



Research 102:

EMF Grant schemes and reporting requirements



Queensland Research Grants overview

Six grant schemes in total

Vision of the schemes aligned with the mission of EMF to build capacity AND support research excellence

Evolution:

- Early career
- Team
- Whole Emergency Department



EMF Grant Schemes – current round

Scheme	Funding Available	Timeframe
Trainee	up to \$35,000	-
Staff Specialist	up to \$70,000	-
Project	up to \$100,000 p.a.	3 years maximum
Capacity-Building	Matched funding up to \$70,000 p.a	3 years maximum

Importance of reporting

EMF is accountable to QH

Provide adequate information

Reporting can help ensure the project stays on track

Not just the principal investigator- acknowledgement of co-investigators and associate investigators

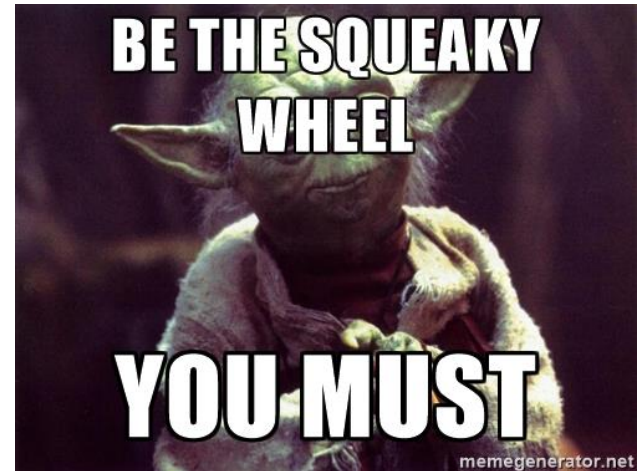
No report = no more funds



Typical grant delays

Delays can be caused due to:

- **Funding agreement**
- **Research governance**
Be proactive, don't wait for an email
- **Certification requirements**
Principal investigator
Head of Department
Administering institution



Reporting requirements

Bi-annual Progress Reports

January to June due 22nd Sept

July to December due 22nd March

Financial Statement for six month reporting term

Request initiated via email

On approval funds will be released

Final Report

When analysis is completed or approved milestones reached

Financial Statement for duration of grant

Due within 3 months of completion

Request initiated via email

What to report on

- What is working? What is not?
 - Need to submit a Grant Variation Request?
 - Research governance approvals
 - Data collection e.g. patient recruitment rate
 - Data analysis
 - Conference participation
 - Paper acceptance
 - Invited speaker
 - Leveraged funding / in-kind contribution
 - Equipment issues
 - Staff Recruitment
 - Project team disruptions e.g. illness
-

Grant Variation Requests

A GVR must be used when the PI requires **changes to the original approved funding proposal**.

The most common GVR is for an extension to the project grant end date.



**"Don't tell them any more than you need to.
We don't want to spoil a good story."**

Grant Variation Approval

Duty of Delegation

If <1 year extension to grant -
Research Manager and Chair of
Scientific Advisory Committee
can approve variation



Duty of Delegation

If >1 year extension to grant,
change of scope, or multiple
extension requests then
Scientific Advisory Committee to
approve

Acknowledging EMF

- EMF Acknowledgement Pack
- EMF External Style Guide
- EMF PowerPoint Pack
- EMF Logo

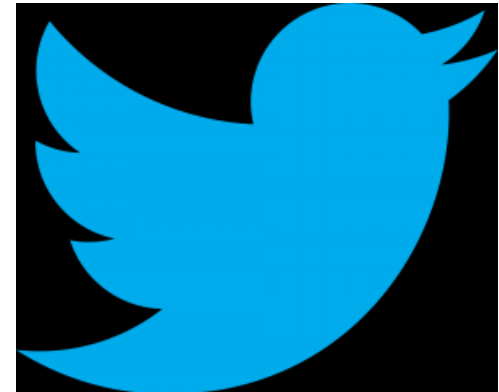
Available at <http://emergencyfoundation.org.au/research/research-support/>

EMF communication examples

- News story
- Social media
- Annual report
- EMF newsletter
- Expert opinion
- Journal Articles



***Communication is key to translation –
knowledge mobilisation***



Follow-on reporting requirements

- Measurable and Reportable forms of impact:
 - Publications
 - Follow on research funding
 - Health Economics
 - Implementation of Research Outcomes
 - Guideline Development
 - When notified by a journal or other outlet, let EMF know
 - EMF Case study approval
 - EMF prepares an annual report in August each year so this is a good time to notify us of any developments
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First port of call

Grants Officer Dee Tierney

- Manage database administration on Smarty Grants
- Manage grant reporting / acquittal obligations
- Maintain grant financial and reporting records
- Prepare/issue official grant correspondence including funding agreements
- Customise forms / templates



EMF Website

EMF website - www.emergencyfoundation.org.au

- Grant Recipients (2008 to current)
 - Apply for a Grant
 - Research Grants Calendar (round, dates open/close and \$)
 - Research Portfolio
 - Research Support Tools
 - Research Networks (RSN,CKN + QERC)
-

Frequently Asked Questions

Refer to grant guidelines

If in doubt, better to check and ask first

- Can a hospital be an administering institution?
- What is eligible expenditure? Does EMF cover institutional overheads?
- Can an unsuccessful application be submitted in a later round?
- Is it possible for a CI or AI named on the application to request their salary?
- Does a copy of online submission constitute 'written evidence' ?

