School of Clinical Medicine
A handbook to support your research
Welcome from the Associate Dean (Research)

The Faculty of Medicine is proud to support the breadth of research being undertaken by our clinical academics that tackles complex medical problems and delivers better health outcomes for our communities. The dedication and expertise of the clinicians partnering with the School of Clinical Medicine adds enormous value to the research strengths of the Faculty across human health, disease and patient care. Without this valuable contribution, the research innovation and world-class outcomes the Faculty delivers would not be possible.

Professor Karen Moritz
Associate Dean - Research
Faculty of Medicine

Welcome from the Head of School

Here at the School of Clinical Medicine (SoCM) we can provide a dedicated research support team to help maximise your grant success. Whether you are an established researcher or just starting out, we are here to support you through the application process as well as guiding you in the management of funding post-award.

This handbook has been developed to help researchers understand the resources and support that the School, Faculty and wider University is able to provide. While this content is aimed at researchers, it may also be useful to HDR students. We wish you every success and look forward to partnering with you to deliver research with impact.

Professor Paul Colditz
Head of School

Why Undertake Research with SoCM

- Participation in the UQ community and opportunities for bench-to-bedside collaborations
- Pathway for academic progression
- Co-funding and in-kind support available for some schemes
- Streamlined ratification of human research ethics approvals
- Support with research contracts, agreements and partnerships
- Statistical advisory service
- Access to statistical and other software
- Library access and library support
- Opportunity to engage with research students
- Access to specialised equipment and facilities
- Access to meeting and collaboration spaces
Our Research

Our researchers are working across a broad range of disciplines and specialities to address the global challenges in medicine, health and patient care. Our diverse research, grouped around six overarching themes, is tackling complex medical problems and innovating the clinical environment to improve human health outcomes.
How your Research Aligns Within Faculty of Medicine

Your UQ research activity is administered in the clinical unit which sponsors your UQ academic appointment. The Head of the Clinical Unit acts on behalf of the Faculty and UQ to consider and endorse funding applications before they are submitted and the Research Support Team assists the researcher and the head with this certification process.

Alignment with Research Centres
Research collaborations with researchers across UQ are common and encouraged. In exceptional circumstances, your research may align closely to one of the Faculty’s research centres while your teaching is highly valued by the clinical unit.

The Head of the Clinical Unit, the Centre Director and you will need to agree on your ongoing role and commitment to teaching in the clinical unit; the alignment of your research to the research centre and the ability of the centre to support it; your appointment with the unit and/or centre; and through which one of these you will submit your grants.

Agreement should be reached ahead of any applications, and the Faculty has a discussion paper that will guide this conversation.

SoCM is part of the Medical Dean Portfolio, a key governance portfolio of the Faculty

Child Health Clinical Unit
Head: A/Prof. Louise Conwell

Greenslopes Clinical Unit
Head: Prof. Michael Whitby

Ipswich Clinical Unit
Head: A/Prof. Thomas Nathow

Mater Clinical Unit
Head: Prof. David McIntyre

Northside Clinical Unit
Head: Prof. Ian Yang

Primary Care Clinical Unit
Head: A/Prof. Katharine Wallis

RBWH Clinical Unit
Head: A/Prof. Wendy Findlay

PA Southside Clinical Unit
Head: A/Prof. Leo Nunnink

St Lucia Clinical Unit
Head: Dr. Ben Barry

Medical Dean Portfolio
Medical Dean: Prof. Stuart Carney
How we can support you

The research support team are here to help with all your research needs. They are your first port of call for any research related queries.

med.research.ath@uq.edu.au  |  P: 336 55011

The Research Support Team

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Dr Lisa Tom
Research Development Officer (RDO)
- School of Clinical Medicine
- Rural Clinical School
- Children’s Health Research Centre
med.research.ath@uq.edu.au
P: 336 55011

The RDO supports researchers and unit heads in the Clinical Schools with information on research funding schemes and funding application processes via the Clinical Units.

Lisa is your primary point of contact for advice about the conduct and administration of research via UQ, including research governance, compliance obligations, and the conduct and reporting of research. The RDO helps researchers connect to UQ’s functional units, including UQ’s Research Office (RO), the Research Partnerships Team, Ethics, Contracts & Grants, Graduate School, HR and Finance.

Dr Noni Creasey
Research Development Manager (RDM)
- School of Clinical Medicine
r.creasey@uq.edu.au
P: 0478 663 273

As RDM, Noni works with researchers in the School of Clinical Medicine to build grant writing capability and success, through broad skills development in the clinical units, grant readership and targeted support to specific applications identified by the Head of the Clinical School. The RDM can help identify potential bench-to-bedside collaborations with researchers in the Faculty, other UQ researchers and external organisations.

Research Partnerships Manager (RPM)
- School of Clinical Medicine
med.rpms@uq.edu.au
P: 336 55326

RPMs facilitate the interaction between UQ researchers and their external partners, including the Hospital and Health Services, by managing research-related contracts from initial negotiations through to execution.

Ms Joanne Cignoli
HR Officer - Academic Titles
med.academictitles@uq.edu.au
P: 334 66006

Joanne can assist with any academic title enquiries, applications or renewals.
Keeping Informed

Stay updated about research funding, news and events

- Subscribe to the Faculty of Medicine Research Alert - email: med.research@uq.edu.au
- Stay updated about upcoming Faculty research seminars & events: medicine.uq.edu.au/events
- Access recorded seminars, which provide information on applying to specific funding opportunities: https://research.uq.edu.au/research-support/research-management/applying-and-submitting-proposal/presentations-and-slides

Library of past successful grants

UQ Research and Innovation (UQR&I) maintains an electronic library of successful grant proposals from previous funding years. The Library contains applications for most ARC and NHMRC grants, as well as a variety of internal and external schemes. The Grants Library provides UQ researchers with a valuable resource for drafting and preparing research proposals.

To make a request visit: uq.edu.au/research/forms/render.php?form=grants-library/request. An ATH who has a choice of administering institution/s besides UQ, may need to confirm that they intend to submit the relevant application through UQ before accessing this resource.

Grant Applications and Submission

Contact the SoCM Research Support Team (med.research.ath@uq.edu.au) as your first point of contact for any grant application. Notify us as soon as you are thinking of submitting, so we can best support you through the process and maximise your chance of success.

For detailed information on applying for or submitting competitive research grants, as well as budget preparation, please visit: research.uq.edu.au/research-support/research-management/applying-and-submitting-proposal.

Find funding opportunities

The Faculty Research Alert and the UQ Research Bulletin communicate upcoming funding opportunities, but you can also seek out more specific funding opportunities through a number of websites:

- Visit: guides.library.uq.edu.au/for-researchers/find-funding-research
- UQ’s Research Office has more information on major funding schemes including ARC, NHMRC, MRFF, International Schemes and UQ internal funding schemes: research.uq.edu.au/research-support/research-management/funding-schemes
- Faculty of Medicine Schemes: medicine.uq.edu.au/intranet/research/faculty-research-grant-schemes
- Faculty of Medicine tools & resources: https://medicine.uq.edu.au/research/research-office/research-tools-and-resources

Steps for submitting your grant

1. Intention to Submit
   Email med.research.ath@uq.edu.au as soon as you decide to apply.

2. Grant Preparation
   The research support team will keep you informed of relevant information sessions, available readership schemes and provide advice & support as required.

3. School Deadline
   One week prior to UQ Research Office deadline - email us your full application, funding application coversheet (FAC) and budget. We can organise the Head of Clinical Unit signoff and check your submission.

4. UQ Research Office (RO)
   Ten days prior to funder deadline - submit your application, signed FAC, budget and other relevant documents to the RO. They will review against the guidelines and provide feedback.

5. Submit to Grant Body
Philanthropic funding

Advancement at UQ works in partnership with academic and professional colleagues throughout the University to increase engagement and to establish enduring relationships with key constituents including alumni, donors, friends, organisations, trusts, foundations, industry and corporations.

The Faculty of Medicine Advancement team focus is to seek philanthropic funding to support the teaching, learning and research priorities of the Faculty of Medicine. Please contact the Faculty of Medicine Advancement team to learn more:
med.advancement@uq.edu.au

Establish & Manage your Research Funding

Processes are in place to help you establish and manage your project, from accepting funding, financial management, reporting and variations through to project close.

The SoCM Research Support team is your primary point of contact regarding the administration of research projects. They will link you to the right team at each stage of your project.

Post-Award Troubleshooting Guides

- NHMRC Grants and Fellowships Post-award Guide
- ARC Discovery Program Post-award Guide
- ARC Linkage Program Post-award Guide
- Collaborator Payments Tipsheet

Statistical Support

The Faculty provides a statistical advisory service through the Research & Statistical Support Service (RASSS). HDR students and research staff can access a free 1 hour consultation by appointment. Academic Title Holders can seek an initial consultation to discuss their support needs, and to seek advice ahead of ATH-led research funding applications.

This consultation will help you assess your study design, statistics needs, and budget for statistical support should your application be successful. ATHs are encouraged to conduct the related research through UQ to benefit the most from these resources.


Ethics & Clearances

For research conducted at UQ, all necessary ethics, biosafety and other clearances or confirmations needed for commencement of the research must be finalised prior to the issue of a UQ Grant Record Letter (GRL) and access to funds.

UQ researchers who have obtained external ethics approvals may seek expedited administrative review, but the reverse order does not currently apply. A faculty panel reviews staff & student projects of negligible risk. Visit the UQ research website for more information.

Track your Research Impact

Research Metrics

The UQ Library can assist you with research / publication metrics. These metrics are important measures of your research performance and are relevant to future funding applications and recruitment of research students. Refer to the UQ Library Guide for more information.

Metrics Support and Advice

For further assistance, please contact the Liaison Librarian at your hospital site: web.libraryuq.edu.au/library-services/ liaison-librarians

Intellectual Property (IP)

Intellectual property (IP) is the product of creative or intellectual efforts. Legal categories of IP include patents for inventions, copyright in a written work such as a thesis or journal article, trademarks for words or phrases, new designs of products and software. IP can be owned, assigned and licensed, however it must first be defined and protected by law and legal agreements.

Researchers should be aware of IP issues for themselves and their HDR students, particularly when entering into partner agreements. They should be familiar with the University’s IP Policy.

Managing IP and Commercialisation

UniQuest is the University’s commercialisation entity and can assist with research commercialisation, technology transfer and IP management to harness the competitive strengths of your research. For any queries regarding commercialisation and IP please contact a member of the research support team.
Contract Research

We can also support you in contract research projects, also known as commissioned research projects. These projects aim to achieve mutually beneficial outcomes with a partner organisation, primarily industry or government. They are different to grants in that they are directly negotiated with the partner, rather than awarded by competitive application. For more information or to seek independent legal advice, please see the following websites:

- Definition of research
- Research & consultancy costing and pricing
- UQ Research Office
- Research Strategy and Support Office

Budgeting for your Research

The SoCM Research Support team can guide you on preparing budgets for your project, including the real indirect costs (overheads) associated with conducting research. UQ has a minimum Indirect Cost Recovery Rate and will allow variation in limited circumstances only, e.g. where a funding provider disallows or limits the rate. Budget preparation, and registering approved variations to indirect cost recovery, must be done before applying for research grants or during the early discussions with a sponsor.

Steps to Establishing Your Research Contract

1. Confirm the scope of our work meets the HERDC definition of research. If in doubt, please consult your Research Development Officer (RDO): med.research.ath@uq.edu.au or the relevant UQ Research Office representative.

2. Prepare and submit your proposal / contract to your RDO with all related documentation. If funded, please include the completed Funding Application Coversheet and UQ Costing and Pricing Tool, ensuring indirect costs (overheads) have been appropriately applied.

3. Your RDO will assist you in preparing a template email requesting contract review / assistance by your RPM or UQ Research Office as appropriate. Please ensure you note any firm deadline or time-sensitivities.

4. Complete / review missing details within the agreement’s schedules, and engage with relevant Faculty or UQ Central units (e.g. Ethics / Insurance / Graduate School / Finance / HR) as required.

5. Once the contract terms have been finalised, confirm all the schedule details are correct, prior to proceeding to sign-off. The UQ Research Office will issue a Grant Record Letter and Finance will set up a chart-string.

Building your Research Profile

Establish your researcher identifier

The best way to optimise your publication data is linking a unique researcher ID called ORCID (orcid.org) to your UQ publication data

- An ORCID is increasingly requested when publishing and applying for grants
- You should only create a single ORCID - you can register for an ORCID at: orcid.org/register
- The UQ Library has a step-by-step guide available on their website: web.library.uq.edu.au/node/4566/0#D

Activate your UQ Researcher Profile

UQ Researchers is an up-to-date, online repository of academic staff profiles that provides a gateway into UQ’s research community. More information is provided overleaf.

Publish your research in a journal

The UQ Library provides an overview on the scholarly publishing process which covers writing, submitting your manuscript to a scholarly journal, the peer review process and how to promote your published article.

- Refer to the UQ Library Guide on Publishing

Communicate your research

- Get in touch with the Faculty Marketing team (med.marketing@uq.edu.au) to promote significant research outcomes and impact.
- Contribute to the Faculty Content Hub which features content produced by our researchers, clinicians, academics and students. Contact the Marketing team to get involved (med.marketing@uq.edu.au)
Creating your UQ Researcher Profile

UQ Researchers is an up-to-date, online repository of academic staff profiles that provides a gateway into UQ’s research community. Academic Title Holders (ATH) are encouraged to activate a UQ Researcher Profile, which is an online page that provides an overview of your qualifications, research interests, publications, active projects and relevant HDR student supervision. Activating and updating your profile is easy to do yourself, however we are happy to help you - just get in contact with us at: med.research.ath@uq.edu.au

Activating / Editing UQ Researcher Profile

• Go to researchers.uq.edu.au
• Click on “Update Profile” from the top black menu bar
• Log-in with your UQ username and password (if you have forgotten your user name and password go to: uq.edu.au/password/reset or contact the UQ IT Helpdesk: 1300 738 082
• Your research activity (e.g. your research grants, publications and HDR students) will automatically populate and update but you are able to enhance and personalise your profile by adding a photo, biography links, key words, HDR projects etc

Assigning someone else to manage and update your profile

• You can nominate an ‘agent’ to update your profile on your behalf.
• Log-in to your profile (as above)
• Select the “agent” link from the left hand side menu
• Enter the uq username of the UQ staff member you want to be able to update your profile in the ‘Agent’ box .
• Note - after being assigned as an agent, this staff member may need to log out and in again to be able to access your profile

Automatic content in your profile

• Your profile will automatically populate with details of your UQ grants and HDR students from UQ corporate data.
• All of your publications (not just UQ-affiliated publications) should be included, providing UQ is able to link the publication to you.
• The best way to do this is by registering for a ORCID

Optimising your publication record

• The best way to optimise your publication data is to link a unique researcher ID called ORCID (orcid.org) to your UQ publication data.
• An ORCID is increasingly requested when publishing and applying for grants.
• You should only create a single ORCID - you can register for an ORCID at: orcid.org/register.
• You will then need to link your ORCID with UQ eSpace by visiting: espace.library.uq.edu.au/author-identifiers/orcid/link
• The UQ Library has a step-by-step guide available on their website: web.library.uq.edu.au/node/4566/0#O
• For further assistance, you can contact the liaison librarian at your site: web.library.uq.edu.au/library-services/liaison-librarians

Your contact details

• The UQ Researcher profile will draw your UQ contact details from the UQ staff system and display these at the top of your profile.
• At present it is not possible to change these contact details, you can however include your preferred contact details within your biography.
• You can also forward your UQ email address by logging into your ATH Applicant Account and selecting the ‘Update My Details’ link - scroll to bottom of the page and enter preferred address in the “Redirect UQ Email” section

Further information is available at: researchers.uq.edu.au/faq
Research Training and Development

A range of training and development opportunities are available for researchers:

- Early & Mid-Career Training and Development
- External resources for researchers
- Mentoring at UQ
- UQ Research Support
- Faculty events

Facilities & Infrastructure

UQ has a broad range of research facilities, infrastructure and capabilities, supported and managed by experts in respective fields, helping researchers to achieve research excellence. This core group of interdisciplinary capabilities is referred to as Central Research Platforms (CRPs).

Some of the services that support clinical researchers include:

- Advanced imaging,
- Whole-genome and short-read sequencing
- High-performance computing,
- Recombinant protein services,
- Bioanalysis and pharmacokinetic services,
- Microscopy and microanalysis.

UQ also has a significant representation of NCRIS facilities available throughout the campuses, with open-access facilities lead by experts to enable researchers to improve human health outcomes. For more information, please visit the Research Infrastructure web page: https://research.uq.edu.au/research-infrastructure

Research Students

Recruiting & supervising HDR students

For advice on how to recruit higher degree research (HDR) students or any queries around supervision and milestones, please contact the HDR Liaison team:

hdr.med@enquire.uq.edu.au
P: 344 31171

Student Research

For information on how to recruit a student for summer or winter research projects & scholarships please visit the links below:

Summer research student queries:
med.researchsummer@uq.edu.au

Winter research student queries:
med.researchwinter@uq.edu.au

Medical Student Research

All information on medical student research options for extra-curricular unpaid work experience (formerly volunteer), MD-PhD and MD-MPhil, is available on the Student Research Portal: medicine-program.uq.edu.au/research-portal

Promote your research and attract students to work on your projects:

Visit the Student Research Portal and select “For Researchers”

Follow the 5 Steps on “How to post a project on the Student Research Portal”

Read the one-page advice about including medical students in your research

Complete the online form

Your project will appear on the “Find a Project” database and will be visible to students

After student eligibility checks, project enquiries will be sent to you

You can then accept or decline student enquiries by email