# Special Research Grants Program Guidelines: Trauma Care in Regional, Rural and Remote Queensland – Round 6

Last updated: April 2026

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PLEASE READ GUIDELINES CAREFULLY

BEFORE SUBMITTING APPLICATIONS FOR FUNDING

**About the Emergency Medicine Foundation and the Motor Accident Insurance Commission**

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.

The Motor Accident Insurance Commission (MAIC) is the regulatory authority responsible for regulating and improving Queensland's Compulsory Third Party insurance scheme and managing the Motor Accident Insurance and Nominal Defendant funds. MAIC provides funds for research and education in the field of rehabilitation and the provision of rehabilitation services as well as funds for research into the causes of motor vehicle accidents and their prevention.

EMF supports high quality research directed at improving the healthcare of patients in emergencies within the pre-hospital and emergency department settings. EMF research funding initiatives include the Queensland Research Program and special funding programs. The Special Research Grants Program '*Trauma Care in Regional, Rural and Remote Queensland*' is an initiative funded by MAIC.

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.

# Contents


1 About the Special Research Grants Program ..... 3

2 How to Apply ..... 4

3 Eligibility Criteria ..... 5

4 Guidelines for Budget – Research Grants ..... 9

5 Review Criteria – Research Grants ..... 11

6 Post Decision Process ..... 12

7 Investigator Responsibilities and Considerations ..... 13

# 1 About the Special Research Grants Program

The Special Research Grants Program '*Trauma Care in Regional, Rural and Remote Queensland*', funded by the Motor Accident Insurance Commission aims to:

- fund research to create an evidence base for the best emergency care of trauma patients, in particular road trauma patients, in regional, rural and remote Queensland
- identify key barriers to optimal emergency care for trauma patients and solutions to overcome those barriers through the translation of research findings into evidence-based health policy and practice
- build research capacity for trauma and emergency healthcare clinicians in regional, rural and remote Queensland.

This Special Research Grants Program is designed for frontline clinicians who have the insight and emotional investment in the management of trauma patients in regional, rural and remote Queensland. Projects led by or involving novice and/or early-career clinician researchers will be viewed favourably.

This program has been developed to empower these clinician-researchers in their navigation of the research path to ensure that their voices and ideas for improving trauma care are heard. To support clinician-researchers, EMF offers the following:

- Clinicians without any prior research experience can apply for a scholarship to attend a university course for training in emergency healthcare research.
- Clinicians new to research can apply for mentoring support during the application stage and, if successful, for ongoing support by mentors who can provide guidance and assistance through the lifetime of the project.
- Research grants for short to medium term projects addressing the aims of the Special Research Grants Program.

**These Funding Guidelines apply to applications for research grants only.** Funding Guidelines for scholarships are available on EMF's website.

## 1.1 Important Dates

| Dates (2026) | Actions |
|---|---|
| **7 April** | Round 6 opens for research grant applications |
| **15 June** | Exemption requests due |
| **6 July 10am AEST** | Research grants applications close |
| **7 – 10 July** | Eligibility and compliance check (applicants need to be contactable) |
| **13 – 29 July** | Review of submitted applications |
| **3 – 17 August** | Response to Review (applicants need to be contactable) |
| **Early October** | Announcement of funding outcomes |

# 2 How to Apply

## 2.1 Topics

Clinician-researchers in regional, rural and remote Queensland are invited to submit proposals addressing the aims of the Special Research Grants Program as described in Section 1. Proposals may include:

- projects that investigate novel protocols, interventions, equipment, or medications to improve emergency care of trauma patients in regional, rural and remote Queensland
- translational projects aimed at evaluating the implementation of existing protocols, interventions, equipment, or medications in the applicants' region or rural and remote area.

Projects addressing emergency care for road trauma patients or projects aiming at outcomes that can be translated to this area will be viewed favourably. This does not preclude applicants proposing other projects provided they address the aims of the Special Research Grants Program as described above.

Potential applicants who are uncertain whether their project meets the objectives of the Special Research Grants Program are encouraged to contact EMF Research Manager via email to grants@emfoundation.org.au as soon as possible.

## 2.2 Application process

For this Special Research Grants Program, EMF has designed a three-step application process to support clinician-researchers:

### Step 1 – Support request (optional)

- Clinicians-researchers who require support for their research projects are encouraged to contact EMF and specify their support needs as early as possible. EMF will endeavour to connect potential applicants with research mentors who will provide support and guidance to:
    - Develop or optimise research design and research protocols
    - Write grant application
    - Apply for ethics and governance
    - Plan and conduct data analysis
    - Plan and collect data for health economic analysis
- A list of several researchers from Jamieson Trauma Institute (JTI) who are available for mentoring support will be included in the support request form available on the EMF website. If the support request falls outside of the expertise of the JTI mentors, EMF will endeavour to identify and connect potential applicants with suitable mentors.

**Step 2 – Submit application:**

- Applications must be submitted through EMF's grants management platform SmartyGrants. Applicants can login or register with SmartyGrants. A Microsoft Word application template is available on the EMF website.
- The Principal Investigator, the Head/s of Department/s (or equivalent) and the Administering Institution are required to sign and upload an Application Certification Document (available on the EMF website).
- Ethics approval or evidence of exemption from ethics review 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.
- Applicants must satisfy the eligibility check for their application which includes:
    - full compliance with the closing date and time of the grant round
    - satisfactorily meeting eligibility, content and format requirements
    - the Principal Investigator and all Co-Investigators being compliant with reporting for their EMF grants, as applicable.

**Step 3 – Response to Review:**

- Eligible applications will be reviewed by the Trauma Care Program's Advisory Panel and a written assessment will be provided to the applicants with feedback on the perceived strengths and weaknesses and an overall impression of the application.
- 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.

# 3 Eligibility Criteria

## 3.1 General Eligibility

To be eligible to receive funding in this Special Research Grants Program, the proposed research must meet the following eligibility criteria:

- The proposed research must be directed at improving emergency care for trauma patients in regional, rural and remote Queensland.
- The proposed research must be conducted in Queensland. This does not however preclude collaboration with experts elsewhere in Australia or internationally, but EMF will only support the Queensland site/s of a collaboration.
- The proposed research must demonstrate research capacity building for emergency trauma care clinicians in regional, rural and remote Queensland.
- The proposed research must have an eligible Principal Investigator (refer to Section 3.4)
- Either the Principal Investigator or at least one Co-Investigator must be a clinician providing emergency care to trauma patients in regional or rural and remote Queensland

## 3.2 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 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.

### 3.3 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 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

EMF can consider requests for other institutions in Queensland to administer the funds. These requests must however be discussed with EMF and exemption requests submitted to EMF by the relevant deadline (refer to Section 1.1).

### 3.4 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. All Principal Investigators must meet each of the following requirements:

- Provide emergency care to trauma patients in Queensland within the pre-hospital or retrieval setting or in public emergency departments. Projects led by clinicians who provide emergency care to trauma patients in regional or rural and remote Queensland will be prioritised.
- 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 EMF grants they are Principal Investigator on, if applicable
- Submit a CV less than 12 months old, detailing relevant research experience with a maximum of three pages.

Potential applicants who are uncertain whether they meet the eligibility criteria for Principal Investigator are encouraged to contact and discuss with EMF as soon as possible. Any exemption requests must be submitted to EMF by the relevant deadline (refer to Section 1.1). Please note that

either the Principal Investigator or at least one Co-Investigator must be a clinician providing emergency care to trauma patients in regional or rural and remote Queensland.

Should the Principal Investigator's employment or personal situation change, a notification via the grant variation request process (refer to Section 7.6) 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.

Principal Investigator time may be considered for funding for up to $80 per hour (including on-costs). Salary requests for senior clinicians however will not be considered. Any salary request must be justified in the budget section of the application form and a strong rationale provided.

### 3.5 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. Please note that either the Principal Investigator or at least one Co-Investigator must be a clinician providing emergency care to trauma patients in regional or rural and remote Queensland.

All Co-Investigators must be compliant regarding final and progress reporting for all EMF grants on which they are Principal Investigator, if applicable. 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-Investigator time may be considered for funding, for example for specific activities that the Co-Investigator or Co-Investigator's team undertake using specified skill sets. The salary request must be justified in the budget section of the application form and a strong rationale provided. Salary requests for senior clinicians however will not be considered.

### 3.6 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.

Associate Investigator time may be considered for funding, for example for specific activities that the Associate Investigator or Associate Investigator's team undertake using specified skill sets. The salary request must be justified in the budget section of the application form and a strong rationale provided. Salary requests for senior clinicians however will not be considered.

# 4 Guidelines for Budget – Research Grants

EMF expects funding requests to range from $15,000 to $50,000 for short term projects (6-12 months). In exceptional circumstances, EMF may consider requests for larger funding amounts for medium-term projects (12-24 months). Applicants considering requesting more than $50,000 are strongly encouraged to contact and discuss with EMF in advance.

## 4.1 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 including open access publication with strong rationale.

All budget items requested from EMF must be justified. 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.

## 4.2 Ineligible Expenditure

EMF does not fund or pay:

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

## 4.3 Research Support Personnel and On Costs

Funding is principally intended for research staff and research consultant activities, including but not limited to statistical support, health economics, data collection, and study coordinator. Salary requests for senior clinicians will not be considered. EMF may consider requests for payment for time of Principal Investigators for up to $80 per hour (including on-costs) and for Associate Investigators and Co-Investigators for specified skill sets but these requests must be justified with a strong rationale.

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

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.

### 4.4 Direct Research Costs

Costs must be integral to achieving the aims, objectives, outcomes and directly related to the Research Proposal set out in the application, as approved by EMF.

### 4.5 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 assessment and decision process. The strong rationale for funding should be reflected in the budget justification section of the application form.

### 4.6 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.

### 4.7 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.

### 4.8 Infrastructure

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

### 4.9 National/International Research

EMF will only fund the Queensland components of national/international research. Sites in other states/countries would be expected to source funding from other funding agencies. The only exception is where a study collects national data but is fully run from Queensland by Queensland employed researchers.

### 4.10 Capital Equipment

The Special Research Grants Program does not fund capital equipment including computer equipment. If the equipment is critical for the proposed research, applicants must apply for an exemption request by the relevant deadline (refer to Section 1.1 Important Dates). Funding sought for any single piece of equipment must not exceed the value of $10,000.

# 5 Review Criteria – Research Grants

Applications will be assessed against the following review criteria:

| Criterion | Definition |
|---|---|
| **Scientific Quality** | • 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 Trauma Care in Regional, Rural and Remote Queensland** | Application leads to:<br>• Improvements in the field of emergency trauma care to<br>  ○ enhance the patient experience and outcome, save lives, and/or<br>  ○ support staff providing emergency trauma care in regional, rural and remote Queensland and/or<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 regional, rural and remote Queensland, for example through:<br>• Inclusion of regional, rural or remote sites<br>• Inclusion of novice and early-career researchers in the team |
| **Investigator & Team** | • Investigator and team quality<br>• Team track record in translating outcomes into practice and management<br>• Capability relevant to the application and relative to opportunity<br>• Inclusion of clinicians based in regional, rural and remote Queensland |
| **Budget** | • Appropriateness of expenditure<br>• Impact of expenditure |
| **Translation into practice** | • Evidence of the practical ability & plan to communicate and disseminate findings into the research and emergency care community and<br>• Evidence and plan to translate outcomes into practice<br>• Benefits to patients and cost savings and/or released capacity to health systems |

Members of the Review Panel will score all review criteria 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 |

# 6 Post Decision Process

## 6.1 Notification of Decision

EMF will notify successful and unsuccessful applicants of the outcome of their grant application 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.

## 6.2 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 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.

### 6.3 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.

### 6.4 Timing of Research

Grant recipients must commence their project within six months of 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

### 6.5 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.

## 7 Investigator Responsibilities and Considerations

### 7.1 Reporting – Research Grants

All recipients of the Special Research Grants 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.

### 7.2 Publications

Grant recipients are expected to disseminate their research findings in peer reviewed journals and conference presentations. It is strongly recommended that publications are in line with reporting guidelines found at the EQUATOR Network website.

The support of EMF and MAIC must be acknowledged in all publications or media publicity arising from research supported through this Special Research Grants Program.

### 7.3 Acknowledgement

Funding from EMF and MAIC must be acknowledged in any future publication or presentation. The acknowledgement must be visible either on equipment or in any brochures, reports, posters, multimedia material or other publicity.

### 7.4 Media coverage of the research

The receipt of a grant from the Special Research Grants Program places obligations on successful applicants to accommodate reasonable requests made by EMF or MAIC or public relations firms engaged by EMF or MAIC 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.

### 7.5 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.

### 7.6 Major alterations to a research project plan or budget

Major alterations to a research project plan or budget may include changes in the project scope and aims, changes in ethics approvals, project extension or suspension, changes to specified personnel or collaborating institutions, etc.

Any proposed changes to the original approved funding proposal must be provided to EMF four weeks prior to the effective date of change. Full details of proposed alterations to either project plan or budget must be submitted in writing and in advance to the EMF and documented on a Grant Variation Request Form, available through SmartyGrants. Requests for access to a Grant Variation Request Form can be made by emailing grants@emfoundation.org.au

The appropriate EMF authority 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 3.4 for criteria applicable to the Principal Investigator.

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

### 7.7 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.

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

### 7.8 Termination of a Grant

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

### 7.9 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.

### 7.10 Workload

Named investigators are expected to be able to demonstrate how their clinical workload allows them to commit time to the proposed research as required. This includes time allocated to this application and other EMF and non-EMF related work.

Investigators who are heavily committed in other portfolios should carefully consider their commitment to any new proposed application. The number of investigators should be commensurate to the proposed research activity and the role of each investigator should be substantial and measurable.

### 7.11 Intellectual Property

Applicants must adhere to the Intellectual Property Policy approved by the governing body of the host research organisation that is congruent with the document "National Principles of Intellectual Property Management for Publicly Funded Research" (updated in June 2022).

In general, it is expected that any intellectual property generated by research funded by the Special Research Grants Program 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.

### 7.12 Privacy legislation

Applicants consent to the information supplied as part of their application being disclosed for the purposes of the assessment of their application and for purposes connected with the making and administration of the project grant. Such disclosure includes, but is not limited to, disclosure to 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 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

# 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 Queensland Research Program grants on which I am the Principal Investigator

[Signature block with complete contact details]

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