Queensland Research Program Guidelines – Round 45 Research Capacity Building Grant Scheme

Last updated: February 2026

PLEASE READ GUIDELINES CAREFULLY

BEFORE SUBMITTING APPLICATIONS FOR FUNDING

About the Emergency Medicine Foundation and the Research Program

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 funding initiatives including its core Queensland Research Program. The Research Capacity Building grant scheme is being offered as part of that 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 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 the Research Capacity Building grant scheme

EMF is committed to building sustainable, long-term research capacity among emergency healthcare clinicians and is offering the Research Capacity Building grant scheme as part of Grant Round 45.

The core aims of Emergency Medicine Foundation's Queensland Research Program 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.

1.1 Purpose of the grant scheme and funding

Through the Research Capacity Building grant scheme, EMF aims to boost research activities in Queensland public hospitals' Emergency Departments, at the Queensland Ambulance Service (QAS), Retrieval Services Queensland (RSQ), Royal Flying Doctor Service (Queensland Section) (RFDS QLD), and LifeFlight. Institutions applying for a Research Capacity Building grant are expected to use this funding to:

- develop their research capacity through research, education and communication activities
- establish a collaborative and multidisciplinary research culture within their department and with other institutions
- promote and prioritise research as 'core business'
- work towards embedding research activities including data collection, routine evaluation, innovation, and translation of research results into clinical practice
- attain a level of productivity and capability sufficient to attract nationally competitive grant funding in the medium and long term

In Grant Round 45, EMF is offering up to three (3) Research Capacity Building grants for up to $100,000 per grant for a maximum term of three (3) years.

1.2 Important Dates

Date (2026)	Actions
9 February	Expressions of Interest open for Research Capacity Building grants
2 March	Exemption requests due, if applicable
16 March	Expressions of Interest close
16 – 17 March	Eligibility and compliance check (applicants need to be contactable)
8 April	Shortlisted applicants invited to submit full application
25 May 10am AEST	Full applications close
26 – 28 May	Eligibility and compliance check (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 How to Apply

For the Research Capacity Building grant scheme, EMF is applying a two-step application process:

Step 1 – Expression of Interest (EOI)

- Applicants are invited to submit an EOI and only those who successfully traverse the EOI process will be asked to submit a full application.
- EOIs must be submitted via SmartyGrants, EMF's online grants management platform. Applicants can login or register with SmartyGrants here. A Microsoft Word application template for the EOI is available on the EMF website to assist with offline preparation.

Step 2 – Full application:

- Shortlisted applicants will have approximately six weeks to prepare and 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.
- Full applications must be submitted via SmartyGrants and must be consistent with the submitted EOI in scope and budget request unless changes are requested by EMF at EOI stage. Any other major differences must be discussed with and approved by EMF prior to the full application being submitted. A Microsoft Word application template for the full application will be available on the EMF website.
- Shortlisted applicants must provide letters of support from the Head of the Emergency Department as well as the Hospital Executive (or equivalent for QAS, RSQ, RFDS QLD, LifeFlight). Both letters should demonstrate a commitment to financial and on-going support of the position and research activities in their department.
- If applicable, ethics approval or a waiver of consent 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.

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
- the Research Champion and all Co-Investigators, if applicable, being compliant with reporting for their EMF grants, as applicable.

Review process

EMF will apply a streamlined review process for the Research Capacity Building grant scheme. A Review Panel consisting of members of EMF's Research Committee will select the preferred EOIs to submit a full application as well as review the full applications and select applications for funding.

3 Eligibility Criteria

3.1 General Eligibility

To be eligible to receive funding in the Research Capacity Building grant scheme, the applying institution must be based in Queensland and meet the following eligibility criteria:

- Research Capacity Building grants are primarily intended for:
    - Emergency Departments of Queensland public hospitals
    - Queensland Ambulance Service
    - Retrieval Services Queensland
    - Royal Flying Doctor Service (Queensland Section), or
    - LifeFlight
- The proposed Research Capacity Building grant must have an eligible Research Champion (refer to Section 3.3).
- EMF and Queensland Health must be acknowledged in any future publication or presentation that arise from the Research Capacity Building funding.

Institutions who were previously awarded an EMF Research Capacity Building grant can apply for another grant under this grant scheme, but a strong rationale must be provided. Preference will be given to applications from institutions without a prior EMF Research Capacity Building grant.

Potential applicants who are uncertain whether their institution meets the eligibility criteria for the Research Capacity Building grant scheme are encouraged to contact EMF Research Manager via grants@emfoundation.org.au as soon as possible.

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. The Research Champion must be based at 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

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

3.3 Research Champion

For the purpose of the Research Capacity Building grant, EMF will refer to the lead applicant as the 'Research Champion'. This title is distinct from the 'Principal Investigator' title assigned to the other EMF Queensland Research Program grant schemes.

All applications for funding must have a Research Champion, who will be responsible for the proposed Research Capacity Building grant and be the corresponding applicant with EMF. The Research Champion typically conceives and writes the grant application and is the person with the primary responsibility for the oversight and management of the Research Capacity Building grant. The Research Champion must be a FACEM who can drive the strategic vision for the proposed research capacity building and have relevant research experience to support improvements to the research function of the department in which they are located.

The Research Champion must meet each of the following requirements:

- Be employed by Queensland Health or the Mater Hospital Brisbane, Queensland Ambulance Service, Retrieval Services Queensland, Royal Flying Doctor Service (Queensland Section) (RFDS QLD) 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 Queensland for at least 80 per cent (%) of the funding period. Periods greater than three months (continuous) outside of Queensland require prior approval from EMF
- Be compliant with final and progress reporting, if they had been awarded EMF funding in the last five years as Research Champion
- Submit a CV less than 12 months old, detailing relevant research experience with a maximum of three pages.

Should the Research Champion's employment or personal situation change, a notification via the grant variation request process (refer Section 8.6) will be required.

Members of the EMF Board, EMF Research Committee, and present paid members of EMF staff are not eligible Research Champions.

Salary requests for Research Champions will not be considered.

3.4 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 proposed research capacity building activities. 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.

The maximum number of Co-Investigators per grant application is eight.

All Co-Investigators must be compliant regarding final and progress reporting for all EMF grants on which they are Principal Investigators, if applicable. Grant applications with non-compliant Co-Investigators will be deemed ineligible. To ensure eligibility, the Research Champion 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, EMF Research Committee, and present paid members of EMF staff are not eligible Co-Investigators. This does not include EMF volunteers.

Salary requests for Co-Investigators will not be considered.

4 Applications

A call for submissions will be publicised on the EMF website and by email distribution. Application forms are available through SmartyGrants. Applicants can login or register with SmartyGrants here. A Microsoft Word application template 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 Research Champion, 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 full application.

In particular, the Research Champion 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. Research Champions may use the template provided in Appendix A to request this consent from all named investigators on the application.

4.2 Ethics requirements

If ethics approval for any research capacity building activity is required, 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.

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.

Requests for exemption for Research Capacity Building grants must be received in writing to EMF by **Monday 2 March 2026**. Requests for exemption should 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 Research Champion 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

EMF is offering up to three (3) Research Capacity Building Grants for up to $100,000 per grant for a maximum term of three (3) years.

It is envisaged that the funding will be used for the employment of dedicated research personnel to support an Emergency Department's research team to (further) develop its research capacity. The duration of funding and level of employment, i.e., number and function of positions to be supported must be specified in the application. The scheme is flexible to encourage the development of different approaches to building capacity that best meet the needs of the team.

The funding amount is inclusive of on-costs (such as leave loading and superannuation) and is capped at 30%. EMF does not permit overheads (such as institutional overheads and administrative charges), severance pay, or entitlements carried over from previous positions to be included in the budget request.

Existing staff members at the Administering Institution are considered eligible to be employed under this scheme so long as the applicant can justify how the incumbent will help build research capacity at the site.

Request for funding for other expenditures such as equipment may be considered if the request complies with guidelines for budget requests for other schemes in the QLD Research program and if there is a strong rationale. The rationale provided must justify how the proposed expenditure will build emergency medicine research capacity in the Emergency Department.

5.1 Special Conditions of Funding

As the Research Capacity Building grant is a significant investment, EMF requires the applicants to accept the following conditions:

- the research personnel position/s must be advertised publicly, e.g. on www.seek.com.au or Queensland Jobs website
- Candidates for the advertised position must be selected and interviewed through a Selection Panel that includes:
    - the ED Research Champion, and at least two additional ED representatives nominated by the Director of the ED
    - an EMF representative
- EMF must approve the candidate/s offered the position/s

6 Review Criteria

Applications will be assessed and scored by the Review Panel against the following review criteria:

- Clarity of research vision and well-defined research activities and expected outcomes
- Structure of funding model enables sustainability of research activities after EMF funding has ceased and minimises the risks posed by single-person dependency
- Availability, capacity and research experience of key personnel including research champions
- Research capacity baseline – i.e. existing research infrastructure, research active personnel and projects, and research funding – can be successfully expanded
- Potential matched funding to demonstrate buy-in

It is not mandatory for applying institutions to have secured matched funding. However, preference will be given to applicants who can demonstrate buy-in from their department and institution through matched funding and a commitment to establishing a permanent position as part of their planning to maintain research capacity after EMF funding has ceased.

Members of the Review Panel will score EOIs and full applications using the following scale:

5 – Strong: Application fully addresses the review criteria 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 review criteria are addressed or sufficient evidence is provided, to make a case for meeting the criteria. 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 Post Decision Process

7.1 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 grants@emfoundation.org.au.

7.2 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 Research Champion 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.

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.

7.3 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.

7.4 Timing of Research

Grant recipients must commence their project within six months of the outcome notification, 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

7.5 Requests for formal outcome reviews

EMF grant outcomes are final. Any requests for formal outcome reviews will be considered by EMF at its discretion and may proceed to a formal review by an independent committee or party.

8 Investigator Responsibilities and Considerations

8.1 Reporting

All recipients of a Research Capacity Building grant 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 SmartyGrants.

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 Research Champion and Co-Investigators 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.

8.2 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 through this Special Funding Round.

8.3 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.

8.4 Media coverage of the research

The receipt of a grant from the Research Capacity Building grant scheme 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.

8.5 Conduct and ethics

Research funded by the Research Capacity Building grant 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. If applicable, 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.

8.6 Major alterations to the project plan or budget

Major alterations to the 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 Research Champion 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 3.3 for criteria applicable to the Research Champion.

Please email grants@emfoundation.org.au to request access to a grant variation request form.

8.7 Unused and/or Surplus funds

Awarded 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.

Research Champions are accountable for how the funding is spent and any surplus or deficit funding requires a clear explanation.

8.8 Termination of a Grant

Subject to any special conditions specified at the time an award is offered, these conditions shall apply to all 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 Research Champion 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.

8.9 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.

8.10 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.

8.11 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 the Research Capacity Building grant 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.

8.12 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 our 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

8.13 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

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

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 Queensland Research Program grants on which I am the Principal Investigator or Research Champion.

[Signature block with complete contact details]