GRANT APPLICATION TEMPLATE – QLD PROGRAM ROUND 37 EMERGE GRANTS

Queensland Research Program Grant Round 37 opens **28 February 2022**, and the closing date for the Emerge grant scheme is **10 June 2022 at 5:00pm AEST**.

This template is available to prepare your **Emerge** **grant** application offline prior to submitting via SmartyGrants (a separate template is available on [EMF’s website](http://emergencyfoundation.org.au/queensland-research-program/) for Jumpstart, Leading Edge and Project grant applications).

Please refer to the **Emerge grants Funding Guidelines** available on [EMF’s website](http://emergencyfoundation.org.au/queensland-research-program/) to ensure you meet the eligibility criteria and for detailed information on completing your application.

Please note SmartyGrants is not Word compatible therefore the online grant application will need to be populated by copying the content into the online form. There is no requirement to upload this working template to SmartyGrants.

Should you have any questions please contact the EMF Research Team on (07) 3720 5700 or email [grants@emfoundation.org.au](mailto:grants@emfoundation.org.au).

## Part A: Executive Summary

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| **A1.** | **Project Title:** [Max 30 words.] |

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| **A2.** | **Principal Investigator:** [Title – First name – Last Name] |

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| **A3.** | **Administering Institution:** [Refer to section 3 of the Funding Guidelines. Either the Principal Investigator or the Mentor must have a formal affiliation with the Administering Institution; the affiliation must be clearly shown. A tenuous connection to the Administering Institution will not be accepted.] |

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| **A4.** | **Project summary** [Max 150 words. Please provide a short summary that is easily accessible to the general public, i.e. in clear and plain English without jargon and unexplained acronyms.] |
|  | [Your response here] |

## Part B: Project Description

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| **B1.** | **Project Plan** [Max 1000 words. Please describe the project plan according to the sections outlined below.  Please note that Emerge grants provide funding for research projects that can be completed within 12 months. If funding is requested for research that is part of a larger program or is part of Master or PhD studies, please clarify for which part of the program the funding is requested and provide a strong justification why this should be funded under the Emerge grant scheme.] |
|  | Background:  Aims and Objectives:  Hypotheses and/or Research Questions:  Research Design and Methods (incl. population, sample and data collection):  Analytics Plan:  Expected Outcomes and Impact: |

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| **B2.** | **Relevance to emergency medicine** [Max 150 words. Please explain how the proposed research is directed at improving the field of emergency medicine for the benefit of patients in Queensland.] |
|  | [Your response here] |

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| **B3.** | **Project timeline** [Please enter details of each key step/milestone that is required to complete this proposed project and estimate the time in months that the milestone will take to complete. Please note that Emerge grants provide funding for research projects that can be completed within 12 months.] | |
|  | Milestone | Estimated duration in months |
|  |  |  |
|  | [please insert as many rows as required] |  |

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| **B4.** | **Budget request (GST exclusive)**  Please refer to the Funding Guidelines for eligible expenditures and provide a sufficient justification for the requested budget item. If the budget includes a funding request for skilled specialists, e.g. for health economists or statisticians, please upload a detailed quote. | | |
|  | **Budget item** | **Cost in (AU$)** | **Justification** |
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|  | **Detailed quote for skilled specialists**  If the budget includes a funding request for skilled specialists e.g. for health economists or statisticians, please upload a detailed quote. | | |
|  | [Your response here] | | |

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| **B5.** | **Additional supporting documentation** [Optional: please upload one table or figure as supporting documentation, e.g. a recruitment plan., if applicable.] |
|  | [Your response here] |

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| **B6.** | **References** |
|  | [Your response here] |

## Part C: Principal Investigator

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| **C1.** | **Email address:** |

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| **C2.** | **Phone number:** [Mobile number preferred] |

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| **C3.** | **Please describe your current clinical role and, if applicable, a brief overview of your research experience.** [Max 150 words. Please include the institution and department of your current workplace.] |
|  | [Your response here] |

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| **C4.** | **Please explain your role in the proposed project.** [Max 100 words. It is expected that the Principal Investigator be the lead researcher on the project, responsible for conducting a large percentage of the research.] |
|  | [Your response here] |

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| **C5.** | **Please describe how the proposed research might benefit you, e.g. in progressing your career or investigating an area of interest.**  [Max 150 words] |
|  | [Your response here] |

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| **C6.** | **Curriculum vitae** [Please upload a short and recent CV of 2-3 pages]. |

## Part D: Mentor and Research Team

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| **D1.** | **Mentor Name:** [Title – First Name – Last Name] |

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| **D2.** | **Mentor email address:** |

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| **D3.** | **Mentor phone number:** [Mobile number preferred] |

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| **D4.** | **Mentor: please describe your current role and a brief overview of your research track record.** [Max 150 words. Please refer to the Emerge Grant Funding Guidelines for Mentor eligibility.] |

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| **D5.** | **Mentor: please indicate the number of hours per week you can commit to mentoring the proposed project per week:** |

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| **D6.** | **Mentor statement**  [Max 250 words. Please describe why you have chosen to support the applicant and how you will ensure the applicant receives high quality research training.] |
|  | [Your response here] |

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| **D7.** | **Mentor’s CV** [Please upload a CV less than 12 months old, detailing relevant research experience including the past five years of publications and funding success, if applicable, max 3 pages. If you have been awarded EMF grants in the last 5 years as Principal Investigator or Co-Investigator, please ensure these are included in your CV.] |

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| **D8.** | **Research team, if applicable**  [If there are investigators on the team other than the Principal Investigator and the Mentor, please list them here and briefly describe their role and how their skills/experience is relevant to the proposed project.] |
|  | **Co-Investigator 1**  Name:  Organisation and position:  Email address:  Project role and relevant experience:  [Add more Co-Investigators as required. Maximum 8 Co-Investigators.] |

**Part E: Certification**

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| **E1.** | **Online Certification**  I, the Principal Investigator on this Emerge grant application, certify the following:   * To the best of my knowledge, all required information has been provided and is complete, current and correct, and all eligibility and other application requirements have been met; * The Mentor supports me as Principal Investigator and the research project and meets Emerge grants’ eligibility criteria for mentors. * The Mentor and all named investigators on this application have read this application in full and given their consent to be included. I acknowledge that EMF may at any time request written documentation showing the named investigator’s consent. If this request is not met, EMF may rescind the funding. * I have notified the Head/s of Department/s (or equivalent) and the Administering Institution regarding this grant application and any relevant approvals have been obtained. * I authorise EMF to make any enquiries it considers necessary in relation to the proposed application. * I agree to adhere to the conditions governing EMF grants provided in the Funding guidelines and the Letter of Award; * The grant will not be permitted to proceed until appropriate ethics and governance clearance(s) have been obtained; * I have read and agreed to the Privacy Notice below.   **Privacy Notice:** All signatories consent to the information supplied as part of the application being disclosed for the purposes of the assessment of their application and for purposes connected with the making and administration of the grant. Such disclosure includes, but is not limited to, disclosure to members of the Research Evaluation Panel and the Research Committee and relevant representatives and employees of the Emergency Medicine Foundation Ltd. The Emergency Medicine Foundation may disclose the information collected in this document in connection with publicising and reporting on the awarding to, and the use of, the funds including in media releases, general announcement and reports. Documents containing personal information are handled and protected in accordance to our [privacy policy](http://emergencyfoundation.org.au/privacy-policy) and the provisions of the Information Privacy Principles contained in the Information Privacy Act 2009 (Qld) which sets standards for the collection, storage, use and disclosure of, and access to, personal information. |