

Health Practitioner Research Scheme

Application Submission Guide

Introduction

The Office of the Chief Allied Health Officer (OCAHO) has moved the Health Practitioner Research Scheme (HPRS) submission process to an online platform hosted by Queensland Health REDCap. All applications for the HPRS must be submitted via the [OCAHO HPRS Application Portal](#).

This Application Submission Guide has been created to support applicants in submitting applications via REDCap.

Before submitting an application, please ensure you have read the [Scheme Guidelines](#) for this Round as well as the application questions carefully. Please contact the OCAHO Health Practitioner (HP) Research Team (phone 3328 9298 or email HP-Research@health.qld.gov.au) of the Office of the Chief Allied Health Officer (OCAHO) for any additional queries.

Please note that, due to REDCap restrictions, the sections of the application form on throughout the platform and communication are referred to as 'surveys'.

Applicant Registration

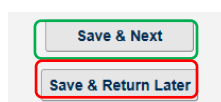
When clicking on the application link, please fill in applicant details to register an applicant profile using a suitable Queensland Health or other relevant public health email address.

e.g. Firstname.Lastname@health.qld.gov.au or Firstname.Lastname@mater.org.au

Please ensure your details are correct, as these will auto-populate to other sections of the application.

Navigating REDCap

At the end of each section of the application, the following two options will be shown.



OPTION 1: Click “Save & Next” after filling in your details to continue with the application. This will direct to the following page, where “Begin Survey” can be selected to continue with the next section of the application.

Close survey

Dear X,

Thank you for your interest in applying for the Health Practitioner Research Scheme - 2026 Round. Please ensure your finalised and certified application is submitted via REDCap by the closing date of **5pm Friday 3 October 2025**.

An email will be sent to you with your unique survey queue link to access your application, or you can continue with your application via the "Begin Survey" buttons below.

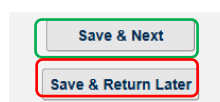
Please contact the HP Research Team by phone at 3328 9298 or email at HP-Research@health.qld.gov.au if you have any queries.

Survey Queue Get link to my survey queue

Listed below is your survey queue, which lists any other sections of your application that you have not yet completed. To begin the next section of your application, click the 'Begin survey' button next to the title.

Status	Survey Title
✔ Completed	Applicant Registration Edit response
Begin survey	Applicant and Mentor Details
Begin survey	Associate Investigator Details
Begin survey	Project Details
Begin survey	Research Plan
Begin survey	Reference List
Begin survey	Budget
Begin survey	Suitability Of Project Team And Other Support
Begin survey	Chief Investigator and Mentor CV
Begin survey	Application Summary and Certification
Begin survey	Submit your application

An email will be sent to the nominated email address, which contains a unique Survey Queue Link. This link can be used to return to the application portal or can be shared with the Project Team for collaboration on the application. A Word document version of the [HPRS Draft Application Form 2027](#) is also available for ease of team collaboration, however **please note that all applications must be submitted through the REDCap portal.**



OPTION 2: Alternatively, click "Save & Return Later" to proceed with the application later. See below for an example of page redirection and the email which will be sent containing a link to recommence the application.

Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need the survey link to this survey.

Survey link for returning

You have just been sent an email containing a link for continuing the survey. If you do not receive the email soon, please check your Junk Email folder.

Or if you wish, you may continue with this survey again now.

[Continue Survey Now](#)

Survey partially completed



Statewide REDCap Administrator <QH-REDC>
To ● HP-Research



2:22 PM

[This message was automatically generated.]

Thank you for partially completing the survey 'Applicant Registration'. You may continue your progress on this survey by clicking the link below.

[Applicant Registration](#)

If the link above does not work, try copying the link below into your web browser:

<https://redcap.health.qld.gov.au/surveys/?s=DqLrVwKUZ4HciDfs>

Once the Applicant Registration has been completed and “Begin Survey” selected for Applicant and Mentor Details, the “Survey Queue” button will be visible in the top right corner of the page.

Applicant and Mentor Details

[Survey Queue](#)

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Health Practitioner Research Scheme - 2026 Round

Application Guidelines, Instruction Guide, Frequently Asked Questions, and a Word version of the application form (for team collaboration only) for this Round is available using this [link](#). Please read these documents carefully and contact the Health Practitioner (HP) Research Team (phone 3328 9298 or email HP-Research@health.qld.gov.au) of the Office of the Chief Allied Health Officer (OCAHO) with any additional questions.

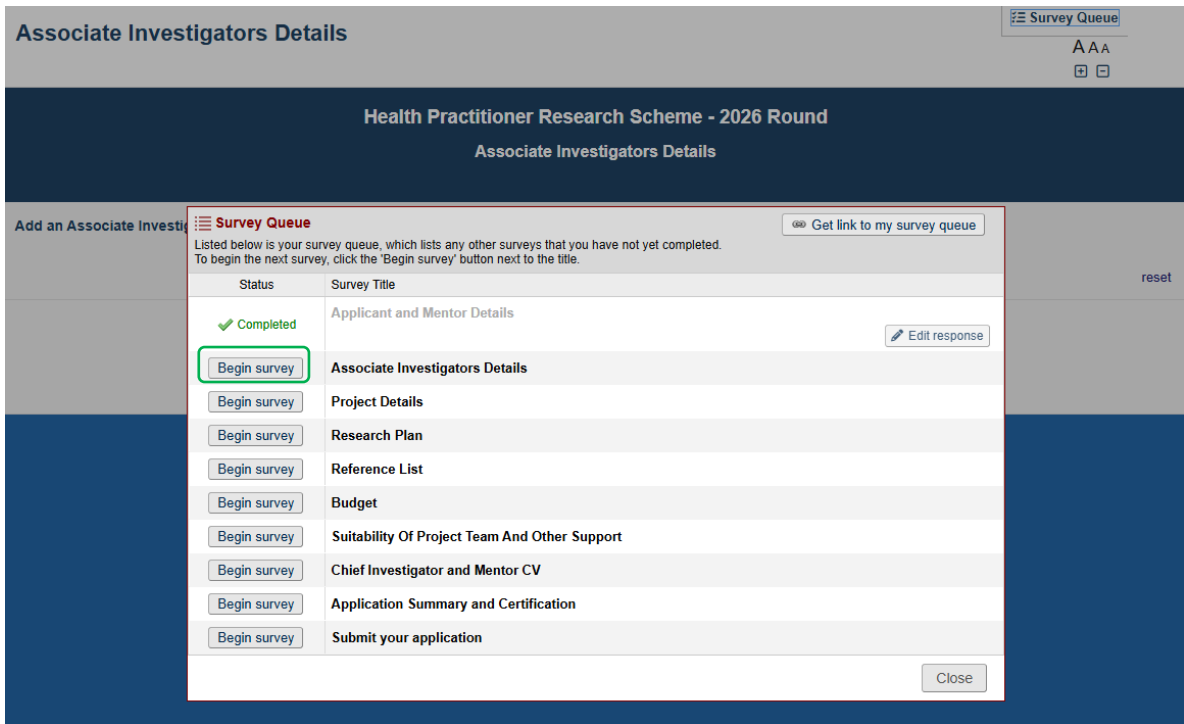
Application Checklist

The 2026 HPRS round is open to New Researchers with one-year projects (up to \$40,000 per project)

A complete application, including all signatures and attachments, must be included as a PDF for your application to be considered. Before you submit your application, please check:

1. The **eligibility** of the Chief Investigator (CI), Mentor, and Associate Investigators (AI; Section 6 of the *Application Guidelines*).
2. The project is **an eligible activity** for funding under this scheme and clearly demonstrates that it meets the target area and aligns with the strategic priorities and aims of the Scheme (Sections 3 & 4).
3. Each section is completed and complies with the formatting and word limit length requirements.
4. The application is **signed / endorsed by ALL appropriate persons**. Electronic signatures may be obtained where required, however these must be visible as a signature on the final copy of the application. Applications cannot be signed on behalf of another team member.

The survey queue will display as below. In this, “Edit response” can be selected to modify to a completed section of the application or “Begin survey” to commence another section of the application.



General tips

Some details will auto-populate from previously completed sections – if there are any errors, these can be edited through the “Survey Queue”.

If any required fields are not completed, you will be prompted to complete these after selecting “Save & Next”.

Word limits are displayed under text entry boxes.

Up to 10 Associate Investigators (AIs) can be added using the “Add another Associate Investigator?” item.

Downloading and uploading documents

Several sections of the application require documents to be uploaded. Please ensure that only PDF files are uploaded. Please see an example of an upload section below.




Once a document is uploaded, this can be viewed by clicking the link at the document title, and there are functions to upload a new version or remove file.



In some sections, such as Budget and CI and Mentor CVs, a template of the document should be downloaded to complete the section. Please download by clicking the link at the document title, complete the required information, and upload as above.

Please download and complete the attached HPRS Application 2026 Budget form.

Attachment:  [HPRS Application 2026 Budget.docx](#) (16.6 kB)

Application Summary and Certification

Please carefully check all application details. Responses to any items can be edited by locating the corresponding survey by the section title as below, finding the survey in the “Survey Queue”, and selecting “Edit Response”. After editing, select “Save & Next”, return to “Applicant Summary and Certification” in the “Survey Queue”. The Applicant Summary and Certification section may need to be refreshed to view the updated response.

Application Summary and Certification

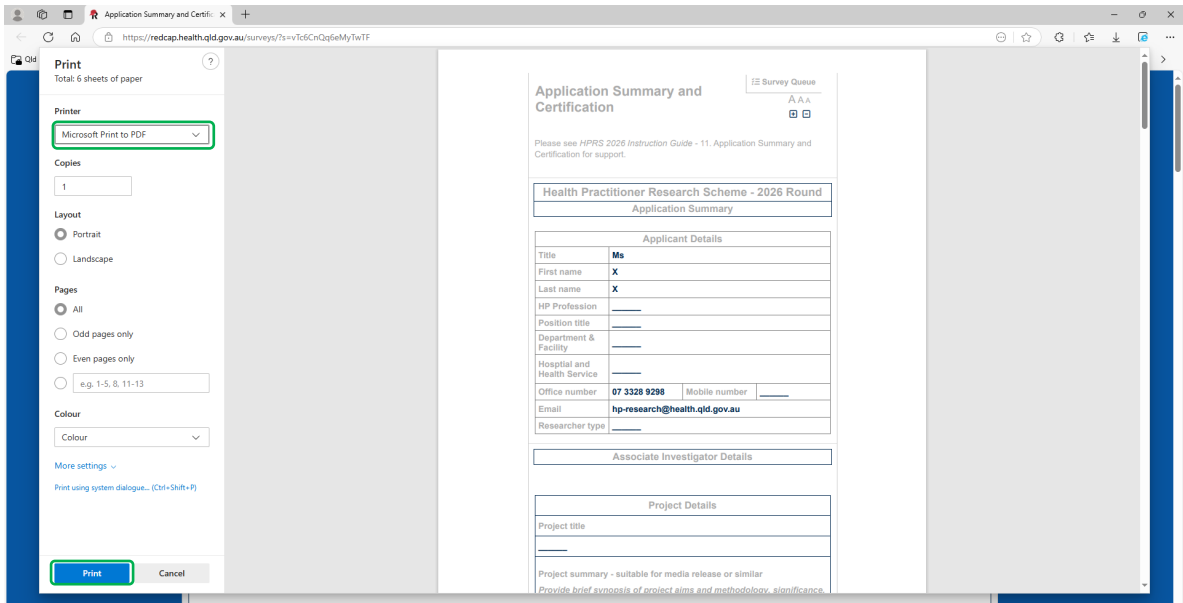
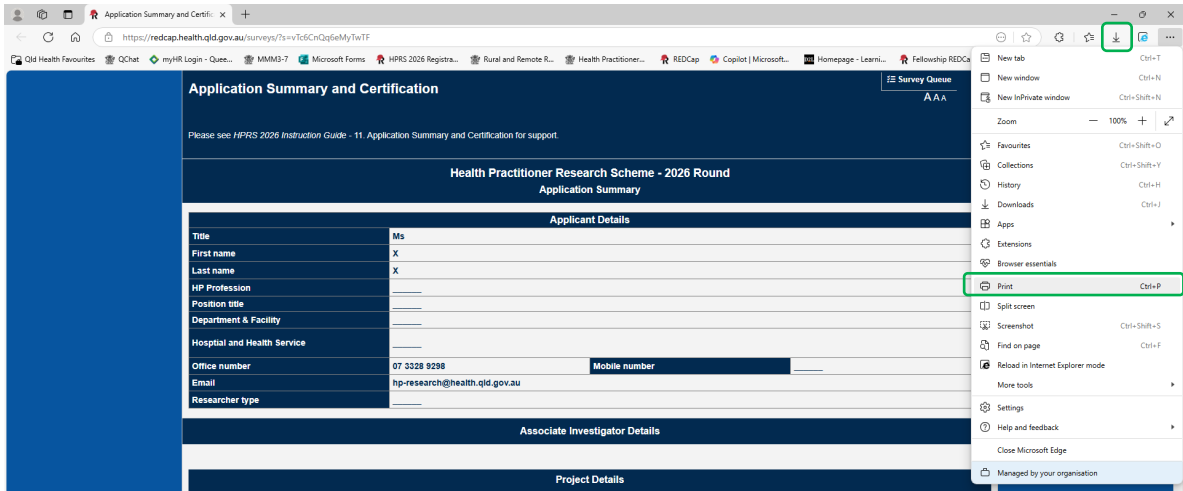
☰ Survey Queue
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Health Practitioner Research Scheme - 2026 Round Application Summary		
Applicant Details		
Title	Other X	
First name	X	
Last name	X	
HP Profession	Physiotherapy	
Position title	Physiotherapist	
Department & Facility	Physiotherapy Department, The Prince Charles Hospital	
Hospital and Health Service	Metro North	
Office number	07 3328 9298	Mobile number
Email	hp-research@health.qld.gov.au	
Researcher type	New researcher	
Mentor Details		
Title	Dr	

Once you have reached the “Certification” section and confirmed all application details are correct, **please download a PDF copy of your application from your browser.** Please see below for instructions on how to download from different browsers.

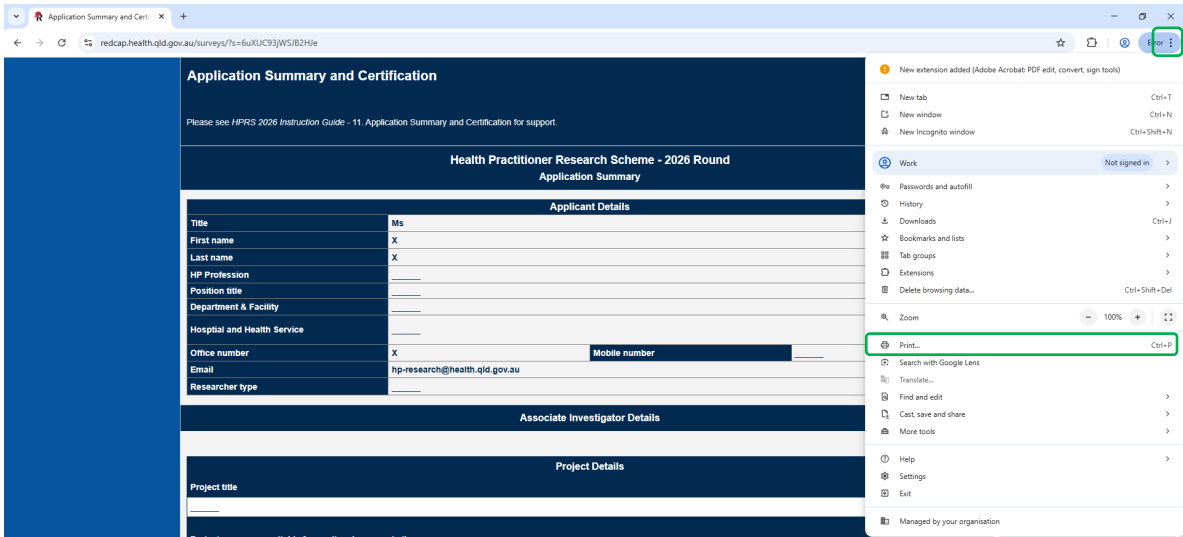
Microsoft Edge

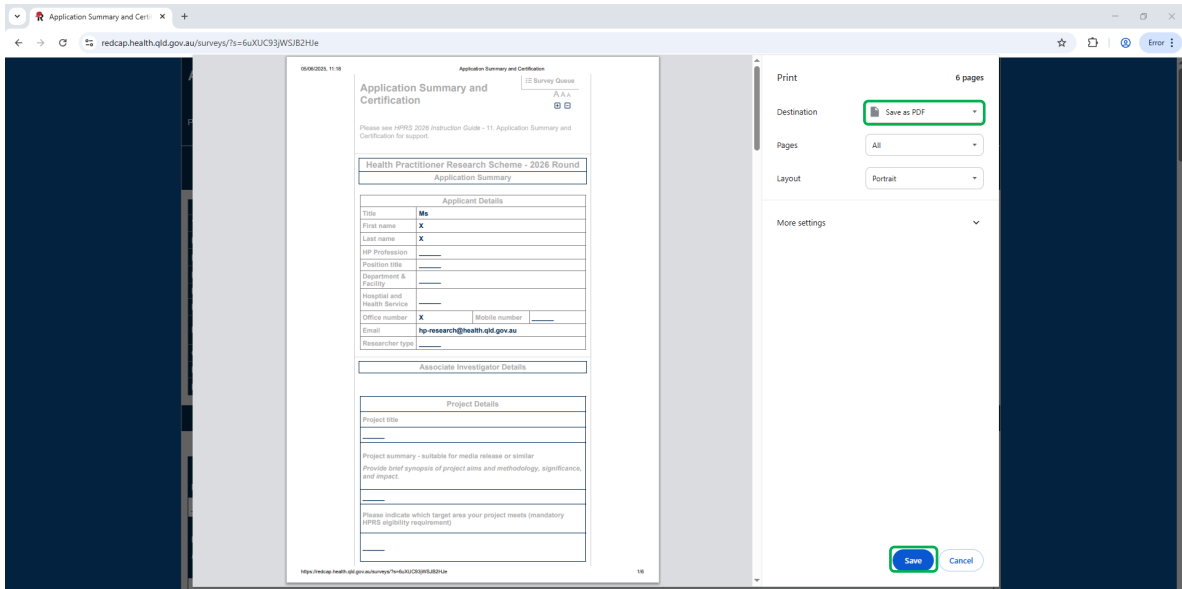
Right click or click ‘...’ in the top right corner of your browser, select “Print”, and select “Microsoft Print to PDF” from the Printer dropdown. To maintain formatting, please print in colour, select dropdown for ‘More settings’ and select ‘Background graphics’ under ‘Options’.



Google Chrome

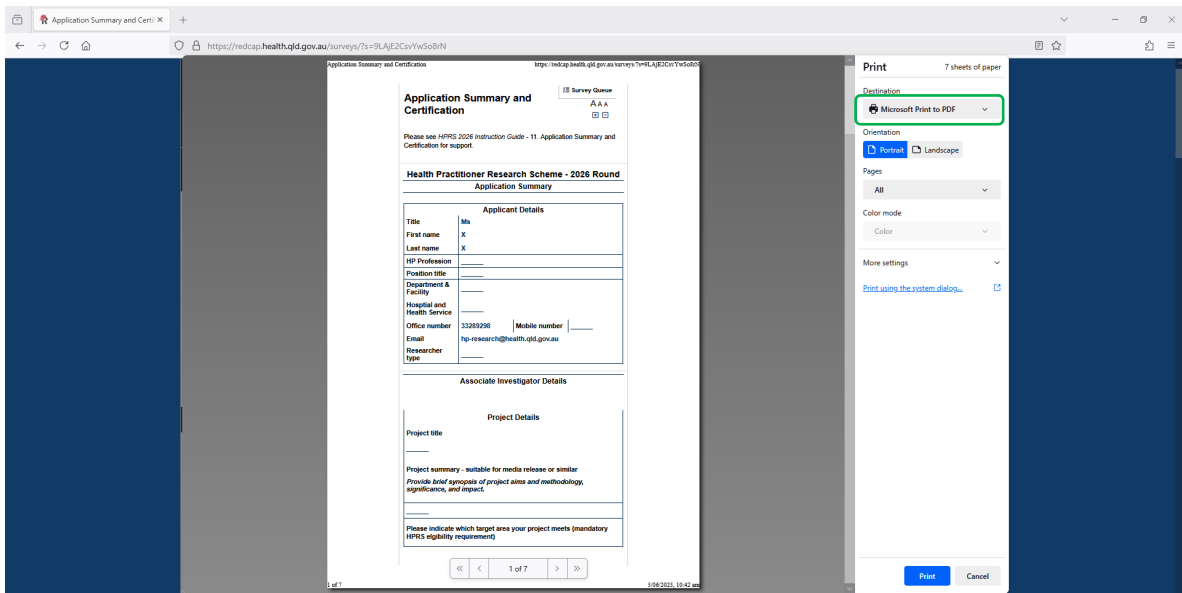
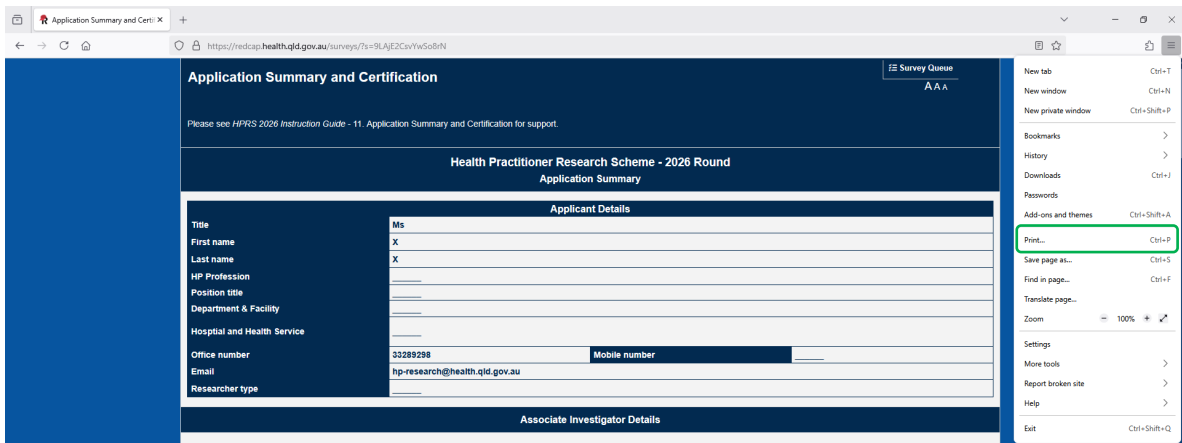
Right click or click '⋮' in the top right corner of your browser, select "Print", and select "Save as PDF" from the Printer dropdown. To maintain formatting, please print in colour, select dropdown for 'More settings' and select 'Background graphics' under 'Options'.





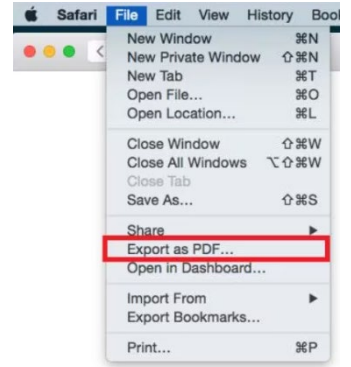
Mozilla Firefox

Click '≡' in the top right corner of your browser, select "Print", and select "Microsoft Print to PDF" from the Printer dropdown.





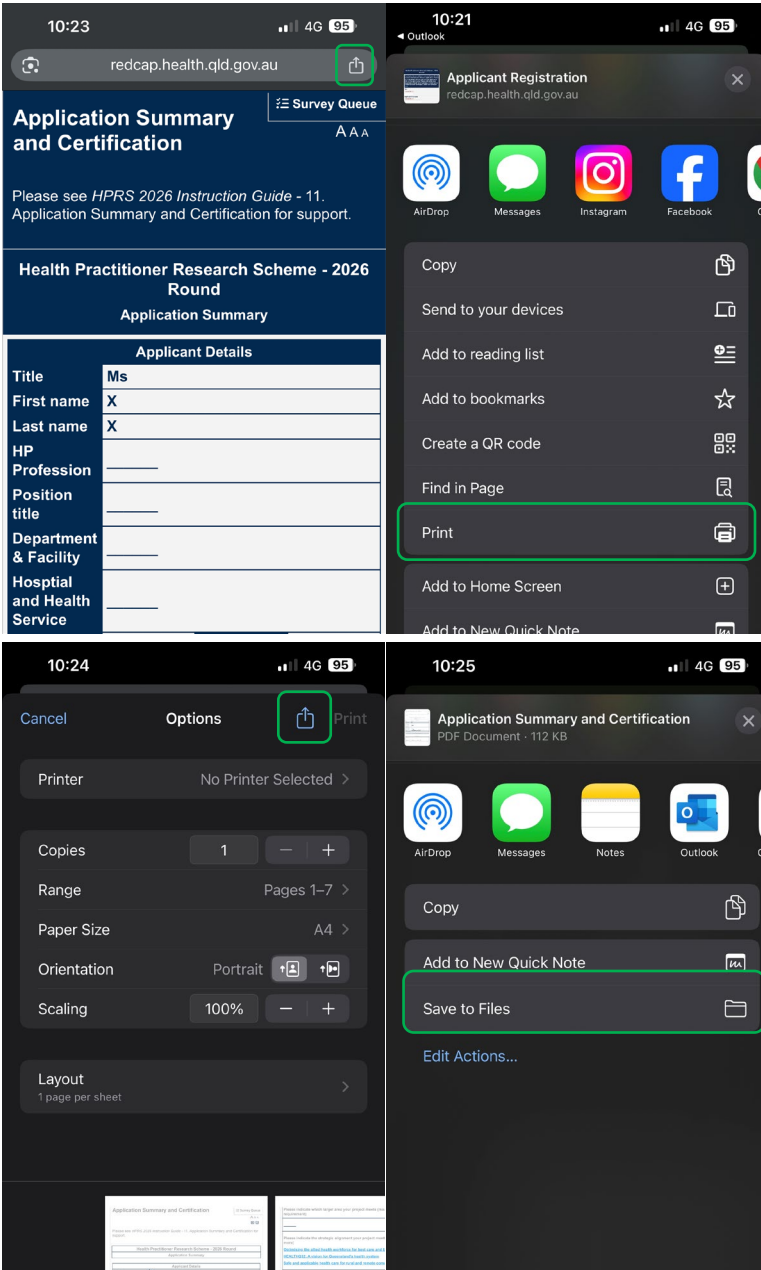
Safari

Click 'File' in the top left corner of your browser, select "Export as PDF".



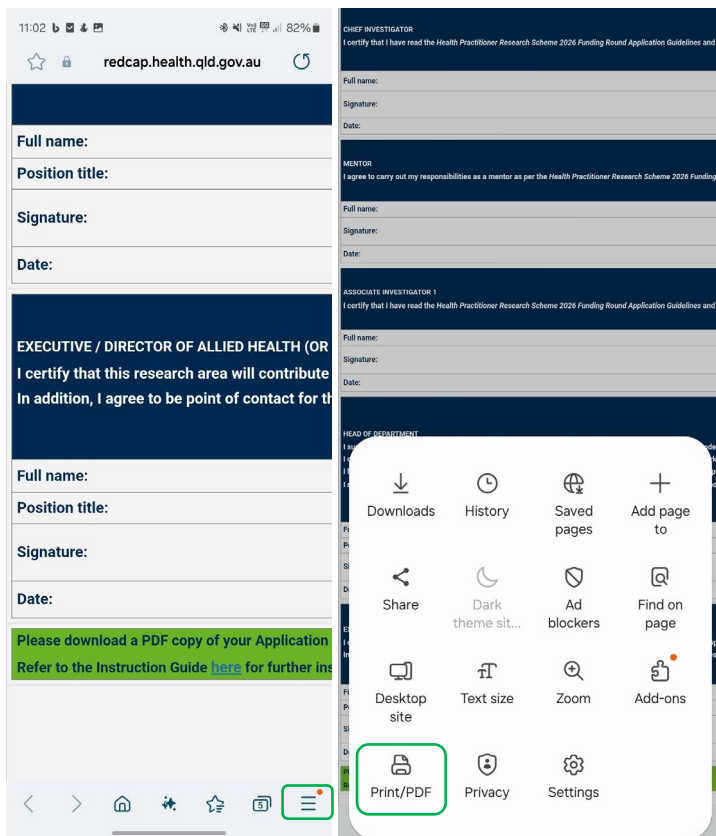
Safari mobile

Click  in the top right corner of your browser, select "Print", select , and select "Save to Files".



Android

Click '☰' in the bottom right corner of your browser, select "Print", and select "Print/PDF".



This will generate a PDF copy of your application which can be printed or emailed to your Project Team, Head of Department, and Executive/Director of Allied Health (or equivalent) to obtain certification. **Please attach/provide your signatories with a copy of all uploaded documents.**

It is the responsibility of the applicant to ensure that it is a true, full copy of the signed application. Submitted applications are not reviewed prior to the scheme closing date and you will not be advised prior to the Scheme closing if your application is incomplete in any way. Late applications cannot be considered under any circumstances.

Please ensure that all signatures (including names and positions) are obtained and uploaded in the final copy downloaded from the OCAHO HPRS Application Portal.

Submit your application

Upload the final certified copy of the application.

A copy will be available to download via the link once uploaded, with options to replace with another file or remove file if any changes are needed.

A confirmation email will be sent from the OCAHO HP Research Team once the application has been submitted.

Please note that no further changes can be made to the application after submitting.