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CREATE CHANGE

School of Public Health Research Support Handbook

Where can this document be found online?

You can find this document on the School of Public Health Intranet under 'Research'

https://medicine.uq.edu.au/sph-research-support

Welcome

Welcome to the School of Public Health!

We are proud to provide a dedicated Research Support Team who will maximise your grant success by supporting you through the application process and guiding you in the management of funding post award.

This document is a guide to help researchers understand the resources and support available within the School, Faculty and broader UQ.

There is a lot of content here and not all of it will be relevant to you right now. Digest what you need to get you through your first month or so and as you become more familiar with UQ, this will become a very handy, quick reference to help point you in the right direction so you can find the information you need.

Some of the content might assist HDR students as well, but it should be noted that this document is aimed at researchers who are post-PhD.

For HDR specific support, visit the Graduate School website or email: hdr.med@enquire.uq.edu.au.

Our Vision

*'UQ's School of Public Health is committed
to improving the health and well-being of populations
in a changing and inequitable world.'*

Our Research Strengths

Cross cutting disciplines

Mental Health, Tobacco Control & Substance Use

Women's Health

Health of Aboriginal and Torres Strait Islander Peoples

Infectious Disease

Non-communicable Disease - Prevention & Management

Emerging Strength: Environment & Health

Epidemiology & Biostatistics

Health Promotion

Social Determinations of Health

Health Services, Systems & Policy

Contents

OHS Induction information

A UQ Occupational Health and Safety (OHS) induction is required for all staff, including casual staff and tutors, higher degree by research students, visiting academics and unpaid trainees. An OHS induction is also required for undergraduate students who are completing special projects, summer research or honours research in a work-type environment (for example, a research laboratory, workshop or field site), or those gaining work experience or volunteering on field trips.

Induction Process	Timeframe
Local site induction, includes: the location of emergency equipment, exits & evacuation meeting point introduction to local health & safety coordinators, representatives (HSR), floor wardens & first aid officer New Staff Induction – this website has lots of information to help you find your way	1st day
New worker health and safety induction checklist - complete with assistance from your supervisor & WHSC	1st week
Health and safety training needs analysis (PDF, 77.6 KB) - complete this with your supervisor, complete any training identified as required for your work	1st week
UQ Health, Safety and Wellness (HSW) Induction - online training (staff login required)	1st day; 1hr; with refresher every 5 years
UQ Annual Fire Safety - online training (staff login required)	1st day; 30min; Annual refresher

New to UQ

As a research-engaged academic, the new to UQ website provides links to activities and support sessions that provide you with need-to-know information about working at UQ, including academic performance expectation and the services and support available to you.

Mandatory Staff Onboarding Activities and Training

Further Staff Training to complete over the first few months of starting at UQ	Detail
Core Aboriginal and Torres Strait Islander Cultural Learning	Mandatory Modules 1 & 2; *remaining modules are optional but highly encouraged* 2 hours; once only.
Fraud and Corruption Awareness	Mandatory; 30min; once only.
Conflict of Interest Awareness	Mandatory; 30min; once only
UQ Privacy Training	Mandatory; 30min; once only
Staff Cyber Security Awareness	Mandatory; 20 min; every 3 years
UQ Code of Conduct Training	Mandatory; 1-2 hours; every 2 years
Equal Opportunity Online training	Mandatory, 30min (every 2 years)

Research Support

Support at the School of Public Health

The School of Public Health Research Support Team (RST) is here to help you with your research needs.

Contact us, Megan Grace & Cathy Swart, as your first point of call with ANY research related issue on med.research.sph@uq.edu.au or drop in and chat with us in Room 233, Level 2, Public Health Building.

We offer support with budgets, grantsmanship, Funding Application Coversheet (FAC) processing, certifications, Head of School endorsement, Sapphire/RMS/Application platform support (e.g., SmartyGrants), research contracts or agreements, and any other queries. **ALL** grant, fellowship applications and research contracts, from researchers who are within the School of Public Health, must come via our team.

Role and Contact Details	Description
Cathy Swart Research Development Officer (RDO) Room 233, Level 2, Public Health Bldg 336 55528	Co-ordinates the preparation of grant submissions. Provides high level advice and support to academic staff to enhance the School's research performance and reputation. Helps with: – Advice on research funding schemes – Co-ordinating funding application processes – Providing links & guidance in relation to research governance, compliance obligations, conduct and reporting of research projects.
Phil Smit Research Partnerships Manager (RPM) p.smit@uq.edu.au 0406 663 409	RPMs facilitate the interaction between UQ researchers and their external partners. They identify suitable partners and assist with the management of research contracts and agreements. They are also able to advise on industry facing funding schemes that may be utilised to leverage funding. *Phil supports the School and is located in the Mayne Medical School (Bldg #881)*
Dr Megan Grace Research Development Manager (RDM) Room 233, Level 2, Public Health Bldg megan.grace@uq.edu.au 334 65206	Works with staff in the school to identify new research and other strategic funding opportunities. The Research Development Manager helps to establish partnerships and collaborations with other organisations and also assists with grant readership and building the grant writing capability in the School.

Support at the Faculty of Medicine

The Faculty of Medicine has a Research Strategy and Support office that is dedicated to supporting our research staff and higher degree by research students. The office is led by Associate Dean (Research) (ADR), **Professor Karen Moritz**, and Deputy Associate Dean (Research) (DADR) **Associate Professor Marina Reeves**. Visit the Research Strategy and Support Office to learn more.

Support at UQ Central

Support is offered by the Research Office (RO) and across UQ in the form of research funding administration and management, finance, support for research prizes and awards, researcher development, and compliance incorporating human ethics, animal welfare, and research integrity.

This research support section of this website is particularly useful.

General Resources

For a summary of researcher support resources can be found here.

Staying Informed about Research Opportunities

Stay updated about Research Funding, News and Events

- [Subscribe](#) to the UQ-wide research bulletin
- Subscribe to the Faculty of Medicine Research Alert – email med.research.sph@uq.edu.au
- Become part of the SPH Research Community on Yammer: This provides additional updates on research matters or announcement within the School. Email med.research.sph@uq.edu.au to be added to the group.
- Join our School of Public Health Research Seminar Series [Subscribers list](#) *(not required for continuing or fixed term staff as you are already on the Staff email list)*

Find Funding Opportunities

- Visit the UQ [Discover Funding Opportunities](#)
- Visit the [Find Funding](#) from Library services
- UQ's [Research Office](#) is proactive with information about major schemes including ARC, NHMRC, MRFF, International Schemes and UQ-Wide Internal funding initiatives. For more information
- [Faculty of Medicine funding schemes](#)
- Philanthropic funding. Contact your RDM, Megan Grace (mailto:megan.grace@uq.edu.au), in the first instance.

Types of Funding

Grant Application, Contract Research or Consultancy?

When you receive funding to conduct research or a research service, it can be received in various way. Via:

Funding Application: an application for a competitive or non-competitive (e.g. by invitation) research grant submitted to a funding provider. This includes multi-phase application processes, such as expressions of interest, preliminary applications, and full applications.

Contract Research: research commissioned by or negotiated with a funding provider.

Consultancy: providing a specified body of work or services to an external party (industry, government, NGO) in return for a set payment/fee.

What is RESEARCH

Research is the creation of **new knowledge**, whereas consultancy is **service that uses existing knowledge.**

It is important to understand the difference because the income and processes are managed in different ways through the university.

To check if your project meets the definition of research, contact your local RST for assistance. At SPH, email med.research.sph@uq.edu.au.

The definition of research
Before deciding on whether your project should be contract research or consultancy (non-research), you need to determine if the services meet the definition of 'research'.

'Research and experimental development (R&D) comprise creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge.'

To be considered research, the work must satisfy all five core criteria:
1. **Novel** – aimed at producing new findings or new knowledge
2. **Creative** – based on original, not obvious, concepts and hypotheses
3. **Uncertain** – final outcomes are unknowable at the outset
4. **Systematic** – undertaken in a planned and logical manner
5. **Transferable and/or Reproducible** – lead to results that could be possibly reproduced.

Funding by Grant Application
Known as competitive funding, this is a process of proposal selection based on the evaluation of a team of peer reviewers. Funding is based on merits of the application and recipients are not pre-determined.

Applications for external competitive grants are submitted through the RO. A draft application must be submitted to the RO, with a signed Funding Application Cover Sheet (FAC), ten working days before the external funding body closing date for internal review. This timeframe allows for central checking of core eligibility and compliance, required institutional certifications and submission arranged and the return of detailed feedback and grantsmanship suggestions to value add to the proposal.

Keep an eye on funding opportunities, as per the previous page, the RO website and GrantConnect for guidelines and funding call opportunities.

CONTRACT RESEARCH

Contract research projects, also known as commissioned research projects, aim to achieve mutually beneficial outcomes with a partner organisation, primarily industry or government. They are different to grant funding by application in that they are directly negotiated with the partner, rather than awarded by competitive application.

Contract research projects can be characterised as follows:
- they are typically applied research in nature
- the University may make an in-kind contribution to the project, such as staff salaries, laboratory resources or office space
- the University may expect to have an ongoing right to own or use project intellectual property, for further research and publication purposes
- publications are likely
- indirect costs are negotiated.

Contract research steps

Contract research is handled in much the same way as a research grant application. Steps are as follows:

1. Email your RST (med.research.sph@uq.edu.au) to advise that you intend to submit a tender or proposal for contract research.

2. Prepare your application/proposal, your budget using the UQ Costing and Pricing Tool (C&PT) and a Funding Application Coversheet (FAC)
   - noting that full research overheads (40%) must apply UNLESS the client/contracting organisation stipulates otherwise in their official organisational policy, or as per other exemption categories as outlined in section 3.2.1 of policy 4.10.02b from UQ's Policies and Procedures Library (PPL)
   - Wherever possible, staff must price contract research in line with market prices, thereby recovering a margin on the project.

3. Forward you application and supporting documents (C&PT & FAC) to the RST who will obtain Head of School signature.

4. Forward your application, with signed FAC, to the RO for internal review.

5. Once feedback has been incorporated and RO approve the application for submission, they will;
   - email you letting you know the grant can be submitted (if you need to submit)
   - submit the application and let you know when it has been sent. (if RO are required to submit)

6. If the application is successful, the RPM will assist you with contracts.
   - Work MUST NOT COMMENCE until the contract terms and conditions have been signed by the client and the University.
   - necessary ethics clearances must be obtained.
   - At the close of the project, funding will be acquitted according to the expenditure outlined in the original budget.

References and further reading:
Contract Research and Grants Financial Management - Procedures
research-and-consultancy-costing-and-pricing

CONSULTANCY

Our consultancy services can support organisations by providing expertise in, for example;
- Health program evaluation
- Design of public health programs or interventions
- Expert witness testimony
- Professional development programs
- Expertise on program design

Where possible, you should try to price consultancy work in line with market prices, thereby recovering a margin on the project.

Steps for consultancy

1. Email the RST (med.research.sph@uq.edu.au) to advise that you intend to supply consultancy services.

2. The RST will check that the work doesn't meet the definition of research and help determine how the contract will be handled;
   - A contract of up to $10,000 is handled within the School,
   - a contract of over $10,000 is handled centrally by the team at Consulting and Research Expertise (CoRE).

   Work budgeted at under $10,000
   a) The RST can support you with the preparation of a budget using the UQ Costing and Pricing Tool (C&PT), (noting 40% overheads will apply as per UQ policy 4.10.02) and with the standard consulting agreement.
   For consultancy under $10,000, the full 40% overhead amount will be returned to the academic's consultancy account (ACA).

   b) Once the contract is prepared, you can arrange sign-off from your Client.

   c) The RST will then forward the client signed contract to the Head of School for signing

   d) A final and fully executed version of the contract will be forwarded to you to distribute to your client and keep for your records.
   - Please Note – work MUST NOT COMMENCE until the contract terms and conditions have been signed by the client and UQ.
   - The contract is required to trigger any finance and HR processes associated with the work.
   - It is preferred that the UQ template agreements are used, but sometimes clients will want to use their own contracts. Be aware that client contracts, or any changes to our standard contract, will require UQ Legal review which can take up 6 – 8 weeks.

   Work budgeted at over $10,000
   a) Provide any documentation you have to RST and we will contact CoRE and arrange for them to prepare a contract and budget for the work to be done. The CoRE team may contact you during the process for clarification and instruction.
   For consultancy over $10,000, the University will take the 40% overheads.

   b) CoRE will arrange all signatures between the client and the university and return to you a copy of the final executed contract.
   - Again – WORK MUST NOT COMMENCE until the contract is in place

Reference and further reading: Consultancy-Procedure

Pre-Award

Applying for and Submitting a Funding Application

Contact the SPH RST on med.research.sph@uq.edu.au as your **first point of contact** for **ANY** grant application.

> **As soon as you are sure of your intention to submit a grant, notify us, so that we can plan to support you through the grant preparation process**

We can assist you with all aspects of the grant application process from pulling together a grant support team, peer review, budget preparation, guideline interpretation and clarification, Sapphire/RMS data entry, FAC & certification signoffs, and more.

FAC – Funding Application Coversheet

A FAC or Funding Application Cover Sheet MUST accompany *most funding applications, is required under UQ Policy 4.10.01 and is a multi-purpose administrative document; being used for certification, to trigger an internal application review, for grant management and statistical purposes.

- By signing a FAC, the Head of School (HOS) is endorsing the research project, approving the project scope and confirming that the School has the general facilities to house the research, and that the Investigator has the time and capacity to conduct the research.
- UQ's central Research Office (RO) will not begin an internal review of a funding application until they have a FAC, signed-off by HOS.
- The RO enters the data supplied via a FAC into a number of University corporate systems used by the research and finance community, the Academic Board sub-committees and HERDC.
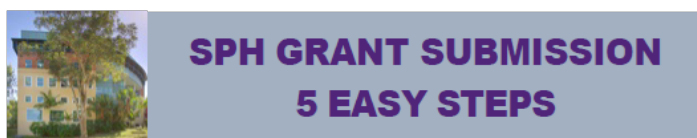
*note most major funding rounds (NHMRC, ARC, MRFF) generally require a Certification form, rather than a FAC to accompany the application. Please check the relevant funding scheme webpage for required UQ documentation.
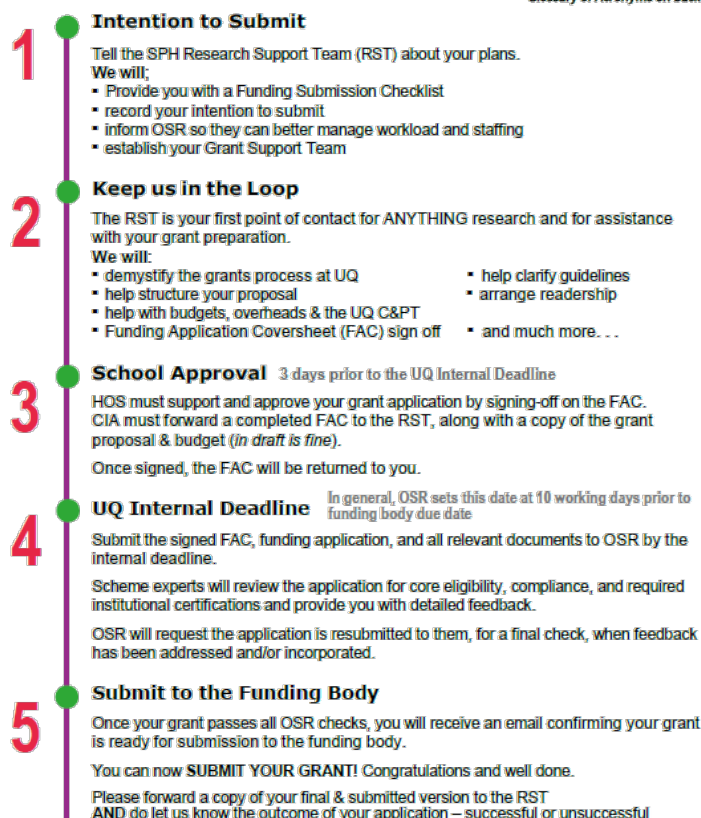
Please be aware that there is a generic FAC as well as scheme specific versions, and that the FAC's are regularly updated by RO. Please check-in with the RST to ensure you have the correct form and the latest version, if you are not sure.
RO will return forms submitted on the wrong version.

When you are submitting a grant application, follow our simple five steps until you become familiar with UQ processes.
See Appendix 3, Page 31, for a full-size version of this handy tip sheet

> *Please Note* – ALL externally funded research grant applications MUST be signed off by the Director of the RO before submission, as per:
> UQ policy 4.10.01 – 2.2 key controls

More detailed, and scheme specific, information on submitting an application for external, competitive research funding is available on the Research Office website:

SPH GRANT SUBMISSION 5 EASY STEPS

Glossary of Acronyms on back

1 Intention to Submit
Tell the SPH Research Support Team (RST) about your plans.
We will;
- Provide you with a Funding Submission Checklist
- record your intention to submit
- inform OSR so they can better manage workload and staffing
- establish your Grant Support Team

2 Keep us in the Loop
The RST is your first point of contact for ANYTHING research and for assistance with your grant preparation.
We will:
- demystify the grants process at UQ
- help structure your proposal
- help with budgets, overheads & the UQ C&PT
- Funding Application Coversheet (FAC) sign off
- help clarify guidelines
- arrange readership
- and much more. . .

3 School Approval *3 days prior to the UQ Internal Deadline*
HOS must support and approve your grant application by signing-off on the FAC. CIA must forward a completed FAC to the RST, along with a copy of the grant proposal & budget (*in draft is fine*).
Once signed, the FAC will be returned to you.

4 UQ Internal Deadline *In general, OSR sets this date at 10 working days prior to funding body due date*
Submit the signed FAC, funding application, and all relevant documents to OSR by the internal deadline.
Scheme experts will review the application for core eligibility, compliance, and required institutional certifications and provide you with detailed feedback.
OSR will request the application is resubmitted to them, for a final check, when feedback has been addressed and/or incorporated.

5 Submit to the Funding Body
Once your grant passes all OSR checks, you will receive an email confirming your grant is ready for submission to the funding body.
You can now SUBMIT YOUR GRANT! Congratulations and well done.
Please forward a copy of your final & submitted version to the RST AND do let us know the outcome of your application – successful or unsuccessful

Your SPH Research Support Team
med.research.sph@uq.edu.au
Research Development Manager (RDM) - Megan Grace (pre-award & Strategic)
Research Development Officer (RDO) - Cathy Swart (pre-award)
Research Partnership Manager (RPM) - Phil Smit (post-award & contract)
Room 233, Level 2, Public Health Building

Library of Past Successful Grants

UQ Research and Innovation 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. Make a request

You can ensure that your application becomes part of the Grant Library by ticking yes, on page 2, of the FAC for your grant application.

You can opt to have your application listed as one of the following two categories:
- Restricted – where the lead chief investigator's permission is requested before providing confidential access to the application to any UQ researcher.
- Unrestricted – where any UQ researcher is provided with confidential access to the application on request.

Scheme Information Sessions - Presentation and Audio Recordings

The Research Office make available the presentation and audio recordings of previous information sessions addressing criteria and particulars of various schemes:

Faculty of Medicine Statistical Support

Research and Statistical Support Service, provides access to biostatistics support for grants in collaboration with the Queensland Facility for Advanced Bioinformatics (QFAB).

Faculty of Medicine researchers and HDR students may request advice and support on experimental design and study design, recommendation on statistical analyses; and content and pilot analysis for grants, including power calculations.

A Statistical Consultant is located at each of the three main Faculty of Medicine precinct locations:
- Children's Health Research Centre (CHRC),
- Herston: UQ Centre for Clinical Research (CCR)
- TRI: Centre for Health Services Research (CHSR)

Academic & Research Staff can book a 1-hour consultations. To access this service, please complete the online Statistical Support Service Request form

As a member of QCIF (Queensland Cyber Infrastructure Foundation) UQ staff are able to access free training
To be kept up to date with training on offer – subscribe to their training mailing list
View information on courses and registration details.

Avoid Duplicate Funding
Are you submitting multiple grant applications that are for related projects?
Most funders do not allow duplicate funding for overlapping projects. Check the funding rules for what to do in terms of your obligations to declare other grant applications (awarded or pending) where there is conceivably overlap in the research activities and consider how you will manage the situation if both grants are awarded.

You may need to decline one of the grants or reduce the budget if there is overlap. Depending on the funder, you may also be able to open a dialogue about how you could modify the project to ensure there is no duplication in funding for the same project.

It is best to consider these issues at the application stage and be transparent within your applications about other related applications.

Research Environment Statements for use in Grant Applications

Here is a link to some example statements of 'Research Environment' for your grant applications. They are intended as a guide. You will find the paragraph/s will need to be tailored to suit your particular purpose.

Post-Award

Establish and Manage your Research Funding

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

Scroll to the bottom of this linked webpage for a range of handy post-award troubleshooting guides.

Good Clinical Practice Training

Many Hospital and Health Services now require Good Clinical Practice Training for clinical trials, comprising not just pharmaceutical trials, but any research investigations involving human participants to test new treatments, interventions, or tests.

Researchers who need to undertake this training can do so for free. Register here

Clinical Trials

If you are conducting a clinical trial, it is important that you understand your role and responsibilities. This UQ Clinical Trials website is a great resource. For further assistance, contact SPH's RPM, Phil Smit (mailto:p.smit@uq.edu.au).

For Insurance information relating to Clinical trials click here.

Applying for Ethics

For grants to be established 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).

Researchers also need to be aware of strengthened export controls, which relate to tangible and intangible exports from Australia to a place outside Australia of controlled defence and strategy technology. Clearances must be maintained (or new approvals sought), for all activities where they are required, throughout the term of the project.

For more information on ethics, follow the link.

Grant Record Letter

The Grant Record Letter (GRL) is an important document that formally establishes your project and records it in the Universities research database (Research Management System – RMS).

Once all required clearances have been provided to UQ R&I, all necessary agreements have been executed, and any special conditions have been met, the successful grant is operationalised at UQ. This involves the issue of a GRL by the Research Office (RO). It is provided to the lead UQ researcher, the School/Centre/Institute, and Contract and Grants Accounting. The purpose of the GRL is to circulate important documents and information about the management of the grant.

Advertise HDR projects associated with your Research

If you have HDR projects, you can advertise them in three places to maximise potential touch points for interested students;

1. The SPH webpage by completing this form and returning it to the RST at med.research.sph@uq.edu.au to load to the webpage and/or
2. Post it on the Faculty of Medicine HDR Projects searchable webpage. Complete this form and submit
3. Add projects to the 'available projects' tab of your Researcher Profile page. *See page 16 of this handbook for more information of UQResearcher.*

Research Risk Management

The UQ OHS Enterprise Risk Management Framework manages risks to the health and safety of workers by identifying hazards and eliminating or minimising the risk of exposure to those hazards.

Risk Assessment

Risk assessments must be performed with due diligence by the person/s undertaking the task. Workplace managers, supervisors have responsibility for ensuring risk assessments are comprehensive and complete. Supervisors are responsible for checking and approving the risk assessment. Supervisors should ensure that these documents are incorporated into the training and induction process for workers. Risk assessments outline any hazards you may be exposed to during specific tasks and will detail the ways in which risks can be eliminated or minimised.

Working Off-Campus

If you are involved in planning or participating in work off campus, you must review the Work Off-Campus Procedures and Guidelines [2.30.09] to ensure your safety and compliance with relevant legislative requirements. Depending on the work you are undertaking, you may require vaccinations and immunisation.

Work Off-Campus Plan

If you are conducting work at a location that is not a UQ campus or recognised site, you may need to complete a Work Off-Campus Plan through the UQSafe-Field Trip system.

Insurance

UQ Insurance Services role, among a range of services, is to ensure UQ and UQ's staff and students have appropriate insurance cover for the range of activities undertaken, and arrange additional cover as required. View their range of services.

A **Certificate of Currency** is a document issued by the insurer (or broker) that confirms a policy is current and valid. Certificates of Currency for policies held by UQ can be located here. The certificate is often required by external parties as part of the contract or agreement documentation.

Intellectual Property (IP)

IP for Staff

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, software and circuit layouts, and new plant varieties. IP can be owned, assigned, and licensed, however it must first be defined and protected by law and legal agreements. IP rights then determine who may or may not own, use, protect, transfer, commercialise and develop these products.
Researchers need to be aware of issues relating to IP for themselves and for the HDR students whom they supervise.

The University's IP policy (4.30.01) is located here

IP for Students

The University does not assert ownership of IP created by Students, except:
   a. Where a student agrees to assist in the creation of Teaching Material, the student may be required to agree to an assignment to the University of the Student's IP in relation to that Teaching Material.
   b. Where a student agrees to be involved in research activities as part of a project between the University (or a University Commercialisation Company) and an external sponsor or other third party, the student may be required to agree to an assignment to the University of the Student's IP in relation to that project (including any associated data, results and findings associated with that IP) to the University prior to work commencing.
   c. Students working on collaborative projects or on ongoing long-term projects that give rise to the joint creation of IP, or interdependent IP, may be required to agree to an assignment to the University of the Student's IP in relation to those projects.
   d. A Faculty or Institute has a policy that requires all enrolling students of that Faculty or Institute to assign all IP created in the course of their study with that Faculty or Institute to the University as a condition of enrolment.

The University owns IP created by students (including that jointly developed with staff, affiliates, or other students) where the IP has been separately assigned to the University by deed or agreement with the student in the circumstances set out in (a) to (d) above, but, for the avoidance of doubt, the intention is not to assign copyright in the student's thesis or Scholarly Works unless explicitly agreed.

Note that the scenarios above only deal with ownership of IP as between the student and the University. Where a student is sponsored by a third party or undertaking research training at an affiliated institution, the student may be required to enter into an agreement with the sponsor in relation to intellectual property or may be affected by the IP policy of the affiliated institution. Students should check the terms of any sponsorship agreement and the IP policies of any affiliated institutions in relation to ownership of intellectual property.

This Clause is primarily intended to deal with HDR Students, but to the extent that undergraduate and other postgraduate students create IP in the circumstances set out in (a) to (d) above, this Clause will apply.

The mechanism for students to assign their IP is known as the Student Intellectual Property and Confidentiality Deed. Download it here

For advice and information about IP for you or your students, the SPH RPM, will assist.
Contact Phil Smit on p.smit@uq.edu.au or phone 0406 663 409.

Appointing Research Staff

Three Simple Steps to Hiring a Casual RA

Casual Research Assistant appointments (*Research Professional* classification)
Relevant policies and procedures here:

1. **Send the below forms to the prospective employee:**
   a. Staff Appointment Casual Part A form: This form is used for professional casual appointments. The form is completed by the employee and records the staff member's details.
   b. Salary payment form: This articulates the prospective employee's bank details for payment of salary.
   c. Tax File number declaration form: Information in this declaration allows UQ to work out how much tax to withhold from payments made to the employee.
   Ask for evidence of their right to work in Australia. Eg. A visa, birth certificate, passport (refer to Casual Part A form for guidance)

2. **Complete the Staff Appointment Casual Part B – Form.**
   a. Determine the appropriate HEW level (HEW Classification Guidelines) and maximum number of hours required.
   b. You can use UQ's Costing and Pricing Tool (C&PT) to work out how much the salary cost is. Make sure you take out the overheads% for this calculation.
   c. Provide the Chart-string from which the prospective staff member will be paid; if you don't know already, contact finance med.finance@uq.edu.au for assistance and to ensure your chart-string holds adequate funds.

3. Forward the paperwork from steps 1 & 2 (Staff Appointment Part A & Part B; Salary payment form; Tax File declaration, proof of right to work in Australia) to your Divisional Support Officer Alison Manley a.manley@uq.edu.au (Epidemiology & Biostatistics Division) or Renee Tayler r.taylor@uq.edu.au (Health Promotion & Equity and Planetary Health & Health Protection).

PLEASE NOTE A Casual Academic teaching salary is processed differently. You need to contact the SPH *CAHP admin staff, Teaching Support Officers (TSO) Alison Manley a.manley@uq.edu.au *(Epidemiology & Biostatistics Division)* or Renee Tayler r.taylor@uq.edu.au *(Health Promotion & Equity and Planetary Health & Health Protection).*

*Casual Academic Hire and Payment

Managing your Research Data

Research Data Manager

The Research Data Manager (RDM) system is a robust, world-leading system designed and developed here at UQ. RDM has pioneered and adopted the highest standards of excellence in research data management. It provides, for the first time, the means for all UQ researchers and their collaborators to ensure their research data is managed in line with best practice. The European Commission report "Turning FAIR into Reality" cites UQ's RDM as an exemplar of, and approach to, good research data management practice.

RDM provides the UQ research community with a collaborative, safe and secure large-scale storage facility to practice good stewardship of research data. RDM facilitates collaboration across the entire UQ research community, external research institutions, and industry partners.

RDM provides UQ with an integrated data management system covering the entire research data lifecycle. It offers seamless provisioning of easily accessible, secure, and sharable data storage in real-time, and enables publication of datasets into UQ eSpace. RDM will facilitate linking publication records and datasets and will provide a mechanism for the storage and retrieval of archived data. RDM will ensure that research data:
- remains accurate, authentic, reliable, and complete,
- retains integrity and improves the reproducibility of research,
- is secure, minimising the risk of data loss,
- can be reused, enabled by collecting critical metadata early,
- is available in accordance with the Australian Code for the Responsible Conduct of Research and the FAIR guiding principles, and
- meets requirements of funders, journals, and regulatory bodies.

Visit Research Data Manager to get started. The user guide is available here, and the library offers training courses, both face-to-face and online. Find a course and register here.

Digital Research Notebooks

Digital Research Notebooks (DRNs) are available for all researchers as a component of the RMBT Program's Integrated Data Management Plan (iDMP). DRNs are provisioned through UQ Research Data Manager (RDM), and offer a mobile, connected, and secure alternative to paper-based notebooks. DRNs can be used to document all aspects of research. UQ researchers now have the ability to easily share, back-up and transfer DRN content. DRN offers researchers:
- Research data management and organisation – all research data and information can be managed and organised in one place (RDM),
- Searchability – DRNs can be searched by keywords, tags or even by the contents of files,
- Portability – the cloud-based platform can be accessed anywhere in the world, anytime, from any device,
- Sharing – data can be accessed by collaborators within and outside UQ,
- Inventory – organise an easy-to-use visual database to manage samples, reagents, and consumables.
- IP protection – intellectual property is protected with timestamps and electronic page signing and witnessing,
- Data security and integrity – every edit made in the notebook is saved, and previous versions of data can be viewed or reverted to at any time. For each edit, the date, time and author is recorded for auditing purposes,
- Seamlessness – files, photos and documents can be stored directly in DRNs.
- Future proofing – DRNs support positioning of UQ's research capability and reputation for the digital future.

Request a digital research notebook. The library offers training courses, both face-to-face and online. Find a course and register here

Archiving Research Records and Material

As onsite storage for physical records is limited on UQ campuses, the Faculty of Medicine have engaged the commercial services of GRACE Records Management (GRM) for the temporary storage for inactive records. Records sent to GRM will be stored across a number of secure and climate-controlled warehouses in Brisbane and can be retrieved on request (usually back to you within 24 hours). Records will be stored until the date you request and then destroyed securely.

Archiving Procedure

Contact Faculty of Medicine Facilities and Infrastructure Officer (med.infrastructure@uq.edu.au)
Provide detail about want is to be archived and an estimate of how many A3 archiving boxes your will require. You will be sent archiving boxes along with a barcode label for each box and a Grace Archive Inventory Sheet (spreadsheet).

Pack each box, making a detailed, accurate record of what is in each box. Make two copies of the list, one for your records and one to go inside the box.
Apply one barcode label to the side of each box and label each storage box carefully with:
- Your name
- Your School (School of Public Health)
- A Unique box number (generated by you and recorded)
- Summary of contents
- The project or funding it relates too

For example: *Professor J Smith, School of Public Health, Box 001 – Participant Consent forms 019 - 096. NHMRC APP:1234321, CASE Project.*
It is very important that you label storage boxes carefully.   Knowing the barcode #, your Unique Identifier and contents of the box will be essential if you need to retrieve your records.

Fill in the spreadsheet with:
- Unique box number (generated by you)
- GRM barcode label number
- Owner of the records/researcher
- Date sent to GRM
- Summary of the contents
- Date to be destroyed

When you boxes are ready to go with GRM, send your completed spreadsheet to med.infrastructure@uq.edu.au and in your email message give your name, # of boxes to be dispatched, where they can be picked up (building, floor, room) and the name of the onsite contact. Collection is usually within 24 hours.

Retrieval of archived box/s

Email med.infrastructure@uq.edu.au with the detail of the box or boxes you want retrieved.
- Your Name
- Unique box number
- GRM barcode label number
- Date sent to GRM
- Where the retrieval is to be delivered

Take care not to damage the box labelling and barcode/s when opening the box/s.

When you are finished and want to return the box/s to Archive storage, securely reseal the box/s making sure the label and barcode are undamaged. Email med.infrastructure@uq.edu.au and arrange a for a collection.

Disseminate your Research

Publish your Research in a Journal

The UQ Library provides information about all stages of the scholarly publishing process, including writing, submitting your manuscript to a scholarly journal, the peer review process, how to promote your published article to increase impact and the open access publishing model. The School encourages publishing in high quality journals suitable for the target audience.

The suggested affiliation by-line for a staff member of the School of Public Health should be recorded as:

School of Public Health, The University of Queensland, OR
School of Public Health, Faculty of Medicine, The University of Queensland

Open Access Publishing

Open access (OA) refers to unrestricted online access to articles published in scholarly outlets.
Open access publishing is offered by some journals giving you're the option to publish your article open access by paying an article processing charge (APC).
Learn more about Open Access Journals: The UQ Library provides information about Open Access publishing (OAP), options for researchers around article processing charges, the Open Access for UQ Research Publications Policy and details on the ARC and NHMRC funding mandates compliance

At present the SPH has no specific funding pool for Open Access Publishing so you will be required to use your own funding to cover APCs
Contact our Liaison Librarian, Ronna Wang (r.wang@library.uq.edu.au), if you have any questions

eSpace

eSpace is the University of Queensland's institutional digital repository where researchers can deposit academic works, datasets and open access material. All UQ researchers can access their account using their UQ logon details. Information on how to access and use eSpace can be found here.
For help or enquiries on anything eSpace, contact espace@library.uq.edu.au or phone 334 69981.

Communicate your Research Outcomes

The Faculty of Medicine Marketing team can help you promote your research outcomes via traditional and social media channels. This is an important part of building your altmetrics and a big focus of NHMRC grant and fellowship schemes.

Social Media

Before taking to social media in your capacity as a UQ employee, make sure you familiarise yourself with UQ's policies in regard your conduct and obligations:
Social Media Community Guidelines
Social Media Terms of Use
Communications and Public Comment using The University of Queensland's Name

Media

For greatest media impact, it is best to advise the Marketing and Communications Team prior to your article being published, as soon as you are awarded a research grant of note, or as soon as you have research results ready to be shared with the public. They are experienced at working around embargo requirements and publicity. All media released must follow the UQ media release style guide

Take advantage of resources available to polish up your media skills:
Media Training - Communicating your research in the media
Media training slides
Do a practice interview with the Medicine Media Team

The Marketing and Communications Team contact for SPH is Mr Phil Van Zyl (p.vanzyl@uq.edu.au)

Build your Profile, Track your Research Impact and Metrics

There are multiple ways to build your profile, and promote your research successes, outputs and outcomes.

UQ Researchers Profile

UQ Researchers is a profiles repository of academic staff at The University of Queensland showcasing knowledge and expertise in an area of interest, research outputs and collegial networks and is an ideal tool to help find the right person.

To ensure that profiles are up to date and reliable, the majority of information is sourced from corporate databases such as **Aurion** for HR data, **eSpace** for publications or **SI-net** for supervision. However, staff can contribute information that is not available in any corporate systems, such as their biography or research interests. UQ Researchers profiles of new staff (commenced employment at UQ less than 4 months ago) and unpaid staff are inactive by default on UQ Researchers public website. To activate your profile, go to your UQ Researchers profile, click on 'update Profile' which will take you to the Academic Portal. Click on "Update my UQ Researcher Profile" and then "Personal & Contact Details" option from the left-hand-side menu and tick "Activate my profile" checkbox and save.

Establish your ORCID, Research Identifiers and Profile

This is essential to distinguish yourself and gain credit for your research activity.
ORCID – **O**pen **R**esearcher and **C**ontributor ID is a unique, persistent identifier that belongs to you throughout your scholarly career and is free of charge to researchers.

For help establishing your **ORCID ID and other Research Identifiers,** how to link your ORCID to university systems via UQ eSpace, how to connect other relevant researcher identifiers to your ORCID profile and how to get the most out of your ORCID profile follow this link.

Sign-Up for Impact Tracker

Impact Tracker is a platform for researchers to plan, capture and report on the impact and engagement of their research.

Google Scholar

Set up a Google Scholar account to stay up to date with your citation counts. Go to Google Scholar, click the "My Profile" link at the top of the page to get your account setup started. On the first screen, add your affiliation information and UQ email address, so Google Scholar can confirm your account.

Visit LinkedIn Learning to learn How to Develop your Personal Brand.

LinkedIn Learning is one of the largest software and skills training websites and is **free for UQ students and staff**. It contains great learning resources on almost any topic, including building your personal brand, project management, creating winning presentations, and more.

- Access LinkedIn Learning
- LinkedIn Learning app
- LinkedIn Learning pathways
- Sharing LinkedIn Learning courses

UQ Experts

UQ Experts is a searchable database of UQ staff wo are available to share their specialist knowledge and research developments with domestic and international media. Your UQ Experts profile is activated and updated from inside your UQ Researcher Profile. See instructions on page 15, UQ Experts profile is on the left-hand menu.

Publication Metrics

The UQ library has a guide to assist you with your research/publication metrics. These metrics are important measures of your research performance

Contact our Public Health Liaison Librarian or RDM (Megan Grace) for assistance with your metrics. Public Health's new Liaison Librarian (as of August 2021) is Ronna Wang. (r.wang@library.uq.edu.au)

Write for The Conversation

The Conversation is an independent source of news and views, sourced from the academic and research community and delivered direct to the public.

To be published by The Conversation you must be currently employed as a researcher or academic with a university or research institution. PhD candidates under supervision by an academic can write for The Conversation, but they don't currently publish articles from Masters' students.
Contribute to the Conversation here.

Submit Content for the Faculty of Medicine Bulletin

The Bulletin keeps staff up to date with the latest news in student and research outcomes, interactions with our partners, awards, announcements, and events. This newsletter is distributed on the second Wednesday of each month. The deadline for content submissions will be COB one week prior to publication – or the first Wednesday of the month.

- To propose a story for The Bulletin, please email med.media@uq.edu.au.
- To submit an event, please email med.media@uq.edu.au using the format found here.

Submit Content for the Faculty of Medicine 'Update' Newsletter

The Update Newsletter comprise of updates from the Faculty's HR, Finance, Student Admin, Operations, OH&S, Research, Advancement and Marketing teams. The SPH Update delivers information specific to the School from across the Faculty. The Update is distributed every second Monday and deadline for content is the Tuesday before publication.

You can submit an entry for the Update one of two ways:
1. *Do-it-Yourself*

    Please email med.newsletters@uq.edu.au using the format below:
    Headline: **No more than 10 words, the headline aims to grab attention of the reader.**
    The body: News item should explain what the reader needs to know and how they should respond. We are all very busy at work and conditioned to skim read our emails. You may only have 10 seconds to communicate to your colleagues so get the important information up front in the opening sentence and provide an email address or web link for more information. Limit your body copy to one or two sentences (max 60 words).
    The Audience: List whether the information is relevant to the entire Faculty or a particular org unit(s) this message should be sent to.

2. *Coordinated School submission*

    Email your news item to r.tayler@uq.edu.au who will coordinate entries from the School to be include in the next issue.

Contribute to the Faculty of Medicine Content Hub

The Content hub features content produced by our researchers, clinicians, academics, and students. The content is consumer focused and is similar in purpose to The Conversation. You can write a blog post, develop a Q&A piece, participate in a video, or address FAQs you receive in your field. Contact med.marketing@uq.edu.au to get involved.

Present in the School of Public Health Seminar Series

The School of Public Health Seminar Series is a forum where our staff, students and collaborators showcase research and teaching outcomes. Seminars are held on Tuesdays from 1-2pm, though exceptions are made to accommodate visiting presenters.

- To nominate as a presenter.
- To access past sessions.:
- Contact Cathy Swart at med.research.sph@uq.edu.au to discuss.

Research Training, Workshops, Professional Development and Committees

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

1. Early and Mid-Career Researchers (EMCRs) Training and Development (Of particular interest the Early-Career Academic Development Program
2. Resources for researchers prepared by organisations external to UQ
3. Mentoring at UQ
4. Upcoming events
5. Information sessions
6. **LinkedIn Learning** is one of the largest software and skills training websites and is **free for UQ students and staff**. It contains great learning resources on almost any topic, including building your personal brand, project management, creating winning presentations, and more.
   - Access LinkedIn Learning
   - LinkedIn Learning app
   - LinkedIn Learning pathways
   - Sharing LinkedIn Learning courses

School Committees

If you are interested in joining any of these committees contact the Chair.
Research Committee – Chair A/Prof Susan Jordan
ECR Committee – Joint Chairs Dr Dolly Baliunas & Dr Kylie Morphett

Feeling overwhelmed?

Here are a few small, but high reward, things you can do to get started while you digest the contents of this handbook.

- ☐ Activate your UQ Researcher Profile (page 16)

- ☐ Sign up for UQ Research Bulletin and UQ Research Mailer for up to date information on grants and grant support. (page 3)

- ☐ Register for the Faculty of Medicine Research Alert by emailing med.research@uq.edu.au (page 3)

- ☐ Set-up your ORCID ID (page 16)

- ☐ Create your UQ eSpace account and set up and link your ORCID ID to make it easy to find and report on all of your research outputs (page 16).

- ☐ Set up a Google Scholar account to stay up to date with your citation counts (page 15).

- ☐ Start one or more of your mandatory training modules (page 1)

Notes:

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List of Acronyms

ACA	Academic Consultancy Account
ADR	Associate Dean (*Research*) (*Karen Moritz*)
APC	Article Publication Cost
ARC	Australian Research Council
Aurion	UQ's HR system – *Note*: *moving to WorkDay*
C&PT	Costing and Pricing Tool
CA	Confidentiality Agreement
CAHP	Casual Academic Hire and Payment
CCR	Centre for Clinical Research
CHRC	Children's Health Research Centre
CHSR	Centre for Health Services Research
CoRE	Consultancy and Research Expertise
CRA	Collaborative Research Agreement
CTA	Clinical Trials Agreement
DI	Diamantina Institute
DADR	Deputy Associate Dean (Research)(*Marina Reeves*)
DRNs	Digital Research Notebooks
DSA	Data Sharing Agreement
ECR	Early Career Researchers
EMCR	Early and Mid Career Researchers
FAC	Funding Application Coversheet
FAIR [data]	Findable, Accessible, Interoperable and Reusable
FAQs	Frequently Asked Questions
FoM	Faculty of Medicine
GRL	Grant Record Letter
GRM	GRACE Records Management
HDR	Higher Degree Research
HERDC	Higher Education Research Data Collection
HEW	Higher Education Worker
HOS EA	Head of School Executive Assistant (*Libby Kelly*)
HOS	Head of School (*Elizabeth Eakin*)
HSR	Health and Safety Representative
iDMP	integrated Data Management Plan
IP	Intellectual Property
LOA	Letter of Agreement
MCR	Mid-Career Researchers
MIA	Multi-Institutional Agreement
MOU	Memorandum of Understanding
MRFF	Medical Research Futures Fund
MTA	Materials Transfer Agreement
NGO	Non-Government Organisation
NHMRC	National Health and Medical Research Council
OA	Open Access
OAP	Open Access Publication
OH&S	Occupational Health and Safety
ORCID	Open Researcher and Contributor ID
PPL	UQ Policy and Procedures Library
QCIF	Qld Cyber Infrastructure Foundation
QFAB	QLD Facility for Advanced Bioinformatics

QIMRB	Queensland Institute of Medical Research Berghofer
R&D	Research and Development
RA	Research Assistant
RCS	Rural Clinical School
RDM	Research Development Manager (*Megan Grace*)
RDM	Research Data Management (*also called R drive*)
RDO	Research Development Officer (*Cathy Swart*)
RGMS	Research Grants Management System (*NHMRC*)
RMS	Research Management System (*ARC*)
RO	Research Office (*St Lucia*)
RPM	Research Partnership Manager (*Phil Smit*)
RST	Research Support Team
SBMS	School of Biomedical Sciences
SIPCA	Student Intellectual Property and Confidentiality Agreement
SOCM	School of Clinical Medicine
SPH	School of Public Health
TSO	Teaching Support Officer (*Alison Manley & Renee Taylor*)
UQ	The University of Queensland
UQR&I	UQ Research and Innovation
WHSC	Work Health and Safety Coordinators

Notes:

Appendices

_____

- Please complete this Application Coversheet and attach it to external research grant/funding proposals. Applications and proposals for research funding are to be submitted through UQ Research & Innovation (UQ R&I).
- Except for major grant rounds where specified UQ internal closing dates apply, grant/funding applications should be lodged with UQ R&I **at least ten (10) working days prior to the external (funding body) closing date**.
- This UQ Application Coversheet is required to be submitted with proposals for funding under UQ Policy PPL 4.10.01.
- The information supplied in this coversheet is used for application certification, grant management and statistical purposes.

Summary Grant information

Administering UQ School/Centre	
UQ Faculty/Institute	
Project title *(Title to appear on official documents relating to this grant)*	
Granting body or funding agency	
Name of Grant scheme	
Application reference /Grantor ID *(If applicable)*	
Proposed start date (dd.mm.yyyy)	
Proposed end date (dd.mm.yyyy)	
If this application/proposal is successful, will you require ethical/other clearance?	☐ **Y** ☐ **N** If yes, what category: ☐ Human ☐ Animal ☐ Biosafety/Other: _____ (http://www.uq.edu.au/ohs/index.html?page=29969) If ethical/biosafety/other clearance has been obtained, **please attach a copy.**

CHIEF INVESTIGATOR/S *(Add rows as necessary)*

CIA Family Name		UQ username	
Title, first name, given initials		Appointment type (fixed term, continuing)	
School/Centre/Institute (and organisation if not UQ)		Appointment (Academic; Adjunct; Research; Conjoint; Honorary; Emeritus, Student)	
E-mail address		Employee/Student ID (for UQ personnel)	
CIB Family Name		UQ username	
Title, first name, given initials		Appointment type (fixed term, continuing)	
School/Centre/Institute (and organisation if not UQ)		Appointment (Academic; Adjunct; Research; Conjoint; Honorary; Emeritus)	
E-mail address		Employee/Student ID (for UQ personnel)	
CIC Family Name		UQ username	
Title, first name, given initials		Appointment type (fixed term, continuing)	
School/Centre/Institute (and organisation if not UQ)		Appointment (Academic; Adjunct; Research; Conjoint; Honorary; Emeritus)	
E-mail address		Employee/Student ID (for UQ personnel)	

STATISTICAL INFORMATION

Type of research (must total 100%) Information on the types of research is available from the UQ R&I website. This information is collected for ABS.	**Strategic**	**Experimental**	**Pure**	**Applied**
	%	%	%	%

Fields of Research (FoR) codes (up to 3) FoR codes are available via the UQ R&I website. **Please ensure you use 6 digit codes, totalling 100%.**	**FoR1**	**FoR2**	**FoR3**
	Enter 6-digit FoR	Enter 6-digit FoR	Enter 6-digit FoR
	%	%	%

Socio-Economic Objective (SEO) codes (up to 3) SEO codes are available via the UQ R&I website. **Please ensure you use 6 digit codes, totalling 100%.**	**SEO 1**	**SEO2**	**SEO3**
	Enter 6-digit SEO	Enter 6-digit SEO	Enter 6-digit SEO
	%	%	%

UQ APPLICATION COVERSHEET

FINANCIAL INFORMATON

Budget year	Funding amount requested (Ex-GST)	GST	Total amount of funding
Year 1	$	$	$
Year 2	$	$	$
Year 3	$	$	$
Year 4	$	$	$
Year 5	$	$	$
UQ Infrastructure/Overheads costs (total)		$	
Have you attached your completed overheads calculation spreadsheet?		☐ Y ☐ N	

If you have not included full overhead/infrastructure costs as per UQ Policy PPL 4.10.02, please attach a formal justification and copy of the DVC(RI) approval for a reduction or waiver. Your RPM will be able to assist you in this process. Further information on approved variations can be found under "Budget Preparation" on the UQ R&I website.

Please liaise with the Research Partnerships Manager (RPM) in your Faculty/Institute for further information on developing your project budget, including the calculation of Infrastructure/Overheads costs. Funding proposals are required to include **Indirect costs (overheads)** costs as specified in University Procedure PPL 4.10.02.

Budget preparation guidance and the UQ Costing & Pricing Tool can be found under "Budget Preparation" on the UQ R&I website (login required).

GRANT SUBMISSION AND REVIEW INFORMATION

Granting body closing date (dd.mm.yyyy)	Click or tap to enter a date.
Has this application already been sent to the granting body by the applicants?	☐ Y ☐ N If yes, date submitted: (E-copy) (Hard copy)
Has the application/proposal been reviewed by a UQ Faculty/Institute internal readership scheme or has been read by a senior colleague?	☐ Y ☐ N
Is this project to be marked as **confidential** on UQ's corporate research database?*(Normally only in exceptional circumstances e.g. commercial-in-confidence.)*	☐ Y ☐ N If yes, reason:

LIBRARY OF SUCCESSFUL GRANT APPLICATIONS

UQ Research & Innovation (UQ R&I) maintains a small Library of successful grant applications to assist applicants in forthcoming rounds. The Library has two categories:

- Restricted - we seek the lead chief investigator's permission before providing confidential access to the application to any UQ researcher.
- Unrestricted - we provide any UQ researcher with confidential access to the application on request.

Are you willing to include your successful application in our Grants Library?	☐ Yes ☐ No ☐ N/A
If 'Yes' to the previous question, please indicate the category under which you are willing for copies of the application to be loaned.	☐ Restricted ☐ Unrestricted

*CONFLICT OF INTEREST

Do I have a Conflict of Interest*?	☐ Y ☐ N If yes, please provide a copy of your Conflict of Interest Management Plan?
Do any members of the investigative team have a Conflict of Interest*?	☐ Y ☐ N If yes and a UQ employee, please provide a copy of the Conflict of Interest Management Plan. If yes and external to UQ, a Conflict of Interest Management Plan in line with the Employing Organisation's framework and the funding provider will need to be provided.

Final checklist for applicants

☐ My complete funding application/proposal is attached.

☐ I have lodged a copy of the attached application/proposal with my School/Centre/Institute.

☐ An overheads calculation spreadsheet is attached and/or I have consulted with my Faculty/Institute RPM and attach the justification/approval for an overheads variation.

Certification by 1st named UQ applicant (on behalf of all investigators): I certify, to the best of my knowledge, that:
1. All the details in this Coversheet and the associated funding application are true and complete;
2. All parties identified in the application/proposal have agreed to its submission;
3. I understand and agree that, before the proposed research can commence, all required UQ ethical, biosafety and other clearances must be obtained and that all statutory requirements must be met;
4. I have declared any Conflicts of Interest* to UQ prior to the submission of this application; and
5. I have prepared this application and will conduct activities under the grant in compliance with UQ policies and procedures.

Signature of applicant _____ **Date**_____

Certification by HOS/Centre/Institute Director/s: I certify:

1. That the project can be accommodated within the general facilities in my School/Centre/Institute, and that sufficient working and office space is available for any proposed additional staff;
2. I agree to have the project carried out in my School/Centre/Institute as set out in the proposal and agree that the research be carried out in strict accordance with the conditions governing the research grant at the time;

In instances where the Head of School/Centre/Institute is an applicant, the relevant Executive Dean or Director should sign this coversheet.

Head of School/Centre/Institute: (Signature)_____ (Full Name):_____

Name of School/Centre/Institute:_____ Date:_____

*CONFLICT OF INTEREST

Applications from UQ investigators must be consistent with the University's *Conflict of Interest Policy* (PPL 1.50.11) and its *Responsible Conduct of Research Policy* (PPL4.20.01).

A conflict of interest involves:

- A **perceived conflict** where it could reasonably be perceived, or give the appearance, that a competing interest or obligation, whether personal or involving a third party, could improperly influence the performance of a staff member's duties and responsibilities to the University.
- A **potential conflict of interest** where a staff member has an interest or obligation, whether personal or involving a third party, that could conflict with the staff member's duties and responsibilities to the University.
- An **actual conflict** where a staff member has a competing interest or obligation, whether personal or involving a third party, that directly conflicts with the staff member's duties and responsibilities to the University.

While a conflict may relate to financial interests, it can also relate to other material personal interests, private, professional or institutional benefits or advantages that depend on the conduct of the research or its outcomes.

A **material personal interest** is an interest of a type that can give rise to a real or perceived conflict of interest that could affect the ability of the person to discharge their duties or obligations appropriately.

Where external for-profit partner organisation/s are part of the Application, to help Investigators identify when a conflict of interest is likely to arise, they should consider the following statements:

1. I hold a paid or unpaid fiduciary/governance/management role, such as being a Director, of one or more of the external partners on this grant Application.
2. I am a paid employee, such as a Chief Scientific Officer, of one or more of the external partners on this grant Application.
3. I or a family member/close associate hold shares (equity) in one or more of the external partners on this grant Application that are not publicly traded entities (i.e. listed on the ASX or similar stock exchange).

Any of these associations may be incompatible with UQ being able to support the Application.

For participants external to UQ, the management of the Conflict of Interest should be agreed with the employing organisation, of which UQ will seek confirmation should the application be successful.

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

NHMRC 2021 IDEAS GRANTS
FOR FUNDING IN 2022

UQ APPLICATION CERTIFICATION FORM

INTERNAL (UQ RESEARCH & INNOVATION) REVIEW: To initiate UQ R&I internal review, please email this completed and signed Application Certification Form to NHMRCIdeas@research.uq.edu.au.

The UQ R&I internal closing date for applications is **8 APRIL 2021.**

SUBMISSION OF FINAL APPLICATION: Advice and instructions regarding the final submission of your application to the NHMRC will be forwarded to you and the alternative contact listed below by the UQ R&I reviewing officer.

FOR MORE INFORMATION ABOUT THE UQ APPLICATION PROCESS, VISIT THE UQ R&I SCHEME WEBSITE.

APPLICANT CONTACT INFORMATION

Lead Investigator Name: Including title, e.g. Dr, A/Prof, Prof		Gender:	Choose an item.
Lead Investigator Email:		Phone:	
Lead Investigator Academic Level:	Choose an item.		
Alternative Contact Name:			
Alternative Contact Email:		Phone:	

Please note your local Research Management Office will be cc'ed into communications.

SUMMARY APPLICATION INFORMATION

Application ID:	
Application Title:	
UQ Admin School/Centre:	
UQ Admin Faculty/Institute:	
Please advise if your application is receiving (or has received) UQ School/Faculty/Institute internal readership:	Yes ☐ No ☐	Please specify: Choose an item.
Please select the type of review you would like undertaken by the Research Office:	Choose an item.

STATISTICAL INFORMATION

Type of research (must total 100%): Information on the types of research is available from the UQ R&I website. This information is collected for ABS.	Pure	Strategic	Applied	Experimental
	%	%	%	%

Socio-Economic Objective (SEO) codes (up to 3) SEO codes are available via the UQ R&I website. Please ensure you use 6 digit codes, totalling 100%.	SEO 1	SEO2	SEO3
	Enter 6-digit SEO	Enter 6-digit SEO	Enter 6-digit SEO
	%	%	%

Applicant Checklist – Key action items

This Application Certification Form completed and emailed to UQ R&I to initiate internal review.	☐
All CI's meet the eligibility requirements specified in the NHMRC Ideas 2021 Guidelines. *Please note that Sapphire does not flag eligibility issues. Therefore as CIA, you must confirm with your CI team that they have met all NHMRC eligibility requirements, **particularly limits on the number of applications and grants on which they can be listed.** We recommend you refer your CI team to the NHMRC Eligibility Tool for assistance in confirming their individual eligibility.*	☐

CONFLICT OF INTEREST

Do I have a Conflict of Interest*?	☐ Y ☐ N If yes, please provide a copy of the Conflict of Interest Management Plan.
Do any members of the investigative team have a Conflict of Interest*?	☐ Y ☐ N If yes and a UQ employee, please provide a copy of the Conflict of Interest Management Plan. If yes and external to UQ, a Conflict of Interest Management Plan in line with the Employing Organisation's framework and the funding provider will need to be provided.

*CONFLICT OF INTEREST

Section 29 of the NHMRC Funding Agreement articulates the NHMRC's approach to, and requirements for declaring, managing and notifying Conflicts of Interest.

Under the NHMRC Funding Agreement, Conflict of Interest means the Administering Institution, a Participating Institution or Personnel working on a Research Activity engaging in any activity or obtaining any interest that would interfere with or restrict the Administering Institution, Participating Institution or Specified Personnel performing a Research Activity fairly and independently. While a conflict may relate to financial interests, it can also relate to other private, professional or institutional benefits or advantages that depend on the conduct of the research or its outcomes.

A **material personal interest** is an interest of a type that can give rise to a real or perceived conflict of interest that could affect the ability of the person to discharge their duties or obligations appropriately.

If any parties involved in this project (including participants and organisations) have a conflict of interest in relation to any aspect of the Application, the conflict must be declared to UQ prior to submission. If you later identify that there is an actual, perceived or potential Conflict of Interest or that one might arise in relation to an Application, you must inform UQ in writing immediately, as UQ is required to notify the funding agency.

For participants external to UQ, the management of the Conflict of Interest should be agreed with the employing organisation, of which UQ will seek confirmation should the application be successful.

Applications from UQ investigators must be consistent with the University's *Conflict of Interest Policy* (PPL 1.50.11) and its *Responsible Conduct of Research Policy* (PPL4.20.01).

Where external for-profit partner organisation/s are part of the Application, to help Investigators identify when a conflict of interest is likely to arise, they should consider the following statements:

1. I hold a paid or unpaid fiduciary/governance/management role, such as being a Director, of one or more of the external partners on this grant Application.
2. I am a paid employee, such as a Chief Scientific Officer, of one or more of the external partners on this grant Application.
3. I or a family member/close associate hold shares (equity) in one or more of the external partners on this grant Application that are not publicly traded entities (i.e. listed on the ASX or similar stock exchange).

Any of these associations may be incompatible with UQ being able to support the Application.

CERTIFICATION BY LEAD INVESTIGATOR

I certify, to the best of my knowledge, that:

i. all required information has been provided and is complete, current and correct;

ii. all eligibility and other application requirements have been met;

iii. all personnel contributing to the Research Activity have familiarised themselves with the *Australian Code for the Responsible Conduct of Research*, the *National Statement on Ethical Conduct in Human Research*, the *Australian Code for the Care and Use of Animals for Scientific Purposes* and other relevant NHMRC policies concerning the conduct of research, and agree to conduct themselves in accordance with those policies;

iv. I have notified UQ of all Conflicts of Interest (COI), including material personal interest, that I, and parties involved in or associated with this Application, may have in relation to the Application. I undertake that I will notify UQ of any COIs, including material personal interests, which arise subsequent to the submission;

v. I understand and agree that, before the proposed research can commence, all relevant ethical and other clearance/s must be obtained and that all statutory requirements must be met;

vi. the application may be excluded from consideration if found to be in breach of any requirements in accordance with the Guidelines;

vii. if the application is funded, the research will be carried out in strict accordance with the conditions governing NHMRC grants at the time;

viii. if the application is funded, the research may be used for internal NHMRC quality evaluations/reviews;

ix. if the Application is funded, grant offers may be withdrawn and action taken over the life of the grant, if eligibility criteria to accept and/or continue holding a grant are not met; and

x. I have prepared this application and will conduct activities under the grant in compliance with UQ policies and procedures.

Signature of Lead Investigator: _____   **Date:** _____

CERTIFICATION BY UQ HEAD OF SCHOOL/CENTRE/INSTITUTE

I certify, to the best of my knowledge, that:

i) I agree that the project can be accommodated within the general facilities in my Department, that appropriate facilities will be available, and that sufficient working and office space is available for any proposed additional staff.

ii) I agree to have the project carried out in my Department as set out in this Proposal and agree that the research be carried out in strict accordance with the conditions governing NHMRC research grants at the time, including the NHMRC Funding Agreement and NHMRC policy and guidelines.

**Signature of Head of
School/Centre/Institute:** _____   **Date:** _____

**Name of Head of
School/Centre/Institute:** _____

Glossary

C&PT	Costing and Pricing Tool
FAC	Funding Application Coversheet
GRL	Grant Record Letter
RAO	Research Administration Officer
RDM	Research Development Manager
RDO	Research Development Officer
RO	Research Office *(a central university function)*
SPH	School of Public Health
RPM	Research Partnership Manager
RST	Research Support Team *(RDO, RDM & Research Committee Chair)*
UQR&I	UQ Research & Innovation *(the Portfolio the Research Office sits within)*

Grant Support Team

A team consisting of an expert in your field, an educated non-expert and an ECR, at a minimum.

Members can be nominated by you or selected for you.

The team meets informally at key stages of the grant preparation process to help pitch/bounce ideas, finesse concepts/design/methods, offer guidance, review drafts.

Pre-award is project conception, development and seeking funding.

RDO for SPH – Cathy Swart med.research.sph@uq.edu.au (336-55528)
RDM for SPH – Megan Grace megan.grace@uq.edu.au (334-65206)

Post-award is grant establishment, management, and reporting.

RPM for SPH – Phil Smit p.smit@uq.edu.au (0406 663 409)

SPH GRANT SUBMISSION
5 EASY STEPS

Glossary of Acronyms on back

1 Intention to Submit

Tell the SPH Research Support Team (RST) about your plans.
We will;
- Provide you with a Funding Submission Checklist
- record your intention to submit
- inform the Research Office (RO) so they can better manage workload and staffing
- establish your Grant Support Team

2 Keep us in the Loop

The RST is your first point of contact for ANYTHING research and for assistance with your grant preparation.
We will:
- demystify the grants process at UQ
- help structure your proposal
- help with budgets, overheads & the UQ C&PT
- Funding Application Coversheet (FAC) sign off
- help clarify guidelines
- arrange readership
- conduit between RO & SPH
- and much more. . .

3 School Approval   3 days prior to the UQ Internal Deadline

HOS must support and approve your grant application by signing-off on the FAC. CIA must forward a completed FAC to the RST, along with a copy of the grant proposal & budget (*in draft is fine*).

Once signed, the FAC will be returned to you.

4 UQ Internal Deadline   In general, RO sets this date at 10 working days prior to funding body due date

Submit the signed FAC, funding application, and all relevant documents to RO by the internal deadline.

Scheme experts will review the application for core eligibility, compliance, and required institutional certifications and provide you with detailed feedback.

RO will request the application is resubmitted to them, for a final check, when feedback has been addressed and/or incorporated.

5 Submit to the Funding Body

Once your grant passes all RO checks, you will receive an email confirming your grant is ready for submission to the funding body.

You can now **SUBMIT YOUR GRANT**! Congratulations and well done.

Please forward a copy of your final & submitted version to the RST
AND do let us know the outcome of your application – successful or unsuccessful

---

Your SPH Research Support Team
med.research.sph@uq.edu.au

Research Development Manager (RDM) - Megan Grace (pre-award & Strategic)
Research Development Officer (RDO) - Cathy Swart (pre-award)
Research Partnership Manager (RPM) - Phil Smit (post-award & contract)

Room 233, Level 2, Public Health Building

Inform us of the outcome!

☐ Please tell us if your application was successful - notify med.research.sph.uq.edu.au and forward a copy of your letter/email.

☐ We also need to know if your application was unsuccessful - notify med.research.sph.uq.edu.au (and forward a copy of your letter/email). When you are ready to think about resubmitting or repurposing your application, contact your RDM.

Tell the World!

☐ Check your UQResearcher page. Is everything up-to-date?

☐ If your research/project has MPH or PhD projects, list them to recruit students. List on UQResearcher-RHD Available Projects; SPH website; Faculty of Medicine website

☐ Contact Faculty Marketing and Communications about writing a story for media/social media

☐ Let the School know about your success, email r.tayler@uq.edu.au so she can report it in the next SPH Update.

Start the Ball Rolling!

☐ forward any agreements or contracts to your RPM – copying in med.research.sph.uq.edu.au

☐ Apply for Ethics. Ethics applications are done online via MyResearcher

☐ Also forward a copy of your Ethics approval to med.research.sph.uq.edu.au

SPH Funding Submission Checklist

This checklist flags things you may want to consider when preparing your grant. It is only for you and intended as a tool to assist you. You do not need to return it anywhere.

Scheme: _____

CIA: _____ **CI's:** _____

Who's on your team

AI's _____

Pre-Award

KEY DATES TO KEEP AT THE FRONT OF MIND

		Actions
Notice of Intent (NOI)		Forward your NOI receipt to med.research.sph@uq.edu.au
Minimum Data		RO have confirmed Minimum Data requirement has been met?
FAC due to RDO *3 days before internal deadline*		FAC, Budget and proposal to med.research.sph@uq.edu.au for HOS sign-off
UQ R&I - Internal deadline		Also send a copy of your grant to med.research.sph@uq.edu.au for readership
Generally, set at 10 working days before funding body due date		
Funding body due date		Send a copy of your final, submitted, application to med.research.sph@uq.edu.au

GRANT PREPARATION SUPPORT:

☐ Contact the Grants Library for examples of past applications to assist with your grant preparation

☐ Contact Liaison Librarian for assistance with your metrics

☐ Contact your RDM about readership and/or a grant support team - the earlier in the process the greater the benefit

☐ Do you need statistical support for your grant? Contact the statistical advisory service

☐ Check R&I website 'Funding Schemes' for specific details relating to this application

☐ Check R&I writing resources Applying and submitting a proposal - Research - University of Queensland (uq.edu.au)

☐ Check if R&I have presented a previous information session for this round

☐ You may need a 'Research Environment' statement for your application. Here are some examples that you can edit and tailor to suit your need

☐ Ensure your eSpace is up-to-date (some reviewers will check your publication list)

AS CIA, CONSIDER INCLUDING THE FOLLOWING ON YOUR APPLICATION?

☐ Earmarked Scholarship - *For Category 1 grants only*

☐ PhD scholarship - *if funding guidelines allow. If you are not sure, check with* RDO

☐ Scholarship top-up - *if funding guidelines allow. If you are not sure, check with* RDO

☐ An SPH ECR - *our early career researchers are looking for opportunities for their track record*

☐ An industry partner as CI or AI

☐ A community/consumer engagement representative

Full Web Addresses for Hyperlinks   Appendix 5

https://graduate-school.uq.edu.au/

Induction Process
https://staff.uq.edu.au/information-and-services/human-resources/induction-exit/starting/new-staff
https://staff.uq.edu.au/files/7211/ohs-induction-checklist-new-worker
https://staff.uq.edu.au/files/7205/hsw-training-needs-analysis-all-workers.pdf
https://content.learn.uq.edu.au/ohsb08/#/
https://content.learn.uq.edu.au/ohsb09/#/
New to UQ
https://research.uq.edu.au/research-support/researcher-development/new-uq
Further Staff Training to complete other the next few months of starting at UQ
https://staff.uq.edu.au/information-and-services/human-resources/diversity-and-inclusion/diversity-and-inclusion-programs-and-training/core-aboriginal-and-torres-strait-islander
https://staffdevelopment.hr.uq.edu.au/course/LMAFCA
https://staffdevelopment.hr.uq.edu.au/course/LMACOI
https://learn.uq.edu.au/webapps/blackboard/content/listContent.jsp?course_id=_11416_1&content_id=_192817_1&mode=reset
https://my.uq.edu.au/information-and-services/information-technology/cyber-security-uq
https://staffdevelopment.hr.uq.edu.au/course/index/INDCCO
https://staff.uq.edu.au/information-and-services/human-resources/diversity-and-inclusion/diversity-and-inclusion-programs-and-training/equal-opportunity-online-training

Support at Faculty Office
https://medicine.uq.edu.au/research/research-strategy-and-support-office
Support at UQ Central
https://research.uq.edu.au/research-office
https://research.uq.edu.au/research-support/
General Resources
https://research.uq.edu.au/research-support/researcher-development/researcher-support.

Stay updated about Research Funding, News and Events
http://www.uq.edu.au/research/forms/render.php?form=mailing-lists/subscribe
http://communicate.health.uq.edu.au/em/forms/subscribe.php?db=622528&s=268556&a=46360&k=LYjtezup1VUbluOFOqcgas9L7YgwJVi1kkzfF8vm5nc
Find Funding Opportunities
https://research.uq.edu.au/research-support/research-management/finding-funding
https://guides.library.uq.edu.au/for-researchers/find-funding-research
https://research.uq.edu.au/research-support/research-management/funding-schemes
https://medicine.uq.edu.au/faculty-medicine-intranet/research/faculty-research-alert

Definition of Research
https://research.uq.edu.au/research-support/research-management/applying-and-submitting-proposal/definition-research-0
Research by Application
https://research.uq.edu.au/files/51376/UQ_funding-application-coversheet.dotx
https://research.uq.edu.au/research-support/research-management/discover-funding-opportunities
https://www.grants.gov.au/

Contract Research
https://research.uq.edu.au/research-support/research-management/applying-and-submitting-proposal/budget-preparation
https://research.uq.edu.au/files/51376/UQ_funding-application-coversheet.dotx

Consultancy

https://research.uq.edu.au/consulting-research-expertise

https://research.uq.edu.au/research-support/research-management/applying-and-submitting-proposal/budget-preparation

https://ppl.app.uq.edu.au/content/4.10.02-research-and-consultancy-costing-and-pricing

https://staff.uq.edu.au/information-and-services/legal-risk-and-governance/legal/standard-agreements

https://ppl.app.uq.edu.au/content/consultancy

FAC

https://research.uq.edu.au/research-support/research-management

https://ppl.app.uq.edu.au/content/4.10.01-administration-research-funding-applications-grants-and-contract-research-policy

https://research.uq.edu.au/research-support/research-management

https://research.uq.edu.au/files/51376/UQ_funding-application-coversheet.dotx

https://research.uq.edu.au/research-support/research-management

https://ppl.app.uq.edu.au/content/4.10.01-administration-research-funding-applications-grants-and-contract-research-policy

https://research.uq.edu.au/research-support/research-management/applying-and-submitting-proposal

Library of Past Successful Grants

http://www.uq.edu.au/research/forms/render.php?form=grants-library/request

Past Sessions – Presentations and Audio Recordings

https://research.uq.edu.au/research-support/research-management/applying-and-submitting-proposal/presentations-and-slides

Statistical Support

https://chsr.centre.uq.edu.au/services/statistical-support

https://www.qfab.org/fom-biostatistics-support

https://www.qcif.edu.au/about-us/who-we-are/

https://comms.qcif.edu.au/training-list-join

https://www.qcif.edu.au/training/training-courses/

Research Environment Blurbs for Grant Applications

https://medicine.uq.edu.au/files/75237/Research%20Environment%20example%20responses.pdf

Establish and Manage your Research Funding

https://research.uq.edu.au/research-support/research-management/establish-and-manage-your-project

Good Clinical Practice Trials

https://genesisresearchservices.com/education/gcp-ich-course/

Clinical Trials

https://research.uq.edu.au/research-support/ethics-integrity-and-compliance/human-ethics/clinical-trials

https://governance-risk.uq.edu.au/insurance-human-research-studiesclinical-trials

Ethics

https://research.uq.edu.au/research-support/research-management/establish-and-manage-your-project/ethics-biosafety-and-compliance

Grant Record Letter (GRL)

https://research.uq.edu.au/research-support/research-management/establish-and-manage-your-project/grant-record-letter

Advertise your HDR projects associated with your research

https://public-health.uq.edu.au/research/doctor-and-master-philosophy-opportunities

https://medicine.uq.edu.au/files/75257/Posting%20a%20Student%20Research%20Project_SPH%20template.pdf

https://medicine.uq.edu.au/hdr-projects

https://survey.app.uq.edu.au/hdr-project-register

Risk Assessment

https://medicine.uq.edu.au/intranet/occupational-health-and-safety/risk-assessments

Working Off-Campus

https://ppl.app.uq.edu.au/content/2.30.09-work-campus

Risk Assessment

https://medicine.uq.edu.au/faculty-medicine-intranet/occupational-health-and-safety/risk-assessments

Working Off-Campus
https://ppl.app.uq.edu.au/content/2.30.09-work-campus
Work Off-Campus Plan
https://prod.riskcloud.net/default.aspx
Insurance
https://governance-risk.uq.edu.au/functions-and-services/insurance
https://governance-risk.uq.edu.au/certificates-currency-forms-fact-sheets

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IP for Staff
https://ppl.app.uq.edu.au/content/4.30.01-intellectual-property-policy
IP for Students
https://medicine-program.uq.edu.au/files/17810/SIPCA_Student-IP-and-Confidentiality-Deed-Non-HDR-July2020.docx

PAGE 12
Hiring an RA
http://ppl.app.uq.edu.au/content/5.30.01-recruitment-and-selection#Policy
Send to prospective employee
http://www.uq.edu.au/shared/resources/personnel/recruitment/TKForms/CasualAppointmentPARTA.doc
https://public-health.uq.edu.au/files/826/method-of-salary-payment.doc
https://www.ato.gov.au/uploadedFiles/Content/IND/Downloads/TFN_declaration_form_N3092.pdf
Staff Appointment Casual Part B
https://staff.uq.edu.au/files/819/classification-professional-research-staff.pdf
https://ppl.app.uq.edu.au/content/5.55.05-hours-work-overtime-and-staff-attendance-professional-staff
https://research.uq.edu.au/research-support/research-management/applying-and-submitting-proposal/budget-preparation

PAGE 13
Research Data Manager
https://research.uq.edu.au/rmbt/uqrdm
https://ec.europa.eu/info/sites/default/files/turning_fair_into_reality_1.pdf
https://guides.library.uq.edu.au/for-researchers/uq-research-data-manager
https://guides.library.uq.edu.au/for-researchers/uq-research-data-manager/about
https://web.library.uq.edu.au/library-services/training#keyword=;campus=;weekstart=
Digital Research Notebooks
https://guides.library.uq.edu.au/for-researchers/uq-digital-research-notebooks/about
https://guides.library.uq.edu.au/for-researchers/uq-digital-research-notebooks/request
https://web.library.uq.edu.au/library-services/training#keyword=;campus=;weekstart=

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Publish your Research in a Journal
http://guides.library.uq.edu.au/for-researchers/get-published
https://www.scimagojr.com/journalrank.php?category=2739
https://guides.library.uq.edu.au/for-researchers/open-access
Open Access Publishing
https://web.library.uq.edu.au/library-services/services-researchers/open-access
https://web.library.uq.edu.au/library-services/services-researchers/open-access?p=3#3
https://guides.library.uq.edu.au/for-researchers/open-access
https://ppl.app.uq.edu.au/content/4.20.08-open-access-uq-research-publications
eSpace
https://guides.library.uq.edu.au/for-researchers/uqespace-publications-datasets/my-dashboard
Communicate your Research Outcomes
https://marketing-communication.uq.edu.au/services/social-media/social-media-community-guidelines
https://marketing-communication.uq.edu.au/social-media-terms-use
https://ppl.app.uq.edu.au/content/1.50.06-communications-and-public-comment-using-university-queensland%E2%80%99s-name

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UQ Researchers Profile
http://researchers.uq.edu.au/
Establish your ORCID, Research Identifiers and Profile
https://vimeo.com/97150912
https://guides.library.uq.edu.au/for-researchers/researcher-identifier

Sign-Up for Impact Tracker

https://web.library.uq.edu.au/library-services/researchers/metrics-engagement-and-impact/impact/impact-tracker

Google Scholar

https://scholar.google.com.au/schhp?hl=en

Visit LinkedIn Learning to learn How to Develop your Personal Brand

https://www.linkedin.com/learning/search?keywords=personal%20brand&u=2340058

https://web.library.uq.edu.au/library-services/training/linkedin-learning-online-courses#0

https://web.library.uq.edu.au/library-services/training/linkedin-learning-online-courses#1

https://web.library.uq.edu.au/library-services/training/linkedin-learning-online-courses#2

https://web.library.uq.edu.au/library-services/training/linkedin-learning-online-courses#3

UQ Experts

http://researchers.uq.edu.au/uqexperts

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Publication Metrics

https://guides.library.uq.edu.au/for-researchers/research-impact-metrics

Write for The Conversation

https://theconversation.com/become-an-author

Submit Content for the Faculty of Medicine Bulletin

https://medicine.uq.edu.au/faculty-medicine-intranet/marketing-and-communications/faculty-newsletters/update-newsletter-dates-and-deadlines

https://medicine.uq.edu.au/files/5434/Format%20for%20submitting%20an%20event.docx

Submit Content for the Faculty of Medicine 'Update' Newsletter

https://medicine.uq.edu.au/faculty-medicine-intranet/marketing-and-communications/faculty-newsletters/update-newsletter-dates-and-deadlines

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Present in the School of Public Health Seminar Series

https://communicate.health.uq.edu.au/em/forms/subscribe.php?db=622528&s=268556&a=46360&k=LYjtezup1VUbluOFOqcgas9L7YgwJVi1kkzfF8vm5nc

https://echo360.org.au/section/7e2f36a9-ca11-476e-84b4-fb14d6391b67/public

Research Training, Workshops, Professional Development and interest groups

https://research.uq.edu.au/emcr

https://staff.uq.edu.au/information-and-services/development/career-progression/early-career-academic

https://research.uq.edu.au/research-support/researcher-development/external-researcher-resources

https://research.uq.edu.au/research-support/researcher-development/mentoring

https://research.uq.edu.au/events

https://research.uq.edu.au/research-support/research-management/applying-and-submitting-proposal/presentations-and-slides

https://web.library.uq.edu.au/library-services/training/linkedin-learning-online-courses#0

https://web.library.uq.edu.au/library-services/training/linkedin-learning-online-courses#1

https://web.library.uq.edu.au/library-services/training/linkedin-learning-online-courses#2

https://web.library.uq.edu.au/library-services/training/linkedin-learning-online-courses#3

School Committee

Research Committee http://researchers.uq.edu.au/researcher/3880

ECR Committee (joint chairs) http://researchers.uq.edu.au/researcher/27870;

http://researchers.uq.edu.au/researcher/16734

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Feeling overwhelmed?

http://www.uq.edu.au/research/research-management/research-bulletin

http://www.uq.edu.au/research/forms/render.php?form=mailing-lists/subscribe

https://web.library.uq.edu.au/node/4566/4

http://guides.library.uq.edu.au/researcher-identifiers/orcid

https://scholar.google.com.au/schhp?hl=en

THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

**School of Public Health
Research Support Team**

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E   med.research.sph@uq.edu.au
W   public-health.uq.edu.au

CRICOS Provider Number 00025B