



## RBWH Foundation Grants – Application Guidelines

The RBWH Foundation, with generous support of our donors, is pleased to provide the RBWH Foundation Grants.

RBWH Foundation Grants are intended to provide financial support for RBWH, STARS, and Metro North Institute staff to undertake projects, including research, that improve patient outcomes and/or enhance patient care at RBWH and STARS.

The purpose of the RBWH Foundation (‘Foundation’) is to save lives through the extraordinary power of giving. Our mission is that together, we advance patient care and life-saving research.

### Contents

What can be funded? .....	2
Application Submission .....	2
Procurement.....	3
Review Process.....	3
Guide to Application Questions.....	3
Terms & Conditions .....	5

## What can be funded?

RBWH Foundation Grants will consider applications to fund:

1. Research projects and Patient Care initiatives that improve patient outcomes and/or enhance patient wellbeing, patient and family experience, and/or patient environment.
2. Research projects and Patient Care initiatives where the primary applicant (Lead investigator) holds an appointment with:
  - Royal Brisbane and Women’s Hospital (RBWH); or
  - Surgical, Treatment and Rehabilitation Services (STARS); or
  - a Metro North Health Institute\* located on the Herston Health Precinct.
3. Short-term projects/initiatives that can be completed within 12 months of the award letter being received (or ethics and Site-Specific Assessment [SSA] being approved, if applicable).
4. Projects/initiatives of up to \$50,000.
5. Equipment and other tangible items in direct association with project delivery.
6. For Research projects, the RBWH Foundation Grant Round 2 will prioritise projects led by Early Career Applicants.

## Application Submission

Applications to the RBWH Foundation Grants are accessible and submitted through our online grants platform: <https://rbwhfoundation.grantplatform.com/>. There are **two application forms** available on the grants platform home page:

- Select **Patient Care** application form if your application aims to improve patient wellbeing and/or patients’ and their families/visitors experience, satisfaction, and/or environment.
- Select **Research** application form if your application poses a research question/aims to address a hypothesis and/or requires Ethics Approval (e.g. patient recruitment or patient data) and/or evaluates quality improvement to clinical care.

Applicants are to register using an @health.qld.gov.au OR an @...edu.au email address. Applications are limited to **one submission per individual as lead investigator**, however there can be multiple submissions per department.

A **lead investigator** may hold no more than one RBWH Foundation Grant at any one time. Where a lead investigator is in receipt of a RBWH Foundation Grant, they will not be eligible for any subsequent rounds until the project is completed and grant is fully acquitted, and all reporting is finalised. However, a lead investigator may be listed as a collaborator on other submissions.

**Collaborators** may hold RBWH, STARS, or academic positions. There is no limit to the number of collaborators that may be included within a submission, although a description of each collaborator’s involvement in the project/initiative is required. There is no requirement for collaborators to sign their approval of the submission, however, lead applicants are required to confirm that they have communicated the listed collaborators about the submission.

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The lead investigator has a responsibility to ensure project/initiative expenditure is in accordance with the approved application budget, and that they will liaise with the relevant Business Manager or Financial Delegate to monitor project expenditure.

## Procurement

Project-related purchases/procurement of assets, goods or services must be coordinated through Metro North. The Foundation will not pay external suppliers directly.

## Review Process

Completed applications that meet the eligibility criteria and align with the RBWH Foundation Mission will be assessed by reviewers and an Advisory Panel with representation from RBWH and STARS and consumers.

Applications will be evaluated based only upon the information submitted, no further clarification will be sought. Applications will be evaluated on the quality of the project/initiative, the articulation of feasibility and outcomes/evaluation measures according to the specific **Scoring Criteria for Patient care and Research** (available at <https://www.rbwhfoundation.com.au/grants/rbwh-foundation-grants-round-2>). There is no requirement to upload a curriculum vitae, a reference list, or track record (of publications or prior funding received). There is an opportunity to upload supporting documents that provides evidence of feasibility (e.g. methodology, evaluation techniques, quotes, Ethics Approvals).

## Guide to Application Questions

### 1. Eligibility (yes/no)

- a. Do you hold a RBWH, STARS, or Metro North Institute\* appointment?
- b. Is your proposed project/ patient care initiative primarily based at RBWH and/or STARS?
- c. Will your proposed project/patient care initiative have impact and benefit to patients at RBWH and/or STARS?

### 2. Applicant's details

- a. Name
- b. Position
- c. Department and Service Line
- d. Primary organisation
- e. Contact information
- f. Indigenous identification
- g. FOR RESEARCH CATEGORY APPLICATIONS ONLY: Select career stage, Early Career Applicant OR Experienced.
  - i. An Early Career Applicant is generally an individual within 8 years of completing their higher degree (MPhil, PhD or equivalent; however, this is inclusive of those who may not hold a research higher degree) or of commencing active research as a project leader.
  - ii. If you select Early Career Applicant, you will be requested to provide information about your mentorship.
- h. Together, we advance patient care and life-saving research. Please provide a brief description of how you have/or would like to engage with and/or support the RBWH Foundation. (150words)

### 3. Project/Initiative information

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- a. Project/Initiative title (max 15 words)
- b. Keywords (3-5 words)
- c. New/Existing project/initiative.
- d. Details of the project/initiative:

RESEARCH	PATIENT CARE
<ul style="list-style-type: none"> <li>• Lay summary (max 150 words)</li> <li>• Outline your project (max 250 words)</li> <li>• How will this project improve patient outcomes? (max 250 words)</li> <li>• How will success of this project be measured? (max 250 words)</li> </ul>	<ul style="list-style-type: none"> <li>• Outline your initiative (max 400 words)</li> <li>• How will the success of this initiative be measured? (max 300 words)</li> </ul>

- e. There are risks associated with any project. List a minimum of 1 risk, maximum 3 risks, and the accompanying mitigation strategies (Max 250 words).
- f. Consumer engagement (Indicate whether your project/initiative involves consumer engagement, and if yes, provide details).
- g. Detailed project/initiative plan:

RESEARCH ( <b>mandatory</b> )	PATIENT CARE ( <b>optional</b> )
<ul style="list-style-type: none"> <li>• Attach a detailed project plan.</li> <li>• Maximum 3 pages.</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed initiative plan.</li> </ul>

**4. Budget (excluding GST)**

This can include staff time, cost of performing and evaluating the project, equipment purchase, dissemination of findings and must include acknowledgement of Foundation funding. Institute overheads and indirect costs cannot be funded.

- a. Does your application include the purchase of equipment and/or medical devices.
- b. Provide a detailed budget required for your project/initiative, encompassing all relevant items. Include in-kind contributions, existing funding sources, scholarships, and any other financial elements not applicable to this grant round.

**Example budget:**

1	In-kind Lead investigator (0.2 FTE, 6 months)	\$35,000
2	Clinical back-fill salary (HP4, 0.2 FTE, 9 months)	\$30,000
3	Analytical consumables	\$10,000
4	In-kind Statistical support	\$10,000
	Total	\$85,000

- c. Specify the amount you’re requesting from the RBWH Foundation at this round.  
**Example:** \$40,000.
- d. Specify for what numbered items from your full budget you are requesting Foundation funds.  
**Example:** Items 2 and 3.

**5. Will this project/initiative require collaboration across RBWH and/or STARS departments or with other team members? If so, you can include the collaborators email and their contributions.**

6. **Upload of any supporting documents** (Quotes, Ethics approvals/exemptions, Site Specific Assessment, etc).

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7. **Endorsement required from Business Manager, Service Line Director/Department director, and RBWH or STARS Executive Director.**
- This will be facilitated by the applicant filling in the correct email addresses of their Business Manager (BM) and Service Line Director (SLD).
  - Upon application submission, the platform will automatically notify BM, followed by SLD and ED, requesting their endorsement. There is no requirement of their signature in any document.
  - If the applicant is unsure of the SLD email address, please check with your appropriate BM. Try to provide the BM and SLD generic email addresses.
  - BM and SLD should be from RBWH or STARS (please do not nominate an academic affiliated cost centre).
  - It is advised that the applicant discuss their project/initiative with their respective BM and SLD prior to submit their application.

## Terms & Conditions

### **The grant is conditional upon the following:**

- The total amount of the grant will be applied to the nominated project/initiative and no other project, and that expenditure will be in accordance with the budget specified in the grant application.
- The applicant must hold an appointment at RBWH, STARS, or a Metro North Institute\* on the Herston Health Precinct for the duration of the grant.
- The project receives appropriate ethical and governance approval specific to the awarded project, with evidence of submission within 3 months of acceptance; OR that ethical exemption be provided.
- The submission of two reports via the online grant platform:
  - A progress report to be submitted six months after commencement date.
  - A final report to be provided on completion of the project/initiative.
- Appropriate acknowledgment and recognition that the project/initiative was made possible through RBWH Foundation funding and our generous donors:
  - Physical contributions (i.e., equipment, furniture, etc.) are to be acknowledged with a plaque or a framed certificate on spaces, using templates with approved branding, provided by RBWH Foundation, and in accordance with Metro North Health guidelines.
  - The cost of the RBWH Foundation acknowledgement will be part of the approved funding.
- Any equipment purchased using the grant funding is to remain within and property of Metro North Health (MNH) at the end of the project/initiative.
- The recipient agrees to participate in media activities, such as photography and videography, and gives permission for their image to be featured alongside their research on the Foundation's website and other suitable promotional materials. The recipient agrees to attend and speak at Foundation events for the purpose of engaging with donors and community partners in an Ambassadorial/Advocate role.
- A financial acquittal being provided on completion of the project and any unspent funds returned to the Foundation.
- You must notify the Foundation, as soon as reasonably possible, if any of these conditions have not been or are likely to not be met.

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