Nursing and Midwifery Research Fellowships Funding Rules
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1. Introduction

This document provides important information about the Department of Health Nursing and Midwifery Fellowships.

The Nursing and Midwifery Research Fellowships are administered by Health and Medical Research (HMR), Preventive Health Unit, the Department of Health.

1.1 Health and Medical Research in the Department of Health

The Department of Health’s vision is to provide quality healthcare that Queenslanders value. The Blueprint for better healthcare in Queensland acknowledges that research leads to better healthcare practices, less disease and improvements to quality and longevity of life. The Department of Health builds research capacity and enables the translation of research into better practice 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 to enable the translation of research into practice and products
- increasing the value and impact of Queensland public health system generated intellectual property, through management guidance, protection, promotion and dissemination
- supporting evidence-based decision-making and a collaborative approach to innovation in strategic health care areas. Research translation and commercialisation are key priorities in building a strong and vibrant research base to shape the future of the public health system.

1.2 Nursing and Midwifery Research Fellowships

These funding rules describe the provision and distribution of research fellowships for research funded by the Department of Health. The funding rules will be supported by funding agreements between the Department of Health, the successful researcher (where applicable), and successful administering organisation (where applicable). Where inconsistencies occur between this document and any funding agreement entered into, the terms of the funding agreement will prevail.

The Department of Health is responsible for administering and managing research funds that were previously administered by the Queensland Nursing Council (QNC). To
date, two rounds of the research fellowships have been administered by the Department of Health.

The Department of Health is very supportive of nursing and midwifery research in Queensland.

The research implementation fellowship and experienced researcher teams provide an opportunity for the novice researcher to work with and learn from more experienced researchers, and is a stepping stone into the research arena for the novice researcher. It also allows the Chief Investigator the opportunity to mentor a novice researcher and impart their experience.

The Nursing and Midwifery Research Fellowships are open to practitioners who have their principal place of practice in Queensland and work in and across the public and private sectors, universities or non-government organisations. While being funded under this scheme, practitioners must continue to have their principal place of practice in Queensland. Research must be conducted in Queensland.

1.3 How to use this document

These funding rules provide detailed information for applicants who are considering applying for a Nursing and Midwifery Research Fellowship for research commencing in 2015.

1.4 Health research priority areas

Health research priority areas have been identified for the Nursing and Midwifery Research Fellowships. Details of these priority areas are listed in Section 5 of these Funding Rules. It is not mandatory for applications to address the identified health priorities, however applications addressing priority areas will be highly regarded.

2. Definition of terms

Agreement: the agreement outlining the terms and conditions of the research fellowship to a successful applicant who has accepted an offer.

Associate Investigator: any individual member of the clinical trial team designated and supervised by the investigator at a trial site to perform critical trial-related procedures and/or to make important trial related decisions (may also be called sub-investigator).

Chief Investigator (CI): takes a lead role in conducting the nominated research project, and is the investigator who takes responsibility for completion and lodgement of the application and for ensuring that research fellowship funds are used in accordance with the provisions of the research funding agreement.

Discrete Project: a project for which a ‘stand-alone’ report can be written. This includes pilot studies, but does not include data collection or transcription in isolation.

Mentor: a person who has experience in the development and implementation of research. The mentor is expected to play an active and supportive role through all
stages of the project. They are expected to assist and support the work of a novice researcher who has received a Nursing and Midwifery Research Fellowship from the Department of Health. A mentor is unable to be a member of the team.

**Review panel**: the selection panel appointment by the Department of Health for review and recommendation, relating to the offer of research fellowships to applicants.

### 3. Applicant’s conditions/responsibilities

An applicant (individual or team) cannot apply as CI for more than one Nursing and Midwifery Research Fellowship per round.

It is the applicant's responsibility to:

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

Applications for all Nursing and Midwifery Research Fellowships are to be submitted to the HMR@health.qld.gov.au email account by 5pm AEST 30 January 2015. **Late submissions will not be accepted.**

### 3.1 Responsible conduct of research

The Department of Health expects the highest levels of research conduct and integrity to be observed in funded research. Researchers and institutions are bound by the agreement with the Department of Health, which requires them to adhere to the requirements of the *Australian Code for the Responsible Conduct of Research* ([http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/r39.pdf](http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/r39.pdf)). This code advocates and describes best practice for researchers and institutions.

Applicants, or a person on their behalf, must not contact review panel members or external assessors (not nominated by the applicant) in relation to their application, or the peer review process. Doing so may result in the applicant being excluded from further consideration.

### 4. Description of Nursing and Midwifery Research Fellowships

#### 4.1 Purpose

The purpose of the Nursing and Midwifery Research Fellowships is to provide research fellowships for nurses and midwives to improve health outcomes for Queenslanders through research that:

- enhances the value of the professions through discipline specific research
• promotes innovative healthcare through evidence-based nursing and midwifery practice and new models of care
• contributes to the advancement of nursing and midwifery policy and education.

4.2 Scope of funding

Nursing and Midwifery Research Fellowships are to support a discrete project, which may be a component of a larger study. There is a maximum limit of funds available for any one project (listed below). This limit is dependent on the category of research fellowship. Applicants have the opportunity to apply for one research fellowship in one of the following four nursing and midwifery categories:

• novice researcher research fellowship – maximum $10,000 per research fellowship for one year
• early career researcher research fellowship – maximum $15,000 per research fellowship for one year
• experienced researcher research fellowship – maximum $60,000 per research fellowship per annum for two years (total of $120,000 per fellowship)
• research implementation research fellowship – maximum $60,000 per research fellowship per annum for two years (total of $120,000 per fellowship).

The research fellowships will be paid to the applicant’s employing hospital and health service or administering institution. The number of research fellowships awarded in each category is as follows:

• 2 x novice researcher fellowships
• 2 x early-career researcher fellowships
• 1 x experienced researcher fellowship
• 2 x research implementation fellowships.

The total amount awarded for each fellowship is at the discretion of the review panel.

4.3 Categories of funding

4.3.1 Novice researcher fellowship

The objective of this research fellowship is to support novice researchers by assisting them to develop a credible research track record through the conduct of rigorous research.

For the purposes of the Nursing and Midwifery Research Fellowships, a novice researcher will:

• have the ability to conduct research but lack experience in applying for and conducting research
• not have been named as a recipient of previous competitive research grant funds
• be supported by a mentor who possesses relevant skills and experience for the duration of the project.

The research fellowship should be used to achieve the stated outcomes of the project and cannot be used to supplement the applicant’s salary.

Applicants for this category may be an individual or a team. If a novice researcher has a team, all members of the team must meet the criteria of a novice researcher.

The novice researcher must be the CI of the project, and their nominated mentor must play an active and supportive role as a mentor through all stages of the project. The mentor cannot be a member of the team.

A payment up to a maximum of $10,000 per research fellowship over 12 months will be offered in this category. There are two research fellowships available.

4.3.2 Early-career researcher fellowship

The objective of this research fellowship is to support early-career researchers to develop their research expertise and establish a credible track record of research achievement through the conduct of rigorous research. This research fellowship also aims to assist researchers in securing larger grants from other funding sources.

For the purposes of the Nursing and Midwifery Research Fellowships, an early-career researcher will:
• have the ability to conduct research and have experience in applying for and conducting research
• have conducted no more than the equivalent of six years full-time research in total (this may include the completion of a PhD, Masters or other postgraduate degree).

Applicants for this category may be an individual or a team. If an early career researcher has a team, then all the team members must meet the above description of an early career researcher.

A payment up to a maximum of $15,000 per research fellowship over 12 months will be offered in this category. There are two research fellowships available.

4.3.3 Experienced researcher fellowship

The objective of this research fellowship is to encourage research activity and evidence based practice in the nursing and midwifery professions.

The research fellowship is available to teams of researchers only, where the CI is experienced in conducting research and managing research budgets. The team will include at least one novice researcher for the duration of the project. Applications from teams without a novice researcher will not be considered.

This research fellowship is offered over a two year period.

For the purposes of the Nursing and Midwifery Research Fellowships, an experienced researcher will:
• have completed greater than the equivalent of six years full-time research (this may include the completion of a PhD, Masters or other postgraduate degree) and demonstrated outcomes from previous research projects
• have been a principal or associate investigator for a major project funded by a competitive grant.

A payment up to a maximum of $60,000 per research fellowship per annum (a grand total of $120,000) will be offered in this category. There is one research fellowship available.

4.3.4 Research implementation fellowship

The objective of this research fellowship is to support research that:

• implements/validates research findings at the local clinical level, to promote best practice in patient care
• encourages the use of credible published research findings to inform practice at the local level
• improves collaboration between researchers, practitioners, and decision makers/policy developers
• encourages communication of research findings in ‘plain English’, so implications are readily accessible to all stakeholders, including non-experts in the field.

Researchers applying for this fellowship will have a team of researchers and that team will include at least one novice researcher for the duration of the project. Applications from teams without a novice researcher will not be considered.

This research fellowship will be undertaken over a two year period.

A payment up to a maximum of $60,000 per research fellowship per annum (a grand total of $120,000) will be offered in this category. There are two research fellowships available.

The research fellowship will not fund:

• projects focused on professional development or student education
• the production of teaching materials for nurses/midwives or students, even when some research may be involved
• projects that consist primarily or substantially of conference activity
• the development of research aids and tools, such as computer programs
• projects that request funds to supplement other current research projects.

4.4 Chief Investigators and research teams

The CI takes a lead role in conducting the nominated research project, and is the investigator who takes responsibility for completion and lodgement of the application.

Research fellowship funding depends on the CI’s continuing employment within Queensland over the period of the research fellowship.
CIs are responsible for ensuring the use of research fellowship funds is in accordance with the provisions of the agreement.

Applicants cannot apply as CI in more than one research fellowship category per round. If they do, they will be asked to remove additional applications.

Applicants cannot apply as CI if they are CI on a project currently funded under this scheme.

The role and contribution of each associate investigator must be described in the research fellowship application, and each associate investigator must sign the submitted application form.

4.5 Eligibility

4.5.1 Who should apply?
Research fellowships are available to individuals or teams unless specified. The CI must, at the time of application:

- be an Australian citizen or permanent resident of Australia
- be registered with the Australian Health Practitioner Regulation Agency (AHPRA) to legally practice as a nurse or midwife within their scope of practice, with a principal place of practice in Queensland
- have no adverse limits or conditions applied to their registration.

Successful CIs must continue to be employed, and reside and conduct the research in Queensland for the duration of the research fellowship.

4.5.2 Multiple research fellowship eligibility
Applicants applying as a CI may apply to hold other fellowships outside of this scheme. However, the commitment of the CI on the proposed project and other fellowships/grants held (or to be held) will be considered in the review of the application. CIs should ensure their time commitments are sufficient to ensure the viability of the research fellowship.

Note: the Department of Health may liaise with other stakeholders to discuss any overlaps between applications in order to avoid duplication of funding.

4.6 Funding

4.6.1 Use of funds and conditions of research fellowships
Research fellowships may be used for direct costs associated with research, including research assistants, contract statisticians or other relevant experts, payment for services required such as pathology, administrative costs directly associated with the research project, travel, and accommodation for data collection. All budgetary items and justification of those items will be outlined by the applicants in the budget section of the application form.
Research fellowship funds are payable toward research which is conducted in Queensland only. Research fellowship funds may not be used for institutional overheads, conference travel or the applicant’s salary.

**Note for novice and early career nursing and midwifery researchers:** a minor portion of research fellowship funds (10 per cent maximum) may be used to attend national or international conferences where the CI, or member of the approved research team, is a speaker, disseminating the findings of the project. This must be clearly indicated in the budget as a separate item.

The CI must be accountable for the use of the research fellowship funds, subject to the terms and conditions specified in the funding agreement. The CI is responsible for ensuring the budget costs submitted within the application are appropriate. Research fellowship funds will be allocated to the successful applicant/s based on their application. A financial reconciliation must be included in the final and any interim financial reports.

The budget awarded for any given research fellowship is final, and no additional research fellowship funds will be provided. The research fellowship funds provided by the Nursing and Midwifery Research Fellowship do not always cover the total cost of the research. It is the responsibility of the CI to ensure that sufficient funding is available to demonstrate the success of the project. This must be described in the application form.

### 4.6.2 Payment of research fellowship funds

Research fellowship funds are to be administered within Queensland and are not available for retrospective funding.

A research fellowship is awarded to a specific project (to the CI) periodically throughout the term of the project. Funding will be subject to satisfactory periodic progress reports as outlined in Section 11. No payment towards the research fellowship will be made until the funding agreement has been signed by all relevant parties.

The distribution of funds to a relevant hospital and health service will be conducted via internal Queensland Health arrangements. The distribution of funds to a relevant external institute, organisation or business will be conducted via payment of an invoice. The CI must arrange the invoice and ensure the research fellowship funding is available for the period of the entire research project. Research should commence within six months of the funding being awarded.

The CI is responsible for management of the project’s budget. At the end of the fellowship, unspent funds must be returned to the Department of Health. No additional funding will be provided during the award.

The Department of Health may withhold payments or terminate the contract if there is:

- failure to comply with visa or registration requirements
- failure to participate in program review activities and submission of prescribed financial and progress reports
- failure to advise of change of circumstances relating to position
- failure to adhere to the terms of the funding agreements
• professional misconduct.

4.6.3 Application process
Details regarding the application process for all Nursing and Midwifery Research Fellowships are found in Section 6 of these Funding Rules.

5. Call for applications in health priority areas
The national health priority areas (NHPAs)¹ listed below are the diseases and conditions that Australian health ministers have identified for focussed attention because they contribute significantly to the burden of illness and injury.

• cancer control
• cardiovascular health
• injury prevention and control
• mental health
• diabetes mellitus
• asthma
• arthritis and musculoskeletal conditions
• obesity
• dementia

Applications for fellowships which address the NHPAs are encouraged.

6. Application process
A call for applications will commence from 8 December 2014. The applications will be assessed by an expert review panel against the selection criteria in Section 7 of these funding rules. The panel is comprised of expert representatives from nursing and midwifery backgrounds.

6.1 Costs borne by applicant
All costs and expenses incurred by applicants in any way associated with the preparation and submission of an application must be borne entirely and exclusively by the applicant. The Department of Health may, in its discretion, provide financial support to applicants for travelling to an interview.

¹ http://www.aihw.gov.au/national-health-priority-areas/
6.2 Submission of application

<table>
<thead>
<tr>
<th>Step</th>
<th>It is recommended that applicants:</th>
</tr>
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| One  | Read the Nursing and Midwifery Research Fellowships Funding Rules (this document)  
| Two  | Read Nursing and Midwifery Research Fellowships Legal Requirements 2014  
| Three| Download and complete the application form  
| Four | Submit application to hmr@health.qld.gov.au |

6.2.1 Application form

All applications must be submitted using the format outlined in the application form provided on the HMR website.

6.2.2 Closing date

Applications are to be submitted to the HMR@health.qld.gov.au email account by 5pm AEST 30 January 2015. Late submissions will not be accepted.

If applicants have difficulty submitting applications, please contact HMR on +61 7 3328 9503 to make alternative arrangements.

6.2.3 Format of lodgement

The application will be submitted in a single Adobe Acrobat Portable Document Format (.pdf). Please ensure the software used is compatible with version 11 of Adobe Acrobat.

Applicants will submit their application on the form provided using:

- Arial 10.5 point
- Single-spaced font
- 2cm page margins.

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

Submissions require completion of the application form. Where there is no response to a question, please indicate ‘not applicable’.

6.2.4 Naming the file

The following naming convention should be used in the document file name (do not include spaces) – the surname and first name refers to the CI:

HMR_NurseMid_SURNAME_FIRSTNAME.PDF
6.2.5 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 – the surname and first name refers to the CI:

Cert_NurseMid_SURNAME_FIRSTNAME.PDF

6.3 Acknowledgement receipt

An acknowledgement message will confirm the success of your submission within 48 hours. You will not receive any other confirmation.

6.4 Timeframe

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<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
<th>Timeframe</th>
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<tbody>
<tr>
<td>Submission of application</td>
<td>Applicant</td>
<td>Closing date: 30 January 2015</td>
</tr>
<tr>
<td>Review of applications by review panel</td>
<td>Review panel</td>
<td>Late-January or early-February 2015</td>
</tr>
<tr>
<td>Selection of successful applicants</td>
<td>Review panel</td>
<td>March/April 2015</td>
</tr>
<tr>
<td>Notification of outcome</td>
<td>Department</td>
<td>March/April 2015</td>
</tr>
<tr>
<td>Commencement of funding</td>
<td>Department</td>
<td>In line with signing of the agreement</td>
</tr>
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These time frames are indicative only and subject to change.

6.5 Notification process

The Department of Health will advise each applicant in writing (via email and formal letter) of the outcome of their application. No information will be released verbally.

Notifications to successful applicants will include an acceptance of offer attachment, which must be completed, signed and returned to HMR within the timeframe given in the acceptance of offer. Until formal announcement has been made by the Department of Health delegate, information will be released to the CI only.

Following the offer of a research fellowship and acceptance of offer, successful applicants will be provided with a copy of the funding agreement, with the terms and conditions of the research fellowship. It is expected the funding agreement will be signed within six months of acceptance and the research should start within one month of the funding agreement being signed. If the funding agreement has not been signed and research has not commenced within the specified timeframes, the Department of Health has the right to withdraw the offer.

6.6 Withdrawal of applications

Applicants may withdraw an application at any time by notifying the Department of Health in writing at HMR@health.qld.gov.au
6.7 Incomplete, false or misleading applications

Once submitted, the application will be considered final and no changes will be permitted. All details in the application, particularly concerning any successful grants, must be current and accurate at the time of application. If an applicant is short-listed for an interview, the acceptance of any additional information (ie successful funding or grants) is at the discretion of the review panel.

Intentional inclusion of misleading information will exclude the application from consideration or result in termination of the research fellowship.

6.8 Commissions and incentives

An applicant must not give or offer to the Department of Health or any officer or employee of the Department of Health, or to a parent, spouse, child or associate of an officer or employee, any inducement, gift or reward, which could in any way influence the Department of Health’s actions in relation to an application.

If the Department of Health discovers at any time that an applicant has not complied with this Section, the application may not be considered.

7. Assessment and selection criteria

The applications will be assessed for completeness and eligibility. The Department of Health has the right to remove applications that are incomplete, ineligible, not in keeping with the funding rules or clearly non-competitive, and to provide preliminary advice to the review panel.

Exclusion of ineligible applications may take place at any time during the selection process, including under the following circumstances:

- the application contravenes or is inconsistent with these funding rules and associated documentation
- the application was not submitted through HMR
- the application includes any false or misleading information
- the application is incomplete
- the applicant asks for their application to be withdrawn.

Applications will be assessed on merit (based on responses to the selection criteria) in the first instance, but geographic location, field of research and health profession may also be taken into consideration.

The review panel may take into consideration external assessment in short-listing applicants to interview. External assessors may be independently chosen by the review panel. External assessors agree to assist the Department of Health on the basis of confidentiality, and as such, their identity will not be disclosed.

Those applicants who have been successfully short listed may, if necessary, be invited to an interview with the review panel. This will most likely be at the applicant’s expense and may be conducted by teleconference or videoconference, if appropriate. The
Department of Health may also request further information or clarification by the applicant in writing.

The review panel will assess each application against the selection criteria as set out in Section 7 of these funding rules.

Applicants are encouraged to consider the priority areas detailed in Section 5.

7.1 Selection criteria (SC)

Applicants should take into consideration that the Nursing and Midwifery Research Fellowships have four separate and specific application categories. While the selection criteria are the same for all categories, the weighting applied to the novice researcher and early-career researcher research fellowships is different to the weighting applied to the research implementation and experienced researcher research fellowships.

All novice researcher and early-career researcher research fellowship applications are assessed by the review panel, according to the assessment criteria of:

1. Research quality (40%)
2. Significance and/or innovation (40%)
3. Track record – relative to opportunity (10%)
4. Project budget (10%)

All experienced researcher and research implementation research fellowship applications are assessed by the review panel, according to the assessment criteria of:

1. Research quality (40%)
2. Significance and/or innovation (25%)
3. Track record – relative to opportunity (25%)
4. Project budget (10%)

A template for the application process has been provided. Please ensure you download and submit the relevant application template.

7.1.1 SC 1 – Research quality

This criterion is to assess the clarity of the hypotheses or research objectives, and the quality and feasibility of the project design.

The research proposal may be assessed in terms of, but not limited to:

- clarity of the hypothesis of research objectives, including:
  - Has the method / framework / approach been partially tested?
  - What are the outcomes sought in the proposed study, and how will they be measured?
  - Is it well integrated and adequately developed?

- whether there is a clear and appropriate research plan, including:
  - Is the project relevant to the respective profession/objective?
o What are the strengths and weaknesses of the study and its design?

o Have any major pitfalls or problems been overlooked, and have alternative approaches been considered?

o Is the plan well informed by knowledge of the literature?

o Is the design appropriate for the aims of the research?

• feasibility:

  o Will the research plan successfully address the stated hypotheses or research objectives?

  o Are the research outcomes clearly described, significant and relevant to the practice setting and patient care?

  o Are the goals concrete and achievable?

  o Does the project demonstrate excellence in project management, implementation and evaluation?

  o Is the investigating team appropriate – is it capable of achieving the goals, and does it have the right skills and expertise?

7.1.2 SC 2 – Significance and/or innovation

This includes the potential to increase knowledge about human health, disease diagnoses, or biology of agents that affect human health, or the application of new ideas, procedures, technologies, programs or health policy settings to important topics that will impact on Queenslanders.

Applications are not necessarily rated on both significance and innovation. Innovation refers to the originality of the research, and significance refers to the project’s potential importance or impact on the field.

Consider whether your project will:

• challenge or significantly advance existing knowledge in the field

• present a unique hypothesis or address a critical barrier to progress in the field

• develop a new/novel or creative concepts, approaches, methodology, tools or technologies in the area of research

• address an important problem directly related to the project area

• impact practice or policy in the field.

Applicants are required to clearly describe the new ideas, procedures, technologies, programs or health policy settings.

7.1.3 SC 3 Track record – Relative to opportunity

Track record is considered in terms of whether an applicant’s previous research demonstrates that the researcher (or team) is capable of achieving the proposed project and/or has the ability to deliver the proposed project in terms of having the appropriate mix of research skills and experience.
Researchers applying as a novice nurse/midwife researcher will not be assessed on their track record, rather their ability to undertake research, including a good support network, sound project idea and methodology and good understanding of the research area. Evaluation of these selection criteria is also based on the track record of the identified mentor and their ability to support a novice researcher.

Track record may encompass the national and international standing of the applicant(s), based upon their research achievements, including but not limited to:

- **Record of research achievement** - applicants should outline (from the past five years) their:
  - most recent significant publications
  - publications demonstrating innovation and significance in past accomplishments
  - impact or outcome of previous research achievements, including effects on health care practices or policy
  - awards or honours in recognition of achievements.

- **Contribution to discipline or area** - applicants should outline (from the past five years) any:
  - invitations to speak at international meetings
  - editorial appointments
  - specialist and high-level health policy committee appointments
  - other research-related achievements, such as:
    - influence on clinical/health policy or practice, or provision of influential advice to health authorities and government
    - impacts on health via the broad dissemination of research outcomes; for example, via mainstream media, the community or industry involvements.

Track record is considered in relation to opportunity, with regard to factors such as career disruption, administrative and clinical/teaching load, and typical performance (including publications) for the field in question. For Nursing and Midwifery Research Fellowships, track record will be judged on the most recent five years, except as described below for career disruption.

The track record of CIs and other key personnel listed on the application, relative to opportunity, may be assessed in terms of:

- record of achievement, relative to opportunity
- contribution to their field of research
- their national and/or international reputation in their fields
- for novice and early-career researchers – how the applicant and mentor will operate including meeting, planning and decision making.
7.1.4 SC 4 – Budget

The project budget is considered in terms of whether the funds support the achievement of the proposed research.

Outline the budget for the proposed research including:

- any direct research costs, including research assistants, contract statisticians or other relevant experts, payment for services required such as pathology, administrative costs directly associated with the research project, travel, and accommodation for data collection, etc
- justification for budgetary items in terms of need and cost.

**For novice and early career researchers only** – a minor portion of fellowship funds (10 per cent maximum) may be used to attend national or international conferences where the CI, or member of the approved research team, is a speaker there to disseminate the project findings. This must be clearly indicated in the budget as a separate item.

**Note:** the amount of funding provided through the fellowships is strictly limited to the maximum amounts stipulated in these rules. No part of the funds provided can be used for institutional overheads.

7.2 Career disruption

The Department of Health accepts pregnancy and childbirth, major illness and carer responsibilities (including parental leave) as career disruptions. Other examples include significant events outside of applicants’ control, and may include industry and other work placements where it was not possible to conduct research. Applicants should nominate periods where their career has been disrupted, and provide a brief explanation of the reason.

Academic or clinical responsibilities will be considered within the framework of ‘relative to opportunity’, and are not considered to be ‘career disruption’.

7.3 Retracted publications

If a publication relevant to an application is retracted after the application has been submitted, applicants must advise the Department of Health of the retraction at the earliest opportunity, by email to HMR@health.qld.gov.au

7.4 Contact with the review panel members or assessors

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

The field of applicants is expected to be extremely competitive, and therefore successful applicants must be able to demonstrate a track record or evidence of ability and potential to conduct research.

As part of the peer review process, the Department of Health reserves the right to consult external assessments from experts in the field. The external assessors, not nominated by the applicant, agree to assist the Department of Health on the basis of confidentiality, and as such their identity will not be disclosed to applicants.

Nursing and Midwifery Research Fellowship applications are considered against the selection criteria by an independent review panel that recommend and endorse the successful recipients.

All feedback requests must be made in writing within two weeks of receiving notification.

Applicants should be aware that due to review panel commitments, the Department of Health will not be able to provide detailed individual feedback. The response is not an opportunity to discuss the outcome of the evaluation of applications or the relative merits of any other applications submitted.

The Department of Health will not enter into any oral or written correspondence about its selection decisions.

8. Approvals to be obtained prior to funding commencing

All research undertaken by the applicant, unless otherwise specified, must comply with all applicable statutory requirements, government codes, policies or guidelines, and any current Australian Standard, and where an Australian Standard does not exist, the relevant and current International Standard will apply.

All necessary approvals and clearances must be obtained before the research project commences. Clearances will cover the life of the fellowship and may need to be renewed during the award. The Fellow will advise HMR, within six months of a fellowship offer being made, whether or not relevant Human Research Ethics Committee (HREC) or other ethics approvals have been obtained and will provide the HREC number, a copy of the approval letter and a copy of the relevant research governance authorisation.

Non-compliance with the above requirements within six months of the offer of the fellowship may render the funding null and void.

Research conducted as part of the research fellowship must be consistent with:


- Australian Code for the Responsible Conduct of Research (2007)

Generation or use of genetically modified organisations: research involving the use of recombinant DNA, teratogens or carcinogens must meet the requirements of the Gene Technology Act 2001 and Gene Technology Regulations 2002

Values and Ethics - Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research https://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/e52.pdf


Consideration must also be given to:

- Privacy Act 1988 (Cth)
- Information Privacy Act 2009 (Qld)

9. Contractual relationship

The Nursing and Midwifery Research Fellowships Funding Rules (this document) are not intended to give rise to any contractual relationship upon an application being submitted.

The applicant and the Department of Health do not enter into a binding legal relationship unless and until a subsequent agreement is executed between the Department of Health and the applicant. No applicant will be entitled to claim compensation or loss from the Department of Health for any matter arising out of the application process, including but not limited to any failure by the Department of Health to comply with the relevant Nursing and Midwifery Research Fellowship Funding Rules.

All fellowships are offered in accordance with the conditions specified in the Funding Agreement (developed at the time of the award), which is an agreement between the Fellow, the State and any other relevant parties. In signing the agreement, all parties agree to the conditions contained in the Funding Agreement.

10. Administration of Fellowships

10.1 Research Fellowship agreement

The research fellowship will be administered under the terms and conditions of the Funding Agreement provided to successful applicants, following their acceptance and offer.
The CI will be accountable for ensuring that the utilisation of funds is in accordance with the provisions of the Funding Agreement.

It is expected the Funding Agreement is signed within six months of the applicant’s acceptance, and the research project should begin within one month of the Funding Agreement being signed. If these timeframes are not met, the Department of Health has the right to withdraw the offer.

10.2 Payment(s)

All payments are to be allocated in accordance with the Funding Agreement. Funding for projects will not be released until contractual arrangements have been finalised and signed by all parties nominated on the application.

10.3 Research misconduct

Research funded by the Department of Health must comply with the Australian Code for the Responsible Conduct of Research.

The agreement between the Department of Health, the applicant(s) and any institutions will contain provisions for the handling of allegations of research misconduct.

In circumstances where the Department of Health reasonably considers that applicant(s) have engaged in research misconduct, the Department of Health may withhold payments or terminate contractual arrangements.

11. Intellectual property

The ownership, use and commercialisation of Intellectual Property (IP) created during the term of a fellowship will be determined by contractual arrangements between Queensland Health, the relevant research institute, and the Fellow.

Contractual arrangements will be determined with the relevant parties subsequent to the awarding of the fellowship.

Refer to the following website for information regarding IP:

12. Reporting and payment on research fellowships

Research fellowship recipients will be required to submit reports to the Department of Health, outlining their progress and the use of the funds. Reporting templates will be included in the schedules to the Funding Agreement/made available on the HMR website. It is the Fellow’s responsibility to ensure progress and financial reports are provided by the approved dates.

Fellows will receive an annual payment, in advance, after initial agreement terms are met, and then on presentation of a satisfactory annual progress report.
Fellows will provide one report annually which details both progress against the project milestones and use of the fund. The reports will be completed by the Fellows and business managers with signatures from the HHS Chief Finance Officer and HHS Chief Executive, or equivalent position at a university or research institute.

All financial reports are to be submitted to the Department of Health for review. Where a research fellowship recipient fails to submit satisfactory reports, the Department of Health may withhold the remainder of the research fellowship payments or initiate recovery of funding.

13. Confidentiality and privacy

The State of Queensland through the Department of Health will use supplied information for the purpose of assessing research fellowship applications.

Information contained in applications is regarded as confidential unless otherwise indicated, and will be received and treated as confidential by the Department of Health.

Information comprising the names of successful research fellowship applicants and their administering institutions, funding awarded, research project title, area of research, and a brief description of the research fellowship provided by the applicant, will be made publicly available on the Department of Health website and published in the Department of Health reports and documentation.

14. Dissemination

To maximise the benefits from research, findings should be disseminated as broadly as possible to allow access by other researchers and the wider community.

The Department of Health encourages Fellows to consider the benefit of publishing data from the research project in an appropriate medium of their institution and externally.

Publications related to the fellowship of any description should be identified in the annual and final reports.

The Department of Health should be notified immediately when work is accepted for publication in peer reviewed or other journals or presented at conferences, to enable media releases and announcements to be made in an appropriate manner.

It is expected that successfully appointed Fellows will make time available during their fellowships to publicly present their research findings or other outputs to audiences including the Department of Health, the Queensland public health system and external researchers.

Research funded by the Department of Health must comply with the *Australian Code for the Responsible Conduct of Research*. 
15. Advertisement

Successful applicants, their employing HHS or institute must not make any public announcement or advertisement in any medium in relation to the application process without the prior written approval from the Department of Health.

16. Useful resources

- International Conference on Harmonisation Guidelines for Good Clinical Practice (ICH GCP)
- Research Involving Human Embryos Act 2002
- Prohibition of Human Cloning for Reproduction Act 2002
- NHMRC Research Governance Handbook
- Queensland Health Research Management Policy
- Public Health Act 2005
- Research Involving Human Embryos and Prohibition of Human Cloning Act 2003
- Code of Conduct for the Queensland Public Service
- Hospital and Health Boards Act 2011

17. Further information

Further information of specific queries regarding the Nursing and Midwifery Research Fellowships should be directed to:

Health and Medical Research
Preventive Health Unit
Phone number +61 7 3328 9503
Email HMR@health.qld.gov.au