

FNQHF 27 Research Application Form

Form Preview

Eligibility

Program

This field is read only.

Applicants: please note

Before completing this application form, you should have read the program guidelines: [HERE](#).

Incomplete applications and/or applications received after the closing date will not be considered.

The Far North Queensland Hospital foundation offers different types of research grants: small grants and large grants.

Expectations

It is expected that applications for grants will focus on research projects that applicants intend to conduct in Far North Queensland and which will be of benefit to people in this region. Research projects relating to health problems that are unique to or disproportionately represented in Far North Queensland will be especially well received.

FNQ Hospital Foundation - Small research grants

Individual grants of up to \$5,000 will be available to health researchers and students, both under- graduate and post-graduate, to pursue eligible projects. A single grant may be shared between several researchers, where appropriate. Grants may be utilised to cover the costs of equipment, consumables or conference participation to present research findings (limited to \$2000). Qld Health staff may apply for Conference and Professional Development grants for this purpose

FNQ Hospital Foundation - Large research grants

Applications for LARGE GRANTS are accepted by invitation only and based on completion of an Expression of Interest (EOI). The EOI submission form may be found at [HERE](#)

The due date for the EOI is 7 October 2025 and we will endeavour to issue invitations to apply soon after that.

There will be TWO grants for amounts of \$50,000. These awards are expected to be very competitive and the assessment panel could elect to not make one or both awards if the project is not considered of outstanding quality. Applicants should pay particular attention to the award aims before deciding to apply for this grant. The project may be conducted over a two year period.

There will be TWO grants of \$25,000 and TWO grants for \$10,000 for projects that can be completed in one year (Project extensions may be approved).

You MAY ONLY APPLY FOR ONE OF THE LARGE GRANTS. Please choose the most appropriate grant to apply for based on the scale of the project and the period over which the research is conducted. Application for rollover of funds beyond one year is usually approved.

The assessment panel MAY invite you to submit a revised budget (for a smaller or larger grant) depending on the quality and number of applications in each of the large grant categories – this will be decided at the EOI stage.

FNQHF 27 Research Application Form

Form Preview

The budget may include costs of a research assistant, OR, if you are an employee of Queensland Health, you could budget for your own time at NHMRC rates (see [Personnel Support Packages](#)). If successful, you will need to furnish evidence demonstrating that you have dedicated leave to conduct the research.

You will also be given the option of being considered for a small grant if you are not successful in the large grant and reviewers are able to identify how a small grant may contribute to your aims.

This form is applicable to applications for both small (up to \$5000) and large grants (up to \$50,000).

Application Submission

Applications are due by **12am 30 November 2026**. The following documents must also be attached

- Short CVs (2 page limit) of all named investigators
- Ethics and Governance correspondence/approvals

Formatting requirements

Applications must adhere to the character or word limits indicated in each section.

Citations should be referenced in [Vancouver style](#)

If you do contact us throughout the application process, please quote the application number below.

Application Number

This field is read only.

Contact Details

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

Applicant Details

Applicant *

Title	First Name	Last Name

FNQHF 27 Research Application Form

Form Preview

Make sure you provide the same name that is listed in official documentation. The applicant must be the lead investigator (responsible for administration of the study and point of communication for the foundation)

Preferred name

Organisational affiliation/s

Include details of your Departments or College affiliations - there may be more than one affiliation

Applicant primary work address

Address

Applicant residential postal address

Address

Applicant primary phone number *

Must be an Australian phone number.

Applicant email address *

Must be an email address.

Qualifications

List your qualifications

Your Roles and Responsibilities

Describe your roles in this research

Diversity Information *

- ☐ People with a disability
- ☐ People from a non-English speaking background
- ☐ Aboriginal and/or Torres Strait Islander

FNQHF 27 Research Application Form

Form Preview

- ☐ Australian South Sea Islander
- ☐ None of the above

At least 1 choice must be selected.

Tick all that apply to the principal investigator

Additional Investigators

Do you wish to add additional investigators

- ☐ Yes
- ☐ No

Additional investigators

Name

Title First Name Last Name

--	--	--

Position

--

Affiliations

Organisation Name

--

Research qualifications/ training

--

Role/responsibilities in this research

--

Phone Number

--

Must be an Australian phone number.

Email

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Must be an email address.

Primary place of residence

Address

Diversity information *

- ☐ People with a disability
- ☐ People from a non-English speaking background

FNQHF 27 Research Application Form

Form Preview

- ☐ Aboriginal and/or Torres Strait Islander
- ☐ Australian South Sea Islander
- ☐ None of the above

At least 1 choice must be selected.

Project Details

* indicates a required field

Project title *

Word count:

Must be no more than 25 words.

Provide a name for your project/program/initiative. Your title should be short but descriptive

Shortened project title

Word count:

Must be no more than 10 words.

If your project title is long please provide a shorter title

Grant size *

- ☐ I have been invited to apply for a grant of up to \$50,000
- ☐ I have been invited to apply for a grant of up to \$25,000
- ☐ I have been invited to apply for a grant of up to \$10,000
- ☐ I wish to apply for a grant of up to \$5,000

At least 1 choice and no more than 1 choice may be selected.

Anticipated start date *

Anticipated end date *

Type of Research

New Question *

- ☐ This project uses quantitative methods (statistics/collection and analysis of numbers).
Tick this box if any part of your project involves analysing numbers (using statistics).
Analysing surveys with fixed response alternatives is an example of analysing numbers.
Collecting epidemiological data that can be compiled as numbers is another example. The methods section should include your setting (location) and sample (population of interest), relevant tools and technologies, recruitment strategies and target numbers (supported by a power analysis), data collection, statistical analysis and reporting methods.
- ☐ This project uses qualitative methods (analysis of data not represented by numbers).
Tick this box if any part of your project involves analysis of interviews, texts or observations not represented by numbers. Example of common approaches used in this type of research may be qualitative content analysis, phenomenology, grounded theory and ethnography. The methods section should include your setting (location) and sample (population of

FNQHF 27 Research Application Form

Form Preview

interest), tools and technologies, recruitment strategies and target numbers, data collection and thematic analysis.

☐ This project involves the introduction of an intervention. Tick this box if any part of your project involves the introduction of an intervention. The intervention can be a drug, a physical exercise, advice or an organisational change. Most of these studies also include an evaluation of the introduced intervention. The methods section should include your setting (location) and sample (population of interest), relevant tools and technologies, recruitment strategies and target numbers (supported by a power analysis), group allocation, the proposed intervention, data collection, statistical analysis and reporting methods.

No more than 1 choice may be selected.

Project description (in plain english) *

Word count:

Must be no more than 100 words.

Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). This description is used on our website and in promotional material when we announce successful grants, so should be easily understood by a lay audience. Go to the [SmartyGrants Answers Bank](#) if you need some ideas about how to frame your response.

Main project location *

Other project locations

Background to Research *

Word count:

Must be no more than 600 words.

Please describe your research project and questions/hypothesis, supported by a literature review. This section should detail the problem, its context in FNQ, existing research, outstanding problems and potential benefits for the FNQ population.

Aims and Objectives *

Word count:

Must be no more than 300 words.

Methods *

Word count:
Must be no more than 2000 words.
See "Type of Research" question to provide guidance on the kind of information required.

References

Project Outcomes

* indicates a required field

Outcomes and Impact *

Word count:
Must be no more than 500 words.
Outline how the research will result in better healthcare outcomes for Far North Queenslanders, including plans for translation into clinical practice

Project Timelines and Budget

* indicates a required field

Timelines

What are the major steps / stages (i.e. milestones) involved in delivering your initiative? USE THE "ADD MORE" BUTTON FOR SUBSEQUENT MILESTONES

Milestone number	Milestone description	Start Date	End Date
		Provide approximate date or leave blank if unknown or dependent on unknown factors Must be a date.	Provide approximate date or leave blank if unknown or dependent on unknown factors Must be a date.

FNQHF 27 Research Application Form

Form Preview

Contingency Plans *

Word count:

Must be no more than 300 words.

In this box you should identify the most important potential problems you may encounter and what your plan is to manage these potential problems. What is your plan in case you can't follow your described methods? (e.g. you can't collect as many participants as planned). Are there other problems that may be anticipated?

Ethics and Governance *

Please state the relevant ethics committee, the ethics submission date (if applicable) and the ethics reference number. If you do not have ethics approval, outline your plans for this.

Have you submitted a health service governance application for this project? *

- ☐ Yes
☐ No
☐ Not applicable

No more than 1 choice may be selected.

Does this research contribute to an Investigator's education or training? *

- ☐ Yes
☐ No

If yes, Please indicate which level program is being undertaken.

Budget

Expenditure Description	Expenditure Type	Expenditure Amount	Notes
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		\$	

Budget Totals

Total Expenditure Amount

\$

This number/amount is calculated.

Income from other funding sources and expenditure

FNQHF 27 Research Application Form

Form Preview

Word count:

Must be no more than 300 words.

The funds provided by the grant may not cover the total cost of the research. Outline any income from other funding sources and plans for expenditure including cash and in-kind contributions. Also note any current pending funding applications for the same project.

What is the amount requested from the Foundation *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Please attach quotes/prices for any major expenditure (cost)

Attach a file:

This could include screenshots of prices as well as formal quotes or invoices

Applicant Capacity

* indicates a required field

Now that we know about your project/program, we want to find out more about your organisation's ability to undertake the work you propose. Please provide some information about your organisation that will give us confidence that you can complete the work you've described in this application. *

Include in this section information about your strategies for providing the inputs (money, staff/ volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, etc.) and how you will complete this project/program within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this work. Provide links to further explanatory material if available/relevant. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Supporting Documents

Please upload short CVs (2 page maximum) for all named investigators, any ethics and governance correspondence/ approvals, and any other documentation you feel supports this application.

Attach a file:

FNQHF 27 Research Application Form

Form Preview

Certification and Feedback

* indicates a required field

Certification

This section must be discussed with and either filled in by, or on behalf of, an appropriately authorised person from the applicants organisation.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, trustee or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

