Queensland Advancing Clinical Research Fellowships – Round 2
Frequently Asked Questions
What is considered a salaried appointment with Queensland Health or other publicly funded healthcare facility?
This means having a payroll number with, and being paid directly by, Queensland Health or other publicly funded healthcare organisation or facility.

What are examples of publicly funded healthcare facilities?
A publicly funded healthcare facility is a State-funded healthcare facility, for example Mater Hospital.

What is meant by ‘clinically-related role’?
This is a role that could feasibly achieve the goals of the Program against the Selection Criteria described in the Queensland Advancing Clinical Research Fellowships Funding Rules. There are weightings assigned to the strength of the applicant’s ability/potential to improve clinical practice, policy change and/or better health outcomes, and for the proposed research project to impact policy and practice. If the role can achieve these clinically-related goals then this should be demonstrated within the application.

How does ‘active research participation of 0.3FTE’ differ from the appointment requirement of 0.2FTE?
The 0.2FTE appointment is the minimum salaried appointment that an applicant must hold at Queensland Health or another publicly funded healthcare facility in order to be eligible to apply. ‘Active research participation’ refers to the time a Fellow will spend on the Fellowship research project, rather than on non-Fellowship commitments. The expectation is that the level of active research participation by recipients is at least 0.3FTE averaged over the duration of the Fellowship.

I hold a Master’s Degree. Is this considered equivalent to a PhD?
Unfortunately, a Master’s Degree (MPhil or otherwise) is not considered to be a PhD or equivalent research higher degree for the purposes of applying under the CRF program.

I was awarded my PhD more than four, but less than five, years ago so I am unsure whether to apply for the Early Career or Mid Career category.
If it is more than four years since you were awarded your PhD, for example you are four years and two days post-PhD, you are considered to be >4 years post-PhD for the purposes of applying under the CRF program.

Who can I speak to regarding queries I have about my eligibility?
Please discuss your eligibility with the research office or equivalent at your administering organisation. The administering organisation can contact the Department on your behalf to clarify aspects of the Funding Rules, however the Department is unable to provide any eligibility rulings.
Does my employing Queensland Health HHS (or other publicly funded healthcare facility) have to be included as a participating organisation?
Yes. Your employing HHS must be either the adminstering organisation or partner organisation and support the application.

Should I put my employing Queensland Health HHS (or other publicly funded healthcare facility) down as my administering organisation, or should they be a partner organisation?
The Department cannot advise on whether participating organisations should assume the role of administering or partner organisation. Please have discussions directly with your participating organisations to determine the best arrangements for your application and circumstances.

What are examples of Queensland-based research organisations?
These are research organisations external to Queensland Health and can include Queensland universities or medical research institutes, not-for-profit entities and/or industry partners. A research organisation can assume the role of administering organisation or partner organisation.

Can I have more than one partner organisation and must they all be based in Queensland?
Yes, you can have more than one partner organisation. While not all partner organisations must be based in Queensland, we ask that applicants consider the objectives of the CRF scheme when choosing partners.

My supervisor is located interstate. Is this an issue?
Given the objectives of the CRF program, and the active management and guidance role that is expected of a nominated supervisor, a supervisor must be based in Queensland.

I would like to apply for the PhD Pathway category. I have completed the requirements of my PhD, but my PhD has not yet been awarded.
The Funding Rules advise that to apply for a PhD Pathway, applicants currently must be enrolled in, or intend to enroll in, a PhD. If you have not been awarded your PhD (on the submission date for the CRF application) then you are still considered enrolled for the purposes of CRF Round 2.

Do I have to be a PhD candidate for the entirety of the Fellowship?
No. The PhD Pathway option is a Fellowship (not a Scholarship) that allows for the undertaking of a research project and therefore should not be linked to the timelines associated with the completion of your PhD.
Does the $5,000 travel limit mean I can request $5,000 per annum or $5,000 in total?
This means $5,000 can be requested in total across all years of the project (not per year).

Can I request travel costs for my research team, or for collaborators to travel to visit me?
No. Travel costs can be requested for the Fellow only and must be essential to the project.

Could you please advise who my authorised delegate is at my administering organisation and what they need to sign?
Unfortunately, the Department can’t advise who the authorised delegate is at your administering organisation, however the research office or equivalent should be able to assist you. The authorised delegate must sign the Administering Organisation Certification in the application form and the Funding Agreement Declaration as part of the application. They must have the authority to do so on behalf of the administering organisation.

Can I include a list of references as part of my application?
Yes, a reference list can be included at the end of the application.

When will outcomes be announced?
We anticipate outcomes will be communicated in July/August 2020.

If my CRF application is successful, what are the next steps?
You can commence your project once a fully executed Queensland Fellowship Research Fellowship Funding Agreement is in place. Shortly after issuing your award letter, our Office will contact your administering organisation’s research office or equivalent to reconfirm the proposed project budget and milestones. Our Office will then finalise the Agreement and will ask for the Agreement Schedules to be checked. As an authorised delegate of the administering organisation signed off on the Funding Application Declaration at the time of application, thereby agreeing to the Terms and Conditions of the Agreement, the Agreement will not need to be re-signed by the administering organisation (unless the Declaration was not signed by an appropriate authorised delegate). Once the Schedules are confirmed by the administering organisation as being correct, Departmental execution will be arranged. The Agreement will then be considered fully executed and the project can commence.

When can I start my Fellowship?
The Fellowship commences once the Fellowship Funding Agreement is fully executed. The Fellowship research activities and expenditure cannot commence before this date. Please note that it is anticipated that the outcomes will be communicated in July/August 2020. In the weeks after announcement, the Department will work with successful Fellows and administering organisations to confirm Schedules and execute the Agreement. It is anticipated that the agreements will be fully executed in September/October 2020. If you
anticipate being unable to commence the project at this time, you may need to reconsider
applying in this round.

I have applied for funding elsewhere for the same project. What if both
applications are successful?
Applicants and successful Fellows may apply or hold other grants outside of the CRF. However
other grants must not:

- duplicate funding for the Fellowship research (the CRF project must be significantly
different from other funded research being undertaken by the Fellow during the
duration of the Fellowship);
- duplicate funding for the Fellow’s salary (the Fellowship will not pay the salary of a
Fellow when the Fellow’s salary is being drawn from another source); or
- impact the Fellow’s time commitment on the CRF research project (a Fellow must
commit a minimum of 0.3FTE to the Fellowship research (over the Fellowship duration)
and progress the research in line with the agreed Milestones).

I currently hold a fellowship/grant and want to finish it first before I start
the CRF. Is this ok?
It is anticipated that the Fellowship Agreement will be fully executed in September/October
2020. The Fellowship must commence when the Fellowship Agreement is fully executed. If you
anticipate being unable to commence the project in September/October 2020 (particularly
taking into account your current contractual obligations with another funder), you may need
to reconsider applying in this round.

What deliverables will be required once I start my project?
You must meet project deliverables by the deadlines specified in the executed Agreement.
This will involve providing yearly Progress Reports and a Final Report. The Progress Reports
will require details concerning the progress of your project and whether milestones have
been met. Financial reporting and provision of a financial statement by the finance
department at the administering organisation is also a key component of the reporting
process. Payment installments will be made once completed and signed reports are received
and accepted by the Department.

Can I make a change to my project after I’ve started?
Changes are only allowed in exceptional circumstances. If you anticipate needing to make a
change to your project, you must advise the research office (or equivalent) at your
administering organisation, who must then make a detailed request in writing to our Office
on your behalf. The request will be considered by the Department and, if approved, a formal
Variation will be drafted by the Department’s legal unit. The Variation will come into effect
once executed by both the administering organisation and the Department. It is important
that any proposed change to your project, whether it be a change to the timeframe, use of
funding, project scope or administering institution, is communicated to the Department as
quickly as possible. Failure to do so may result in suspension or termination of your Fellowship.