



**Medical Radiation
Technologists
Board of Queensland**

Research Grants Policy
October 2008





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Purpose

The Medical Radiation Technologists Board of Queensland (the Board) acknowledges the dynamic and increasingly technological nature of the environment in which today's medical radiation technology practice is evolving. It recognises the need for innovative and responsive medical radiation technology practice and seeks, through its program of research grants, to support and stimulate ongoing enquiry to inform best practice and, through this, enhance community health outcomes and the value of the medical radiation technology profession.

As a regulatory authority, the Board has a mandate to ensure, as far as practicable, that all medical radiation technologists are able to practise in a safe and competent manner. The Board, therefore, supports and encourages research by providing the opportunity for individual medical radiation technologists or research teams to obtain grants for research activities consistent with the Board's objectives and the needs of the medical radiation technology profession.

Objectives

The objectives of this policy are to:

- promote high standards of practice of the profession by registrants by financially supporting research;
- enhance the value of the professions by encouraging medical radiation technologists to become active participants in research activity;
- 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

This policy describes the provision and distribution of financial support for research relevant to medical radiation technology in Queensland, through the Board's research grants program.

The policy is supported by an agreement between the Board, the researcher and an administering organisation (if nominated). Where inconsistencies occur between this document and the agreement, the terms of the agreement will prevail.

Research grants will be awarded in the following categories:

- Research Grant ;
- Research implementation grant;
- Bursaries and scholarships.

Grants are awarded for research that is consistent with the current functions and objectives of the Board.

Definitions

Act

Refers to the *Medical Radiation Technologists Registration Act 2001*.

Agreement

A binding contract between the Medical Radiation Technologists Board of Queensland, the principal investigator and the administering organisation (if nominated) 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.

Applicant

An applicant is an individual researcher or a team of researchers who have submitted an application for a Medical Radiation Technologists Board of Queensland research grant.

Application form

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

Closing date

The last date when applications will be accepted for the current round of research grants. To be eligible for acceptance, an application must be received at the Board's office by close of business on this date.

Commencement date

The commencement date is the date set out in the agreement between the parties.

Complete application

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



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

Completion date

The completion date of a funded project is that date which is the last day of the duration of the project as specified in the timelines in the application calculated from the commencement date. The maximum duration is two years.

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. The 'discrete project' may be a component of a larger study.

External assessor

An individual, external to the Board, who has expertise in the area of study or in the assessment of grant applications. External assessors must have:

- had significant involvement in research in the preceding five years;
- prior experience with research grant applications, whether through submission or as an assessor.

Guidelines for research grant applicants

A document describing the processes used in the research grant program. It contains guidelines for completing the application form.

Ineligible application / researcher / mentor

An applicant / mentor is considered ineligible if he/she does not comply with all conditions of the current Medical Radiation Technologists Board of Queensland *Research Grants Policy*. Questions of eligibility shall be determined by the Research Grants Committee.

Current members of the Board, the Research Grants Committee and employees of the Medical Radiation Technologists Board of Queensland are ineligible to apply for research grants and cannot be part of research teams (including mentors).

Mentor

A mentor is a person who has experience in the development and implementation of research. The mentor is expected to assist and support the work of a researcher who has received a grant from the Board. The mentor is able to be a co-investigator with the researcher whose work they are supporting.

Medical Radiation Technology research

Enquiry, having the potential to expand, inform and/or validate new or current medical radiation technology knowledge and practice.

Opening date

The date when applications are first accepted for the current round of research grants.

Principal Investigator

The principal investigator is the person with primary responsibility for the management, reporting, and oversight of the project, and is either:

- the individual applicant; or
- where a research team applies, the person designated as Principal Investigator on the application form, who will be deemed to act on behalf of and with the agreement of the research team.

Research Grants Committee

A committee of the Medical Radiation Technologists Board of Queensland. In relation to the research grants program, the committee considers matters pertaining to the *Research Grants Policy* and makes recommendations to the Board. Its members assess the applications against Standard one.



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Privacy and confidentiality

The Board is committed to protecting the privacy, confidentiality and security of personal information held in its databases. Information collected through the applications will be used only for the purposes of assessment, administration of the grant and maintaining contact with applicants.

However, the documents produced in processing the application or the application document itself can be the subject of an access request under the *Freedom of Information Act 1992* (FOI Act).

The Board also requires a perpetual, royalty free licence to use the results of the research project or thesis produced under a scholarship for its internal activities such as publishing an article in a Board newsletter.

The Board will not publish the results of the research or thesis until the researcher or post-graduate student has had the opportunity to publish.

Ethical considerations

Funding for research grants will not be released until any required ethical approvals have been received from all relevant bodies and have been lodged with both the administering institution's research office and the Executive Officer, Medical Radiation Technologists Board of Queensland. Under the agreement, the applicant must meet clearance requirements and obtain necessary approvals for the duration of the project. **Provisional and/or short-term approvals not covering the full length of the project are not acceptable.**

It is the responsibility of the applicant to ensure that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Approval to undertake the research must be granted before any work requiring approval begins. In advising the Board that a research proposal has been reviewed and approved by a human research ethics committee, the applicant is to ensure that the human research ethics committee complies with the *National statement on ethical conduct in research involving humans* in terms of Chapter 2 (the committee's composition and the appointment of members, and the procedures it follows).

The offer of funding will be withdrawn if ethics approvals are not obtained by 31 May 2012 in the year that funding is to commence unless otherwise approved by the Board.

Policy

At the beginning of each financial year, the Board will budget an amount of money to be distributed to selected applicants for the purpose of undertaking research which is consistent with the functions of the Board and is characterised by relevance to medical radiation technology and excellence in research.

The funds will be distributed in the form of research grants and will be awarded in the categories of:

- Research grant – maximum \$10,000 per grant;
- Research implementation grant – maximum \$20,000 per grant; and
- Bursaries – amount to be determined.

Grants are **not** available for retrospective funding.

All grants will be distributed annually.

Grants will not necessarily be made in all categories each year, and multiple grants may be made in any category depending on the nature of applications received.

The Research Grants Committee will direct the operation of the research grant program. Administration of the program will be informed by this policy, the Board's *Privacy Policy*, the *Code of Conduct* and the *Freedom of Information Act 1992*.

The grant

The grant will be administered under the terms and conditions of the research grant agreement (the agreement).

- The grant will support a discrete project which may be a component of a larger study.
- Where an ethics approval is required, grants will be awarded subject to the successful applicant obtaining ethics approval from all relevant authorities.
- All grants are for projects of not more than two years in duration.
- Scholarships are a one off payment for post-graduate MRT students studying research masters (not coursework) and PHD level MRT courses
- The amount of grant awarded for a project is final and no additional funds will be provided.
- The grant will be administered within Queensland.



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Disqualifications - Board members and employees

Research teams must not include current members of the Board or Research Committee, or any Board employee as either chief investigator or a co-investigator.

An individual applicant or a mentor must not be a current member of the Board or Research Committee, or a Board employee.

Conflicts of interest - Board / Research Committee members considering applications

Under section 12 of the Registration Act, the Board must act independently, impartially and in the public interest.

Therefore any Board or Research Committee member who assesses applications, and has any form of conflict of interest in the application, may compromise section 12 unless the conflict is properly dealt with.

Section 35 of the Registration Act sets out how the Board must deal with conflicts of interest, which are defined as where the assessor has a direct or indirect interest in an issue being considered, or about to be considered, by the Board or Committee, and the interest could conflict with the proper performance of the person's duties about the consideration of the issue.

Essentially, conflicts of interest are dealt with by the conflicted party making full disclosure and stepping aside from assessing the application where required.

The Board's *Code of Conduct* should also be consulted if there are any doubts as to how a Board or Research Committee member should proceed.

Conflicts of interest – applicants

As research undertaken with grant monies is for the benefit of the profession, there will always be some indirect benefit flowing from the research results to the applicant. While this will not disqualify an application, the Board should not approve any funding which does not directly relate to the undertaking of research, such as:

- refurbishment, renovation or adaptation of a premises;
- payment of basic services and utilities (including heating, lighting, rates and security) for a premises normally used by the researcher;
- office furnishings;
- rent or rates for a premises normally used by the researcher;

- insurance;
- institutional administration charges;
- reimbursement of previous expenditure in cases where projects have already commenced;
- purchase of a premises, vehicle or capital equipment which will benefit the researcher after the project has been completed;
- costs for facilities which the applicant normally has access; and
- childcare costs for applicant or team members.

Grant funds

The Research Grants Committee may make recommendations to the Board regarding the allocation of residual money from any of the above categories of research grant.

There is an upper maximum limit of funds available for any one project. The maximum limit is dependent on the category of research grant and is determined by the Board.

Grant funds will be distributed annually. Depending on the nature of applications received, grants will not necessarily be made in all categories each year, multiple grants may be made in any category, and not all grant monies will necessarily be expended each year.

A grant is awarded to a specific project as a single amount of money. The principal investigator will be accountable for the use of these funds, subject to the provisions of the agreement.

Unless otherwise specified in the agreement, full payment of the grant money, for a nominated year will be made at the commencement of the project and after the agreement has been signed by all relevant parties.

The grant cannot be used to supplement a project inadequately funded through other sources. The onus is on the applicant to provide sufficient information to assure the Board and the Research Grants Committee that the grant is not being used to top-up an existing grant. This, however, does not preclude collaborative partnerships which must be clearly articulated in the original application.

A minor proportion of grant funds (10 per cent maximum) may be used to attend national or international conferences where the principal investigator, or a member of the Board approved research team, is a speaker, disseminating the findings of the project. This must be clearly indicated in the budget as a separate line item.



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Use of grant funds

A grant is awarded to the principal investigator for a specific project as a single amount. The principal investigator must be accountable for the use of these funds, subject to the following provisions (which may be subject to change at the time of the award but will be specified in the contract):

1. Items of equipment purchased with grant funds must be specified in the final report and ownership shall vest in such person or institution as may be nominated by the Executive Officer of the Office of Health Practitioner Registration Boards.
2. Grant monies must not be used for those items set out above under 'Conflicts of interest – applicants'.
3. The budget awarded for any given year is final and no additional funds will be provided.
4. Grant funds may be used for the purposes of attending conferences only where the investigator is disseminating the research findings of the project. A maximum of 10 per cent of the grant may be used for this purpose and should be specified in the budget. All other travel is to be specified in the budget and must be justified.

The Board expects that the grant funds will be administered within Queensland.

Application process

All applications must be submitted using the format of the application form supplied by the Board. The sections and headings of the form are not to be reordered or altered by the applicant.

All attachments and signatures specified on the application form are to be submitted with the application.

Applications that do not meet the eligibility requirements or are incomplete are not accepted and will not proceed through the assessment process.

Assessment process

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

At the Board's discretion, applications may be forwarded to external assessors for assessment for written comments and ratings on the assessment criteria.

External assessors

External assessors are eligible to be selected based on the following criteria:

- completion of post-graduate tertiary studies including a research component;
- significant involvement in research in the preceding five years;
- prior experience with research grant applications, whether through submission or as an assessor.

When used, a minimum of two assessors external to the Board will be approached to assess each grant application. If an external assessor is unable to assess an application, the application will be returned to the Board and another assessor nominated.

Role of Research Grants Committee and external assessors

The Committee may decide to either:

- assess an application against all the relevant Standards or conditions of the Scholarships; or
- it may make an initial assessment against Standard One of either type of grant, and then refer the applications to external assessors for a preliminary assessment against the remaining Standards or conditions. The Committee will use these comments to help it decide which applications will be recommended to the Board for funding.

When all assessments are complete, the Research Grants Committee shall recommend to the Board the research to be funded. Their recommendations will be informed by any evaluations of the external assessors and the degree of concurrence of the application with the criteria of relevance to the medical radiation technology profession and the Board's functions. The Board makes its final decision on the awarding of research grants based on these recommendations.

Where the Research Grants Committee considers that they require further information or clarification in order to reach a decision they may call on applicants to attend a meeting. This will be at the applicant's expense and may be by teleconference if appropriate. The Research Grants Committee may request information or clarification by the applicant in writing.



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Timeframe

A call for research grant applications will be made in November of each year. The closing date is the end of February the following year.

The applicants are notified of the results by the last Friday in June of the following year.

The release of funds for each round of grant applications must be completed by the 1st June 2012, unless otherwise approved by the Board.

Notification process

Following Board approval, the Executive Officer advises each applicant in writing of the outcome. No information is released over the telephone.

An offer of a grant will have attached a copy of the agreement with the terms and conditions of the grant. Applicants are to inform the Executive Officer in writing of their intention to agree to the terms and conditions of the agreement.

Individual feedback will be provided to unsuccessful applicants.

The applicant

Applicants may hold other grants during the award period, but they must demonstrate that they will have adequate time and basic infrastructure resources to undertake the research within the context of their other work and/or professional responsibilities.

Except in extenuating circumstances, individual applicants or members of research teams who are unable to complete their projects within six months of their specified timeframes will not be eligible to apply for further grants for the following two years.

Where the applicant is a team of researchers, the entire team as so designated on the application form is considered as a whole. If circumstances arise where changes are made to the team membership, such changes must be presented in writing to, and be approved by, the Board within three months of the change occurring.

Eligibility

An individual who makes an application for a grant must have:

- current unconditional registration as a medical radiation technologist in Queensland;

- at least 12 months' full time (or 12 months' full time equivalent) practice in the profession; and
- not be subject to any current disciplinary action.

Where a research team makes application for a grant:

- the team must nominate a principal investigator who would otherwise meet the criteria for an individual applicant (above); and
- at the discretion of the Board, the team may include non-MRT registrants or persons not resident in Queensland.

Where special eligibility requirements are associated with a category of grant, applicants must also address these conditions (see Appendices 1-3).

The research project

Applications for the same project proposal will not be accepted in categories with a significant funding differential – for example, the Research categories.

Projects will be expected to be completed within their specified timeframe and any variations must have prior approval from the Executive Officer. Applications for extensions must be sought in writing a minimum of three months prior to the end of the project. Applications for extensions received after the specified completion date may be in breach of the terms of the agreement, that is the recipient fails to perform, observe or fulfill any one or more of the covenants, obligations, requirements or provisions of the recipient expressed or implied in this agreement unless the non-performance or non-observance has been varied or excused by the Board in writing.

The Board reserves the right to reclaim a portion of the funds where projects are extended beyond six months of their original specified timeframe.

Assessment standards and criteria

Applications will be assessed according to predetermined, published standards and criteria. Members of the Research Grants Committee will first assess the applications, and may also use external assessors to provide it with written comments and ratings on the assessment Standards and conditions. The final decision on funding will be made by the Board.

Research implementation grant ¹

Applications for the research implementation grant will be assessed according to the following five standards:

¹ Refer to Appendix 1 for eligibility and specific requirements



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1. the project is relevant to the medical radiation technology profession and the functions of the Board;
2. the research outcomes that the project intends to implement are clearly described, significant and relevant to the practice setting and patient care;
3. the project is oriented towards implementing research outcomes in practice, and demonstrates excellence in project management, implementation and evaluation;
4. the principal investigator / team has the demonstrated competence to successfully complete the project; and
5. the budget and its administration support the achievement of outcomes.

STANDARD ONE

The project is relevant to the medical radiation technology profession and the functions of the Board.

Criteria:

- the significance and expected benefits to medical radiation technology knowledge and practice are demonstrated;
- the relevance of the project to patient care is clearly identified; and
- the relevance of the research to the Board's functions is clearly identified.

STANDARD TWO

The research outcomes that the project intends to implement are clearly described, significant and relevant to the practice setting and patient care.

Criteria:

- the research outcomes that are to be implemented in the project are clearly described;
- the significance of the research outcomes for practice / patient care is identified;
- the relevance of the research outcomes for practice / patient care is clearly articulated; and
- the research outcomes are published in DEST recognised journals, or other Board recognised journals.

STANDARD THREE

The project is oriented towards implementing research outcomes in practice, and demonstrates excellence in project management, implementation and evaluation.

Criteria:

- the planned implementation strategy is congruent with the research outcomes;

- the project plan:

1. demonstrates the need for the project and includes a complete review of relevant literature;
2. clearly describes the context, issues and stakeholders for the project;
3. specifies aims / goals / methods / outcomes that are appropriate, realistic and achievable;
4. demonstrates sound project management principles;
5. contains an evaluation process that is appropriate and achievable;
6. identifies the data that will be collected to evaluate the effectiveness of the implementation strategy (strategies); and
7. sets out a timeframe that is appropriate and achievable; and

- dissemination strategies that are appropriate to the project are specified.

STANDARD FOUR

The principal investigator / team has the demonstrated competence to successfully complete the project.

Criteria:

- the applicant presents evidence of successful completion of previous implementation projects, including evaluation of outcomes and dissemination of results;
- the applicant demonstrates knowledge, skill and ability in project management; and
- the applicant has included a consumer and a manager / decision maker / policy developer as active members of the research team.

A summary of the individual applicant/team's experience in project management should be provided.

STANDARD FIVE

The budget and its administration support the achievement of outcomes.

Criteria:

- funds that are requested are clearly specified and are consistent with and relevant to the implementation strategy (strategies);
- the principal investigator demonstrates the knowledge, skill and ability to effectively manage project budgets; and
- the proposed budget is cost effective.



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Research grants²

Applications for the research grants will be assessed according to the following four standards:

1. the research is relevant to the medical radiation technology profession and the functions of the Board;
2. the research plan demonstrates and supports excellence in research;
3. the investigator(s) can demonstrate potential competence and have appropriate support to successfully complete the proposed research; and
4. the budget and its administration support the achievement of the proposed research.

STANDARD ONE

The research is relevant to the medical radiation technology profession and the functions of the Board.

Criteria:

- the goal, potential significance and expected benefits to medical radiation technology knowledge and practice are demonstrated;
- the relevance of the research to the medical radiation technology profession is clearly identified; and
- the relevance of the research to the Board's functions is clearly identified.

STANDARD TWO

The research plan demonstrates and supports excellence in medical radiation technology research.

Criteria:

- Literature review:
 - analysis relevant to the literature;
 - is a complete synthesis of all relevant literature;
 - demonstrates (a) the need (b) the relevance and (c) the significance of the research to the provision of competent medical radiation technology;
- Research problem / issue is:
 - clearly and concisely described;
 - consistent with the need identified from the literature review;

- aim(s) are:
 - clearly identified;
 - realistic and desirable;
- hypotheses / questions / expected outcomes (where appropriate) are:
 - consistent with the research problem / issue;
 - clearly and concisely documented;
- research design:
 - clearly describes the research method;
 - demonstrates sound research principles;
 - addresses the hypotheses / questions / outcomes (where appropriate) in the research method;
 - describes a sampling method that has the potential to answer the hypotheses / questions / outcomes (where appropriate);
 - describes the data collection method and demonstrates its appropriateness to the research method;
 - explains the data analysis method clearly and demonstrates the relationship to the hypotheses / questions / outcomes (where appropriate);
 - demonstrates that the timeframe is appropriate and achievable;
- ethical implications are clearly identified and ethical clearance has been / will be sought as appropriate; and
- dissemination strategies are specified and their appropriateness to the research topic is demonstrated.

STANDARD THREE

The investigator(s) can demonstrate potential competence and have appropriate support to successfully complete the proposed research.

Criteria – the applicant:

- demonstrates adequate knowledge in the proposed research method;
- provides evidence of the knowledge, skill and ability of the research mentor in the proposed research method; and
- presents evidence of the ability of the research mentor, if required by the Board, to support the researcher in successfully completing and disseminating the results of the research.

² Refer to Appendix 2 for eligibility and specific requirements



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The following information must be used to address this Standard:

- a summary of the individual applicant/ team, including the mentor, addressing the criteria; and
- a resume covering the last five (5) years for all investigators and mentor (if required) incorporating:
 - current employment and work history;
 - qualifications;
 - research currently and previously undertaken; and
 - papers presented and articles published which are relevant to the topic.

STANDARD FOUR

The budget and its administration support the achievement of the proposed research.

Criteria:

- budget items are clearly specified and are consistent with and relevant to the research design;
- if a mentor is required by the Board, the mentor demonstrates the knowledge, skill and ability to effectively manage research budgets; and
- the proposed budget is cost effective.

Scholarships³

Applications for scholarships will be assessed according to the following standards:

1. scholarships are for students undertaking post-graduate MRT research masters (not coursework) or PHD degrees;
2. students must have a sound academic record;
3. students must be currently registered in Queensland and not be subject to any disciplinary action; and
4. students must have a suitable mentor.

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 from funded research will be in accordance with the grant 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 in accordance with the licence granted to it by the applicant, on its website. However, the views expressed in research funded by the Board do not necessarily represent the views of its members, Executive or the staff of the Medical Radiation Technologists Board of Queensland.

The Board will not publish the results of the research until the researcher has had the opportunity to publish.

Interim reporting requirements

The applicant will be required to provide a list of achievements (expected and realised) with each interim and final report. These achievements could include data collection milestones, workshop presentations, papers submitted and conference abstracts. All interim reports must be submitted in hard copy using the provided Medical Radiation Technologists Board of Queensland interim report template and signed by the applicant.

Where the Board has decided that a mentor is required for a researcher, the designated mentor on the application form must also sign the report.

The principal investigator shall report to the Board on the progress of a project every six months from the commencement date.

The research report

The final report must be submitted to the Board within two months of completion of the project. It must be of a publishable standard and appropriate for presentation at an executive management level.

It will consist of:

- a maximum of three (3) pages executive summary;
- one page detailing the key implications of the findings;
- one page detailing strategies for ongoing evaluation and improvement (research implementation grant only); and
- the overall report of the project in accordance with the agreement, including a summary of the literature review, method, results and analysis / discussion.

The report is to be written in plain English, such that individuals who are not experts in research or the particular field of study (for example, clinicians, managers / decision makers, policy developers) can understand the report. In this context, the unnecessary use of jargon, technical terms or specialised terminology would be considered inappropriate and jeopardise the quality of the report.

³ Refer to Appendix 3 for eligibility and specific requirements



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Where the applicant is a team of researchers, all investigators so designated on the application form must sign the report.

If the Board has required a mentor for a research project, the report must be signed off by the nominated mentor.

Review of decision

Applicants may make a written submission to the Board requesting a review of any decision concerning any aspect of their research grant application. The submission should:

- be addressed to the Executive Officer, Medical Radiation Technologists Board of Queensland;
- clearly outline all relevant details of the decision to be considered; and
- be received at the Board's office within 30 days of receiving notification of the decision.

Termination of agreement

The grant will be terminated and the recipient may be required to refund part or all of the funds granted by the Board if the recipient fails to perform, observe or fulfil any one or more of the covenants, obligations, requirements or provisions expressed or implied in the agreement unless the non-performance or non-observance has been varied or excused by the Board in writing.

References

Medical Radiation Technologists Board of Queensland *Privacy Policy*

Medical Radiation Technologists Board of Queensland *Strategic Plan 2003-2007*

Medical Radiation Technologists Registration Act 2001

Freedom of Information Act 1992 (Qld)



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Appendix 1 - Research implementation grant

Objectives

- Implement / validate research findings at the 'local' level to promote best practice in patient medical radiation technology practice.
- Encourage the use of credible published research findings to inform practice at the local level.
- Improve the nexus between researcher, practitioner and decision maker / policy developer.
- Encourage the communication of research findings in plain English so that their implications are readily accessible to all stakeholders including non-experts in the field.

Number of grants

Maximum of any one grant will be \$20,000.

Duration

Maximum duration of any study will be two years.

Specific requirements of the research implementation grant

- The project must:
 - be directed towards implementing / validating a new or changed medical radiation technology practice;
 - be derived from existing published research findings (DEST or Board recognised), whether a single study or a set of studies with a defined theme;
 - where a team applies, have a 'local level' manager / decision maker / policy developer and an informed consumer as active members of the research team; and
 - have a defined outcome(s) – for example, the implementation of a new / changed practice at a 'local' level, the development of information sheets, guidelines, a manual, written in plain English, validation of a new intervention / practice, a program to ensure 'local' decision makers factor the research into their decisions.
- The outcomes must include:
 - an ongoing, cyclical process of evaluation and improvement; and

- strategies to disseminate the findings to key stakeholders including appropriate consumer groups;
- an applicant may be involved with only one grant in this category at any one time; and
- the report must be written in plain English and target non-experts in the field of research such as general clinicians, managers, policy developers and decision makers in healthcare facilities.

The grant will not fund:

- projects which consist primarily or substantially of conference activity;
- the development of research aids and tools including computer programs; and
- projects which request funds to supplement other current research projects.



Appendix 2 - Research grant

Objectives

- Encourage and develop research.
- Assist researchers to develop a credible research track record.
- Encourage medical radiation technologists to conduct credible and rigorous research.

Number of grants

Maximum of any one grant will be \$10,000.

Duration

Maximum duration of any study will be two years.

Eligibility

For the purposes of this policy, a researcher will have the knowledge to conduct research.

Specific requirements of the research grant

- The grant should be used to achieve the stated outcomes of the project and should not be used to supplement the applicant's salary.
- The Board will determine if a mentor is required depending on the experience of the applicant. The mentor must possess relevant skills and experience and be approved by the Board.
- The mentor must play an active and supporting role in all stages of the project

The grant will not fund:

- projects which consist primarily or substantially of conference activity;
- the development of research aids and tools including computer programs; and
- projects which request funds to supplement other current research projects.



Appendix 3 - Scholarships

Objectives

- Encourage graduates to undertake post-graduate MRT research masters (not coursework) and PHD studies.

Grants

Maximum of any one grant will be \$5,000.

Eligibility

The student must:

- be undertaking a post-graduate MRT research masters (not coursework) or PHD degree from a university recognized by the Board;
- be registered in Queensland; and
- have a Board approved mentor.

Specific requirements of the scholarship grant

- The scholarship must be used to assist the student in undertaking post-graduate MRT study.
- The mentor must possess relevant skills and experience and be approved by the Board.