

CHI

Centre for Healthcare Improvement

Office of Health and Medical Research

Clinical Academic Fellowship

Round three – funding guidelines

For funding commencing 2012

Applications close: 5:00pm, 15 August 2011

Please note: individual researchers are not eligible to apply for this fellowship

This application process requires the collaboration of Queensland Government funded health care facilities and universities ('joint applicants') to design new positions that will increase research activity and provide a focus on clinical excellence

May 2011

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strong, green, smart, healthy and fair

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1 Introduction

This document provides important information about the Clinical Academic Fellowships (http://www.health.qld.gov.au/ohmr/html/rpu/clin_academ_fel.asp) which form part of the Health Research Fellowship Program.

The Clinical Academic Fellowships are administered by the Research Programs Unit (http://www.health.qld.gov.au/ohmr/html/rpu/rpu_home.asp) of the Office of Health and Medical Research (<http://www.health.qld.gov.au/ohmr/default.asp>) which operates within the Centre for Healthcare Improvement (<http://www.health.qld.gov.au/chi>) in Queensland Health.

Office of Health and Medical Research (OHMR)

OHMR was established under the Research for a Healthier Future: *Health and Medical Research Development Strategy* (http://www.health.qld.gov.au/ohmr/documents/R&D_Strategy.pdf) The OHMR's vision is a sustainable, seamless health system where high quality research drives best patient care, provides a strong return on investment and helps Queenslanders become Australia's healthiest people by 2020.

OHMR aims to achieve this vision by:

- promoting Queensland-based health and medical research capability and opportunities to potential researchers, and industry partners
- developing systems that reduce burdens and barriers to research to allow health professionals to undertake research
- driving increased investment in research and research infrastructure by promoting available funding opportunities to our researchers
- facilitating new collaborations between clinicians, academia and industry
- providing advice and assistance that enables the translation of research into practice and products
- increasing the value and impact of Queensland Health generated intellectual property through management guidance, protection, promotion and dissemination.

Health Research Fellowship Program

The Health Research Fellowship Program was established by the Queensland Government to retain, develop and recruit outstanding health and medical researchers. The program will provide \$20.55 million which will enhance support for Queensland's outstanding health and medical researchers. It aligns with other funding programs, including those offered by the National Health and Medical Research Council.

2 Definition of terms

The term '**Joint Applicants**' refers to staff from Queensland Health and Queensland universities who are applying for funding to create a new joint clinical academic position. The joint applicants must be two separate individuals. A person who has a joint appointment between Queensland Health and a Queensland university cannot apply on behalf of both institutes.

The term '**New Position**' refers to the new joint position that will be created between the Queensland Government funded health care facility and the Queensland university should the joint applicants be successful.

The term '**New Employee**' refers to the person that is successful in applying for the new position created by the Queensland Government health care facility and the Queensland university.

'Queensland Government funded health care facility' refers to the Mater Public Hospital as well as those listed at the following website www.health.qld.gov.au/healthservices/byFacility.asp. Contact the Office of Health and Medical Research to seek advice on eligibility if your facility is not listed.

3 Aims and objectives of the Clinical Academic Fellowships

The objectives of these fellowships are to improve healthcare, teaching and research by increasing the presence of full time clinical academics in Queensland Health.

OHMR awarded six fellowships for the first round in 2010:

http://www.health.qld.gov.au/ohmr/html/rpu/caf_rnd1_successful.asp

and three fellowships for the second round in 2011:

http://www.health.qld.gov.au/ohmr/html/rpu/caf_rnd2_successful.asp.

The Fellowships have been designed to foster collaboration between Queensland Government health care facilities and Queensland universities, by jointly creating a new position for a clinical academic within Queensland Health.

4 Funding available

- Fellowships provide funding of up to \$75,000 per annum for five years towards the salary of a new clinical academic position.
- Additional funding, and in-kind support are expected from the joint applicant's institutions.
- Fellowship funds are for the salary of the new position only and are **not** to be used for the research projects, including the costs of equipment or maintenance, consumables, administration or travel.
- The funds are GST exclusive and no part is to be used to pay for institutional overheads.
- These fellowships are not renewable.
- No funding can be carried forward and no additional funds will be provided during the award. It is expected that the health facility and university will secure funding through other sources to fund the position post fellowship.
- It is intended that the funding will be awarded to full time positions only.
- Funding will be released to the health service district to be dispensed as salary.

5 Eligibility

5.1 Joint applicants

The joint applicants must comprise of one individual from a Queensland Health facility (see definition of terms for eligible facilities), and one representative from a Queensland university.

5.2 New position requirements

The new position will include a minimum of 30% full time equivalent undertaking research and a minimum of 30% on clinical work in a Queensland Government funded health care facility. The remaining time may be spent on any research, training, education, clinical or administration activity within Queensland Health or the university.

The position will be advertised within three months and the position filled within six months of the joint applicants signing the relevant contract prepared by the OHMR. New positions will be jointly employed by a Queensland Government funded health facility and an associated Queensland university at the time new position is taken up. While it is envisaged that funding will be provided for full time positions only, if the new employee requests to work part time, this may be negotiated with OHMR at the time of recruitment.

6 Selection Criteria

Applications will be considered against the following criteria and are asked to:

- Describe what processes will be put in place to ensure the proposed position will demonstrate clinical excellence and leadership
- Describe what steps will be put in place to ensure the proposed position will facilitate translation of research outcomes into clinical practice and better patient experiences
- Describe what tasks the proposed position will undertake to support junior researchers and clinicians through education, training and mentorship
- Describe what environment the academic will work in to increase research capability in a health care related field
- Describe how the funding offered by the fellowship will be supported by the joint applicants. This includes salary support committed from both institutions, funding from other sources and in-kind support. Applicants should also identify a mentor that will support the new position.
- Describe how the position will continue to be funded at the completion of the fellowship in five years. Also, describe how the proposed position will be established, and which institution will take the lead in advertising and recruiting for the position.

The joint applicants will also provide a draft position description for the proposed position and detail how the proposed position will meet the above mentioned criteria.

Assessment and selection of proposed positions	
Completeness and eligibility	Applications will be assessed by the OHMR for completeness and eligibility only. OHMR has the right to remove applications that are incomplete, ineligible or clearly non-competitive and to provide preliminary advice to the review panel. The final decision and selection will be made by the review panel.
Selection criteria	It is intended that the review panel will assess each application against the selection criteria as set out in section 6.
Assessment items	Applications will be assessed on merit in the first instance, but geographic location, field of research and health profession may also be taken into consideration.

7 Application process

The OHMR will call for joint applications from 25 May 2011. The application will be assessed against the selection criteria by a review panel, comprised of expert representatives from nursing, allied health and medical backgrounds.

7.1 Stage One – joint applicant submission

Invitation to submit a joint application for the Clinical Academic Fellowship Position	
Step	The OHMR recommends that joint applicants:
One	Read this document (funding guidelines)
Two	Read “Legal requirements of Fellowships” document http://www.health.qld.gov.au/ohmr/documents/legal.pdf
Three	Read “Research for a Healthier Future 2020: Health and Medical Research Development Strategy” http://www.health.qld.gov.au/ohmr/documents/R&D_Strategy.pdf
Four	Read “Clinical Academic Fellowship writing tips” document www.health.qld.gov.au/ohmr/documents/caf_tips.pdf Please note that this document pertains specifically to round two of the Clinical Academic Fellowships, however information in this document may prove useful.
Five	Fill out an application form www.health.qld.gov.au/ohmr/documents/caf3_application.doc
Six	Apply online www.health.qld.gov.au/ohmr/html/rpu/caf3_online_app.asp

7.2 Submission of application

7.2.1 Closing date

Applications are to be submitted using the online facility on the OHMR website http://www.health.qld.gov.au/ohmr/html/rpu/clin_academ_fel.asp by close of business on 15 August 2011. **OHMR will not accept late submissions.**

7.2.2 Format of lodgement

The Fellowship application will be submitted in a single Adobe Acrobat Portable Document Format (.pdf).

Please ensure that the software used is compatible with version 9 of Adobe Acrobat.

Joint applicants will submit their application using the form provided using Arial 10.5 point, single-spaced font and 2 cm page margins.

The application form must be submitted in its original form. Applicants are not permitted to edit the underlying template of the application form.

Submissions require completion of the application form.

7.2.3 Naming the file

The following naming convention should be used in the document file name (do not include spaces):

CAFR3_APP_[HealthFacilityName_QldUniversityName_PositionTitle].pdf

7.2.4 Certification

Applicants have the option of submitting the final signed certification page as part of their application (preferred),

or as a second separate attachment with the file name:

CAFR3_APP_[HealthFacilityName_QldUniversityName_PositionTitle].pdf

Applicants also have the option to submit via facsimile to (07) 3234 0107.

The certification page must be signed by both the applicant from the university, and the applicant from Queensland Health. By signing the certification page, the applicants agree to be the contact person for this application.

The application must also be signed by a relevant health service district representative, (health service district Chief Executive Officer, Executive Director of Medical/Nursing/Allied Health Services, Unit Manager or Director) and a university delegate (Division Director, Head or Deputy Head of school, Dean, Pro Vice-Chancellor, or Chancellor). By signing this certification page, both delegates are agreeing to provide the funding and support to the position as described in the application.

7.2.5 Acknowledgement receipt

An acknowledgement email will be sent to each joint applicant to confirm receipt of their application, this will be sent as soon as the application is received by OHMR.

7.3 Stage two – creation of new position

Successful joint applicants will be invited to seek applicants for the approved position.

The position should be advertised and filled by a joint appointment committee which will comprise at least one representative from the Queensland Government health care facility, one representative from the Queensland university and one representative from the OHMR.

When advertising for recruitment, the position description must include the 30% FTE clinical duties in a Queensland Health facility and 30% FTE research. The position must be advertised as full time, incorporating the aforementioned clinical and research allocations.

An individual may not hold more than one fellowship from the OHMR. Should a Health Research Fellow, a Senior Clinical Research Fellow or Clinical Academic Fellow be successful in obtaining the new position, the successful applicant will relinquish the fellowship of their choice.

The new employee will be jointly employed by a Queensland Government funded health facility and the associated Queensland university at the time the Fellowship is taken up.

7.4 Timeframe

An approximate timeframe for the application process is set out in the table below.

Stage 1		
Item	Responsibility	Timeframe
Submission of application	Joint applicants	5:00pm, 15 August 2011
Review of application by the Clinical Academic Fellowship panel including removal of non-competitive applications	OHMR	September 2011*
Interviewing of short-listed joint applicants	OHMR & Joint Applicants	October 2011*
Notification of outcome	OHMR	November 2011*
Stage 2		
Item	Responsibility	Timeframe
Applications for appointment	Joint applicants	Within 3 months of signing contract*
Applicant appointed to position	Joint applicants	Within 6 months of signing contract*

* these dates are indicative only, the OHMR will attempt to limit change where possible and advise of any change as soon as possible.

8 Contact with the review panel members or assessors

Applicants, or persons acting on their behalf, will not contact Clinical Academic Fellowship review panel members in relation to their application. If they do so, the application may be deemed ineligible and therefore excluded from further consideration.

9 Intellectual property

Ownership of Intellectual Property, use and transfer of the Intellectual Property and any Commercialisation created during the term of the Fellowship will be determined by the contractual arrangements between Queensland Health and the Queensland university taking into account the financial contribution of the relevant parties to the position. Please see the Queensland Health Intellectual Property Policy for further information:

http://www.health.qld.gov.au/ohmr/documents/gh_ip_policy.pdf.

10 Joint applicants are to inform themselves

It is the joint applicant's responsibility to:

- read and familiarise themselves with this funding guideline document, and all other documents referenced within this guidelines document
- carry out their own investigations into the feasibility of the proposed position
- seek professional advice as is appropriate to an arrangement of this type.

11 Further Information

Further information of specific queries regarding the Clinical Academic Fellowship should be directed to:

Research Programs Unit, Office of Health and Medical Research.
Phone number: (07) 3405 6121
or email: ohmr@health.qld.gov.au

Round Closed