

## 1. Statement

The Department of Health (the Department) shall manage funding investment for all research and research infrastructure it supports by:

- utilising the Queensland Government *Decision Rules for Investment* (R.E.D.S rules) <http://www.chiefscientist.qld.gov.au/strategy-governance/decision-rules-for-investment-r-e-d-s> to assess and guide all decisions to fund and support research projects/infrastructure
- assessing funding proposals against guidelines specific to a funding program (where applicable)
- exploring all possible funding options and ensuring that when support is provided it is time-limited
- using research funding contracts that include information about intellectual property, research outcomes, timeframes, progress reports, agreed funding amounts, financial reporting, payment methods, performance indicators, evaluation criteria and which are time limited and include clear exit points for the Department, and
- liaising with Health Infrastructure Branch for matters relating to infrastructure planning and development
- utilising the Investment Management Framework tools, templates and guidelines developed by Queensland Health Portfolio Office <http://qheps.health.qld.gov.au/navigate/html/portfolio.htm>

## 2. Scope

This guideline applies to all department work areas proposing to undertake and/ or fund research or research infrastructure including the provision of in-kind support.

## 3. Requirements

### 3.1 Consideration of Funding

- All Department work areas proposing to fund research projects/infrastructure should use the criteria listed at 3.2 to inform funding decisions.
- Applicants are required to provide a written proposal addressing the criteria below.

### 3.2 Criteria for Investment

#### 3.2.1 All funding options are explored:

Evidence must be provided that all non-Department funding options have been investigated and exhausted.

#### 3.2.2 There are clearly identifiable and measurable outcomes:

All potentially fundable research proposals shall demonstrate to the Department:

- a focus on health, social and economic outcomes that can deliver measurable improvements to Queenslanders within the next five years
- a clear link to the priorities and objectives of Queensland Health and Queensland Government strategic plans.

### **3.2.3 Evidence that the research team has a proven capacity to deliver outcomes:**

- applicants must demonstrate experience of delivery of research outcomes on time and on budget
- novice applicants must be mentored by experienced supervisors who can demonstrate delivery of research outcomes on time and on budget
- the project/program shall have a comprehensive budget
- where continued funding is requested, applicants must provide project specific historical funding expenditure versus research outcomes data along with a comprehensive budget and project plan for ongoing funding.

### **3.2.4 The research is realistic, builds capacity and strengthens Queensland's research base**

Projects should meet the following criteria:

- involve collaboration and partnerships between the Department, Queensland Health, industry, research institutions and cross disciplinary boundaries
- provide opportunities to leverage funds which will build on the Queensland Government's investment in research
- promote a competitive strength with a realistic possibility of developing and commercialising new knowledge and health service delivery models that give Queensland a competitive and sustainable advantage nationally and/or internationally
- plan to communicate or otherwise make research outcomes available to the public.

### **3.2.5 Planning for funding sustainability**

- Funding contracts should include a clear plan for funding sustainability and include step down funding arrangements where required
- All research income and expenditure is to be recorded in a research cost centre to enable audit and review.

## **3.3 Form and duration of support**

Funding and support from the Department can be provided as:

- a direct capital investment
- provision of in-kind expertise and services, or
- a mixture of direct capital and in-kind support.

## 4. Roles and Responsibilities

Role	Checklist of Key Responsibilities
Senior Director Preventive Health Unit	This position is accountable and responsible for: <ul style="list-style-type: none"><li>✓ Providing advice to the Director-General and Minister for Health on research support and funding matters</li></ul>
Director Health & Medical Research Preventive Health Unit	<ul style="list-style-type: none"><li>✓ Overseeing the development and revision of the Research Management Policy and Standards</li></ul>

## 5. Related documents

Revised Queensland Science and Research Priorities March 2015

Queensland Health Portfolio Governance Program, Investment Management Framework.

<http://qheps.health.qld.gov.au/navigate/html/portfolio.htm>

## 6. Definitions

Department of Health

The Department of Health comprises:

- three divisions
  - Health Service and Clinical Innovation (HSCI)
  - System Support Services (SSS)
  - System Policy and Performance (SPP)
- three commercial business units (CBU)
  - Queensland Ambulance Service (QAS)
  - Health Services Information Agency (HSIA)
  - Health Services Support Agency (HSSA)

## Version Control

Version	Date	Comments
1	09/12/2010	Implementation Standard [QH-IMP-013-5:2010]
2	23/06/2015	Policy Rationalisation Project – downgraded to Guideline