



**Medical Radiation
Technologists
Board of Queensland**

Research Grants Guidelines

November 2009





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Introduction

The purpose of this document is to provide advice to applicants to assist in the completion and submission of applications for grants under the Medical Radiation Technologists Board of Queensland *Research Grants Policy* commencing in 2009.

This document should be read in conjunction with the Medical Radiation Technologists Board of Queensland *Research Grants Policy*, referred to herein as 'the Policy'

Purpose

The Medical Radiation Board of Queensland (the Board) was established under the *Medical Radiation Technologists Registration Act 2001* to:

- protect the public by ensuring that health care is delivered in a professional, safe and competent way;
- uphold the standards of practice within the profession; and
- maintain public confidence in the profession.

As a regulatory authority, the Board has a legislative responsibility to ensure that all medical radiation technologists in Queensland practise in a safe and competent manner. Under the Act, the Board is able to undertake research, relevant to the legislative scheme, into the regulation of the profession.

Objectives

The objectives of this research funding are to:

- enhance health outcomes for the general public in Queensland by financially supporting research;
- promote innovative health care through evidence-based medical radiation technology practice; and
- provide a tangible example of the Board's commitment to excellence in corporate governance through open, accountable and equitable processes.

Scope

Grants are awarded for research that is consistent with the current functions and objectives of the Medical Radiation Technologists Board of Queensland and to enhance the practice of medical radiation technology in Queensland.

At the beginning of each financial year, the Board will review its commitment to funding.

A grants and awards sub-committee of the Board will direct the operation of the *Research Grants Policy*.

These *Guidelines* describe the provision and distribution of financial support for research through the Medical Radiation Technologists Board of Queensland's *Research Grants Policy*.

Who can apply?

Grants are available to individuals or teams of researchers for a specific project.

An individual applying for a grant must have

- current unconditional registration as a medical radiation technologist in Queensland;
- at least 12 months' full time practice in the profession; and
- not be subject to any current disciplinary action.

A research team application must nominate a principal investigator who must otherwise meet the criteria of an individual (listed above).

The Board may consider a team which includes non-MRT registrants or persons not resident in Queensland

How to apply

Applications for funding through the *Research Grants Policy* must be made on the Medical Radiation Technologists Board of Queensland current application form.

Applications

Applications must be received in the Office of Health Practitioners Registration Boards, GPO Box 2438, Brisbane Q 4001 by this date. Applications will be assessed and it is expected that results will be announced in January 2012. Feedback from the evaluating committee will be available.

Please ensure you use the correct application form for the category of grant you are applying for.

Applicants who do not meet the eligibility criteria or submit a wrong or incomplete form will not be assessed.

Applications cannot be faxed or emailed; they must be submitted as 'hard copy' with original signature.

Full applications must be technically complete and contain all information relevant to the assessment of the project and the applicant(s) ability to carry out the work.

Applicants should address the following headings:

- executive summary;
- aims;
- research plan;
- budget;
- timetable (milestones);
- references;
- roles and responsibilities of the applicant(s);
- publication and dissemination of results; and
- ethical clearance.



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Applicants should also attach a list of refereed publications for the previous five years (2000 onwards), using asterisks to identify publications directly related or relevant to this project. The publications list is not included in the page limit.

General information

Single spaced Ariel font size 11 should be used in document formatting

All applications must be submitted on standard A4 securely stapled at the top left

Applicants must supply a single-sided typed original plus three (3) double-sided copies.

Application form

An application form template is available on the Board's website www.mrtboard.gov.qld.au

Applications should be forwarded to:

MAIL

The Executive Officer
Research Grants
Medical Radiation Technologists Board of Queensland
GPO Box 2438
Brisbane QLD 4001

OR HAND DELIVER

Executive Officer
Research Grants
Medical Radiation Technologists Board of Queensland

Conditions of funding

The principal investigator will be accountable for the utilisation of these funds, subject to the provisions of the agreement.

The amount of grant awarded for a project is final and no additional funds will be provided.

Payment of the initial funding will be arranged at the commencement of the project when the agreement has been signed by the relevant parties.

Assessment

All completed applications will be assessed by the Committee against Standard One (refer to the policy).

All completed applications assessed by the Committee as meeting Standard One will be forwarded to external assessors.

Applications are assessed according to the Standards and Criteria by the external assessors who are considered to be experts in the area of research or the assessment of grant applications. The assessment standards and criteria are published in the *Research Grants Policy*.

Research ethics

Funds will not be released until such time as the relevant ethical clearances have been received.

Provisional and/or short-term approvals not covering the full length of the project are not acceptable.

Selection

The selection of grant recipients will be characterised by considerations of fairness, equity and transparency in the decision making process.

The Board will make a final determination on the allocation of funds subject to the recommendation of the Research Committee.

Privacy and confidentiality

The Board is committed to protecting the privacy, confidentiality and security of personal information held in its databases.

Publicity and dissemination of results

The Board attaches importance to the publication of the results of research undertaken with the assistance of a grant. Any publicity or publications resulting from funded research will be in accordance with the agreement and will acknowledge the support of the Medical Radiation Technologists Board of Queensland.

The Board reserves the right to publish the final report, or selected parts of the completed project on its website.

Definitions

Application form: The official Medical Radiation Technologists Board of Queensland application form for the current round of research grants.

Complete application: For the purposes of applying for a Medical Radiation Technologists Board of Queensland research grant, a complete application must include:

- the original completed application form with all required attachments; and
- three (3) copies of the original application (that is application form **and** all attachments).

Discrete project: A project for which a "stand-alone" report can be written. This includes pilot studies, but does not include data collection or transcription in isolation.



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Ineligible application: An application that is considered ineligible because it does not comply with all conditions of the current Medical Radiation Technologists Board of Queensland *Research Grant Policy*. Questions of eligibility shall be determined by the Board's research committee.

Research committee: A sub-committee of the Medical Radiation Technologists Board of Queensland. In relation to the research grants program, the committee considers matters pertaining to the *Research Grant Policy* and makes recommendations to the Board.

The agreement: A binding contract between the Medical Radiation Technologists Board of Queensland and the principal investigator outlining the terms and conditions of the research grant and the rights and obligations of each party. The document must be signed by all parties and is enforceable by law.