

Special Funding Round COVID-19: Funding Guidelines

Last updated: 17 April 2020

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 Australian healthcare system.

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1.0 About Special Funding Round COVID-19

1.1 Overview

Welcome to the Emergency Medicine Foundation's Guidelines for the **Special Funding Round COVID-19** designed to tackle COVID-19 across the emergency care environment in Queensland.

The purpose of this **Special Funding Round COVID-19** is specifically to fund innovative, high-quality emergency care research that improves patient and community outcomes, protects emergency healthcare staff from infection, and is translated into improved healthcare policy and/or practice across the Queensland health system.

Special Funding Round COVID-19 aims to provide the following benefits:

- Fund COVID-19 research of direct significance to the Queensland public health system and the community
- Support the attraction of COVID-19 related clinical trials into Queensland
- Provide an avenue to access or leverage national or international funding related to COVID-19, including via National Health and Medical Research Council (NHMRC) and Medical Research Future Fund (MRFF) funding
- Facilitate the knowledge creation and translation of research findings into evidence-based health policy and practice related to COVID-19.

EMF will award up to \$200,000 in new research grants in this **Special Funding Round COVID-19**. EMF expects funding requests to range from \$15,000 to \$100,000 but will consider grants requesting up to the total amount of available funds of \$200,000 in exceptional circumstances.

1.2 Topics

Under **Special Funding Round COVID-19** research proposals on either of the following two topics will be considered:

- Better investigate, diagnose, treat and/or manage COVID-19 patients with severe acute respiratory distress in the field of emergency healthcare (including pre-hospital and virtual environments) for the benefit of patients in Queensland, **OR**
- Improve the safety of emergency healthcare staff by reducing their risk of COVID-19 infection within the work environment

Please note that projects addressing staff mental health, resilience and wellbeing are outside the scope of this funding round.

1.3 How the Special Funding Round COVID-19 works

Given the current environment, rather than have clinician-researchers spend time on writing grant applications, EMF has designed a two-step process with screening through a one page Expression-of-Interest (EOI) – only those who successfully traverse the EOI process will be asked to submit a full application.

Please note that being asked to submit a full application does not guarantee that a proposal will be successful in gaining funding.

EMF has also streamlined the review process. A **Special Funding Round COVID-19** Review Panel will select the preferred EOIs to submit a full application. It will also review the full applications and select those for EMF funding.

1.4 Timing of the Special Funding Round COVID-19

| Date (2020) | Actions |
|-------------------------|---|
| 17 April | Call for EOIs |
| 27 April 5.00 pm | EI stage closes |
| 28 April – 4 May | Panel reviews EOIs and shortlists |
| 5 May | Short-listed EOI projects are invited for full application |
| 18 May 5.00 pm | Full application closing |
| 19 -22 May | Panel reviews applications and EMF makes funding decisions |
| 25-29 May | Successful grant applicants are notified |
| 30 May onwards | Once ethical and governance approvals have been received, Funding Agreements will be issued |
| 15 June | Last date for Funding Agreements to be fully executed |
| 15 July | Last date to commence funded projects |

2.0 How to Apply

2.1 Review Process

- Applicants need to ensure their proposals meet the Special Round's eligibility criteria. Ineligible EOIs and/or full applications will not be considered.
- A **Special Funding Round COVID-19** Review Panel consisting of external expert reviewers and EMF representatives will consider all EOIs and invite a short list of applicants to submit full applications.
- The **Special Funding Round COVID-19** Review Panel will assess full applications based on their scientific and overall merit and make funding decisions.

2.2 Application forms and requirements

Expression of Interest stage

- For an EOI submission, please complete the Microsoft word document available online on the [EMF website](#).
- The completed EOI form must be emailed as a Word document by **27 April 2020 at 5pm** to grants@emffoundation.org.au.
- The **Special Funding Round COVID-19** Review Panel will shortlist EOIs and invite those investigators to submit a full application.

Full application stage

- EMF will contact shortlisted investigators. Only these investigators will be able to proceed to full application.
- Shortlisted grant applicants will be invited to submit a full application via the SmartyGrants database. Applicants can login or register with SmartyGrants [here](#).

Ethics and governance requirements

- For **Special Funding Round COVID-19**, EMF is waiving the requirement for applicants to provide proof of HREC approval or submission of an application to a HREC at the time their EOI and/or full application is submitted.
- Further, a Certification Document will not be required at the time of submission.
- Successful grant applicants must provide HREC approval and a fully signed Certification Document before EMF will enter into a Funding Agreement and release funds.
- The Certification Document is available on [EMF website](#) and needs to be signed by the Principal Investigator, the Head/s of Department/s (or equivalent) and the Administering Institution.

3.0 Eligibility Criteria

3.1 General Eligibility

To be considered eligible to receive **Special Funding Round COVID-19** funding your research must:

- demonstrate that the proposed research is to
 - Better investigate, diagnose, treat and/or manage COVID-19 patients with severe acute respiratory distress in the field of emergency healthcare (including pre-hospital and virtual environments) for the benefit of patients in Queensland, **OR**
 - Improve the safety of emergency healthcare staff by reducing the risk of COVID-19 infection within the work environment
- have an eligible Principal Investigator (refer to Section 3.3)
- be conducted in Queensland. This does not preclude collaboration with experts elsewhere in Australia or internationally. EMF supports Queensland site/s of a collaboration but EMF must be acknowledged in all future publications or presentations that use data from or mention the Queensland site.

3.2 Administering Institution

The Administering Institution will be responsible for the administration of the funding should the grant be approved for funding by the **Special Funding Round COVID-19** Review Panel.

The funds must be administered through the Queensland Hospital and Health Service, the Mater Hospital Brisbane or Queensland Ambulance Service, as applicable, at which the Principal Investigator is based.

3.3 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
- 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
- be providing direct clinical care to patients in emergencies within the pre-hospital or emergency department setting for the duration of the funding
- be based in Queensland for 100% of the funding period, unless with prior approval from EMF
- be compliant regarding final and progress reporting for all EMF grants on which they are Principal Investigator
- submit a CV less than 12 months old, detailing relevant research experience with a maximum of three pages.

Further, there must be at least one Queensland Health or Mater Hospital Brisbane employed FACEM or FRACP PEM providing direct clinical care to patients in pre-hospital or emergency department settings as Co-Investigator, if the Principal Investigator on the grant application is not a Queensland Health or Mater Hospital Brisbane employed FACEM or FRACP PEM.

Should the Principal Investigator's employment or personal situation change, a notification via the grant variation request process (refer Section 7.6 Major alterations to a research project plan or budget) will be required.

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 Special Round COVID-19 grant schemes.

Members of the EMF Board of Directors and past and present paid members of EMF staff are not eligible Principal Investigators. This does not include voluntary EMF committee members or EMF volunteers.

3.4 Co-Investigators

Applications may include Co-Investigators (referred to in the Funding Agreement as Specified Personnel) who may contribute in a significant way to the development and/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 maximum number of Co-Investigators per grant application is eight.

All Co-Investigators must be compliant regarding final and progress reporting for all active EMF grants on which they are Principal Investigator. Grant applications with non-compliant Co-Investigators may 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 can submit the outstanding information or report requested by EMF.

If the Principal Investigator on the grant application is not a Queensland Health or Mater Hospital Brisbane employed FACEM or FRACP PEM, there must be at least one Queensland Health or Mater Hospital Brisbane employed FACEM (or FRACP PEM) providing direct clinical care to patients in pre-hospital or Emergency Department settings included as a Co-Investigator.

Members of the EMF Board of Directors and past and present paid members of EMF staff are not eligible Co-Investigators. This does not include 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.

3.5 Associate Investigators

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

The maximum number of Associate Investigators per grant application is eight.

Members of the EMF Board of Directors are not eligible Associate Investigators. This does not include voluntary EMF committee members or EMF volunteers.

Non-FACEM Associate Investigator time may 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.

4.0 Review Criteria

Expression of Interest stage

EOIs will be assessed on how well they meet the objectives of the **Special Funding Round COVID-19** (refer to section 1.2), the scientific quality and the likelihood the project will be completed. Members of the Review Panel will score all EOIs using the 1 to 5 scale listed below.

Full application stage

Full applications for **Special Funding Round COVID-19** will be assessed against the following review criteria:

- Scientific Quality, particularly with regard to robustness of design and methods
- Relevance to the objectives of the **Special Funding Round COVID-19** (refer to section 1.2)
- Principal Investigator and Team
- Budget
- Impact on emergency healthcare in Queensland beyond the COVID-19 pandemic

Members of the Review Panel will score EOIs and full applications 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

EMF expects funding requests to range from \$15,000 to \$100,000 but will consider grants requesting up to the total amount of available funds of \$200,000 in exceptional circumstances.

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
- costs for travel for conferences and presentations

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 and non-FACEM Co-Investigators or specified skill sets. No funding for research that has already occurred (retrospective funding) will be awarded.

The **Special Funding Round COVID-19** 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 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.

5.6 Infrastructure

The **Special Funding Round COVID-19** does not fund infrastructure costs. EMF may contribute funds to access established research facilities that are integral to undertaking the proposed research.

5.7 National/International Research

Any application for funding in relation to national/international research will be subject to the standard guidelines and criteria for all **Special Funding Round COVID-19** 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.

5.8 Capital Equipment

The **Special Funding Round COVID-19** does not fund capital equipment. 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 **Special Funding Round COVID-19** 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.

5.9 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 Post Decision Process

6.1 Notification of Decision

EMF will provide a written outcome letter to all applicants and notify successful and unsuccessful applicants of the outcome of their EOI and/or full grant application.

6.2 Funding Agreement

Successful grant applicants must provide evidence of ethics approval, the Certification Document and that the legislative, regulatory and governance processes are complied with before EMF will issue a Funding Agreement.

The Funding Agreement must be executed between EMF and the Grant recipient through the Administering Institution as per Timetable in section 1.4. 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 uses a standard funding agreement template that aligns with Queensland Health's Head Agreement.

6.3 Administering Institution

Payments on all awards will be paid to the eligible Administering Institution.

Payments will generally be made six monthly in advance, with the exception of the final payment which will be released upon receipt and acceptance of the Final Report. 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, Mater Hospital Brisbane or Queensland Ambulance Service cost centre or equivalent. Funding must not be held in a personal bank account.

6.4 Timing of Research

Grant recipients must commence their project as per Timetable in section 1.4, except where EMF has granted special permission to do otherwise.

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.

6.5 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.

7.0 Investigator Responsibilities and Considerations

7.1 Reporting

All recipients of **Special Funding Round COVID-19** funding must provide progress report/s, financial acquittal statement/s and a Final Report. The Funding Agreement will detail reporting requirements and all reports are to be submitted via Smarty Grants.

The Final Report should include comprehensive and detailed information on the project's outputs and outcomes.

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
- optional – photographs to be used for EMF promotional material.

Failure to provide reports within the specified timeframe may prevent progress payments and potentially prohibit Principal Investigator and Co-Investigator eligibility for further EMF grants.

7.2 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 must be acknowledged in all publications or media publicity arising from research supported by EMF. For example:

“This work was supported through the Emergency Medicine Foundation Special Funding Round COVID-19.”

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

7.3 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 is:

“The ultrasound equipment was proudly funded through the Emergency Medicine Foundation Special Funding Round COVID-19.”

Guidelines for acknowledging EMF are available on the [EMF website](#). Requests for the EMF logo can be made by emailing grants@emfoundation.org.au

7.4 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 must be contacted in advance of publications going to press or conference presentations.

- The investigators must acknowledge EMF's Funding contribution in all media, 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.

7.5 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.

7.6 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 must 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@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. Confirmation from the EMF Board may also be required.

EMF must be notified via the grant variation request process of any continuous investigator absence. Please email grants@emfoundation.org.au to request access to a grant variation request form. Refer to Section 2.3 for criteria applicable to the Principal Investigator.

7.7 Unused and/or Surplus funds

EMF funds must be used expressly for the purposes set out in the approved application budget. All unused and/or surplus funds must 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.

7.8 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 unspent 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 must 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 Special Round COVID-19 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.

7.9 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 to request access).

7.10 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.

7.11 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.

7.12 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 Review Panel 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.

7.13 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 7.4 – 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*”.

8.0 Confidentiality and Conflict of Interest

8.1 Confidentiality

All details of a funding application and associated materials will remain confidential upon receipt. Members of the Review Panel 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 announced by EMF.

8.2 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 Review Panel, SAC and any EMF representative) is documented and kept on file.

It is a requirement of EMF that Review Panel members disclose their conflict of interest.

Appendix A

To assist Principal Investigators with the certification document, EMF provides 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 grants on which I am the Principal Investigator

[Signature block with complete contact details]