

## Information Document - The Prince Charles Hospital Foundation Grants DOCUMENT 2

### Documentation

All documents should be available on line at [www.tpchfoundation.org.au](http://www.tpchfoundation.org.au). If you are encountering any difficulty finding what you need, please call the Foundation Office on 3139 4636 between 8.30 - 4.30, M – F and you will be offered helpful, friendly service.

The Foundation advises that the first port of call for queries relating to your grant is usually Margaret Woodgate who can be contacted on 31396346 or [Margaret\\_Woodgate@health.qld.gov.au](mailto:Margaret_Woodgate@health.qld.gov.au)

All “live” grant projects, i.e. all still spending their money on current research have dedicated files in the Foundation Office. Once a grant project has completed all its spending, the file is deemed to be closed and is archived. If you are requesting information from a file which is closed, please bear in mind that it will take up to 2 days to recover the file from the archive.

### Finances

Please ensure that you or your administrator knows the paper work for completing the drawdown of monies. An annual forum is hosted by the Foundation to explain administrative process to those who are successful in receiving a grant.

Please pick up the phone or ask your administrator to phone before you try to incur expenses in any unusual way.

Information on TPCHF financial processes is provided on The Foundation website [www.tpchfoundation.org.au](http://www.tpchfoundation.org.au) under the area Research/Trust and Research Spending/Procedures for claiming payment against research spending projects. For purchase of **equipment** (either as part of a Main Grant or as an Equipment Grant) see the separate document on **equipment**, located at [www.tpchfoundation.org.au](http://www.tpchfoundation.org.au) under the area Research/Trust and Research Spending/Procedures.

**Salary:** If you require salary reimbursement as part of your grant you **must** contact The Foundation office and follow the Foundation Financial processes. (There is information on the website.)

### Keeping Track of your Expenditure

The Foundation is responsible for providing a monthly balance showing the expenditure against the nominated research grant project. This will be sent to the Chief Investigator. If you as Chief Investigator wish to nominate an administrator to keep track of your administration traffic between yourself and the Foundation, that is perfectly acceptable. It is however, the successful applicant’s responsibility to nominate such administrator and provide details to the Foundation Office, and to ensure this information remains up-to-date. The Grant Acceptance Document which accompanies the Terms and Conditions includes provision for administrative support information to be provided. Please email the Foundation if you need to update this information at a later date.

It is recommended that Chief Investigators nominate a minimum of an administrator and/or a business manager to receive the financial statements, in addition to the Chief Investigator.

### Delivering the Project as stated (Main Grants only)

The Chief Investigator is responsible for ensuring that the work undertaken is the research work declared in the application. The Foundation recognises that changes in research projects do occur. If changes occur in the research project, the Foundation Office should be notified and the matter will be referred to the Foundation Research Committee for consideration. All substantive deviations from the project as

described in the written application form should be notified in writing. If the changes are substantive, new Ethics approvals may be needed even if the Foundation Research Committee agrees to continue funding. This is the responsibility of the Chief Investigator.

### **Reporting**

The successful applicant is required to provide progress reports on a six monthly basis. The Acceptance Document for your grant will detail when progress reports are due. A comprehensive report is required each six months after the grant is approved. The report will be held on file if provided and notable progress promoted by the Foundation on its website.

A comprehensive report is required at completion of the funded research project. Completion reports should specify any significant developments of the research work and confirmation of any commercially viable intellectual property rights which may be created or expected to be created during the period of the research work and/or created subsequently.

If the reports are not forthcoming, the Foundation Office will send a maximum of two reminders and then will not continue to chase outstanding reports. A copy of Progress Report forms can be obtained from The Foundation website.

Successful applicants may like to note that when applying to the Foundation in the future, **your previous administration record will be taken into account by looking at submission of relevant documentation in a timely fashion.** It is strongly recommended that the reporting timetable is notified to your nominated Administrator.

### **Publications**

An important avenue for evaluating the success of research projects is through number and quality of publications. A copy of each article or publication directly relating to work undertaken in the course of this grant must be sent to The Foundation office (referred to Foundation Grants Administrator, Margaret Woodgate at [Margaret\\_woodgate@health.qld.gov.au](mailto:Margaret_woodgate@health.qld.gov.au)) at the time of publication.

The Foundation is to be acknowledged as the funder in all public representation of the research. This includes seminars, presentations, PowerPoints, references in training material and publications. The Foundation wishes to see its logo included as part of these acknowledgements. Please contact the Foundation office to obtain a copy.

### **Medical/Scientific Equipment:**

Any purchase of clinical equipment must be found (prior to and on installation) to be acceptable to the Queensland biomedical engineering authority or The Prince Charles Hospital District Health Services Executive Committee. Any modification to such equipment to be installed at this Hospital must meet the requirements of the same.

### **Storage of Data:**

The Chief Investigator will be responsible for the safe storage of all data collected throughout the duration of the study. Confidentiality and protection of intellectual property are to be upheld.

It is a recommendation of the Guidelines for Good Clinical Research Practice (TGA 1991) that research data is to be stored for a period of 15 years following the completion of the research. While the Research and Ethics Committee of The Prince Charles Hospital recognizes this suggestion, the Committee recommends that in the case of electronic data being erased, transcripts should be made.

The Research and Ethics Committee of The Prince Charles Hospital also recommends that all data collected; written, audio-taped or otherwise recorded, during the course of research work carried out at The Prince Charles Hospital is to be stored at the Hospital. In the case of the Chief Investigator(s) being off-site or researchers leaving the Institution, due care is to be exercised in making appropriate arrangements to ensure confidentiality.