1. Introduction

This document provides important information about the Queensland Health (the Department) Physiotherapy Research Fellowships. The Fellowships are administered by the Department, as represented by the Health and Medical Research Unit (HMRU).

1.1 Health and Medical Research in Queensland Health

Queensland 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; and
- increasing the value and impact of the Queensland public health system generated intellectual property through management guidance, protection, promotion and dissemination.

1.2 Physiotherapy Research Fellowships

The Department is committed to supporting physiotherapy research in Queensland. These Funding Rules describe the provision and distribution of the Fellowship funding. The Funding Rules will be supported by agreements between the Department, 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 Fellowship Agreement will prevail.

The Department is responsible for administering and managing research funds that were previously administered by the Physiotherapists Board of Queensland. To date, three rounds of the research fellowships have been administered by the Department. Fellowships are open to physiotherapy practitioners who have their principal place of practice in Queensland who work in and across the public and private sectors, universities or non-government organisations. During the Fellowship, Fellows must:

- reside in Queensland;
- have their principal place of practice in Queensland;
• be duly qualified as a health professional in the applicable discipline;
• be registered to lawfully practise in Queensland with the applicable registration board;
• conduct the Activities in Queensland;
• not be away from Queensland for more than a total of 90 days (whether consecutive or in aggregate) in any 12 month period without the written prior approval of Queensland Health;
• comply with their obligations under the Fellowship Agreement; and
• accept and apply the Funds in accordance with the Fellowship Agreement, the Funding Agreement, the Funding Rules and the Legal Requirements.

1.3 How to use this document

These Funding Rules provide detailed information for Applicants who are considering applying for a Fellowship commencing in 2016.

1.4 Health research priority areas

Health research priority areas have been identified for the Physiotherapy 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 priority areas; however Applications addressing priority areas will be highly regarded.
2. Definition of terms

**Activity** or **Activities** means any task, activity, services, work or other purpose to which the Fellowship relates.

**Applicant** means the individual or group who have submitted an Application for a Fellowship.

**Application** means a completed and submitted Fellowship application form that appears at Schedule 2 to the Fellowship Agreement.

**Associate Investigator** means any individual member of the Fellowship clinical trial team who is both designated and supervised by the Chief Investigator at a trial site to perform critical trial-related procedures and/or to make important trial-related decisions.

**Chief Investigator** or **CI** means the person who takes the lead role in conducting the Activities, and is the investigator who takes responsibility for completion and lodgement of the Application and for ensuring that the Funds are used in accordance with the provisions of the Funding Agreement.

**Discrete Project** means 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.

**Category One Fellowship** means a Fellowship as described in Section 4.3.1 of these Funding Rules.

**Category Two Fellowship** means a Fellowship as described in Section 4.3.2 of these Funding Rules.

**Fellowship** means the funding awarded under the Physiotherapy Research Fellowship program that is administered by The Department under which the Funds are made available in accordance with the Funding Rules, the Legal Requirements, the Fellowship Agreement and the Funding Agreement.

**Fellowship Agreement** means the agreement between the Chief Investigator, the Department and the Funding Recipient.

**Fellowship Categories** means the Fellowship categories detailed in Section 4 of these Funding Rules.

**Funding Agreement** means the agreement between the Department and the Funding Recipient.

**Funding Recipient** means the entity that receives and manages the Funds (e.g. Hospital and Health Service, research institute).

**Innovative Project** means a proposed project that addresses existing gaps or issues in physiotherapy clinical practice or health service delivery, which must be novel and provide potential to innovate physiotherapy practice.

**Funding Rules** means this document and all schedules and attachments to it, and any documents incorporated by reference into this document.
Funds means the amount of the funds set out Schedule 1 Item 7 of the Fellowship Agreement.

Health and Medical Research Unit (or HMRU) means the Health and Medical Research Unit, being a unit of the Department.

Hospital and Health Service (or HHS) has the meaning given to it in the Hospital and Health Boards Act 2011 (Qld).

Intellectual Property Rights means all registered and unregistered rights in Australia and throughout the world for:

a. copyright;
b. trade or service marks;
c. designs;
d. patents;
e. semiconductors or circuit layouts;
f. source codes and object codes;
g. trade, business or company names;
h. indications of source or appellations of origin;
i. trade secrets;
j. know-how and confidential information;
k. the rights to registration of any of the above; and
l. the right to bring an action for infringement of any of the above, but excludes Moral Rights.

Legal Requirements means the Physiotherapy Fellowships Legal Requirements Round Four 2016, a copy of which is included at Schedules 4 to the Funding Agreement and the Fellowship Agreement.

Mentor means a person who is nominated by the Applicant and who has experience in the development and implementation of research that is relevant to the Fellowship. The mentor is expected to:

a. play an active and supportive role through all stages of the Fellowship; and
b. assist and support the work of a novice researcher who has received the Fellowship.

For clarity, a Mentor is unable to be a member of the proposed Fellowship research team.

Review Panel: means the selection panel appointed by the Department for review of Applications and recommendation for the offer of Fellowships to Applicants.

Selection Criteria means the selection criteria outlined in Section 7 of these Funding Rules.
3. Applicant’s conditions/responsibilities

An Applicant (whether an individual or a team) cannot apply as a Chief Investigator for more than one Fellowship per round.

Prior to submission of an Application, it is the Applicant’s responsibility to:

- read and be familiar with these Funding Rules, the Fellowship Agreement, the Funding Agreement and the Legal Requirements, together with all other documents referred to within these Funding Rules;
- inform themselves about the nature of the research which is to be the subject of the proposed Fellowship; and
- seek professional advice as is appropriate for an arrangement of this type.

Applications for Fellowships are to be submitted to the HMR@health.qld.gov.au email account by 12.00pm noon AEST 9 May 2016. Late submissions will not be accepted.

3.1 Responsible conduct of research

The Department expects that the highest levels of research conduct and integrity are to be observed in all funded research. Researchers and institutions are bound by the agreement with the Department, 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). 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 at the Department’s absolute discretion.
4. **Description of Physiotherapy Research Fellowships**

4.1 **Purpose**

The purpose of Fellowships is to provide research fellowships for physiotherapists 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 physiotherapy practice and new models of care; and
- contributes to the advancement of physiotherapy policy and education.

4.2 **Scope of funding**

Fellowships are to support a Discrete Project, which may be a component of a larger study (Category One Fellowship) or to support an Innovative Project (Category Two Fellowship).

There is a maximum limit of funds available for any one project and is awarded in accordance with the Fellowship Categories (also listed below). Applicants have the opportunity to apply for one Fellowship in one of the four categories

- **Category One Fellowship – Discrete Project** – Applicants may apply for any amount of funding up to a maximum of $250,000 over a maximum of three years. The Category One Fellowship will support a Discrete Project, which may be a component of a larger study.

- **Category Two Fellowship – Innovative Project** – Applicants may apply for any amount of funding up to a maximum of $50,000 over a maximum of three years. Applications for Category Two Fellowship must be for an Innovative Project with translation to clinical contemporary practice in any field of the physiotherapy profession including, but not limited to, paediatrics, neonatal, muscular-skeletal and surgical areas.

Fellowship will be paid to the Funding Recipient. The details of the funding awarded in each Fellowship Category are as follows:

4.3 **Categories of funding**

4.3.1 **Category One Fellowship**

A Category One Fellowship will support a Discrete Project which may be a component of a larger study.

The Category One Fellowship should be used to achieve the stated outcomes of the project and should not be used to supplement the Applicant’s salary.

Applications for this category may be an individual or a team.
In this category, a maximum of $250,000 per Fellowship over a maximum of three years will be offered.

### 4.3.2 Category Two Fellowship

A Category Two Fellowship is to support an Innovative Project with translation to clinical contemporary practice in any field of the physiotherapy profession including, but not limited to, paediatrics, neonatal, muscular-skeletal and surgical areas.

The Category Two Fellowship should be used to achieve the stated outcomes of the project and should not be used to supplement the Applicant’s salary.

Applications for this category may be an individual or a team.

In this category, a maximum of $50,000 over a maximum of three years will be offered.

### 4.4 Chief Investigators and research teams

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

Fellowship funding depends on the CI’s continuing employment in Queensland over the entire duration of the Fellowship.

CIs are responsible for ensuring the use of Funds is in accordance with the provisions of the Funding Agreement.

Applicants cannot apply as CI in more than one Fellowship category per round. If they do, the Department will require the Applicant to remove Applications so only one Application remains.

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

The role and contribution of each Associate Investigator must be described in the Application, and each Associate Investigator must sign the submitted Application form.

### 4.5 Eligibility

#### 4.5.1 Who should apply?

Fellowships are available to individuals or teams unless otherwise 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 practise as a physiotherapist within their scope of practice, with a principal place of practice in Queensland; and
- have no adverse limits or conditions applied to their registration.

Successful CIs must continue to be employed, reside and conduct the research in Queensland for the duration of the Fellowship.
4.5.2 Multiple 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 that is the subject of this Application and other fellowships or grants held (or to be held) will be considered as part of the review of the Application. CIs should ensure their time commitments are sufficient to ensure the viability of the Fellowship.

Note: the Department 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 Fellowships

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.

The Funds are payable towards research that is conducted in Queensland only. The Funds may not be used for institutional overheads, conference travel or the Applicant’s salary.

The CI must be accountable for the use of the Funds, subject to the terms and conditions of the Fellowship Agreement. The CI is responsible for ensuring the budget costs submitted within the Application are appropriate. Funds will be allocated to the successful Applicants based on their Application. A financial reconciliation must be included in the final and any interim financial reports.

The Funds awarded for each Fellowship is final, and no additional funds will be provided. The Funds provided by the Fellowship may not cover the total cost of the research and 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 Fellowship Funds

The Funds are to be administered in Queensland and are not available for retrospective funding.

Fellowship funding is transferred to the Funding Recipient periodically throughout the term of the project, in accordance with the terms of the Funding Agreement. Funding will be subject to satisfactory periodic progress reports as outlined in Section 12 of these Funding Rules. No payment towards the 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 Department arrangements. The distribution of funds to a relevant external institute, organisation or business will be conducted via payment of a tax invoice. The CI must arrange the tax invoice and ensure the Fellowship funding is available for the
period of the entire research project. It is expected the Fellowship Agreement and the Funding Agreement will be signed within six (6) months of acceptance of the Fellowship and the research should start within one (1) month of those agreements being signed.

The CI is responsible for management of the project’s budget. At the end of the Fellowship, all Funds that have not been spent must be returned to the Department. No additional funding will be provided during the Fellowship.

The Department may withhold payments or terminate the Fellowship in accordance with the Fellowship Agreement or the Funding Agreement, including for the following reasons:

- 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 the Fellow or the Fellowship;
- failure to adhere to the terms of the Funding Agreement;
- failure to adhere to the terms of the Fellowship Agreement; or
- professional or research misconduct.

4.6.3 Application process

Details regarding the Application process for all 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 governments have identified for focussed attention because they contribute significantly to the burden of illness and injury in the Australian community:

- cancer control;
- cardiovascular health;
- injury prevention and control;
- mental health;
- diabetes mellitus;
- asthma;
- arthritis and musculoskeletal conditions;

6. **Application process**

A call for Applications will commence from 18 March 2016. The Applications will be assessed by the Review Panel against the Selection Criteria outlined in Section 7 of these Funding Rules.

6.1 **Costs borne by Applicant**

All costs and expenses incurred by Applicants in relation to the preparation and submission of an Application must be borne entirely and exclusively by the Applicant. The Department may, in its discretion, provide financial support to Applicants for travelling to an interview for the Fellowship.

6.2 **Submission of Application**

<table>
<thead>
<tr>
<th>Step</th>
<th>It is recommended that Applicants:</th>
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<tbody>
<tr>
<td>Four</td>
<td>Submit application to <a href="mailto:HMR@health.qld.gov.au">HMR@health.qld.gov.au</a></td>
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</tbody>
</table>

6.2.1 **Application form**


6.2.2 **Closing date**

Applications are to be submitted to the HMR@health.qld.gov.au email account by 12.00pm noon AEST 9 May 2016. Late submissions will not be accepted.

If Applicants have difficulty submitting Applications, please contact HMRU on +61 7 3328 9833 to make alternative arrangements prior to the submission deadline.

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; and
- 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 (other than as instructed).

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

6.2.4 **Naming the file**

Applicants should submit the Application using the naming convention listed below. The document name should not include spaces. If the Applicant is a group, the document should be named using the naming convention listed below, bearing the surname and first name of the CI.

| HMR_Physiotherapy_SURNAME_FIRSTNAME.PDF |

6.2.5 **Certification**

Applicants have the option of submitting either:

- the final signed certification page as part of their Application (preferred); or
- as a second separate attachment,

using the file name below. The document name should not include spaces. If the Applicant is a group, the document should be named using the naming convention listed below, bearing the surname and first name of the CI.

| Cert_Physiotherapy_SURNAME_FIRSTNAME.PDF |

6.3 **Acknowledgement receipt**

Applications for Fellowships are to be submitted to the [HMR@health.qld.gov.au](mailto:HMR@health.qld.gov.au) email account by **12noon AEST 9 May 2016**. Late submissions will not be accepted.

Following submission you will receive two emails:

1. an automated receipt
2. an email to notify you that your application opens properly and the required sections have been completed. You will be contacted by HMRU before 12.00pm on 10 May if there are any concerns.

Applicants who have not received an automated receipt by 1.00pm on 9 May should contact the HMRU on +61 7 3328 9833 by 3.00pm 9 May for advice on application re-submission.
Applicants who have not received an email notification to advise that the application is complete and opening correctly by 1.00pm on 10 May should contact the HMRU on +61 7 3328 9833 by 3.00pm 10 May.

6.4 Timeframe

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Application</td>
<td>Applicant</td>
<td>Closing date: 12.00pm 9 May 2016</td>
</tr>
<tr>
<td>Review of Applications by review panel</td>
<td>Review Panel</td>
<td>May 2016</td>
</tr>
<tr>
<td>Selection of successful Applicants</td>
<td>Review Panel</td>
<td>June 2016</td>
</tr>
<tr>
<td>Notification of outcome</td>
<td>Department</td>
<td>June 2016</td>
</tr>
<tr>
<td>Commencement of Fellowship</td>
<td>Department</td>
<td>In line with signing of the agreement</td>
</tr>
</tbody>
</table>

These time frames are indicative only and subject to change.

6.5 Notification process

The Department 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 HMRU within the timeframe given in that document. Until a formal announcement has been made by a delegate of the Department, information will only be released to the CI.

Following the offer of a Fellowship and acceptance of the offer, successful Applicants will be provided with a copy of the Fellowship Agreement, containing the terms and conditions of the Fellowship. It is expected the Fellowship Agreement will be signed and returned within six (6) months of acceptance of the Fellowship and the research should start within one (1) month of the Fellowship Agreement being signed. If the Fellowship Agreement has not been signed and research has not commenced within the specified timeframes, the Department has the right to withdraw the offer.

6.6 Withdrawal of Applications

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

6.7 Incomplete, false or misleading Applications

All details in the Application must be current, complete and accurate at the time of submission. Once submitted, the Application will be considered final and no changes will be permitted.
Examples of false or misleading information in an Application include, but are not restricted to:

- providing false records; or
- falsifying claims in publication records (such as describing a paper as accepted for publication when it has only been submitted).

If the Department believes that omissions or inclusion of misleading information are intentional, it may take such action as it deems appropriate (which may include exclusion of the Application or termination of the fellowship) and may also refer the matter for appropriate legal action where appropriate.

If an Applicant is short-listed for an interview, the acceptance of any additional information (i.e. information about successful funding or grants) is at the discretion of the Review Panel.

6.8 Commissions and incentives

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

If the Department 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 has the right to remove Applications that are incomplete, ineligible, not in keeping with the Funding Rules or is clearly non-competitive, and to provide preliminary advice to that effect to the 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 HMRU;
- the Application includes false or misleading information;
- the Application is incomplete; or
- the Applicant asks for their Application to be withdrawn.

Applications will be assessed at first instance on merit and shall be based on responses to the Selection Criteria. Geographic location, field of research and field of health profession may also be taken into consideration in the Review Panel's absolute discretion.
The Review Panel may take into consideration the advice of external assessors in short-listing Applicants to interview. External assessors may be independently chosen by the Review Panel, but shall not be nominated by Applicants. External assessors agree to assist the Department on the basis of confidentiality, and as such, their identity will not be disclosed.

Those Applicants who have been successfully shortlisted may, if deemed necessary, be invited to an interview with the Review Panel. Attendance at an interview will be at the Applicant’s expense unless the Department proposes otherwise, and may also be conducted by teleconference or videoconference, if appropriate. The Department may also request further information or clarification by the Applicant in writing. The Applicant shall provide the requested information within the requested period unless otherwise agreed. If the Applicant does not provide the requested further information within the requested period, the Department may exclude the Application.

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 NHPA priority areas detailed in section 5 of these Funding Rules.

### 7.1 Selection Criteria

Applicants should take into consideration that the Fellowships have two separate and specific categories. Each Fellowship Category is assessed against:

- Research Quality;
- Significance and/or innovation;
- Track record relative to opportunity; and
- Project budget,
  
  (collectively, the **Selection Criteria**).

While the Selection Criteria are the same for both Fellowship categories, the weighting applied to each criterion is different depending on the Fellowship Category. The weighting of the Selection Criteria for each Fellowship Category is explained in detail further below.

All Category One Fellowship Applications are assessed by the Review Panel, review panel, by way of the following breakdown:

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

All Category Two Fellowship Applications are assessed by the Review Panel, by way of the following breakdown:

1. Research quality (30%)
2. Significance and/or innovation (40%)
3. Track record – relative to opportunity (20%)
4. Project budget (10%)


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.

Assessment of research quality may include assessment on the following terms:

• 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?

• Clear and appropriate research plan, including:
  ► Is the project relevant to the respective profession/objective?
  ► What are the strengths and weaknesses of the study and its design?
  ► Have any major pitfalls or problems been overlooked, and have alternative approaches been considered?
  ► Is the plan well informed by knowledge of the literature?
  ► Is the design appropriate for the aims of the research?

• Feasibility:
  ► Will the research plan successfully address the stated hypotheses or research objectives?
  ► Are the research outcomes clearly described, significant and relevant to the practice setting and patient care?
  ► Are the goals concrete and achievable?
  ► Does the project demonstrate excellence in project management, implementation and evaluation?
  ► 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 criterion 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.
Innovation refers to the originality of the research, and significance refers to the project’s potential importance or impact on the field. Applications are not necessarily rated on both significance and innovation.

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 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; and
- 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.

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

- Record of research achievement. Applicants should outline any of the following from the past five years:
  - 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; and
  - awards or honours in recognition of achievements.

- Contribution to discipline or area. Applicants should outline any of the following from the past five years:
  - invitations to speak at international meetings;
  - editorial appointments;
  - specialist and high-level health policy committee appointments; and
  - other research-related achievements, such as:
    - influence on clinical/health policy or practice, or provision of influential advice to health authorities and government, or
    - 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, having regard to factors such as career disruption, administrative and clinical/teaching load, and typical performance (including publications) for the field in question. For these 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; and
- 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 Fellowship research.

Applicants must outline the budget for the proposed Fellowship 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.; and
- justification for budgetary items in terms of need and cost.

**Note:** The amount of funding provided through the Fellowships is strictly limited to the maximum amounts stipulated in these Funding Rules. No part of the Funds provided can be used for institutional overheads.

7.2 Career disruption

The Department 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 in their Application.

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 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 at the Department’s discretion.

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 the ability and potential to conduct research.

As part of the peer review process, the Department reserves the right to take into consideration the advice of external assessors who are experts in their field. External assessors may be independently chosen by the Review Panel, but shall not be nominated by Applicants. External assessors agree to assist the Department on the basis of confidentiality, and as such, their identity will not be disclosed.

Fellowship Applications are considered against the Selection Criteria by the Review Panel that recommends and endorses the successful Applicants.

All feedback requests must be made via email to HMR@health.qld.gov.au within two (2) weeks of receiving notification of Application outcomes.

Applicants should be aware that due to Review Panel commitments, the Department will not be able to provide detailed individual feedback. Accordingly, the outcome notification is not an opportunity to detail the evaluation of Applications or the relative merits of any other Applications submitted.

The decisions of the Review Panel will be final. The Department 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 laws, statutory requirements, government codes, policies or guidelines, and any current Australian Standard, and where an Australian Standard does not exist, the research must comply with the relevant and current International Standard.

All necessary approvals and clearances must be obtained before the research project commences. Clearances, including any renewals where required, are the responsibility of the Applicant and must cover the life of the Fellowship. The Fellow will advise HMRU, within six (6) 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 HMRU with a copy of the approval letter, together with a copy of the relevant research governance authorisation.
Non-compliance with the above requirements within six (6) months of the offer of the Fellowship may render the funding null and void.

Research conducted as part of the Fellowship must be consistent with:


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

- Values and Ethics - Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research

- The TGA Note for Guidance on Good Clinical Practice

Research involving the use of animals: must be reviewed and approved by an Animal Ethics Committee (AEC) in accordance with Australian code for the care and use of animals for scientific purposes 8th edition (2013)

Research involving the use of genetically modified organisms recombinant DNA or teratogens must meet the requirements of the Gene Technology Act 2001 (Qld) and Gene Technology Regulations 2002 (Qld).

Research must also comply with the following, where applicable:

- the Privacy Act 1988 (Cth); and
- the Information Privacy Act 2009 (Qld).

9. Contractual relationship

These Funding Rules are not intended to give rise to any contractual relationship upon the submission of an Application.

The Applicant and the Department do not enter into a binding legal relationship unless and until a subsequent agreement is executed between the Department, the Applicant and the Funding Recipient. No Applicant will be entitled to claim compensation or loss (whether direct or indirect) from the Department for any matter arising out of the Application or the Application process, including but not limited to any failure by the Department to comply with these Funding Rules.

10. Administration of Fellowships
10.1 Fellowship Agreement

The Fellowship will be administered under the terms and conditions of the Fellowship Agreement that shall be provided to successful Applicants at the time of the offer notification.

The CI will be accountable for ensuring that Funds are applied in accordance with the provisions of the Fellowship Agreement.

It is expected the Fellowship Agreement is signed within six months of the Applicant’s acceptance, and the research project should begin within one month of the Fellowship Agreement being signed. If these timeframes are not met, the Department 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 the Applicant’s employing Hospital and Health Service or administering institution.

10.3 Research misconduct

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

The Fellowship Agreement will contain provisions for the handling of allegations of research misconduct.

In circumstances where the Department reasonably considers that an Applicant has engaged in research misconduct, the Department may withhold payments or terminate contractual arrangements.

11. Intellectual property

The ownership, use and commercialisation of Intellectual Property Rights (IP) created during the term of the Fellowship will be determined by contractual arrangements between the Department, the Funding Recipient, and the Fellow.

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


12. Reporting and payment on Fellowships

Fellowship recipients will be required to submit reports to the Department, outlining their progress and the use of the Funds. Reporting templates will be made available by
HMRU. 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, subject to compliance with the applicable agreement terms and, subsequently, on presentation of a satisfactory annual progress report.

Fellows will provide one report annually which details progress against the project milestones as well as use of the Funds. 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 for review. Where a research fellowship recipient fails to submit satisfactory reports, the Department may withhold the remainder of the Fellowship payments or initiate recovery of funding.

13. Confidentiality and privacy

The Department will use supplied information for the purpose of assessing Fellowship Applications.

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

Information comprising the names of successful Fellowship Applicants and their administering institutions, funding awarded, research project title, area of research, and a brief description of the Fellowship provided by the Applicant will be made publicly available on the HMRU website and published in the Department 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 encourages Fellows to consider the benefit of publishing data from the research project in an appropriate medium of their institution and externally provided that the Fellow does not disclose any research findings that may prejudice the protection of any Intellectual Property Rights.

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

The Department should be notified in a timely manner 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, the Queensland public health system and external researchers.

15. **Advertisement**

Successful Applicants, their employing Hospital and Health Service, departments or institutes 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.

16. **Useful resources**

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

17. **Further information**

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

Health and Medical Research Unit
Healthcare Innovation and Research Branch
Phone number: +61 7 3328 9833
Email: HMR@health.qld.gov.au