# Queensland Research Program Guidelines – Round 45 Jumpstart, Leading Edge, Project, and TranslatED Research Grant Schemes

Last updated: February 2026

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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 programs in the field of emergency healthcare to enhance the patient experience and outcomes, save lives and promote system sustainability in Queensland.

EMF has several research initiatives including its core Queensland Research Program. The Jumpstart, Leading Edge, Project, and TranslatED Research grant schemes are being offered as part of the core program in Grant Round 45.

EMF supports high quality research directed at improving the healthcare of patients in emergencies within the pre-hospital and emergency department (ED) settings. The Foundation is also committed to:

- translating research outcomes into clinical practice
- raising public awareness of emergency healthcare research
- attracting national and international interest in emergency healthcare research
- facilitating and providing education and training to support emergency healthcare research
- raising funds to support emergency healthcare research.

EMF thanks the Queensland Government for funding this core Program through Queensland Health.

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.

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# 1 About Queensland Research Program Round 45

Welcome to the Emergency Medicine Foundation's Guidelines for the Queensland Research Program – Grant Round 45. 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 including Mater Hospital Brisbane, Queensland Ambulance Service (QAS), Retrieval Services Queensland (RSQ), Royal Flying Doctor Service (Queensland Section) (RFDS QLD), and LifeFlight.

To maximise translational impact, EMF encourages clinician-researchers to propose research projects that can demonstrate direct benefits for patients, emergency clinicians or the healthcare system within the timeframe of the study. Examples of such projects may include, but are not limited to:

- Evaluation of new interventions or models of care that have the potential to improve patient care and/or streamline processes,
- Comparison of treatments or models of care to establish best practice,
- Investigation of current protocols and processes to optimise patient care or to de-implement sub-optimal care.

The amount of funding available in Round 45 is $1,000,000 for the grant schemes Emerge, Jumpstart, Leading Edge, Project, TranslatED Research and Research Capacity Building.

**These Funding Guidelines apply to the Jumpstart, Leading Edge, Project, and TranslatED Research grant schemes only.** Funding guidelines for Emerge and Research Capacity Building grants are available separately on EMF's website.

## 1.1 Important Dates for Jumpstart, Leading Edge, Project, and TranslatED Research grants in Round 45

| Date (2026) | Actions |
|---|---|
| **9 February** | Applications open |
| **30 March** | Exemption requests due, if applicable |
| **20 April 10am AEST** | Applications close |
| **21-30 April** | Eligibility and compliance check (applicants need to be contactable) |
| **5-25 May** | Peer review of submitted applications |
| **1-15 June** | Response to Review (applicants need to be contactable) |
| **Late July** | Announcement of funding outcomes |

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

# 2 Eligibility Criteria

## 2.1 General Eligibility

To be eligible to receive EMF Queensland Research Program funding your research must meet the following eligibility criteria:

- the proposed research must be conducted in Queensland; however, this does not preclude collaboration with experts elsewhere in Australia or internationally,
- EMF will only support the Queensland site/s of a collaboration and EMF must be acknowledged in any future publication or presentation that uses data or other information from the Queensland site,
- the proposed research must be directed at improving the field of emergency medicine for the benefit of patients in Queensland and building emergency healthcare research capacity in Queensland,
- the proposed research must have an eligible Principal Investigator (refer below),
- either the Principal Investigator or at least one Co-Investigator must be a FACEM or FRACP PEM employed by Queensland Health, Mater Hospital Brisbane, Queensland Ambulance Service, Retrieval Services Queensland, Royal Flying Doctor Service (Queensland Section), or LifeFlight.

## 2.2 Research vs. Quality Assurance

EMF only funds research projects that establish and contribute new knowledge in emergency medicine. Projects must be designed to generate findings that are generalisable and translatable beyond the local setting.

Quantitative studies must include robust design, appropriate methodology, and analysis that produce findings with statistical and clinical significance. Qualitative studies must include methodologically rigorous approaches that demonstrate clear thematic saturation to produce insights that contribute new knowledge to the field.

EMF does not fund routine Quality Assurance or service improvement projects, where the primary aim is to evaluate or enhance local practices. While site-specific studies may be eligible, they must meet robust methodological standards and produce findings that are applicable beyond the immediate site.

## 2.3 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. The Principal Investigator must have a formal affiliation with the nominated 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

- Royal Flying Doctor Service (Queensland Section)
- LifeFlight
- a hospital based trust fund or equivalent
- a university or
- a medical research institute

### 2.4 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. The Principal Investigator must meet each of the following requirements:

- Be employed by Queensland Health, the Mater Hospital Brisbane, Queensland Ambulance Service, Retrieval Services Queensland, Royal Flying Doctor Service (Queensland Section) or LifeFlight
- 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
    - Royal Flying Doctor Service (Queensland Section)
    - LifeFlight
- Provide direct clinical care to patients in emergencies within the pre-hospital or emergency department setting at the time of application submission and 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 grants
- Submit a CV less than 12 months old, detailing relevant research experience with a maximum of three pages.

Should the Principal Investigator's employment or personal situation change, a notification via the grant variation request process (refer Section 9.6) will be required.

Members of the EMF Board, EMF Research Committee and present paid members of EMF staff are not eligible Principal Investigators. This does not include EMF volunteers.

EMF may provide limited salary support for Principal Investigators to facilitate protected research time for clinicians who do not otherwise receive paid non-clinical time. Refer to Section 5.4 for detailed information.

### 2.5 Co-Investigators

Applications may include Co-Investigators (referred to in the funding agreement as Specified Personnel) who must 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, paramedics, relevant allied health personnel or other professionals, such as mathematicians, epidemiologists, statisticians, lawyers, scientists, health economists, anthropologists or engineers.

Research teams are encouraged to include end-users in the team and to ensure end-users are involved at various levels of research activity including at the planning stage. Depending on the type of research being undertaken, end-users can be patients, other consumers, clinicians, or other stakeholders. End-users can be involved as Co-Investigators or Associate Investigators.

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 will be deemed ineligible. To ensure eligibility, the Principal Investigator may 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.

All Co-Investigators must provide a CV less than 12 months old, detailing relevant research experience with a maximum of three pages.

Members of the EMF Board, the EMF Research Committee and present paid members of EMF staff are not eligible Co-Investigators. This does not include EMF volunteers.

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

### 2.6 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.

Research teams are encouraged to include end-users in the team and to ensure end-users are involved at various levels of research activity including at the planning stage. Depending on the type of research being undertaken, end-users can be patients, other consumers, clinicians, or other stakeholders. End-users can be involved as Co-Investigators or Associate Investigators.

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

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

# 3 Grant Schemes

**These Funding Guidelines apply to the Jumpstart, Leading Edge, Project, and TranslatED Research grant schemes only.** Funding guidelines for Emerge and Research Capacity Building grants are available separately on EMF's website.

## 3.1 Jumpstart

Funding is available up to $50,000 per grant, excluding funding requests for health economics.

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.

## 3.2 Leading Edge

Funding is available up to $120,000 per grant, excluding funding requests for health economics.

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 National Health and Medical Research Council (NHMRC) or the Australian Research Council (ARC) or other foundations
- original research that demonstrates importance to emergency healthcare.

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

## 3.3 Project Grant

Funding is available up to $300,000 per grant (up to $100,000 per year for a maximum term of three years), excluding funding requests for health economics.

These grants may also contribute partial funding to a larger research project which is seeking funding from alternative source(s) (potentially elsewhere in Australia) such as the NHMRC or ARC or overseas agencies with the pre-approval of EMF.

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.

Projects that include sites in regional, rural, or remote Queensland can request additional funding. Such requests must be pre-approved by EMF and submitted by **Monday 30 March 2026**.

### 3.4 TranslatED Research

Funding is available up to $120,000 per grant, excluding funding requests for health economics.

The purpose of the funding is to provide medium term (up to two years) support for projects that aim to translate new or modified interventions or models of care designed to improve health outcomes or promote system sustainability into policy and practice. The intervention or model of care must be evidence-based and proven to be effective through a prior research project, with projects previously funded by EMF being prioritised.

TranslatED Research grants must address the following:

- Identify the problem and the need for the project
- Describe the intervention or solution to solve this problem or address this need, including the established evidence-base
- Develop an implementation/translational plan including project aim, inputs, sites, activities, outputs, and expected outcomes and impacts
- Identify and consult with stakeholders including research and implementation partners, e.g. implementation scientists, clinical and research networks, local champions, appropriate end users such as clinicians, policy makers, hospital executives and patient representatives. Involvement of patients and implementation scientists in the research project is encouraged
- Include measurement of outcomes to assess feasibility, cost, acceptability and other practical considerations
- Involve a health economist in the research team and include an appropriate economic evaluation to support a case for change
- Demonstrate sustainability of the intervention or model of care, e.g through incorporation into existing resources and infrastructure. EMF will not fund service delivery through this grant scheme.

# 4 Applications

A call for submissions will be publicised on the EMF website and by email distribution. 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.

Application forms are available through SmartyGrants. Applicants can login or register with SmartyGrants. A Microsoft Word application template is available on the EMF website.

Each application will be assigned a unique SmartyGrants generated grant application ID. A Help Guide for Applicants is available on the EMF website.

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 eligibility criteria.

### 4.1 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 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.

### 4.2 Ethics requirements

Ethics approval by an NHMRC recognised Human Research Ethics Committee must be provided within six (6) 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.

If the application is a resubmission, the applicant must demonstrate that any ethics approval that has been obtained is still valid.

### 4.3 Exemptions

A request for an exemption of EMF Queensland Research Program eligibility criteria or eligible expenses will be considered only if there is a strong rationale and requires prior approval from EMF.

Applicants are encouraged to contact EMF as early as possible to discuss potential exemption requests. Requests for exemption in Round 45 must be received in writing to EMF by **Monday 30 March 2026** and be addressed to the EMF Research Manager via grants@emfoundation.org.au

### 4.4 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 via grants@emfoundation.org.au

### 4.5 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 Manager. All correspondence can be directed to grants@emfoundation.org.au

### 4.6 Exclusion of Applications

- Applications that do not comply with the guidelines will 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 application submission. EMF reserves the right to exchange information with other funding agencies to ensure there is no duplication and to maximise outcomes.
- Late and/or incomplete applications will not be accepted.

# 5 Guidelines for Budget

## 5.1 Eligible Expenditure

Eligible expenditure must 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
- health economics
- travel for multi-site research
- technical services, supplies and research facilities
- dissemination expenses, e.g. conference attendance in Australasia or open access publication with strong rationale.

All budget items requested from EMF must be justified in detail. Budget items are open to scrutiny and a strong rationale for funding should be provided. Where applications include requests of over $5,000 to engage third-party services or skilled specialists, e.g. laboratory testing or statisticians, a detailed quote for the service must 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.)
- purchase of capital equipment
- institutional overheads and administrative charges
- service delivery

## 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, data collection, and study coordinator. Salary requests for senior clinicians will not be considered. EMF may consider requests for payment for time of non-FACEM Associate Investigators and Co-Investigators for specified skill sets but this needs to be justified with a strong rationale.

No funding for research that has already occurred (retrospective funding) will be awarded.

Grant recipients are strongly encouraged to employ research staff in a clinical setting to contribute towards research capacity building within hospital and health services, QAS, RSQ, RFDS QLD, and LifeFlight.

The EMF Queensland Research Program contributes to the cost of employing research support personnel. EMF funds up to 30% 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 Principal Investigator salary support

Principal Investigators who do not have access to funded non-clinical or research time within their substantive role may request salary support, where the requested support is necessary to enable completion of the proposed research. Principal Investigators who are FACEM/ FRACP PEM or other senior clinicians, or who already receive funded non-clinical or research time as part of their role cannot request salary support from an EMF grant.

Requests for Principal Investigator salary support must meet the following conditions:

- The amount requested must not exceed the actual cost of backfilling the Principal Investigator's substantive clinical role.
- The requested hours and total cost must be commensurate with the scope, complexity, and workload required to perform the research.
- Salary support is capped at a maximum of $80 per hour (inclusive of max 30% on-costs).

Applicants must clearly justify the level of salary support requested, including how the funded time will be used to deliver the proposed research outcomes.

### 5.5 Health economics

EMF strongly encourages grant applicants to include health economics analyses in their research project. If requested, EMF can connect grant applicants with health economists to discuss the proposed project's potential to include health economics analyses. Such requests must be submitted to EMF by **Monday 30 March 2026**.

Funding for health economics must be requested separately from other budget expenditures in the grant application form and will be considered in addition to the maximum amount of funding outlined in Section 0. Only reasonable requests with a strong rationale will be considered.

### 5.6 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.

### 5.7 Travel, Conferences and Presentations

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.

Expenses for conference attendance and presentations for dissemination in Australasia are eligible. Expenses, particularly for travel and accommodation, must be reasonable and 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.

### 5.8 Open Access Publications

Reasonable requests for open access publications are eligible expenses. Applicants with a university affiliation are strongly encouraged to explore opportunities to publish in open access journals without publication charges through their university's open access agreement.

### 5.9 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.

### 5.10 Infrastructure

The EMF Queensland Research Program does not fund infrastructure costs. EMF may contribute funds to access established research facilities that are integral to undertaking the proposed research.

### 5.11 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.

Requests for funding inconsistent with the above requirements will be considered in exceptional circumstances on a case by case basis by the EMF Board and only after an application has been considered by the Research Evaluation Panel and Research Committee.

### 5.12 Capital Equipment

The EMF Queensland Research Program 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. Requests must be received in writing to EMF no later than ten business days prior to closure of the relevant grant round and should be addressed to the EMF Research Manager via grants@emfoundation.org.au. 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, RSQ, RFDS QLD or LifeFlight) beyond the completion of the research.

### 5.13 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, RSQ, RFDS QLD or LifeFlight) in which the Principal Investigator works, for ongoing use in research.

# 6 Review Criteria

### 6.1 Review Criteria and their weighting for Jumpstart, Leading Edge, and Project grants

Applications for these three grant schemes will be assessed and scored against the following review criteria:

| Scale | % | Definition |
|---|---|---|
| Scientific Quality | **30** | • The proposed research is robust and consistent with and appropriate to the aims of the project, i.e. regarding design, methods, outcome measures, data sources, variables, sample size, analysis etc.<br>• The overall strategy is well-reasoned and appropriate to accomplish the research aims of the project<br>• There is evidence of stakeholder engagement to help support the implementation of the research design and methods employed<br>• If the proposed research involves recruitment of participants (e.g. patient, staff) or accessing data, the applicants have provided sufficient evidence for feasibility |
| Importance to | **30** | Application leads to:<br>• Improvements in the field of emergency medicine to |

| | | |
|---|---|---|
| Emergency Care | | ○ enhance the patient experience and outcome, save lives, and/or<br>○ support staff providing services in Emergency Medicine and/or<br>○ support system sustainability, e.g. through economic impact of interventions that are implemented where appropriate<br>• Improved access to treatment, time to recovery, degree of full recovery<br>• Capacity to improve upon current best practice through knowledge/novelty, degree of innovation in methods, equipment, techniques, cross-disciplinary approaches, generation of new research output and impact for the patient and community<br>Application develops emergency medicine research capacity in Queensland, for example through:<br>• Inclusion of regional, rural or remote sites<br>• Inclusion of novice and early-career researchers in the team<br>• Employment of research staff in a clinical setting to upskill clinicians<br>Applications that are not entirely within the core area of emergency medicine, e.g. projects in population health or intensive care, must provide a strong justification of how they meet this selection criterion. |
| Investigator & Team | **20** | • Investigator and team quality: Principal Investigator, Co-Investigator/s and other collaborators are well-suited to the proposed research<br>• Team track record in translating outcomes into policy and practice<br>• Capability relevant to the application and relative to opportunity:<br>○ For early-career investigators: does the application provide strategies to gain research experience and training?<br>○ For established investigators: does the application demonstrate how previous research has advanced their field/s?<br>• Will the research environment in which the project will be carried out contribute to the probability of success? |
| Budget | **10** | • The requested expenditures are appropriate and well justified.<br>• The budget request is cost-effective and demonstrates value for money. |
| Translation into practice | **10** | • Evidence of the practical ability and plan to communicate and disseminate findings into the research and emergency care community<br>• Plan to translate research outcomes into practice and evidence of stakeholder engagement to help support the translation<br>• Benefits to patients and cost savings and/or released capacity to health systems |

### 6.2 Review Criteria and their weighting for TranslatED Research grant scheme

Applications for this grant scheme will be assessed and scored against the following review criteria:

| Scale | % | Definition |
|---|---|---|
| Scientific Quality | 35 | • The proposed implementation/translational plan is robust and consistent with and appropriate to the aims of the project, i.e. regarding design, methods, outcome measures, data sources, variables, sample size, analysis etc.<br>• The overall strategy is well-reasoned and appropriate to accomplish the translational aims of the project.<br>• There is evidence of stakeholder engagement to help support the implementation on a sustainable basis.<br>• If the proposed research involves recruitment of participants (e.g. patient, staff) or accessing data, the applicants have provided sufficient evidence for feasibility.<br>• The timeline for implementation and evaluation is realistic and feasible.<br>• There is a clear and appropriate costing component or economic evaluation. |
| Importance to Emergency Care | 35 | • The application clearly defines the problem being addressed including information on patient cohort, health providers, geographical region, or other well-defined criteria.<br>• The application makes a strong case for why the problem is significant for emergency care in Queensland.<br>• The proposed intervention or solution is appropriate to solve the identified problem or to address the identified need.<br>• The proposed intervention or solution is evidence-based and has been evaluated and tested in prior research, preferably in research previously funded by EMF.<br>• There has been widespread key stakeholders consultation on the identified problem or need and the proposed intervention of solution to show that the proposed intervention or approach is acceptable to end users.<br>• The proposed intervention or approach has the potential for larger scale up across more sites across the state.<br>• The proposed intervention or approach is sustainable and compatible with existing infrastructure, technology or resources. |
| Investigator & Team | 20 | • Investigators have appropriate experience, expertise and capacity to contribute meaningfully to the project.<br>• There is evidence of team quality and capability relevant to the application and each team member's role is clearly outlined.<br>• The research team is sufficiently multi-disciplinary with all disciplines relevant to the success of the project being represented. |

| | | |
|---|---|---|
| | | • The research team has a strong track record in translating outcomes into practice and management.<br>• There are novice or early-career researchers on the team who will have appropriate mentoring support by more experienced researchers.<br>• There is appropriate involvement of end-users in the team, e.g. consumers, clinicians, hospital executives etc. |
| Budget | **10** | • The requested expenditures are appropriate and well justified.<br>• The budget request is cost-effective and demonstrates value for money. |

### 6.3 Scoring

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

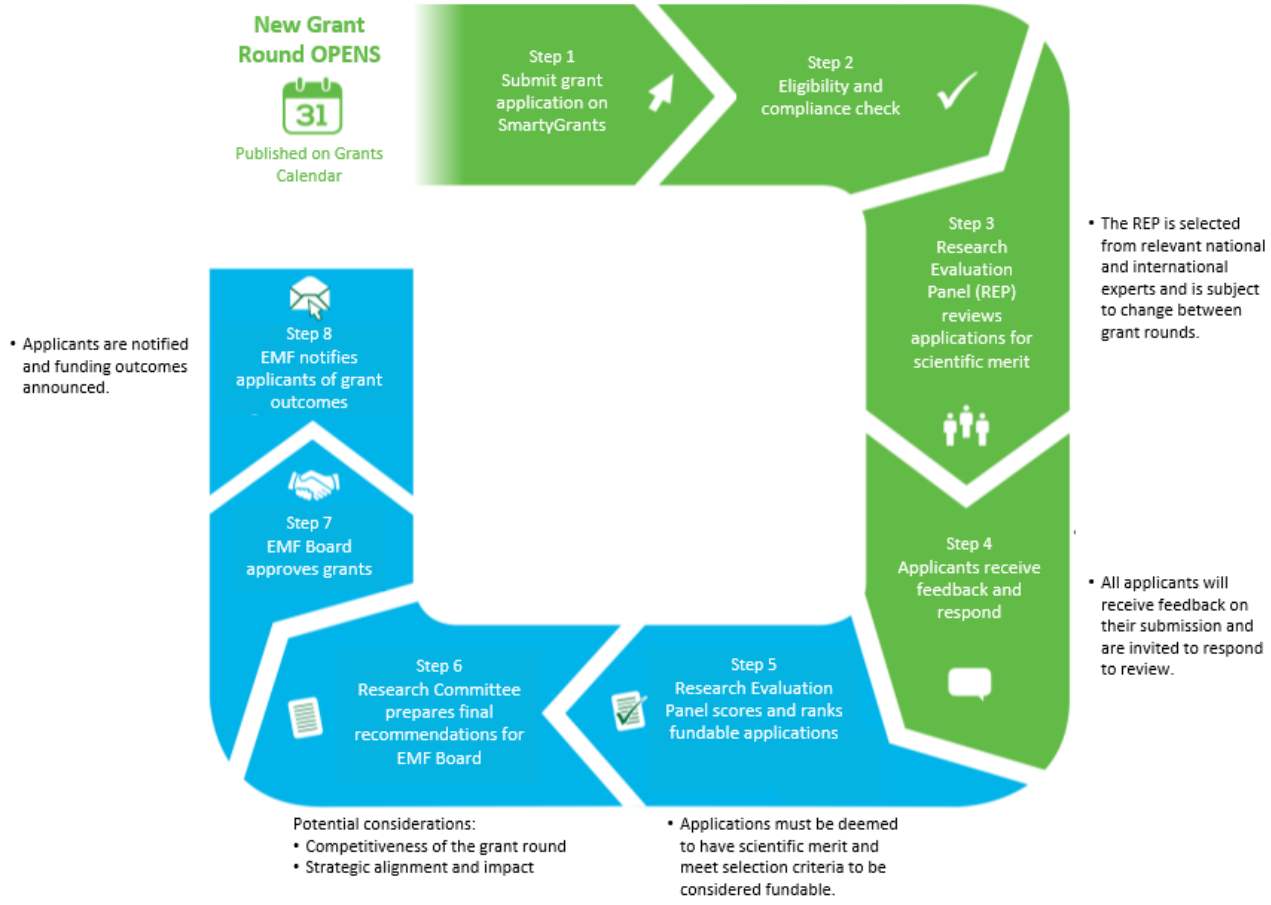
| Scale | | Definition |
|---|---|---|
| **5** | **Strong** | Fully addresses the criterion and sets forth a compelling argument as to the application's merit in this area |
| **4** | **Acceptable** | Enough of the key points in the criterion are covered to make a legitimate case for consideration. Additional 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 |

# 7 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 and overall merit. 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.
- recognise special areas in need of research and to prioritise funding for these areas
- recommend budget alterations and other conditions.

EMF's peer review process consists of the following steps:




## 7.1 Eligibility Check

Applicants must satisfy the eligibility check for their application to proceed to the 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 CVs for Principal Investigators and Co-Investigators

- the Principal Investigator and all Co-Investigators being compliant with reporting requirements for all active EMF grants.

Failure to comply with these Guidelines may lead to delay in and/or exclusion from the grant assessment process.

### 7.2 Research Evaluation Panel

Applications that are deemed eligible are reviewed by external expert reviewers from the Research Evaluation Panel (REP). The REP has responsibility for reviewing applications for scientific merit and other review criteria (refer to Section 6).

The REP is comprised of one Chair, one Co-chair and appropriately qualified reviewers from a pool of expert reviewers based in Queensland and interstate. The REP Terms of Reference are available on the EMF website.

EMF aims, where possible, to have each application assessed by three independent expert reviewers consisting of a subject field expert, a relevant research method expert, and an emergency medicine specialist.

For grant applications with potential to include health economic analyses, a dedicated panel comprising health economics experts will review this aspect and make recommendations to the Research Committee in addition to the review process described in sections 7.3 and 7.4.

### 7.3 Reviewer Feedback and Applicant Response

A written assessment from a minimum of two expert reviewers will be provided to the applicants with feedback on the perceived strengths and weaknesses and an overall impression of the application.

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 provide the reviewer with the opportunity to clarify any questions they may have in preparation to score the application.

### 7.4 Reviewer Scoring and REP Meeting

Reviewers are asked to review the applicant's response and submit a final score for each application they have assessed based on the review criteria.

The reviewers' scores and recommendations, the applicant responses, and the original application are collated for the REP Chair and an REP meeting convened. If an REP member is conflicted, they are unable to 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 Chair will present the agreed REP scores and recommendations to the Research Committee for review and final recommendation.

### 7.5 Research Committee

The purpose of the Research Committee is to review the REP scores and recommendations and deliver a set of final recommendations on grant applications to the EMF Board, including recommendations on funding for health economic analyses.

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.

### 7.6 Final Recommendations for the EMF Board

Following the peer review processes, the final recommendations are provided to the EMF Board for approval.

Unsuccessful applicants for any scheme may resubmit their applications in subsequent grant rounds. 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.

### 7.7 Confidentiality and Conflict of Interest

All details of a funding application and associated materials will remain confidential upon receipt by EMF. The Research Committee and REP members agree to keep all details of applications confidential. Outcomes of applications may only be discussed with a named investigator.

Proposed funding outcomes must remain confidential until approved by the EMF Board.

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 publicly.

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 conflict (agreed upon by members of the REP, Research Committee and any EMF representative) is documented and kept on file.

It is a requirement of EMF that committee members disclose their actual, potential or perceived conflict of interest.

### 7.8 Disclaimer

1. Successful grant applications are based on scientific and technical merit and total funding requested 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 reserves the right to allocate additional funding to worthy applications.
3. In view of the funding available for the EMF Queensland Research 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 Post Decision Process

## 8.1 Notification of Decision

EMF will notify successful and unsuccessful applicants of the outcome of their grant applications in writing.

Enquiries relating to the notification of the decision should be forwarded to EMF's Research Manager via email to grants@emfoundation.org.au.

## 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 from an NHMRC recognised Human Research Ethics Committee for the proposed research from the Principal Investigator.

The agreement must be executed within six months from the date of notification; any grant not claimed in this period will be forfeited, unless otherwise approved by EMF. 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 Payments

Payments on all awarded grants will be paid to the eligible Administering Institution. The Administering Institution must keep the funding in a bank account with a reputable financial institution and maintain a separate ledger for all receipts and expenditure in relation to the Project. Funding must not be held in a personal bank account.

Payments will generally be made six monthly and in advance, except for 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. If the required ethical clearances or progress reports are not received, payments will be deferred.

Administering Institutions must provide EMF with a tax invoice in accordance with the GST Act.

## 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@emfoundation.org.au

### 8.5 Requests for formal outcome reviews

EMF grant outcomes are final. Any requests for formal outcome reviews will be considered by the EMF Board 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 Investigator Responsibilities and Considerations

### 9.1 Reporting

All recipients of EMF Queensland Research Program funding must 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 must be submitted via Smarty Grants.

The Final Report must be provided within three months after the grant has been completed and must include comprehensive and detailed information on the project's outputs and outcomes.

Failure to provide reports within three months of the due date may prevent progress payments and potentially make the PI and CIs ineligible to apply for future EMF grants.

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 submission and acceptance of the Final Report.

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

> "This work was supported by a Leading Edge Grant from the Emergency Medicine Foundation Queensland Research Program."

### 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 of wording for acknowledgement on or near equipment:

> "The ultrasound equipment was proudly funded by the Emergency Medicine Foundation Queensland Research Program."

Guidelines for acknowledging EMF are available on the EMF website. Requests for the EMF logo can be made by emailing 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 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.

### 9.5 Conduct and ethics

Research funded by EMF must be conducted in accordance with the Australian Code for the Responsible Conduct of Research (2018) and the National Statement on Ethical Conduct in Human Research (2023).

Ethics approvals may be required from multiple sites. 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.

### 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 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 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. Refer to Section 2.4 for criteria applicable to the Principal Investigator.

Please email grants@emfoundation.org.au to request access to a Grant Variation Request form.

### 9.7 Unused and/or Surplus funds

EMF funds must be used expressly for the purposes set out in the approved application budget. All unspent and/or surplus funds must be returned to EMF within 30 days of the EMF invoice 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 will be terminated if the recipient(s) does not observe the conditions of the award.

On termination of an award, any unspent funds must be returned to EMF within 30 days of the termination date.

EMF may periodically 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 is deemed not to fit the eligibility criteria, unless otherwise agreed by EMF.

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.

### 9.9 Change of Employment

EMF must 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).

EMF retains the right to review the award considering these changes.

### 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" (updated in June 2022).

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 regard 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 relevant representatives and employees of EMF involved in the review and grants funding processes, and legal advisors.

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 EMF's website.

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 at grants@emfoundation.org.au

### 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 the Australian Code for the Responsible Conduct of Research 2018: '*[Researchers will] participate in peer review in a way that is fair, rigorous and timely and maintains the confidentiality of the content*'.

# Appendix A – Consent Request Template

Principal Investigators may use the template provided below to request consent from all named investigators on the EMF application and complete the Certification Document.

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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]

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