

## **The Prince Charles Hospital Foundation Research Equipment Grant Guidelines 2024**

This document provides advice about the application process, eligibility and conditions to apply for a TPCH Foundation Equipment Grant. Further information can be obtained from Dr Megan Grace, Research Manager ([Megan.Grace@tpchfoundation.org.au](mailto:Megan.Grace@tpchfoundation.org.au)).

### **General information**

1. Equipment Grants provide an opportunity for essential research equipment to be purchased.
2. Equipment is defined as a non-human resource and **includes** specialised IT equipment, software for specific implementation of research, or additional items for research and support e.g. specialist smaller equipment. The definition **excludes** consumables, personal laptops and general Queensland Health computers.
3. Applications must demonstrate how the equipment will contribute to research projects occurring at TPCH. Applications for equipment that will solely be used for clinical purposes will not be funded.
4. There is an open call for Equipment Grants, and submissions will be accepted any time during the defined open period. Applicants will be advised of the outcome of their application within six-to-eight weeks of submission.
5. Items of equipment that will be used by multiple research groups will be considered favourably, as will applications for equipment that have confirmed co-funding.
6. Applications for the replacement of an existing piece of equipment must include justification for not repairing the equipment and the continued need for the equipment. Similarly, applications for duplicate equipment must include justification as to why duplicate equipment is required.
7. If successful, TPCH Foundation may fully or partially fund an equipment request. Partial funding may be provided to complement confirmed co-funding, or TPCH Foundation may work with the applicant to leverage external funding. In this instance, appropriate timings will be negotiated between the applicant and TPCH Foundation.

### **Eligibility**

1. The equipment must be located at TPCH, or an associated community-based service affiliated with TPCH. The equipment must remain onsite, unless otherwise agreed to.
2. It is not necessary to be employed by QH, or on TPCH payroll. The focus is on supporting research taking place at TPCH campus and/or in association with a TPCH community-based service.
3. Applicants must obtain endorsement from their Business Manager and administering institute (e.g. TPCH or University) **prior to submission**. This includes, but is not limited to, confirmation that the equipment is needed, that there is space to store the equipment, and that the administering institute will take responsibility for the purchase, maintenance and servicing of the equipment.

### Application submission

1. Applications will only be accepted online through the Smarty Grants portal at <https://tpchfoundation.smartygrants.com.au/>.
2. Quotes must be obtained for all equipment to be purchased including Supplier name, ABN and GST shown separately. Please ensure the quote includes any freight, shipping and installation charges.
3. If the equipment quote is in a foreign currency, please convert the cost to Australian dollars and provide details in the Additional Details section.
4. Signatures must be obtained from the applicant and Head of Department prior to submission.
5. Upon signing and submitting their application, applicants:
  - agree to adhere to all requirements for procurement through their nominated administering institution, including asset approval and registration.
  - authorise The Prince Charles Hospital Foundation to make any enquiries it considers necessary in relation to the proposed research project.

### Assessment

TPCH Foundation will review applications for eligibility, completeness and alignment to TPCH. Applications that do not meet these requirements will not be assessed further. Eligible applications will be assessed on the need and justification for the equipment.

### Successful Applicants

1. In the first instance, TPCH Foundation will provide **provisional approval** to successful applicants, after which additional requirements must be met:
  - If procuring equipment through TPCH, successful applicants are required to obtain full Asset Management Committee approval. The TPCH Asset Management Committee Request for Equipment Form can be accessed [here](#), or requested via email ([TPCH-ASSETS@health.qld.gov.au](mailto:TPCH-ASSETS@health.qld.gov.au)). The completed form should be returned to TPCH Foundation, who will submit on behalf of the awardee.
  - If procuring equipment through a University or other organisation, applicants must fulfil all institutional requirements and provide TPCH Foundation with confirmation of approval to purchase the equipment
2. Successful applicants will only be granted final approval and be able to access grant funds after all approvals are obtained, and a Grant Acceptance Document has been signed by all relevant parties.

### **Obligations of awardees**

1. The support of TPCH Foundation must be acknowledged in any publication, media or presentation arising from the research and use of equipment.
2. The ability to engage with potential donors is critical to our success. It is a condition of accepting the grant that recipients will include TPCH Foundation in any publicity surrounding the research.
3. Any publications or media releases should be sent to TPCH Foundation, and successful applicants may be called upon to participate in promotional activities.

### **2024 Equipment Grant Key Dates**

Applications open 15 July 2024

Applications close 25 November 2024