

Queensland Health

Targeted Clinical Research Fellowships – Round 1

Frequently Asked Questions



Queensland
Government

Can I apply for multiple streams of the targeted CRF?

Yes, applicants can select multiple streams of the application or submit different applications for different streams under the Targeted CRF Round 1. Applicants may be considered for multiple streams but will only be awarded up to one stream.

What is considered a salaried appointment with Queensland Health or other publicly funded healthcare facility?

A salaried appointment is defined as holding a payroll number with, and being paid directly by, Queensland Health or other publicly funded healthcare facility. Applicants who hold formal conjoint appointments between a Queensland HHS and a Queensland research institution or university, including those where the academic partner is the employer, are eligible. Such applicants need to provide confirmation in the relevant HHS letter of support confirming the HHS's financial contribution to the conjoint appointment and the clinical elements of the role. These criteria must be met at the time of application and applies for the duration of the Fellowship.

What are examples of publicly funded healthcare facilities?

A publicly funded healthcare facility is a State-funded healthcare facility, for example Mater Hospital.

Is the women's research stream intended for female researchers or research related to women's health?

Both female researchers and research projects that contribute to women's health are eligible for this stream. Projects conducted by female researchers that specifically benefit women's health will receive an additional weighting of 15%.

I'm employed by a regional HHS, conducting research that benefits rural & remote communities and partnering with researchers/clinicians located in rural & remote HHSs. Am I eligible for the additional weighting for Rural & Remote Targeted CRF?

No. The additional weighting for the Rural & Remote Targeted CRF only applies to research that benefits rural & remote communities and is conducted by researchers at rural & remote HHSs. Rural and remote is defined as areas covered by: Central West HHS; North West HHS; South West HHS; Torres and Cape HHS. Regional is defined as areas covered by: Cairns and Hinterland HHS; Central Queensland HHS; Darling Downs HHS; Mackay HHS; Townsville HHS; West Moreton HHS; Wide Bay HHS.

What is meant by 'clinically-related role'?

This is a role that could feasibly achieve the specific objectives of the Program and meet the Selection Criteria described in the Queensland Health Clinical Research Fellowships Funding Rules. There are weightings assigned to the strength of the applicant's ability/potential to improve clinical practice, policy change and/or better health outcomes, and for the proposed

research project to impact policy and practice. If the role can achieve these clinically-related goals then this should be demonstrated within the application.

How does 'active research participation of 0.2FTE' differ from the appointment requirement of 0.2FTE?

The 0.2FTE appointment is the minimum salaried appointment that an applicant must hold at Queensland Health or another publicly funded healthcare facility in order to be eligible to apply. 'Active research participation' refers to the time a Fellow will spend on the Fellowship research project, rather than on non-Fellowship commitments. The expectation is that the level of active research participation by recipients is at least 0.2FTE averaged over the duration of the Fellowship. Please note that the Department cannot advise how this should be arranged between the applicant and employer/administering organisation.

I hold a joint appointment between a University and Queensland Health. Queensland Health pays a portion of my salary to the University, and then the University pays me. Am I eligible to apply?

A salaried appointment is defined as holding a payroll number with, and being paid directly by, Queensland Health or other publicly funded healthcare facility. Applicants who hold formal conjoint appointments between a Queensland HHS and a Queensland research institution or university, including those where the academic partner is the employer, are eligible. Such applicants need to provide confirmation in the relevant HHS letter of support confirming the HHS's financial contribution to the conjoint appointment and the clinical elements of the role. These criteria must be met at the time of application and applies for the duration of the Fellowship.

I have applied for a permanent residency visa but a decision has not been made on my application as yet. Can I still apply for a Targeted CRF?

At the time the Fellowship commences (upon execution of the Funding Agreement) and for the duration of the fellowship, Fellows are required to be Australian Citizens or Permanent residents or hold a Special Category Visa.

Who can I speak to regarding queries I have about my eligibility?

Please discuss your eligibility with the research office or equivalent at your administering organisation. The administering organisation can contact the Department on your behalf to clarify aspects of the Funding Rules.

Does my employing Queensland Health HHS (or other publicly funded healthcare facility) have to be included as a participating organisation?

Yes, your employing HHS (or other publicly funded healthcare facility) must be either the administering organisation or partner organisation and support the application.

Should I put my employing Queensland Health HHS (or other publicly funded healthcare facility) down as my administering organisation, or should they be a partner organisation?

The Department cannot advise on whether participating organisations should assume the role of administering or partner organisation. Please have discussions directly with your participating organisations to determine the best arrangements for your application and circumstances.

What are examples of Queensland-based research organisations?

These are research organisations external to Queensland Health and can include Queensland universities or medical research institutes, not-for-profit entities and/or industry partners. A research organisation can assume the role of administering organisation **or** partner organisation. A University that is incorporated interstate but has a campus in Queensland is not considered a Queensland-based research organisation for the purposes of the Targeted CRF Program.

Can I have more than one partner organisation and must they all be based in Queensland?

Yes, you can have more than one partner organisation. While not all partner organisations must be based in Queensland, we ask that applicants consider the objectives of the Targeted CRF scheme when choosing partners.

My supervisor is located interstate. Is this an issue?

Given the Targeted CRF program's objectives and the active management and guidance expected of a nominated supervisor, the primary supervisor must be based in Queensland. However, additional/secondary nominated supervisors can be based outside of Queensland.

Does the \$5,000 travel limit mean I can request \$5,000 per annum or \$5,000 in total?

This means \$5,000 can be requested in total across all years of the project (not per year).

Can I request travel costs for my research team, or for collaborators to travel to visit me?

No. Travel costs can be requested for the Fellow only and must be essential to the project.

Could you advise who my authorised delegate is at my administering organisation and what they need to sign?

Unfortunately, the Department cannot advise who the authorised delegate is at your administering organisation. However, the administering organisation's research office or equivalent should be able to assist you. The authorised delegate must sign the Administering Organisation Certification in the application form and the Funding Agreement Declaration as part of the application. They must have the authority to do so on behalf of the administering organisation.

Can I include a list of references as part of my application?

Yes, a reference list can be included at the end of the application.

When will outcomes be announced?

We anticipate outcomes will be communicated in April/May 2024.

If my Targeted CRF application is successful, what are the next steps?

You can commence your project once a fully executed Queensland Research Fellowship Funding Agreement is in place. Shortly after issuing your award letter, our Office will contact your administering organisation's research office or equivalent to reconfirm the proposed project budget and milestones. Our Office will then finalise the Agreement and will ask for the Agreement Schedules to be checked.

As an authorised delegate of the administering organisation signed off on the Funding Application Declaration at the time of application, thereby agreeing to the terms and conditions of the Agreement, the Agreement will not need to be re-signed by the administering organisation (unless the Declaration was not signed by an appropriately authorised delegate). Once the Schedules are confirmed by the administering organisation as being correct, Departmental execution will be arranged. The Agreement will then be considered fully executed and the project can commence.

When can I start my Fellowship?

The Fellowship commences once the Fellowship Funding Agreement is fully executed. The Fellowship research activities and expenditure cannot commence before this date. Please note that outcomes are expected to be communicated in April/May 2024. In the weeks after announcement, the Department will work with successful Fellows and administering organisations to confirm Schedules and execute the Agreement. It is expected the agreements will be fully executed in May/June 2024. If you anticipate being unable to commence the project at that time, you may need to reconsider applying in this round.

I have applied for funding elsewhere for the same project. What if both applications are successful?

Applicants and successful Fellows may apply or hold other grants outside of the Targeted CRF. However other grants must not:

- duplicate funding for the Fellowship research (the Targeted CRF project must be significantly different from other funded research being undertaken by the Fellow during the duration of the Fellowship);
- duplicate funding for the Fellow's salary (the Fellowship will not pay the salary of a Fellow when the Fellow's salary is being drawn from another source); or
- impact the Fellow's time commitment on the Targeted CRF research project (a Fellow must commit a minimum of 0.2FTE to the Fellowship research (averaged over the Fellowship duration) and progress the research in line with the agreed Milestones).

I currently hold a fellowship/grant and want to finish it first before I start the Targeted CRF. Is this, ok?

The Fellowship must commence by 30 June 2024. If you anticipate being unable to commence the Fellowship by this date (particularly taking into account your current contractual obligations with another funder), you may need to instead consider applying for a future round.

What deliverables will be required once I start my project?

You must meet project deliverables by the deadlines specified in the executed Agreement. This will involve providing yearly Progress Reports and a Final Report. The Progress Reports will require details concerning the progress of your project and whether milestones have been met. Financial reporting and provision of a financial statement by the finance department at the administering organisation is also a key component of the reporting process. Payment installments will be made once completed and signed reports are received and accepted by the Department.

Can I make a change to my project after I've started?

Changes are only allowed in exceptional circumstances. If you anticipate needing to make a change to your project, you must advise the research office (or equivalent) at your administering organisation, who must then make a detailed request in writing to our Office on your behalf. The request will be considered by the Department and, if approved, a formal variation will be drafted. The variation will come into effect once fully executed by both the administering organisation and the Department. It is important that any proposed change to your project, whether it be a change to the timeframe, use of funding, project scope or administering institution, is communicated to the Department as quickly as possible. Failure to do so may result in suspension or termination of your Fellowship.

My application was unsuccessful. Am I able to request feedback?

Feedback can be provided to applicants who request this in writing from the Department. Feedback can only be provided if the written request is received within three months of applicants being advised of their outcomes.