

Queensland Health Clinical Research Capacity Building Grant - 2026

Funding Guidelines

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For more information email: QH_Fellowships@health.qld.gov.au.

An electronic version of this document is available at: <https://www.health.qld.gov.au/research-reports/research/researchers/grants-support>

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Introduction

The Department of Health (Department) is proud to support Queensland Health clinician researchers to conduct research relevant to their work, with the goal of finding new ways to deliver care and improve health outcomes.

These Guidelines describe the provision and distribution of funding for the Research Capacity Building Grant offered by the Department in 2026 and provide information for Applicants who are considering applying for a Grant in this Grant Round.

Building a sustainable research culture can require additional resources. The Queensland Health Clinical Research Capacity Building Grant provides seed funding to build and strengthen research capacity within the Queensland Health clinical workforce.

The Research Capacity Building Grant is intended to support innovative, collaborative and locally-led initiatives that engage new clinicians in research, develop the skills of existing clinician researchers, and support the conduct and translation of high-quality research that improves care and health outcomes.

Research capacity building can be achieved in many ways and should be tailored to local needs, priorities and existing capability. Initiatives could include dedicated research support roles, mentoring and training programs, clinician-researcher development pathways, and the establishment of research networks and communities of practice. Capacity can be further strengthened through governance and support structures that facilitate collaboration, research participation and translation.

The objectives of the Grant are to:

- Engage new clinicians in research and develop the skills of existing clinician researchers through locally-led initiatives that foster and build research capacity and capability in the health and medical workforce, with a pathway to self-sustainability beyond the grant period.
- Encourage and enable research collaborations within and across teams, departments, and HHSs including multidisciplinary and inter-professional collaborations.
- Support the conduct and development of innovative, high quality health research and the translation of research for improved care and health outcomes.

Applicants may request funding of **up to \$250,000 over three years**.

Eligibility

Applicants must satisfy all the following eligibility requirements:

- The Applicant and their group must be employed by Queensland Health.
- The Applicant must hold a salaried appointment of at least 0.2 FTE with a Queensland Health entity for the duration of the Grant.
- The Applicant's employing Queensland Health Hospital and Health Service (HHS) must be nominated as the Administering Organisation.
- The Applicant may submit only one application to the Clinical Research Capacity Building Grants 2026 round.
- The Applicant may hold only one Clinical Research Capacity Building Grant awarded by the Department at any one time.
- If the Applicant or their group currently holds a similar capacity-building grant from an HHS or another funding source, the application must demonstrate that the proposed activities do not duplicate existing funding and provide a compelling justification for the additional investment.

Employees from regional, rural and remote HHSs are strongly encouraged to apply to support research capacity building across Queensland.

Please direct all queries regarding eligibility to your Administering Organisation's research office or equivalent for advice as the Department is unable to provide eligibility rulings to Applicants prior to the submission deadline. Research offices or equivalent may contact the Department for clarification of the Funding Guidelines on behalf of Applicants.

Conditions of funding

Successful applicants will be required to comply with the following conditions of funding:

- Applicants must ensure they have sufficient time available to successfully lead and complete the proposed activities.
- Any dedicated research and/or technical staff funded through the Grant may be employed either by Queensland Health or by a Queensland-based partner organisation.
- Applicants may apply for, or hold, other grants while receiving funding under this scheme, provided those grants do not:
 - duplicate funding for activities supported through this Grant; or
 - adversely affect the Applicant's ability to meet the time commitment required to deliver the funded activities.
- Successful applications will be subject to the terms and conditions of a Queensland Health Funding Agreement.
- The Applicant must continue to meet all eligibility requirements for the duration of the Grant.
- Grants are non-renewable and must be completed within the approved funding period. No additional funding will be provided by the Department.

Funding use

Funding may be used for the following eligible costs, provided these contribute to the objectives of the Clinical Research Capacity Building Grant:

- Salary costs for dedicated research/technical staff.
- Project costs, including consumables and modest equipment costs.
- Other costs not captured in the list of items not eligible for funding.

Items not eligible for funding include:

- Salary costs for investigators.
- Publication costs for the primary publication arising from the program of research.
- Institutional on-costs above standard salary on-costs.
- Institutional overheads and operational costs, including general facility and accommodation related costs.
- Travel and conference attendance costs.
- Costs associated with administrative support staff.
- Contract research services that can be performed by the Applicant/their group or otherwise provided by the Administering Organisation.

Selection criteria

A central objective of this funding opportunity is the development of enduring research capacity and capability. Applications that primarily seek to support individual projects or programs of research, without a substantial and explicit capacity-building focus, will not be considered.

Key features of successful applications include:

- Strong local leadership and clinician ownership of the initiative.
- Dedicated research support and coordination.
- Workforce development through mentoring, research participation, training and career pathways.
- Collaboration and partnership building across disciplines, HHS and partners.
- A focus on sustainability to maintain research activity beyond the grant period and support translation of research findings to inform clinical practice, service delivery and health outcomes.

The following selection criteria will guide the Review Panel's assessment of applications for the Clinical Research Capacity Building Grant 2026.

Selection criteria	Scoring weight
Research Capacity Building	
• Team structure, experience and organisational support. • Strength of the proposed plan to build research capacity and capability, including feasibility, and appropriateness of the proposed activities. • Potential for impact for existing and new clinician researchers. • Strategy for maintaining research capacity beyond the grant period.	40
Collaboration	
• Enablement of research collaborations within and across teams, departments, and HHSs including multidisciplinary and inter-professional collaborations.	20
Demonstrated need and budget	
• Demonstrated need for the proposed investment and identified capability gaps. • Evidence that the proposed support cannot reasonably be obtained through existing resources or alternative funding. • Justification for requested resources. • Appropriateness of the requested resourcing.	20
Program of research	
• Innovation and quality of proposed research. • The potential for impact on clinical practice, health policy, service delivery, or health outcomes, including translation into real-world settings for sustainable improvements in health systems/health outcomes.	20

If funded, the Grant application will form the basis of a formal agreement between the Administering Organisation and the Department. Reporting requirements to the Department include:

- Progress meetings with the Department to report on implementation, discuss progress, and identify any emerging issues.
- Written progress reports and a final report at the conclusion of the funding period, and annual financial acquittals against the approved budget.
- Participation in evaluation activities initiated by the Department to assess the effectiveness and impact of the funding scheme.

Application process

It is the Administering Organisation and the Applicant's responsibility to read and familiarise themselves with these Funding Guidelines and all other documents referred to within these Funding Guidelines.

Successful applications will be subject to the Terms and Conditions of a Queensland Health Funding Agreement. Submission of an application constitutes acceptance by the Applicant to all Terms and Conditions of the Agreement.

1.1 Letter of support

The application **must** include a letter of support from the Administering Organisation. The Applicant's employing HHS or other publicly funded healthcare facility must be the administering organisation.

Each letter of support (maximum 2 pages per letter) must include:

- Details of the clinical and/or research strengths of the organisation, and the alignment of the proposed Grant application and Grant activities with these strengths.
- Support for the Grant application, including details of any cash and in-kind commitments.
- Letters of support from HHSs or other publicly funded healthcare facilities must also confirm the Applicant's current employment arrangements and the Applicant's proposed employment arrangements for the duration of the Grant, having considered any clinical service delivery implications.
- Each letter must be on organisational letterhead and signed by the relevant person with appropriate authority to support the application and any commitments. For a HHS, the letter should be signed by the Chief Executive or other appropriately authorised delegate. *Please note: The Department cannot provide advice on who has authority to sign – please liaise directly with your administering and partner organisation/s for advice.*

Failure to comply with the letter of support requirements will make an application ineligible.

1.2 Applying

Applicants should allow enough time before the grant funding closing date for the relevant delegate to review and sign the application.

Applicants must complete and return a completed application form (available online [here](#)) before 11:59pm AEST, Monday 7 December 2026. The application should be submitted as a single, consolidated bookmarked PDF file using the naming convention **Surname_Firstname_RCBG 2026 application.pdf** and include, in the following order:

- Completed and signed application form
- A reference list (if required)
- Applicant publications list
- Letter of support

Late applications will not be accepted.

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

If an Applicant's circumstances change after submission of an application for a Grant, the Recipient must notify the Department immediately.

All costs and expenses incurred by Applicants related to the preparation and submission of their application are the sole responsibility of the Applicant and will not be borne by the Department.

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.

The Department will not provide advice to Applicants or Administering Organisations on the competitiveness of an application at any stage during the application and assessment stages.

Following the assessment process for merit-listed applications, and with the Applicant's prior consent, the Department may share the Applicant's name and project title with key funding partners for the purpose of identifying additional supports or potential funding.

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

Assessment process

Applications will be screened and reviewed by Departmental staff for completeness and eligibility.

Applications may be excluded at any time during the screening process, including under the following circumstances:

- The application contravenes or is inconsistent with the Grant Funding Guidelines and associated documentation, includes false or misleading information, is incomplete or late.
- The application was not submitted through QH_Fellowships@health.qld.gov.au.
- 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.
- If the Applicant, or a person on their behalf, attempts to contact members of the independent Review Panel in relation to the assessment of their application or the peer review process.

The Department has the right to disqualify applications that are not in keeping with the Grant Funding Guidelines.

An independent Review Panel will assess applications through a competitive, merit-based process against selection criteria and recommends Grant award recipients to the Department. However, the Department has absolute discretion in making the final decision on awarding recipients.

Should a high number of applications be received, the Department will shortlist applications against the grant objectives and selection criteria to prioritise for funding consideration by the panel. All applications will be made available to the panel, and there is a mechanism for applications not shortlisted by the Department to undergo panel review, if nominated by multiple panel members.

The Department will advise each Applicant in writing of the outcome of their application. No information will be released verbally. Outcomes are final. The Department will not enter into any oral or written debate about selection decisions.

Limited feedback may be provided to Applicants, including those who request this in writing from the Department. Feedback will only be provided in response to a written request if it is received within three months of Applicants being advised of the outcome.

Confidentiality and privacy

The Department of Health ('Department') is collecting your information to process your grant application. Personal information collected by the Department is handled in accordance with the Information Privacy Act 2009. The personal information provided by you may be disclosed to the individuals and entities listed in your application for verification purposes. Your personal information will not be disclosed to other third parties without consent, unless the disclosure is authorised or required by or under law. If personal information is not provided, the Department will be unable to assess your application. For any questions regarding this collection notice, please contact the Grants and Fellowships team via email QH_fellowships@health.qld.gov.au. For information about how the Department protects your personal information, how to access or correct your own personal information, or how to make a complaint about a breach of the privacy principles and learn how we deal with such a complaint, please refer to the Department's [Privacy Policy](#).

Contractual arrangements

If successful, an Administering Organisation ('the Recipient') to which the funding is paid must be confirmed. The Recipient for this Grant must be a HHS. There can be only one Recipient for each Grant.

The Grant is 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 its Schedules, including that research complies with relevant laws, guidelines and statements. 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. Please note that the Agreement terms and conditions will not be negotiated or altered on an individual basis.

1.3 Dissemination and publicity

Grant awardees must acknowledge the Queensland Government's funding in all relevant published material, media releases and public statements. It is expected that the Grant Awardees will make time available during the Grant duration to publicly present their findings or other outputs to audiences including the Department, the Queensland public health system and external researchers. Grant Awardees must not make any public announcement or advertisement in any medium in relation to the application process or outcome without the prior written approval from the Department.

Further information

Frequently asked questions are available at:

<https://www.health.qld.gov.au/research-reports/research/researchers/grants-support/>

Further information or specific queries regarding the Grant, which are not covered in this document or the frequently asked questions document, should be directed, via the Administering Organisation (Recipient), to:

Health Services Evaluation, Research and Translation, Department of Health
Email QH_Fellowships@health.qld.gov.au