

The Prince Charles Hospital Foundation TPCH Collaborative Seed Grant Guidelines 2025

This document provides information about the application process, eligibility, and conditions to apply for The Prince Charles Hospital (TPCH) Collaborative Seed Grant, through TPCH Foundation. Further information can be obtained from the Foundation's Research Manager, Dr Megan Grace (Megan.Grace@tpchfoundation.org.au).

Program Objectives

Collaborative Seed Grants have been designed to promote research collaboration across TPCH departments/services. Key objectives are to:

- Encourage collaboration between clinicians, scientists and academics that underpins research excellence and facilitates research capacity building across The Prince Charles Hospital
- Enable projects that address research questions which require multi-disciplinary expertise
- Expedite translation of research outcomes into patient and community benefits
- Foster the potential for ongoing collaborative research and funding opportunities. However, in recognition that one-off projects can also be of high value, ongoing collaboration is not considered essential

Grant Details

1. Applications will only be accepted online through <https://tpchfoundation.smartygrants.com.au/> and must be **submitted by 1pm on the due date**. Late applications will not be accepted.
2. The maximum amount that can be requested is \$50,000.
3. Grants are provided for up to 2 years, extensions must be approved by TPCH Foundation.
4. All ethics and governance approvals must be obtained prior to the start of the research project.
5. Projects must involve at least two TPCH departments/services, and address a clinical need relevant to TPCH
6. One lead Chief Investigator (CI) from each collaborating department/service must be named. Other investigators are to be listed as Associate Investigators (AI).
7. The CI team must remain within or associated with TPCH. Any changes to circumstances must be discussed with TPCH Foundation. TPCH Foundation reserves the right to review the grant, and to terminate it if deemed appropriate.
8. Applications addressing one or more of the Foundation's priority areas of heart, lung, mental health, and ageing will be highly regarded. However, high-quality applications addressing other health issues relevant to the Foundation's mission to "help people live healthier for longer" will also be considered for funding.

9. Funding may be used for any direct research expense, such as salary costs (including on-costs), consumables or other reasonable research requirements. Equipment must be specific to, and of a nature essential for the needs of, the research activity. The Administering Institution must meet all service and repair costs for the equipment funded. Publication costs up to \$2,000 are allowed but must be fully justified within the application. Open access publication cost justification must include why the applicant is not able to publish in a relevant journal with which their affiliated University has a Read and Publish agreement.
10. The grant cannot be used to fund equipment for personal use, conference costs, or institutional overheads.
11. Signatures must be obtained from all Chief Investigators, and the Heads of Department for each collaborating department.
12. Applicants are required to nominate an administering institution. Any relevant departmental or institutional approvals must be obtained prior to lodging the application.

Eligibility

1. Applications will only be considered if the work is being undertaken at TPCH Campus.
2. CIs are required to be employed by Metro North Health and Hospital Service, or a partner organisation/academic institute that has a direct affiliation with a TPCH-based research group (this requirement does not apply to AIs). The focus is on supporting research that is taking place at TPCH, and all Investigators must demonstrate active involvement in the project. Any applicants undertaking research at a Metro North facility who are not employed by Metro North Health must obtain approval permission as an External Researcher prior to starting their project ([External Researchers 006903 | Safety and Quality | Metro North HHS \(health.qld.gov.au\)](#)).
3. Applications must involve considerable and new (not existing) collaboration that leverages diverse expertise between at least two departments/services at TPCH. A new collaboration is defined as:
 - No evidence of collaboration between CIs in the last 5 years (e.g. co-funding, joint publications/abstracts) in the proposed area of research, and either:
 - New methodologies or instrumentation that at least one of the collaborating departments/ services has not previously used and will directly benefit from, or
 - A new area of research that at least one of the collaborating departments/services has not engaged in and will directly benefit from
4. Applicants who have outstanding TPCH Foundation progress reports are ineligible to apply, and applications will not be assessed.

Assessment

TPCH Collaborative Grants will be assessed by an appropriately qualified panel convened by TPCH Foundation.

The application process will be completed in two stages:

1. **Expression of Interest (Eoi).** Submissions will be reviewed based on the below criteria, and the top ranked applicants (indicatively 4-6) will be invited to submit a full application.
 - Eligibility criteria
 - Alignment to grant objectives
 - Evidence that the proposed collaboration is key to achieving the study aims
 - Evidence that each department/service will meaningfully contribute to the project.
2. **Full Application.** Invited applicants will submit a full project proposal. Collaborative grants will not be assessed based on track record, however, it must be demonstrated that the team can perform the proposed research.

Assessment criteria:

- Study Methods (40%):
 - Study design
 - Potential clinical impact and plan for translation or implementation
- Collaboration (30%)
 - Quality and extent of the new collaboration
 - The investigative team's collaborative potential
 - Addressing a multi-disciplinary research question that is of importance to one or more of the collaborating departments/services.
 - Evidence of research capacity building and workforce development potential through the collaborative partnership
- Significance and Alignment to TPCH (10%)
 - Knowledge gain and significance of the proposed research
 - Relevance of the project to TPCH
- Feasibility and Budget (20%)
 - Feasibility of the project and ability of the research team to perform the described research
 - Appropriate and well justified budget

Administering Institution

Grant funds will remain with TPCH Foundation and be paid in arrears by tax invoice to the nominated administering institution. Grant funds will not be transferred in full to another institution.

Obligations of awardees

Grant recipients are expected to disseminate their results through the normal channels (e.g. academic publication, conferences, media, stakeholder workshops). The support of TPCH Foundation must be acknowledged in any publication, media or presentation arising from the research.

It is a condition of accepting the grant that recipients will include TPCH Foundation in any publicity surrounding the research. In addition, grant recipients will be expected to provide regular research updates and may be called upon to participate in promotional activities.

Reporting Requirements

Grant recipients will be required to submit six-monthly progress reports, due in April and October each year. It is the responsibility of the grant holders to submit these in a timely manner. Failure to submit a progress report will result in the CIs being ineligible for future funding from TPCH Foundation.

Key Dates

EOIs open	28 January 2025
EOIs close	17 February 2025
Full applications open	3 March 2025
Full applications close	4 April 2025
Applicants notified of outcome	June 2025