

## Queensland Research Program – Guidelines for Emerge Grant Scheme

Last updated: August 2021

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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 the promotion and delivery of a research, educational and promotional grant program in the field of emergency healthcare to enhance the patient experience and outcomes, save lives and promote system sustainability in Queensland. The Emerge grant scheme is an initiative within EMF's flagship Queensland Research Program. EMF thanks the Queensland Government for funding this program through Queensland Health.

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## 1 About the Emerge grant scheme

EMF is introducing the Emerge grant scheme to encourage emergency healthcare clinicians who have not yet begun their research journey to develop research skills by conducting a small project under the guidance of a mentor. The grant scheme is part of EMF's Queensland Research Program, for which the 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 including Mater Hospital Brisbane, Queensland Ambulance Service (QAS) and Retrieval Services Queensland (RSQ).

Emerge grants provide up to \$10,000 for research projects that can be completed within 12 months. These grants are to provide research training and funding to new researchers seeking to undertake a small research project that addresses the Queensland Research Program's aims.

### Important Dates

Date (2021)	Actions
<b>5 August</b>	Emerge grant round opens
<b>11 Oct</b>	Emerge grant round closes
<b>12 – 15 Oct</b>	Eligibility and compliance check (applicants need to be contactable)
<b>Early to mid Dec</b>	Announcement of funding outcomes

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

## 2 How to Apply

For the Emerge grant scheme, EMF has applied a streamlined process to support emergency healthcare clinicians new to research.

### Step 1 – Find a mentor

Emergency healthcare clinicians who wish to apply for an Emerge grant must nominate a Mentor for their research project who has the ability and capacity to provide research training to the applicant. The Mentor is responsible for guiding the applicant through the process of developing and conducting their project to ensure the project is performed to the highest standard and completed in a timely manner.

A mentor statement is required for the application and should convey the relevance of the Mentor to the proposed research, why the Mentor has chosen to support the applicant and how the Mentor will ensure the applicant receives high quality research training.

## Step 2 – Complete and submit the grant application

Grant applications should describe a clear research plan and outline expected benefits, aims and objectives, hypothesis or research questions, research design and methods, and analytics plan for the proposed research.

Applications must be submitted via SmartyGrants, EMF's online grants management platform. Applicants can login or register with [SmartyGrants here](#). A Microsoft Word application template is available on the [EMF website](#) to assist with offline preparation.

### Eligibility checks

Applicants must satisfy EMF's eligibility check for their application. This includes:

- full compliance with the closing date and time of the grant round
- satisfactorily meeting eligibility, content and format requirements (refer to Section 3).

### Review process

EMF will apply a streamlined review process for this grant scheme. A Review Panel will review grant applications and make funding recommendations to the EMF Board. Panel members will assess grants against the following review criteria:

- Scientific Quality, particularly regarding robustness of design and methods
- Relevance to the aims of the Queensland Research Program (refer to Section 1)
- Principal Investigator and Mentor

## 3 Eligibility Criteria

### 3.1 General Eligibility

Grant applications must meet the following eligibility criteria:

- the proposed research must be conducted in Queensland and meet the aims of the Queensland Research Program as stated in Section 1.
- the project must have an eligible Principal Investigator (Section 3.3) and an eligible Mentor (Section 3.4)

### 3.2 Administering Institution

The Administering Institution will be responsible for the administration of the funding should the grant be approved for funding by EMF and must be Queensland based. Either the Principal Investigator or the Mentor must have a formal affiliation with the Administering Institution.

The funds must be administered through one of the following:

- a public Hospital and Health Service
- the Mater Hospital Brisbane
- Queensland Ambulance Service
- Retrieval Services Queensland
- a hospital based trust fund or equivalent
- a university or
- a medical research institute

### 3.3 Principal Investigator

The Principal Investigator who will be responsible for the proposed research and be the corresponding applicant with EMF. The Principal Investigator is the person with the primary responsibility for the oversight and management of the research activity. Principal Investigators must meet each of the following requirements:

- Be employed by Queensland Health or the Mater Hospital Brisbane or Queensland Ambulance Service
- Have their primary place of practice in one of the following: Queensland Health or Mater Hospital Brisbane public Emergency Departments, Queensland Ambulance Service, or Retrieval Services Queensland
- Provide direct clinical care to patients in emergencies within the pre-hospital or emergency department setting for the duration of the funding
- Has not been awarded any research grants as lead investigator in the last five years

Clinicians providing direct clinical care to patients in emergencies who do not satisfy the first two requirements in this section and wish to apply for an Emerge grant may be eligible for exemption and must contact EMF by 3 September via email to [grants@emffoundation.org.au](mailto:grants@emffoundation.org.au).

### 3.4 Mentor

Applicants must nominate a Mentor who must meet the following requirements:

- Have research qualifications, i.e. PhD or equivalent and a proven research track record
- Be compliant regarding final and progress reporting for all EMF grants they are Principal Investigator on, if applicable

## 4 Guidelines for Budget

EMF expects funding requests to range from \$5,000 to maximum \$10,000. Budget requests must be integral to undertaking the research project and may include:

- Salary support for the Principal Investigator for up to \$80 per hour including on-costs (excluding salary for senior clinicians)
- Employment of research staff (up to 20% on-costs)
- Direct research costs, e.g. consumables
- Travel for multi-site research
- Technical services, supplies and research facilities
- Dissemination expenses, e.g. conference visits

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

EMF does not fund:

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

## 5 Post Decision Process

### 5.1 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.

Ethics approval by an NHMRC recognised Human Research Ethics Committee must be provided within six months of a grant being awarded before EMF will enter into a Funding Agreement and release funds. If the study does not require ethics approval, a Human Research Ethics Committee waiver of consent must be provided within the same timeframe

### 5.2 Investigator Responsibilities

**Dissemination of results:** Grant recipients are expected to disseminate their research findings through normal scientific channels such as peer reviewed journals and conference presentations. The support of EMF must be acknowledged in all publications, presentations or media publicity arising from research supported by EMF.

**Major alterations to a research project plan or budget:** 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 to EMF and documented on a Grant Variation Request Form, available through SmartyGrants. Requests for access to a Grant Variation Request Form can be made by emailing [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au).

**Reporting:** Successful applicants must provide Progress and/or Final Reports. Grant recipients with projects with a duration of less than 12 months must submit a Final Report three months after completion. For projects with a duration of 12 months or projects extended beyond the duration of 12 months, grant recipients must also submit a Progress Report in line with EMF's reporting periods as follows. All reports must include a financial acquittal statement (prepared by the Administering Institution).

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