1. Introduction

This document provides important information about the Junior Doctor Research Fellowships (JDRF) administered by the Health Innovation, Investment and Research Office (HIIRO), Department of Health (Department).

The Department builds research capacity in Queensland Health 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 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 Health 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.

HIIRO promotes a coordinated and collaborative approach to healthcare innovation, investment and research. The office strengthens Queensland’s approach to health and medical research and innovation by:

- managing research grants and fellowships that leverage co-investments, attract leading scientists and clinicians from around the world and build individual and institutional capacity to address priority health issues for Queenslanders
- driving a robust ethics and governance framework that ensures patient safety, while streamlining administrative and regulatory burdens that impede research and its translation into health outcomes
- facilitating the translation of research into improved practice and technologies at scale, including advising Queensland Health on intellectual property and promoting clinical trials and commercialisation.

These Funding Rules describe the provision and distribution of funding for Junior Doctor Research Fellowships offered by the Department. The Funding Rules will be supported by a Queensland Health Research Fellowship Funding Agreement Terms and Conditions (version 2017 Round 3 JDRF) (Agreement) between the Department and the administering organisation (Recipient). Where inconsistencies occur between
the Funding Rules and the Agreement entered into, the terms of the Agreement will prevail.

These Funding Rules provide information for applicants who are considering applying for a Fellowship in 2017.

2. Junior Doctor Research Fellowships (JDRF)

Junior Doctor Research Fellowships (JDRF) are a means by which junior doctors can advance their research skills and develop their research potential. The purpose of the JDRF program is to give doctors - with limited research experience - the springboard they need to launch into a research career pathway, which will increase Queensland’s research capacity to improve patient outcomes.

Eligibility

Fellows must be junior doctors who:

- have their principal place of work in Queensland
- are an Australian citizen or permanent resident of Australia
- have registered as a Medical Practitioner with the Medical Board of Australia.

A junior doctor is defined as a pre-vocational doctor such as an Intern, Junior House Officer, Senior House Officer, Principal House Officer or Registrar.

Fellows must continue to be employed, reside and conduct research in Queensland for the duration of the Fellowship. The Fellow can be employed in a full-time or part-time (minimum 50 per cent FTE) capacity.

Upon success, the Fellow must nominate an administering organisation (Recipient) to which the funding is to be paid. The administering organisation must be a Queensland-based agency that has an Australian Business Number and is registered for GST. This includes Hospital and Health Services (HHSs), universities, research agencies, government organisations, not-for-profit organisations and businesses. There can be only one administering organisation for a Fellow.

Available funding

The total award for each JDRF is $250,000 (GST excl.) over the duration of the Fellowship. Up to 5 Fellowships will be awarded.

The duration of the Fellowship is flexible to allow for individual needs. Both full-time and part-time Fellows will be considered for a JDRF. A minimum commitment of two years is required, with the maximum duration of a Fellowship being four years. The minimum level of participation for part-time research has been set at 50 per cent FTE and the participation is to be reflected in the component of the award that is used to cover the salary of the Fellow.

The final number of Fellowships awarded in Round 3 will depend on the number and quality of applications received.
Under Round 3, meritorious applications from regional and rural/remote applicants, proposed Fellows identifying as Aboriginal or Torres Strait Islander, or research proposals relating to tropical health will be highly regarded.

**Mentors and supervisors**

Applicants for Round 3 must nominate a mentor and a supervisor to provide guidance for and management of their Fellowship. Both the mentor and the supervisor must reside and conduct research activities in Queensland.

A mentor is a person who has significant experience in the development and implementation of research that is relevant to the Fellowship. The mentor is expected to provide guidance of a strategic nature through all stages of the Fellowship.

A supervisor is a person who has experience in the development and implementation of research that is relevant to the Fellowship. The supervisor is expected to provide an active management role through all stages of the Fellowship on a day to day basis. An existing supervisor may be nominated.

Mentor and supervisor details, as well as their acceptance and certification are to be provided in the application form.

**Use of funds and conditions**

The Fellowship provides funding to cover the salary costs of the Fellow and the significant expenses associated with performing research at the expected level. For example, the funding may be used for research assistants, contract statisticians and other relevant experts, payment for services such as pathology, administrative costs directly associated with the research, travel and accommodation for data collection.

Fellowship funds may not be used for institutional overheads or conference travel.

JDRFs will not be able to receive a salary from a full-time academic position or other full-time position in conjunction with their Fellowship.

A 2017 Fellowship must commence prior to 30 April 2018. An estimated commencement date should be provided in the application form, with the actual commencement date to be confirmed if the application is successful. Costs incurred before the Fellowship is approved will not be reimbursed.

JDRFs are awarded to develop the careers of specific individuals, and are not transferable.

Fellows should actively promote their research; provide broad fellowship information if required; and attend media/promotion events if requested.

The Fellow must acknowledge the Queensland Government’s funding in all relevant published material, media releases and public statements.

The Department must be advised of any changes that are likely to impact on the Fellowship, including changes that may impact on eligibility, research milestones, project funding or reporting.

The ownership, use and commercialisation of Intellectual Property (IP) created during the term of a Fellowship will be determined by contractual arrangements between the Department and the Recipient, as set out in the Agreement.
3. Applicant conditions/responsibilities

It is the applicant’s responsibility to:

- read and familiarise themselves with these Funding Rules and all other documents referred to within these Funding Rules
- carry out their own investigations into the feasibility of the proposed Fellowship
- seek professional advice as is appropriate to an arrangement of this type
- submit their Fellowship application on time. Late applications will not be accepted.

Contact with independent review panel

Applicants, or a person on their behalf, must not contact members of the independent review panel in relation to the assessment of their application or the peer review process. Doing so may result in the applicant being excluded from further consideration.

Existing and/or requested research funding

Acceptance of a Fellowship may impact on the continuance of other research funding already held and/or currently being applied for. Funding that would need to be relinquished should be detailed in the application.

When applying for a Fellowship, an applicant must include the source, duration, amounts and nature of all research funding held and/or currently being applied for.

The Department may liaise with other funding agencies to discuss any overlap between awards in order to consider duplication of funding.

4. Application process

Applicants must download and complete the Junior Doctor Research Fellowships Application Form (Round Three), and submit it along with their Curriculum Vitae (CV) and official academic transcript, to HIIRO_Fellowships@health.qld.gov.au before 12pm AEST, 11 August 2017. Late applications will not be accepted.

The application should be submitted in a single PDF file.

Applicants are to submit their application on the form provided using Arial 10.5 point and single-spaced font. Where there is no response to a question, please indicate ‘not applicable’.

The application form must be submitted in its original form by the applicant. Applicants are not permitted to edit the underlying template of the application form (unless where indicated).

The following naming convention should be used in the document file name (do not include spaces) – the surname and first name refers to the applicant (the proposed Fellow):
Applicants should include their CV and official academic transcript in one PDF attachment with the file name:

ATTACH_HIIRO_JDRF_SURNAME_FIRSTNAME.PDF

The application cannot be revised after submission. However, you must advise the Department of any changes that are likely to affect your eligibility.

Applicants may withdraw an application at any time by notifying the Department in writing at HIIRO_Fellowships@health.qld.gov.au.

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.

5. Assessment process

The applications will be assessed by Department staff for completeness and eligibility. The Department has the right to remove applications that are incomplete, ineligible, not in keeping with these Funding Rules or clearly non-competitive, and to provide preliminary advice to the independent review panel.

Exclusion of 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 HIIRO_Fellowships@health.qld.gov.au
- the application includes any false or misleading information
- the application is incomplete or late
- if the applicant attempts to give or offer any inducement, gift or reward, which could in any way influence the Department’s actions in relation to an application.

Applications will be assessed on a competitive, merit-based process against selection criteria by an independent review panel comprised of members with medical and research backgrounds. Applications may also be considered in the context of Queensland Health’s priorities and the government’s priorities.

Selection criteria

The independent review panel will assess each application against the selection criteria as set out below:

- personal achievements (weighting of 35%), outlining academic qualifications, research experience and professional skills, key or major publications, conference presentations, prizes and awards
- quality of response to “Rationale for applying for a JDRF” (weighting of 35%)
- significance and feasibility of proposed research project (weighting of 30%),
  developed in conjunction with the nominated mentor and/or supervisor outlining:
  - an overview of the proposed research
  - the need for the research
  - the aims of the research
  - key research questions
  - a general outline of the proposed methodology
  - any relevant research collaborations
  - opportunities for translation of research outcomes into clinical practice
  - the likely outcomes for Queensland within the next five to ten years.

Applicants who are successfully shortlisted may, if necessary, be invited to an interview
with the independent review panel. This will most likely be at the applicant’s expense
and may be conducted by teleconference or videoconference, if appropriate. The
Department may also request further information or clarification by the applicant in
writing.

6. Contractual relationship with the Department of Health

These Funding Rules are not intended to give rise to any contractual relationship upon
an application being submitted.

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

All Fellowships are offered in accordance with the conditions specified in the
Agreement, which is an agreement between the Recipient and the Department. In
signing the Agreement, all parties agree to the conditions contained in the Agreement
and Schedules.

Funding for the Fellowship will not be released until after the Agreement has been
executed.

Payment of Fellowship funds

Funding is transferred to the Recipient periodically throughout the term of the
Fellowship in accordance with the terms of the Agreement. The funding is to be
disbursed to the Fellow for the purposes of the Fellowship.

The distribution of funds to a relevant Hospital and Health Service (HHS) Recipient will
occur through internal Department arrangements. The distribution of funds to a relevant
non-HHS Recipient will be conducted via payment of a tax invoice.
The Recipient will be accountable for ensuring that the utilisation of funds is in accordance with the provisions of the Agreement.

At the end of the Fellowship, any unspent funds must be returned to the Department. No additional funding will be provided during the award.

**Reporting**

Funding will be subject to satisfactory periodic progress reports. The Recipient will provide reports in accordance with the Agreement. The reports will include details about the progress of the Fellowship and use of the funds.

The reports will be completed by the Fellow and signed off and submitted by the Recipient. Reporting templates will be provided by HIRO.

Where a Recipient fails to submit satisfactory reports, the Department may withhold the remainder of the Fellowship payments or initiate recovery of funding.

**Change of circumstances**

If an applicant’s circumstances change after submission of an application for a Fellowship or during the course of a Fellowship, the Recipient must notify the Department immediately.

The notification will detail the change in financial and administrative functions of the Recipient and the effects of the change on the Recipient’s ability to fulfil their obligations specified in the Agreement.

Failure of a Recipient to advise the Department within three months of a change of circumstances may result in the Fellowship being terminated.

**7. Conduct of research**

The Department requires all relevant Queensland, Commonwealth and international laws, statutory requirements, codes, standards, policies, directives and guidelines to be complied with during the Fellowship under the Agreement.

Research conducted must (where relevant) comply with:

- the Australian Code for the Responsible Conduct of Research;
- the National Statement on Ethical Conduct in Human Research;
- the Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research;
- TGA Good Clinical Practice Guidelines; and
- the Code of Conduct for the Queensland Public Service.

Non-compliance may result in funding being ceased.

**Responsible conduct of research**

The Department expects the highest levels of research conduct and integrity to be observed during Fellowships. The Australian Code for the Responsible Conduct of
Research (http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/r39.pdf) advocates and describes best practice for researchers and institutions and provides a framework for managing allegations of research misconduct. In circumstances where the Department reasonably considers that Fellows have engaged in research misconduct, the Department may withhold payments or terminate contractual arrangements.

Registration of Clinical Trials

All clinical trials must be registered in the Australian New Zealand Clinical Trials Registry (ANZCTR), or other Primary Registry in the WHO Registry Network, prior to commencement of the clinical phase.

Information pertaining to the ANZCTR or equivalent, and how to register can be found at: http://www.anzctr.org.au.

Approvals to be obtained prior to conducting research

It is the responsibility of the Fellow to obtain all required approvals before the commencement of a research project (refer to the non-exclusive list below). Approvals must cover the life of the Fellowship and may need to be renewed during the award.

All necessary approvals and clearances must be obtained and maintained to lawfully conduct the research, including all relevant approvals under:

- the Australian code for the care and use of animals for scientific purposes 8th edition (2013);
- the Gene Technology Act 2000 (Cth), Gene Technology Regulations 2001 (Cth) and Gene Technology (Queensland) Act 2016;

Non-compliance may result in funding being ceased.

Research involving humans

The Department requires written confirmation that research involving humans has been reviewed and is approved by the relevant Human Research Ethics Committee (HREC).

Human research, in this context, includes research involving any human data or tissue, no matter what the source, and also includes research in which there is any intervention (physical or psychological) in the normal lives of humans.

Human embryo research

Relevant legislation includes Research Involving Human Embryos Act 2002 (Cth), Prohibition of Human Cloning for Reproduction Act 2002 (Cth) and Research Involving Human Embryos and Prohibition of Human Cloning for Reproduction Act 2003 (Qld). These Acts establish a strong regulatory framework to prohibit certain unacceptable practices including human cloning for reproduction and regulate activities that involve
the use of certain human embryos created by Assisted Reproductive Technology or by other means.

Applications which involve the following may require a licence under the Research Involving Human Embryos Act 2002 (Cth):

- the use of excess assisted reproductive technology embryos
- the use of human eggs
- the creation of embryos other than by fertilisation of a human egg with a human sperm or use of those embryos.

8. Confidentiality and privacy

The Department will use supplied information for the purpose of assessing Fellowship applications. All information provided during the application process is received and accepted by the Department in confidence, subject to any applicable statutory exception.

Information comprising the names of successful Fellows, administering organisations, funding awarded, and area of research may be made publicly available by the Department. It is the responsibility of the Department, the independent review panel, referees and other persons involved in the selection process not to disclose any confidential information or personal information to which they become privy as a result of exercising their responsibilities.

Privacy and confidentiality obligations must also be complied with, including under the following legislation:

- Privacy Act 1988 (Cth)
- Information Privacy Act 2009 (Qld)
- Public Health Act 2005 (Qld)
- Hospital and Health Boards Act 2011 (Qld).

Details of unsuccessful applicants will remain confidential. Documents held by the Queensland Government are subject to the Right to Information Act 2009 (Qld) and will be retained as required under the Public Records Act 2002 (Qld).

9. 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 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 should be identified in the final reports provided by the Recipient to the Department, pursuant to the Agreement.

The Recipient must notify the Department immediately regarding the timing of media releases and announcements about the Fellowship are proposed.
It is expected that the Fellow will make time available during the Fellowship to publicly present their research findings or other outputs to audiences including the Department, the Queensland public health system and external researchers.

10. Advertisement

Successful Recipients 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.

11. Further information

Further information or specific queries regarding the Research Fellowships should be directed to:

Health Investment, Innovation and Research Office (HIIRO)
Office of the Director-General
Department of Health
Phone +61 (0) 7 3708 5071
Email HIIRO_Fellowships@health.qld.gov.au