

APPLICATION FORM

GUIDELINES TO FUND HEALTH AND MEDICAL RESEARCH PROJECTS

The Ipswich Hospital Foundation issues competitive grants for Health & Medical Research Projects based upon the policy, criteria and application form below. However, with the commencement of the Ipswich Hospital Foundation/ University of Queensland Centre for Health Community Research funding is currently limited pending research funding priorities by the Centre.

Policy

- The *Hospitals Foundation Act 1982* enables the Ipswich Hospital Foundation to award grants:

“To aid any health, hospital, ambulance or nursing service whether the service has been established or is proposed;

To seek to discover the nature, origins and causes of disease and bodily afflictions by the application of all or any of those branches of science that are relevant to the purpose and to make the best use of knowledge gained for improvement of the means of prevention or treatment of disease and bodily afflictions;

To research or arrange or promote research (including surveys relevant to health service or hospital functions) into and development of any branch of medical science, technological research, medical investigation or other matter concerning the health or well-being of people, with a view to general improvement in health services;

To provide money grants or loans for persons engaged in research at postgraduate level in medical or any other health science (including surveys relevant to any such science);

To provide money grants or loans for research or surveys relative to the functions, duties, management and administration of hospitals and for any public health service other than a hospital;

To arrange for research and development work in specific matters related to the health of people and to arrange for production and marketing of anything that results from such research or development work”

- The awards are open to graduates in medicine, science, nursing, and allied health professions. Applicants must be full-time, part time or visiting appointees to the West Moreton South Burnett Health District or persons whose research directly affects the residents of the District.
- In general, grants will be in a range of \$2,000 to \$50,000.
- The Foundation review committee assesses applications received. The committee will also seek opinions from outside assessors and make recommendations to the Foundation for ultimate approval.

- Funding may be made for the total project or as a grant-in-aid and will usually be provided for equipment, consumables or salaries for research assistants.
- Projects must have the approval of the West Moreton South Burnett Ethics Committee and any other relevant ethics committees.
- Successful applicants will be expected to submit results of their research for publication in an appropriate journal. All publications and presentations should acknowledge the Foundation as the funding source. The Foundation is to be provided with reprints of any article or abstract accepted for publication.
- The successful applicant must provide a full scientific report of his/her work at the expiration of the grant, and annually if the grant is held for a period longer than a year.
- A summary of the results of the research in lay language suitable for inclusion in Foundation publications and for release to the media is to be provided at the expiration of the grant and annually if the grant is held for a period longer than a year.
- The relevant Executive Director must endorse an application if the proposed research activity is within a facility operated by Queensland Health and a covering letter from the Business Unit Manager and the Divisional Director should also accompany the application.
- Funding may be made for the total proposed project or for partial funding of a proposed activity.
- Successful applicants will be expected to submit a brief report and evaluation of the funded activity to the Foundation.
- Applications should be submitted to the Ipswich Hospital Foundation's Executive Office preferably by electronic means using WORD or a PDF to the Foundation's e-mail address grants@ihfoundation.org.au. However, an original copy signed by the applicant; chief investigator; and all other investigators, together with the requested attachments should be submitted to the Foundation's Executive Officer, PO Box 878, Ipswich, QLD 4305.

Prerequisites for funding are:

- The proposal meets the objects of the Foundation as defined under the Hospitals Foundations Act 1982.
- The results of the proposals are of benefit to the people of West Moreton South Burnett Health Service District.
- Proposals are for one-off funding and not for operational, recurrent costs.
- Grant will be awarded on the basis of the merit of both the applicant and the proposed research.
- Approval from the West Moreton South Burnett Health Service District ethics committee and other relevant ethics committees.

Categories:

The Ipswich Hospital Foundation awards grants in the categories of.

Novice Researcher; and
Experienced Researcher

Novice Researcher Grants - These grants are intended to encourage and develop novice researchers. The maximum amount of any one award is not expected to exceed \$5,000. The Ipswich Hospital Foundation defines a novice researcher as an individual who:

- a) Has the knowledge to conduct research but lacks experience in applying for and conducting funded research;

- b) Has never been a chief investigator in funded research; and
- c) Is supported by a mentor who possesses relevant skills and experience.

Experienced Researcher Grant - These grants are available to researchers experienced in conducting research and in the management of research budgets. The maximum amount of any one award is not expected to exceed \$50,000. Assessment of research in this category will be based on the relevance and quality of the research and the experience of the applicant

Proposals will be reviewed in light of the following

1. Quality of the proposal - e.g. aims, design, and method
 - Aims are clearly defined, realistic and desirable.
 - Analysis of relevant literature and demonstrates the importance and significance of the research.
 - Research problem/issue is clearly and concisely described. It is also consistent with the need identified from the literature review.
 - The hypotheses/questions and expected outcomes are consistent with the research problem/issue and are clearly and concisely documented.
 - The research design:
 - Clearly describes the research method and/or methodology.
 - Demonstrates sound research principles.
 - Addresses the hypotheses/questions and expected outcomes in the research method and/or methodology.
 - Describes a sampling method that has the potential to answer the hypotheses/questions and expected outcome.
 - Describes the data collection method and demonstrates its appropriateness to the research method.
 - Explains the data analysis method clearly and demonstrates the relationship to the hypotheses/questions and expected outcomes.
 - Demonstrates that the timeframe is appropriate and achievable.

Ethical implications are clearly identified and ethical clearance has been sought as appropriate.
2. Originality and innovativeness of the proposal.
3. Plan to disseminate information
 - The proposal should detail strategies for dissemination by the applicant and/or the applicant's mentor of information regarding the study and its conclusions through conferences, seminars, reports, and journal articles.
 - Dissemination strategy must be specific and appropriate to the research topic.
 - Evidence of strategies adopted by the principal researcher or the mentor to successfully disseminate information arising from previous research projects
4. Demonstrated or potential competency to complete research.

Experienced grant applicants:

 - a) The applicant presents evidence of successful completion of previous research including dissemination of results.
 - b) Demonstrates knowledge, skills and ability in the research method and/or methodology to be utilized.

Novice research grant applicants:
The applicant

 - a) demonstrates a thorough grounding in the field to be researched.

- b) demonstrates knowledge, skills and ability of the research mentor in the proposed research method and/or methodology.
- c) presents evidence of the ability of the research mentor to support the researcher in successfully completing and disseminating the results of the research.

5. Referees comments

6. Appropriateness of proposed budget.

- Funds requested are clearly specified and are consistent with and relevant to the research design.
- The chief investigator/mentor demonstrates knowledge, ability to effectively manage research budgets.
- The budget proposed is cost effective.

Protecting Your Privacy

Ipswich Hospital Foundation is committed to providing you the highest levels of service. Protecting your privacy is important to us. The Ipswich Hospital Foundation is a Queensland state statutory body and as such must comply with the *Information Privacy Principles* (IPPs) contained in Queensland Government Information Standard 42. The Foundation is also subject to the *Freedom of Information Act 1992*, and the *Libraries and Archives Act 1998*.

Personal information about grantees

The purpose of these records is to allow the Foundation to distribute funds for health projects as by the objectives outlined in the *Hospital Foundations Act 1982*. Content may include contact information, amount of funds requested, total budget of project, proposal application, references from referees, correspondence, disposition of request.

The following staff members have access to this information: Executive Officer; Executive Assistant. In addition the Board Members of the Foundation's Distribution and Review Committee have access. Copies of applications may also be given to referees, members of the Health District

Ethics Committee, and/or to members of the Health District's Executive for comment.

Records are retained according to the applicable provisions of the General Disposal and Retention Schedule for Administrative Records prepared by Queensland State Archives.

Individuals may seek access to their records by the Ipswich Hospital Foundation's Freedom of Information Officer who is the Executive Officer (Phone (07) 3817 2318, e-mail: info@ihfoundation.org.au).

The records held relate to a file established for each grant applicant that is are kept on paper and electronic media. These records are held at 21 Bell Street in the office of the Ipswich Hospital Foundation.

Contact Us about Privacy Practices

If you have any questions or would like further information about the Ipswich Hospital Foundation's privacy and information handling practices, please contact:

Executive Officer
 Ipswich Hospital Foundation
 PO Box 878
 Ipswich, QLD 4305
 Phone: (07) 3817-2318
 Fax: (07) 3812 7500
 E-mail: ihf@gil.com.au

**IPSWICH HOSPITAL FOUNDATION
HEALTH & MEDICAL RESEARCH PROJECTS APPLICATION
SUMMARY FORM**

AIM OF THIS FORM

This summary sheet provides a one-page synopsis of the research project proposal in lay terms for reporting purposes.

STUDY TITLE:

INVESTIGATORS (name, qualifications, employer)

HEALTH SERVICE AREA

LAY DESCRIPTION OF STUDY (including aims, target group, sample size, methods used and benefits arising)

DURATION OF STUDY

START:

FINISH:

STATUS

FUNDING SOURCE(S)

LIKELY PUBLICATIONS arising from this study

**IPSWICH HOSPITAL FOUNDATION
HEALTH & MEDICAL RESEARCH PROJECTS APPLICATION**

Project Title:

Chief Investigator: *[name, contact address for correspondence, day phone number, mobile, E-mail address]*

Qualifications:

Facility of Research:

Position Held:

Department/University:

Other Investigators and Mentors- add additional sections if required
(If the investigator is a student - include details of supervisor, information ownership and confidentiality arrangements.)

Date:

Type of Research **Novice Researcher** **Experienced Researcher**

The proposal should contain the following information and not be more than eight pages in length, single-spaced, minimum font size 11(except for the attachments requested in number 6).

- 1. DESCRIPTION/SUMMARY**
(100 words or less)
- 2. PURPOSE/ SIGNIFICANCE/ EXPECTED BENEFITS OF PROPOSED RESEARCH**
(100 words or less)
- 3. AIMS of the PROJECT or HYPOTHESIS to be TESTED & EXPECTED OUTCOMES**
(100 words or less)
- 4. DESCRIPTION of the ORIGINALITY & INNOVATIVENESS of the PROPOSED RESEARCH**
(200 words or less)
- 5. OUTLINE OF DISSEMINATION PLAN OF RESEARCH RESULTS**
(200 words or less)
- 6. EVIDENCE OF PREVIOUS SUCCESSFUL DISSEMINATION OF RESEARCH RESULTS**
Attach brief CVs of Chief Investigators – 2 pages maximum for each.
- 7. LITERATURE REVIEW** – 1-2 pages
- 8. RESEARCH DESIGN and METHODOLOGY** (4 pages maximum)
- 9. BUDGET OF PROJECT AND AMOUNT REQUESTED IN THIS PROPOSAL**
- 10. IF FUNDING FOR THE PROPOSED IS BEING SOUGHT ELSEWHERE, PLEASE ELABORATE**

REFEREES (3)

Name	Position	Address (Complete)	Phone	E-mail Address

Please make sure the following are attached;

- Written endorsement by relevant Executive Director for WMDHS projects or organisation Director if from another organisation.
- Letter of Approval (or evidence of application) from the Ethics Committee.
- List of Publications of each Applicant and Mentor for the previous five years.
- List all grants/support held for this project.
- List all grants/support for all projects with which applicants are involved.
- List other applications for support made for this project (include results if known and copies of referees' reports if available).

DECLARATION BY APPLICANT

I have read and understood the funding and reporting conditions attached to this grant and agree to abide by those conditions if this grant is awarded.

SIGNATURE

Please submit to

Ipswich Hospital Foundation

PO Box 878, Ipswich Health Plaza

Ipswich, QLD 4305

E-mail: grants@ihfoundation.org.au ; Website: www.ihfoundation.org.au

Phone: (07) 3817 2318 Fax: (07) 3812 7500