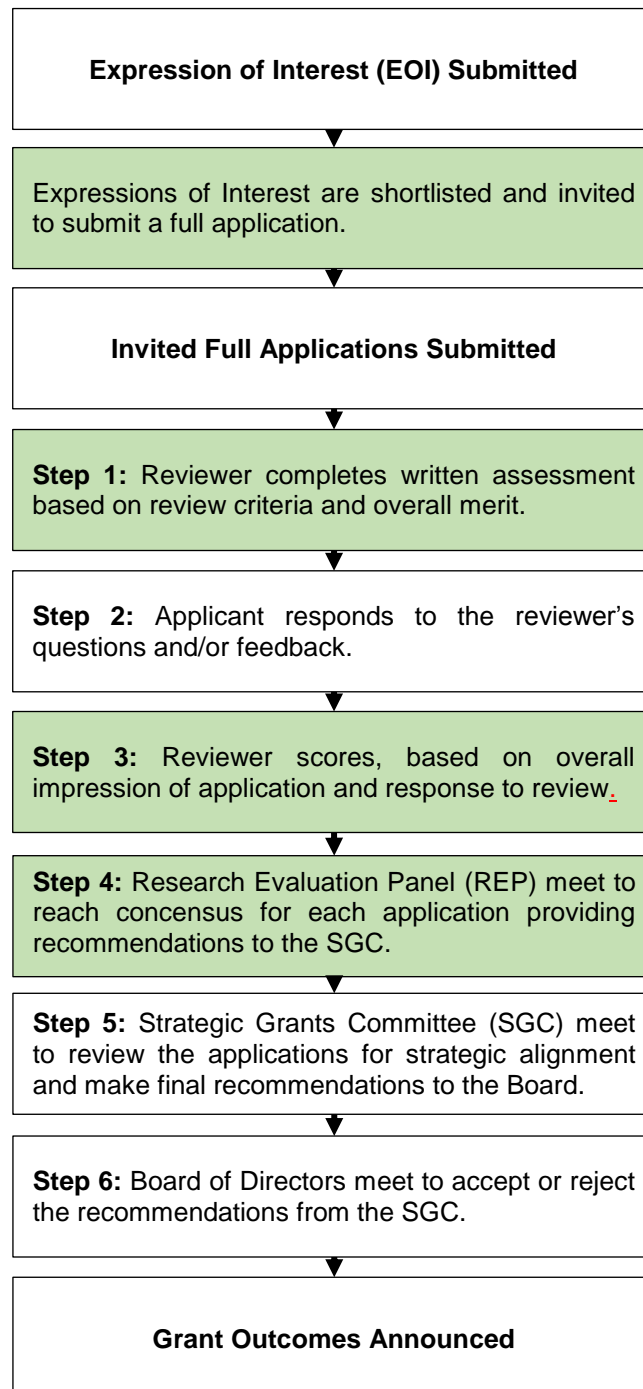
3.5 Applications with a University as the Administering Institution

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.

4.0 Review Process

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

4.1 Grant Process Flowchart



4.2 Pre-eligibility Check

Applicants must satisfy the pre-eligibility checklist in order for their EOI/full application to proceed to the next stage. This includes but is not limited to:

- full compliance with the closing date and time of the Research Program grant round
- satisfactorily meeting the content and format requirements
- attached signed certification documentation (for full applications only)
- attached evidence of ethics submission (for full applications only)
- attached CVs for all investigators (for full applications only)
- the Principal Investigator being compliant with reporting for all active EMF grants.

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

4.3 Research Evaluation Panel

Full 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.

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 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.

4.3.1 Reviewer Feedback and Applicant Response

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.

4.3.2 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. (The Score Matrix is available on request.)

The Reviewers' scores and recommendations, the applicant responses, and the original application are collated for the REP Chair and an REP meeting convened. The REP members are encouraged to attend in person or participate via video conference or teleconference. 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 REP meeting.

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.

4.4 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. 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.

4.5 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

Unsuccessful applicants 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.

4.6 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. The EMF Board of Directors reserves the right to allocate additional funding to worthy applications.

5.0 Post Decision Process

5.1 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 or in writing:

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

5.2 Funding Agreement

An agreement will be executed between EMF and the Grant Recipient through the Administering Institution. 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.

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.

5.3 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. Funds must be administered through an Australian-based Hospital and Health Service cost centre or equivalent; a hospital based trust fund or equivalent; a university or a medical research institute. Funding must not be held in a personal bank account.

5.4 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 original approved 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.

5.5 Requests for formal outcome reviews

EMF grant outcomes for full applications are final. However requests for formal outcome reviews for full applications 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.

6.0 Investigator Responsibilities and Considerations

6.1 Reporting

All recipients of EMF 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.

6.2 Publications

Grant recipients 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 <insert Grant Name> from the Emergency Medicine Foundation <insert Research Program Name>”.

If other wording is required, please contact the Research Manager at grants@emfoundation.org.au.

6.3 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 acknowledgement on or near equipment may be: “The ultrasound equipment was proudly funded by the Emergency Medicine Foundation.”

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.

6.4 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 also be contacted in advance of publications going to press or conference presentations.

- The Investigators must acknowledge EMF’s contribution of the Funding in any media or public statement or published material relating to the Project and Outcomes.
- The investigators should cooperate with EMF, and any public relations firm or media relations firm engaged by it, to promote the Project and the Outcomes.
- The investigators 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.

6.5 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. 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 the grant until a copy of ethics approval has been received.

6.6 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.

Any proposed changes to the original approved funding proposal should be provided to EMF four (4) weeks prior to the effective date of change. Full details of proposed alterations to either the 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. Requests for access to a Grant Variation Request Form can be made by emailing grants@emfoundation.org.au.

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 of the outcome in writing.

EMF must be notified in writing of any continuous investigator absence. This is applicable where the investigator will be absent for six (6) months (continuous) or greater. Email full details of the absence to grants@emfoundation.org.au in advance, where possible.

All Principal Investigators must be based in Australia for at least 80 per cent (%) of the funding period. Periods greater than three (3) months (continuous) overseas require prior approval from EMF. Notification via the grant variation request process will be required. (Please contact EMF via grants@emfoundation.org.au to request access to the applicable form.)

6.7 Unused and/or Surplus funds

EMF funds should be used expressly for the purposes set out in the approved application budget. All unused and/or surplus funds should be returned to EMF within 30 days of the expiry date. Principal Investigators are accountable for how the EMF funding is spent and any surplus or deficit requires a clear explanation.

6.8 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 within 30 days of the termination date.

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 investigator 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 general guidelines, the offer of funding will be terminated if the grant recipient has not executed a funding agreement within twelve (12) months unless otherwise agreed by the EMF Board of Directors.

6.9 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@emfoundation.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.

6.10 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.

6.11 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.

6.12 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’s Privacy Policy is based on the Information Privacy Principles contained in the *Information Privacy Act 2009 (Qld)* and the National Privacy Principles. Personal information will be dealt with in accordance with our policy, which can be viewed on our website: <http://www.emergencyfoundation.org.au/privacy-policy/>

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.

7.0 Confidentiality and Conflict of Interest

7.1 Confidentiality

All details of a funding application and associated materials 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).

7.2 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.

8 Definitions

Unless stated otherwise all terms in the EMF guidelines and supporting documents have the same meaning as given in the EMF Funding Agreement.

Administering Institution	The Administering Institution is responsible for the administration of the funding should the grant be approved for funding by EMF. The funds must be administered through an Australian based Hospital and Health Service cost centre or equivalent, a hospital based trust fund or equivalent, a university or a medical research institute.
Budget	Values entered should be GST exclusive. The budget needs to be accurate, totalled correctly and the budget items justified. If the funding period exceeds one (1) year, specific costs for each year should be provided. EMF funds up to 20% of direct on-costs only. Please contact the business manager (or equivalent) for guidance on projected salary for personnel.
Certification Document	The completed full application must be supported by a signed Certification Document. The Certification Document must be signed by the Principal Investigator, the Head of Department (or equivalent) and the Administering Institution. Digital Signatures are acceptable for the Certification Document only.
Emergency Medicine Research	The wider continuum of Emergency Care Research. EMF supports high quality research that is directed at improving the care of patients in medical emergencies; this includes but is not limited to multi-disciplinary pre-hospital and in-patient care.
Expert Reviewers	Reviewers are 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.
FACEM	Fellow of the Australasian College of Emergency Medicine
Research Evaluation Panel (REP)	<p>The REP, on behalf of the EMF, effects a peer-review process for all Research Programs.</p> <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.</p>
Scientific Advisory Committee (SAC)	The SAC provides strategic advice to the EMF Board of Directors on scientific matters for EMF and acts as an independent auditor for research matters.
Strategic Grants Committee (SGC)	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 and expected impact.

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. Please note, EMF funds up to 20% of direct on-costs only.

A.1 Nurse

Nurses	500030	0.00	\$ -	1.00	\$ 115,369
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	-
Total Base Salary Costs		0.00	\$ -	1.00	\$115,369
On Costs					
Superannuation	504100		\$ -		\$ 14,546
Leave Loading	503200		\$ -		\$ 1,520
Long Service Leave	503300		\$ -		\$ 2,364
Work Cover	511210		\$ -		\$2,007
Payroll Tax	505000		\$ -		-
Total On-Costs			\$ -		\$ 20,437
Other Employee Expenses					
Total Other			\$ -		-
Total Employee Expenses			\$ -		\$ 135,806

A.2 AO equivalent

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