

## Queensland Research Program Guidelines

Last updated: January 2019

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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 Queensland public healthcare system.

Through its Queensland Research Program (funded by Queensland Health), EMF is supporting high quality research directed at improving the healthcare of patients in emergencies within the pre-hospital and Emergency Department settings. 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 healthcare research
- advance the field of emergency medicine for the benefit of patients and build emergency healthcare research capacity in Queensland
- promote a research culture within the Queensland public hospital Emergency Departments, the Queensland Ambulance Service (QAS) and the Retrieval Services Queensland (RSQ)
- raise public awareness of emergency healthcare research
- attract national and international interest in Queensland emergency healthcare research
- facilitate and provide education and training to support emergency healthcare research
- raise funds to support emergency healthcare 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 on-line via the SmartyGrants database. Alternatively application word templates are available on the EMF website at: <http://emergencyfoundation.org.au/research/apply-now/>
- Applicants can login or register with SmartyGrants using the following link: <https://emfqlld.smartygrants.com.au/applicant/login?returnUrl=>
- Each application is assigned a unique SmartyGrants application ID.
- A SmartyGrants Help Guide for Applicants is available on the EMF website at: <http://www.emergencyfoundation.org.au/research/apply-now/>

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The Emergency Medicine Foundation Ltd (ACN 128 057 170 ABN 17 128 057 170) is a non-profit organisation with charitable, health promotion and deductible gift recipient (DGR) status. We rely on government funding, investment, sponsorship and donations from organisations and individuals to support our research programs.

**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.

## Updates made to the EMF Queensland Research Program Guidelines: January 2019

1. Streamlining of Sections 1. Executive Summary, 2. Eligibility Criteria and 3. Grant Schemes
2. Principal Investigator eligibility: wording changed from 'compliant progress reporting' to 'compliant final and progress reporting'
3. Co-Investigator eligibility: addition of the following criterion

“All Co-Investigators must be compliant regarding final and progress reporting for all active EMF Queensland Research Program grants on which they are Principal Investigators. Grant applications with non-compliant Co-Investigators might be deemed ineligible. To ensure eligibility, the Principal Investigator can remove the non-compliant Co-Investigator from the application team; or the non-compliant Co-Investigator submits outstanding reports or information to EMF”.
4. Removal of the requirement to provide a 3-page CV for Associate Investigators
5. Addition of Section 4. Review Criteria
6. Eligible and ineligible expenditures: wording changed from 'open access publication fees' to 'Publication and open access fees'
7. Addition of Section 6.1 Certification
8. Appendix A: examples for Personnel budget items removed and replaced with template to assist Principal Investigators with the certification document
9. Other minor changes.

## Contents

<b>1.0</b>	<b>Executive Summary</b>	<b>5</b>
1.1	Queensland Research Program Eligibility Criteria	5
1.2	Eligible Expenditure	5
1.3	Ineligible Expenditure	6
1.4	Applications	6
1.5	Review Process	6
1.6	Post Decision Process	6
1.7	Investigator Responsibilities and Considerations	6
<b>2.0</b>	<b>Eligibility Criteria</b>	<b>7</b>
2.1	General Eligibility	7
2.2	Administering Institution	7
2.3	Principal Investigator	7
2.4	Co-Investigators	8
2.5	Associate Investigators	8
<b>3.0</b>	<b>Grant Schemes</b>	<b>9</b>
3.1	Trainee Grant	9
3.2	Staff Specialist Grant	9
3.3	Project Grant	10
3.4	Leading Edge Grant	10
3.5	Jumpstart Grant	10
<b>4.0</b>	<b>Review Criteria</b>	<b>10</b>
<b>5.0</b>	<b>Guidelines for Budget</b>	<b>11</b>
5.1	Eligible Expenditure	11
5.2	Ineligible Expenditure	11
5.3	Research Support Personnel and On Costs	12
5.4	Direct Research Costs	12
5.5	Travel, Conferences, Presentations and Publications	12
5.6	Use of Research Facilities	12
5.7	Infrastructure	12
5.8	National/International Research	12
5.9	Capital Equipment	13
5.10	Equipment responsibility	13
<b>6.0</b>	<b>Applications</b>	<b>13</b>
6.1	Certification	14
6.2	Exemptions	14
6.3	Problems with lodgement	14
6.4	Withdrawal of Applications	14
6.5	Exclusion of Applications	14
<b>7.0</b>	<b>Review Process</b>	<b>15</b>
7.1	Grant Process Flowchart	15
7.2	Pre-Eligibility Check	15
7.3	Research Evaluation Panel	16
7.3.1	Reviewer Feedback and Applicant Response	16
7.3.2	Reviewer Scoring and REP Meeting	16
7.4	Strategic Grants Committee	17
7.5	Final Recommendations for the EMF Board of Directors	17
7.6	Disclaimer	17
<b>8.0</b>	<b>Post Decision Process</b>	<b>17</b>
8.1	Notification of Decision	17
8.2	Funding Agreement	17
8.3	Administering Institution	18
8.4	Timing of Research	18
8.5	Requests for formal outcome reviews	18

<b>9.0 Investigator Responsibilities and Considerations.....</b>	<b>18</b>
9.1 Reporting .....	18
9.2 Publications .....	19
9.3 Acknowledgement .....	19
9.4 Media coverage of the research .....	19
9.5 Conduct and ethics .....	20
9.6 Major alterations to a research project plan or budget .....	20
9.7 Unused and/or Surplus funds .....	20
9.8 Termination of a Grant.....	20
9.9 Change of Employment.....	21
9.10 Workload.....	21
9.11 Intellectual Property.....	21
9.12 Privacy legislation .....	21
9.13 Participation in EMF Peer Review process .....	22
<b>10.0 Confidentiality and Conflict of Interest .....</b>	<b>22</b>
10.1 Confidentiality .....	22
10.2 Conflict of Interests .....	22
<b>11.0 Definitions .....</b>	<b>22</b>
<b>Appendix A.....</b>	<b>24</b>

## 1.0 Executive Summary

### 1.1 Queensland Research Program Eligibility Criteria

To be considered eligible to receive funding your application must:

- have an eligible Principal Investigator with compliant final and progress reporting for all active EMF Queensland Research Program grants.
- be administered through a Queensland-based Hospital and Health Service cost centre or equivalent, a hospital based trust fund or equivalent, a university, or medical research institute
- 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.
- demonstrate that the proposed research is directed at improving the field of emergency medicine for the benefit of patients in Queensland and building emergency healthcare research capacity in Queensland.
- There are five EMF Queensland Research Program grant schemes with the following funding amounts and Principal Investigator eligibility requirements:

Grant Scheme	Funding	Principal Investigator eligibility
<b>Trainee</b> (to be phased out by 2020)	up to \$40,000 Funding for clinicians new to research	Emergency medicine trainees or senior medical officers, with Queensland-based emergency medicine Staff Specialist as supervisor
<b>Staff Specialist</b> (to be phased out by 2020)	up to \$100,000 Seed funding for innovative research with potential for future funding by other granting bodies.	Queensland Health or Mater Hospital, Brisbane, employed FACEM (or FRACP PEM) providing patient care in Emergency Department as the Principal Investigator.
<b>Project</b>	up to \$150,000 p.a. for up to 3 years Whole or partial funding to run larger projects; health economic analysis is desirable.	
<b>Leading Edge</b>	up to \$100,000, max. term up to 2 years Seed funding for innovative research with potential for future funding by other granting bodies	Queensland Health or Mater Hospital Brisbane clinician providing direct clinical care to patients in emergencies (in a public hospital Emergency Department, at Queensland Ambulance Service or Retrieval Services Queensland) At least one FACEM or FRACP PEM as Co-Investigator
<b>Jumpstart</b>	up to \$40,000, max. term up to 1 year Seed funding for innovative research involving new collaborations and research teams	

### 1.2 Eligible Expenditure

Expenditure considered eligible to undertaking the research 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 (excluding publication and open access fees)

### 1.3 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 research etc.)
- FACEM or FRACP PEM time
- purchase of capital equipment
- institutional overheads and administrative charges.
- publication and open access fees

### 1.4 Applications

- The application forms are available online via the SmartyGrants database. Applicants can login or register with SmartyGrants [here](#).
- A step by step guide to applying for a grant and application word templates are available on the [EMF website](#). The applicant can use the application templates to draft an application offline.
- Ethics applications must be submitted before applying for EMF grant schemes and a copy of the acknowledgement letter attached to the submission. If the study does not require ethics approval an HREC waiver of consent must be 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.

### 1.5 Review Process

- All details of the funding application will remain confidential.
- The Research Evaluation Panel (REP) is responsible for the peer review of all the grant schemes.
- 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.
- Members of the REP and SGC are required to disclose any potential conflict of interest (direct or indirect) for each application and the actions undertaken to address the Conflict of Interest will be documented and kept on file.

### 1.6 Post Decision Process

- Grants must be claimed within a maximum of twelve months from the date of the EMF notification of award. Under the EMF Queensland Research Program guidelines, the offer of funding will be terminated if the grant recipient has not executed a funding agreement within twelve months unless otherwise agreed by the EMF Board of Directors.
- It is not the responsibility of EMF to remind grant recipients that the offer of funding is nearing expiry.
- EMF will not execute the funding agreement until EMF has received a copy of all appropriate ethics approvals.
- 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.

### 1.7 Investigator Responsibilities and Considerations

- Grant recipients have the primary obligation to conduct and complete the research outlined in the approved application in accordance with the Australian Code for the Responsible Conduct of Research.

- EMF’s support must be acknowledged in any publications or media publicity arising from research funded by EMF (please refer to “The Media & Public Relations Obligations and Guidelines for acknowledging the Emergency Medicine Foundation” available [here](#))
- 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 (through the Administering Institution) and EMF.
- EMF Queensland Research Program grant recipients are expected to provide detailed reports and financial statements and are responsible for satisfying all ethics and governance requirements.

## 2.0 Eligibility Criteria

### 2.1 General Eligibility

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

- be conducted in Queensland, however 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.
- demonstrate that the proposed research is directed at improving the field of emergency medicine for the benefit of patients in Queensland and building emergency healthcare research capacity in Queensland

### 2.2 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 or equivalent
- hospital based trust fund or equivalent
- university or
- medical research institute

### 2.3 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. 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. All Principal Investigators must:

- be employed by Queensland Health or the Mater Hospital Brisbane
- be providing public patient care for the duration of the funding
- be based in Australia for at least 80 per cent (%) of the funding period. Periods greater than three months (continuous) overseas require prior approval from EMF.
- be compliant regarding final and progress reporting for all active EMF Queensland Research Program grants
- submit a CV detailing relevant research experience with a maximum of three pages

In addition to these eligibility criteria, Principal Investigators must also satisfy the following scheme-specific criteria:

#### Trainee Grant Scheme

Emergency medicine trainees or senior medical officers may apply for funding as an emergency medicine trainee only. Emergency medicine trainee investigators must have a Queensland-based emergency medicine Staff Specialist (FACEM) or paediatric emergency medicine Staff Specialist (FACEM or FRACP PEM) as a supervisor who is employed through Queensland Health or the Mater Hospital Brisbane. All Trainee Principal Investigators and all Trainee Supervisors are required to submit a CV detailing relevant research experience with a maximum of three pages.

### **Staff Specialist and Project Grant Schemes**

The Principal Investigator must also:

- be a Queensland-based emergency medicine Staff Specialist (FACEM) or paediatric emergency medicine Staff Specialist (FACEM or FRACP PEM) and
- be working in a public Emergency Department

### **Leading Edge and Jumpstart Grant Schemes**

The Principal Investigator must also:

- be a Queensland Health clinician providing direct clinical care to patients in emergencies within the pre-hospital or Emergency Department settings and
- have a primary place of practice in one of the following:
  - Queensland Health or Mater Hospital Brisbane public Emergency Departments
  - Queensland Ambulance Service
  - Retrieval Services Queensland

Should the Principal Investigators employment or personal situation change, a notification via the grant variation request process (refer Section 9.6 Major alterations to a research project plan or budget) will be required for the Scientific Advisory Committee to review.

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

## **2.4 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 or engineers. The preferred number of Co-Investigators per grant application is four, with a maximum number of eight.

All Co-Investigators must be compliant regarding final and progress reporting for all active EMF Queensland Research Program grants on which they are Principal Investigators. Grant applications with non-compliant Co-Investigators might be deemed ineligible. To ensure eligibility, the Principal Investigator can remove the non-compliant Co-Investigator from the application team; or the non-compliant Co-Investigator submits outstanding reports or information to EMF.

**Leading Edge and Jumpstart Grant applications MUST** have at least one Queensland Health FACEM (or FRACP PEM) providing direct clinical care to patients in pre-hospital or Emergency Department settings as a Co-Investigator.

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

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. This does not include members of the EMF Board of Directors, voluntary EMF committee members or EMF volunteers.

Co-Investigators' time will not be funded. Funding for specific activities that the Co-Investigator or Co-Investigator's team undertake using specified skill sets will be considered. This must be justified in the budget section of the application form and a strong rationale provided.

## **2.5 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, with a maximum number of eight.

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 must be justified in the budget section of the application form and a strong rationale provided.

## 3.0 Grant Schemes

There are five EMF Queensland Program grant schemes, all directed towards improving the healthcare of patients in emergencies within Queensland public hospital Emergency Departments, the Queensland Ambulance Service and the Retrieval Services 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 Guidelines and on the EMF website. The EMF Board of Directors reserves the right 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.

Grant Scheme	Funding
<b>Trainee</b>	up to \$40,000
<b>Staff Specialist</b>	up to \$100,000
<b>Project</b>	up to \$150,000 per year for up to three years
<b>Leading Edge</b>	up to \$100,000, maximum term up to two years
<b>Jumpstart</b>	up to \$40,000, maximum term up to one year

### 3.1 Trainee Grant

Funding is available up to \$40,000 to support the costs of research undertaken by eligible Trainee Principal Investigators (refer Section 2.3) supported by an eligible supervisor with an appropriate research track record (either a FACEM or FRACP PEM).

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 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 participants who have contributed to the research are properly acknowledged in publications and where applicable consent is obtained.

The Trainee Grant scheme has at least one submission date a year until phased out in 2020.

### 3.2 Staff Specialist Grant

Funding is available up to \$100,000 to support eligible Principal Investigators:

- as seed funding to develop a research 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 the importance to emergency healthcare.

The Staff Specialist Grant scheme has at least one submission date a year until phased out in 2020.

### 3.3 Project Grant

Funding of up to \$150,000 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 research project which is seeking funding from alternative sources (potentially elsewhere in Australia) such as the National Health and Medical Research Council (NHMRC) or the Australian Research Council (ARC).

Proposals that include collaboration across multiple sites and disciplines, in-kind support, leverage funding and/or health economic analysis are desirable. However this does not preclude single site studies from applying.

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

### 3.4 Leading Edge Grant

Funding is available up to \$100,000 to support collaborative research projects in the field of emergency medicine for the benefit of patients. The purpose of the funding is to provide medium term (up to two years) support for:

- seed funding for innovative research that may have the potential for future funding by granting bodies, or
- to leverage additional funding from other granting bodies, including but not limited to NHMRC, ARC or other foundations
- original research that demonstrates importance to emergency healthcare

Proposals that include leverage funding and/or health economic analysis are desirable.

EMF will offer the Leading Edge Grant scheme at least once a year.

### 3.5 Jumpstart Grant

Funding is available up to \$40,000 to support collaborative research projects in the field of emergency medicine for the benefit of patients. The purpose of this funding is to provide short-term (up to one year) support for innovative research that will lead to new collaborations and research teams which have potential for future funding by granting bodies.

EMF will offer the Jumpstart Grant scheme at least once a year.

## 4.0 Review Criteria

Applications for all five grant schemes in the EMF Queensland Research Program will be assessed and ranked against the following review criteria:

#### Scientific Quality (30%)

- Application includes approach and robustness of methodology / experimental design

#### Importance to Emergency Care (30%)

Application develops emergency medicine research capacity in Queensland and leads to:

- Improvements in the field of emergency medicine for the benefit of patients and/or support and outcomes for staff providing services in Emergency Medicine
- Improved access to treatment, time to recovery, degree of full recovery
- Capacity to improve upon current best practice through knowledge/novelty, degree of innovation in methodology, equipment, techniques, cross-disciplinary approaches, generation of new research output and impact for the patient and community

#### Investigator & Team (20%)

- Investigator and team quality
- Team track record in translating outcomes

- Capability relevant to the application and relative to opportunity

#### **Budget (10%)**

- Appropriateness of expenditure
- Impact of expenditure

#### **Translation into practice (10%)**

- Evidence of the practical ability & plan to communicate and disseminate findings into the research and emergency care community and
- Evidence and plan to translate outcomes into practice
- Cost benefits to patients and cost savings or released capacity to health systems

Reviewers will score each application based on their overall impression of the application and the response to review using the following scale:

**5 – Strong:** fully addresses the criterion and sets forth a compelling argument as to the application's merit in this area

**4 – Acceptable:** Enough of the key points in the criterion are covered to make a legitimate case for consideration. Additional information gives significant enough argument to be seen as a highlight in the application

**3 – Average:** Either enough of the key points in the criterion are addressed or sufficient evidence is provided, to make a case for meeting the criterion. However, the narrative is such that it is unremarkable and does not rise beyond cursory interest

**2 – Weak:** Addresses only some of the elements within the criterion with sufficient detail in the application

**1 – Very weak:** Does not sufficiently address the elements within the criterion to be considered

## **5.0 Guidelines for Budget**

Applications for the EMF Queensland Research Program funding are subject to the general eligibility criteria outlined in Section 2 and any grant scheme specific eligibility criteria outlined in Section 3.

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

### **5.1 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 (excluding publication and open access 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.

### **5.2 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 or FRACP PEM time
- purchase of capital equipment
- institutional overheads and administrative charges
- publication and open access fees

### **5.3 Research Support Personnel and On Costs**

Funding is principally intended for research staff and research consultant 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 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.

### **5.4 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.

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

The cost for conference attendance and presentations 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.

### **5.6 Use of Research Facilities**

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

### **5.7 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.

### **5.8 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.

## 5.9 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 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.

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.

EMF expects any capital equipment purchased with EMF funding to be utilised in other research projects within the funded department (Emergency Department, QAS or RSQ) beyond the completion of the research.

## 5.10 Equipment responsibility

The Institution must take responsibility for the 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 funded department (Emergency Department, QAS or RSQ) in which the Principal Investigator works, for ongoing use in research.

## 6.0 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.

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

## 6.1 Certification

The Principal Investigator, the Head/s of Department/s (or equivalent) and the Administering Institution are required to sign the [Application Certification Document](#) which must be uploaded with the application.

In particular, the Principal Investigator is required to certify that all named investigators on the application have read the application in full, given their consent to be included and that all Co-Investigators are compliant regarding final and progress reporting for all active EMF Queensland Research Program grants on which they are Principal Investigators.

EMF may at any time request written documentation showing the named investigators' consent. If this request is not met, EMF may rescind funding. Principal Investigators may use the template provided in Appendix A to request this consent from all named investigators on the application.

## 6.2 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 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 Medicine Foundation  
Suite 1b, 19 Lang Parade  
MILTON QLD 4064  
E: [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au)

## 6.3 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](mailto:grants@emfoundation.org.au)).

## 6.4 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).

## 6.5 Exclusion of Applications

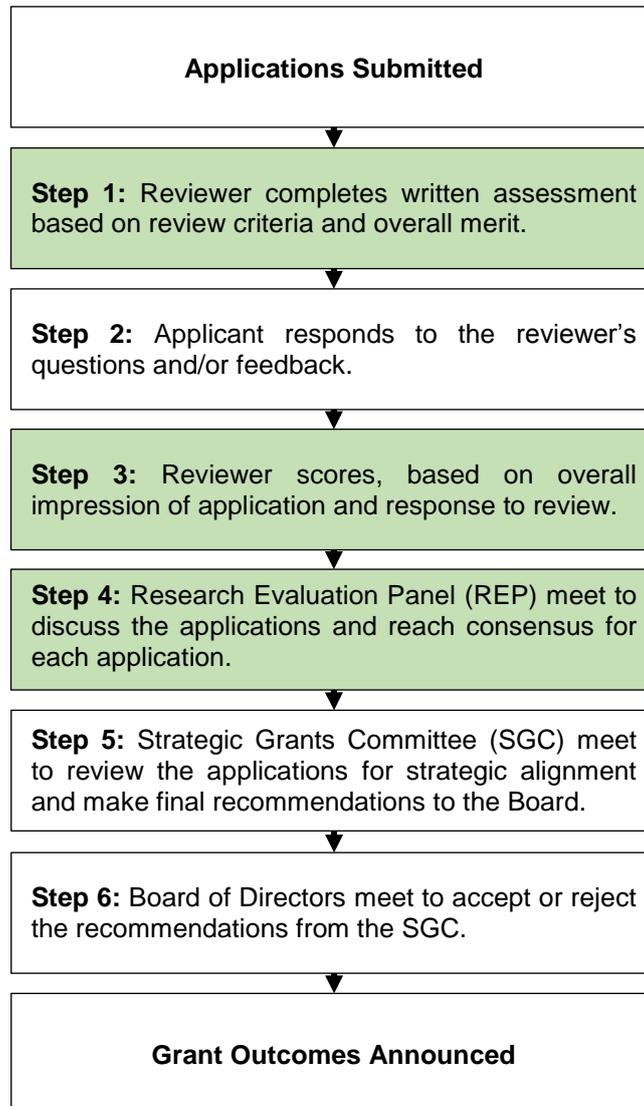
- Applications that do not comply with the guidelines could be deemed ineligible and excluded from further consideration.
- All details in the application, particularly concerning any current grants and other applications, must be current and accurate at the time of the application.
- Late and or incomplete applications will not be accepted (refer to section 6.3 Problems with lodgement).

## 7.0 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.

### 7.1 Grant Process Flowchart

For more information visit the EMF website.



### 7.2 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 Grant round
- satisfactorily meeting the content and format requirements
- attached signed certification documentation
- attached ethics correspondence citing the HREC reference number
- attached CVs for all investigators
- the Principal Investigator and all Co-Investigators 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.

## 7.3 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 the score matrix 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 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 the field of emergency medicine for the benefit of patients in Queensland.

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.

The REP Terms of Reference are available on the EMF website.

### 7.3.1 Reviewer Feedback and Applicant Response

The five Queensland Research Program grant schemes offered by EMF share the same goal of improving the healthcare of patients in emergencies and developing emergency healthcare research capacity in Queensland.

A written assessment from a minimum of two expert reviewers will be provided to the applicants who will then have the opportunity to respond in writing. The reviewers 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 improvement in the field of emergency medicine for the benefit of patients in Queensland.

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.

### 7.3.2 Reviewer Scoring and REP Meeting

Reviewers will be asked to review the applicant's response and submit a final score for each application they have assessed based on the criteria approved in the REP score matrix, please refer to the EMF website at <http://emergencyfoundation.org.au/research/researcher-support/>.

The Reviewers' scores and recommendations, the applicant responses, and the original application are collated for the REP Chair and an REP meeting convened. 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.

## 7.4 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 periodically 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.

## 7.5 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.

## 7.6 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 for 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.

## 8.0 Post Decision Process

### 8.1 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  
Suite 1b, 19 Lang Parade  
MILTON QLD 4064

### 8.2 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.

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 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 that aligns with Queensland Health's Head Agreement.

### 8.3 Administering Institution

Payments on all awards will be paid to the eligible 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 public Queensland 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.

### 8.4 Timing of Research

Grant recipients must commence their project within six 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@emffoundation.org.au](mailto:grants@emffoundation.org.au).

### 8.5 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 to the number of resubmissions that an applicant can submit. 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.

## 9.0 Investigator Responsibilities and Considerations

### 9.1 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 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)
- in-kind or other 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.

## 9.2 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 Project Grant from the Emergency Medicine Foundation Queensland Research Program.”

If other wording is required, please contact the Research Manager at [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au).

## 9.3 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 Queensland Research Program.”

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

## 9.4 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 Funding contribution 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 EMF, 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.

## 9.5 Conduct and ethics

Research funded by EMF shall be conducted in accordance with the [Australian Code for the Responsible Conduct of Research \(2007, updated 2018\)](#) and the [National Statement on Ethical Conduct in Human Research \(2007, updated 2018\)](#).

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 only execute the funding agreement upon receipt of Ethics Approval documentation for the proposed research.

## 9.6 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 collaborating institutions, etc.

Any proposed changes to the original approved funding proposal should be provided to EMF four 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. Requests for access to a Grant Variation Request Form can be made by emailing [grants@emffoundation.org.au](mailto:grants@emffoundation.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 via the grant variation request process of any continuous investigator absence. This is applicable where the investigator will be absent for six months (continuous) or greater. Please email [grants@emffoundation.org.au](mailto:grants@emffoundation.org.au) to request access to a grant variation request form. Refer to Section 2.3 for criteria applicable to the Principal Investigator.

## 9.7 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 funding requires a clear explanation.

## 9.8 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 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 twelve 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 recipient has not executed a funding agreement within twelve months unless otherwise agreed by the EMF Board of Directors.

## **9.9 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) to request access).

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.

## **9.10 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.

## **9.11 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 Administering Institution and EMF and acknowledged by the successful grant recipient.

## **9.12 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 at <http://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.

## 9.13 Participation in EMF Peer Review process

Investigators in receipt of EMF funding have a responsibility to participate in the EMF Research Evaluation Panel. Refer to Section 6.4 – Participate in Peer Review of the Australian Code for the Responsible Conduct of Research 2007, “*Researchers in receipt of public funding have a responsibility to participate in peer review processes*”.

## 10.0 Confidentiality and Conflict of Interest

### 10.1 Confidentiality

All details of a funding application and associated materials will remain confidential upon receipt. REP members 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 after the grant round outcomes have been announced publically).

### 10.2 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.

## 11.0 Definitions

Unless stated otherwise all terms in the EMF Queensland Research Program 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. There can be only be one Administering Institution for each application and the funds must be administered through a Queensland based public Hospital and Health Service 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 three (3) years of funding is requested, 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 projected salary for personnel.

### Certification Document

The completed application must be supported by a signed Certification Document, available at [www.emergencyfoundation.org.au/research/apply-now](http://www.emergencyfoundation.org.au/research/apply-now) The Certification Document must be signed by the Principal Investigator, the Head of Department/s (or equivalent), including the Director of Emergency Medicine (if applicable) and the Administering Institution. Digital Signatures are acceptable for the Certification Document only.

### Clinician

A clinician includes physicians, nurses, allied health and paramedics who provide direct clinical care to patients in emergencies within the pre-hospital and Emergency Department settings.

### Emergency Healthcare Research

The wider continuum of Emergency Healthcare Research. EMF supports high quality research that is directed at improving the healthcare of patients in emergencies within a Queensland public hospital Emergency Department, the Queensland Ambulance Service (QAS) or the Retrieval Services Queensland (RSQ).; this includes but is not limited to multi-disciplinary pre-hospital and in-patient care.

<b>Expert Reviewers</b>	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.
<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>The REP, on behalf of the EMF Queensland Research Program, effects a peer-review process for the:</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>• Leading Edge Grant applications</li> <li>• Jumpstart Grant 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 the field of emergency medicine for the benefit of patients in Queensland, based on the criteria approved in the REP Score Matrix.</p>
<b>Scientific Advisory Committee (SAC)</b>	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.
<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.

**Please refer to the EMF website for the Terms of Reference for EMF committees:**  
<http://emergencyfoundation.org.au/about-us/our-committees/>

## Appendix A

To assist Principal Investigators with the certification document, EMF is providing the template below that Principal Investigators might send to all named investigators asking for their consent via return email.

Dear [named investigator],

**Application ID and Project Title:**

Please provide your consent to be named [Co-Investigator/Associate Investigator] on this EMF grant application as follows:

I, [name of Co-Investigator/Associate Investigator]

- agree to be named [Co-Investigator/Associate Investigator] on this EMF grant application;
- have read this application in full;
- agree to participate in the manner described in the application;
- am compliant regarding final and progress reporting for all active EMF Queensland Research Program grants on which I am the Principal Investigator

[Signature block with complete contact details]