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 Elizabeth Eakin
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
- 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 is grouped around six overarching themes and is tackling complex medical problems and innovating the clinical environment to improve human health outcomes.
How we can support you

- Budget support & funding opportunities
- Grant assistance & readership
- Research contracts & agreements
- Head of Clinical Unit endorsement & certification
- Establishing partnerships & collaborations
- Library assistance
- Promoting your research
- General queries and advice

The Research Support Team

The research support team are here to help with all your research needs and you may find it useful to contact us as your first point of call for any research related issues.

med.research.ath@uq.edu.au  |  P: 334 65320

Debbie Bullock
Senior Research Development Officer
med.research.ath@uq.edu.au
med.rpms@uq.edu.au
P: 334 65320

Debbie is the primary point for clinicians undertaking research. She can provide advice on research funding schemes, the funding application process and optimising your applications. She can also provide advice on research compliance, integrity & post-award issues, and provide a critical link to UQ’s extensive research support services and infrastructure.

As Senior Research Development Officer (SRDO), Debbie is also part of the Faculty’s Research Partnerships Management team, to establish contract management across all types of research contracts and agreements and ensuring researchers understand and have a plan to meet their research contractual obligations.

Megan Grace
Research Development Manager
megan.grace@uq.edu.au
P: 336 55425

Megan works with researchers applying to specific, complex funding schemes. She can help with establishing partnerships and collaborations with other organisations as well as building grant writing capability and facilitating readership.
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 Faculty research seminars & events: medicine.uq.edu.au/events

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.

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: research.uq.edu.au/research-support/research-management/finding-funding
- Visit: guides.library.uq.edu.au/for-researchers/find-funding-research
- UQ’s Office of Sponsored Research 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: medicine.uq.edu.au/intranet/research/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 OSR 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 Office of Sponsored Research (OSR)
   Ten days prior to funder deadline - submit your application, signed FAC, budget and other relevant documents to OSR. They will review against the guidelines and provide feedback.

5. Submit to Grant Body

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.
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.

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 issues related to IP, for themselves and also for the HDR students who they supervise, and should familiarise themselves with the University's IP Policy.

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.

Research Support and Advice

Please contact our team for assistance with any research queries:
med.research.ath@uq.edu.au | P: 334 65320

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

- 2018 NHMRC Grants and Fellowships Post-award Guide
- 2019 ARC Discovery Program Post-award Guide
- 2019 ARC Linkage Program Post-award Guide

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.

P3 System

The UQ People, Planning and Performance project (P3) is currently being rolled-out. P3 is an online system to provide academics with performance data to assess performance in different domains. It provides a visual representation of key indicators of academic activity. Look out for more information soon.

Metrics Support and Advice

For further assistance, please contact the Liaison Librarian at your hospital site: web.library.uq.edu.au/library-services/liaison-librarians
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#0

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:
- Refer to the ‘Creating your UQ Researcher Profile’ section at the end of this handbook for more information

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)
- Write for The Conversation - to contribute, visit theconversation.com/become-an-author

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

Research Students

Recruiting & supervising PhD students
For advice on how to recruit PhD students or any queries around supervision and milestones, please contact the HDR Liaison team:
- hdr.med@enquire.uq.edu.au
- P: 344 31171

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

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

More information around medical student research is available on the student research portal: medicine-program.uq.edu.au/research-portal
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. You are able to activate your profile 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#0
• 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
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

How your Research Aligns Within Faculty of Medicine

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: Prof. Mieke van Driel

RBWH Clinical Unit
Head: A/Prof. Wendy Findlay

PA Southside Clinical Unit
Head: Prof. Ruth Hubbard

St Lucia Clinical Unit
Head: Dr. Ben Barry

Sunshine Coast Clinical Unit
Head: A/Prof. Ted Weaver