



Medical School

Research Support Handbook



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Welcome



Welcome from the Associate Dean (Research)

The Faculty of Medicine strongly supports the research endeavours of our clinical academics, tackling complex medical problems and delivering better health outcomes for our communities. The dedication and expertise of the clinicians partnering with the Medical School adds enormous value to the research strengths of the Faculty across human health, disease and patient care. Without this valuable contribution, the research innovation and world-class outcomes the Faculty delivers would not be possible.

Professor Karen Moritz

Associate Dean - Research
Faculty of Medicine



Welcome from the Dean and Director of Research

Thanks to our active and diverse research community, The University of Queensland Medical School is helping to address global challenges in medicine, health and patient care, as well as advance the scholarship of teaching and learning in medical education.

We are grateful to you for your interest in undertaking research in partnership with The University of Queensland. As a researcher within the Medical School you have access to a dedicated Research Support team. The team has developed this Research Support Handbook, which we hope you will find helpful. This guide provides details of the many research resources available to you.

We look forward to working with you.

Professor Stuart Carney

Dean, Medical School
Faculty of Medicine



Professor Paul Colditz

Director of Research and Chair of Research Committee
UQ Medical School

The University of Queensland Medical School Vision

Working together to improve health and empower communities through medical education and research.

Our researchers are working across a broad range of disciplines and specialties to address the global challenges in medicine, health and patient care. Our diverse research stems from our important role in the research bench-to-bedside continuum. Medical School researchers are ensuring outcomes reach patients and improve their care. As a community, we are committed to facilitating a culture that promotes creative and critical thinking, resulting in both impactful and innovative outcomes.

Why undertake research with the Medical School?

- Access to meeting and collaboration spaces
- Access to specialised equipment and facilities
- Access to statistical and other software
- Clinical translation of research
- Co-funding and in-kind support available for some schemes
- Grants and pre-award support
- Library access and library support
- Opportunities for bench-to-bedside collaborations
- Opportunity to engage with research students
- Participation in the UQ community
- Pathways for academic progression
- Statistical advisory service access
- Support with research contracts, agreements and partnerships



How we can support you



Budget support and funding opportunities



Establishing partnerships and collaborations



Grant assistance and readership



Library assistance



Research contracts and agreements



Promoting your research



Endorsements and certification



General queries and advice

Research Support Team	Description
<p>Dr Peppermint Lee Research Development Officer (RDO) E: med.research.ath@uq.edu.au</p>	<p>The RDO is your primary point of contact for advice about the conduct and administration of research via UQ. They support researchers in the Medical School with information on research funding schemes and funding application processes and are your primary liaison with key UQ functional units.</p>
<p>Dr Noni Creasey Research Development Manager (RDM) E: rcreasey@uq.edu.au T: 0478 663 273</p>	<p>The RDM works with researchers in the Medical School to build grant writing capability and success, through broad skills development, grant readership and targeted research strategy support. The RDM can help identify potential benchtop-to-bedside collaborations with researchers in the Faculty, other UQ researchers, and external organisations.</p>
<p>Dr Trish Murray Research Partnerships Manager (RPM) E: med.rpms.ath@uq.edu.au</p>	<p>The RPM facilitates the interaction between UQ researchers and their external partners, including the Hospital and Health Services, by managing research-related contracts from initial negotiations through to execution.</p>
<p>Ms Phoebe Kearey Research Contracts Officer (RCO) E: med.rpms.ath@uq.edu.au</p>	<p>The RCO facilitates the interaction between UQ researchers and collaborators. They manage funding agreements and research contracts, from initial negotiations through to execution.</p>
<p>Ms Joanne Cignoli HR Officer - Academic Titles E: med.academictitles@uq.edu.au T: 0733 466 006</p>	<p>The HR Officer is available to assist with Academic Title enquiries, progression, applications and renewals</p>

Useful Links



[Medical School intranet](#)



[Faculty of Medicine Research Support](#)



[UQ Research Support](#)



[Faculty HDR Support](#)

Where the Medical School sits in the Faculty of Medicine

Located within the [Faculty of Medicine](#), The University of Queensland (UQ) Medical School is one of Australia's most respected and internationally recognised medical schools. The Medical School comprises of eight Mayne Academies and four organisational units. The Mayne Academies champion the work of the clinical disciplines. They are responsible for promoting research and education, supporting students and staff, and community engagement in the disciplines of Medicine, Surgery, General Practice, Critical Care, Rural and Remote Medicine, Psychiatry, Paediatrics, and Obstetrics & Gynaecology.

The organisational units – the Greater Brisbane Clinical School, the Rural Clinical School, the Ochsner Clinical School and the Academy for Medical Education – support curriculum design and student learning in a variety of settings including in the clinical environment as well as research. The MD program footprint extends across eight metropolitan Brisbane hospital sites (clinical units), 150 teaching general practices, four regional clinical units

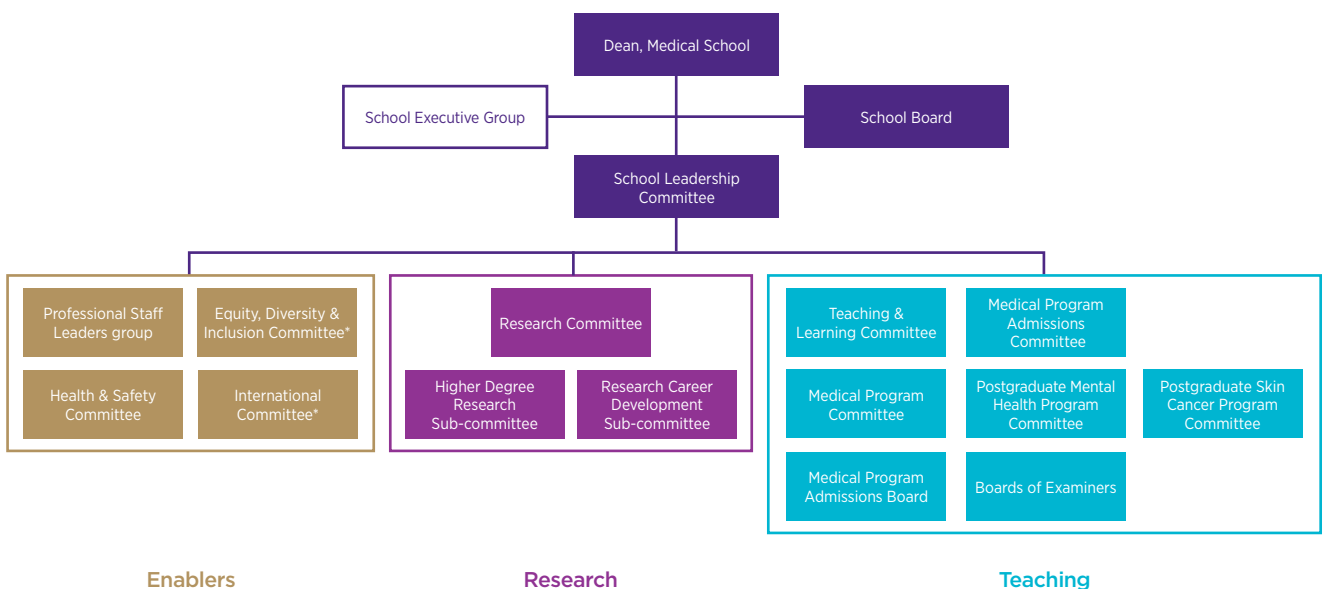
(Toowoomba, Hervey Bay, Bundaberg and Rockhampton) and to New Orleans in the United States of America where the Ochsner Clinical School is based. The Academy for Medical Education leads research in health professional education.

Your UQ research activity is administered in the organisational unit that supports your UQ academic appointment.

Research Governance

The Medical School Research Committee meets bimonthly to discuss matters concerning research activities and development, advising the Medical School Leadership Committee and the Faculty of Medicine Research Committee. To learn more about structure and governance within the Faculty, please [visit the intranet](#).

Medical School Governance Structure – Education and Research



* Medical School represented on Faculty Committee

Research Funding

How we can support you

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

Keep Informed

If you are new to UQ, visit '[New to UQ](#)' webpage for need to know information about working at UQ, including academic performance expectation and the services and support available to you. Then, stay updated about research funding, news and events:

- Read the Medical School Update delivered to your inbox bi-monthly. Past news is available on the intranet: medicine.uq.edu.au/staff-hub
- Subscribe to the Faculty of Medicine Research Alert - email: med.research@uq.edu.au
- Subscribe to the [UQ Research Bulletin](#)
- Stay updated about upcoming [Faculty research seminars & events](#)
- Access recorded seminars, which provide information on applying to specific funding opportunities from the:
 - [UQ Research Office](#)
 - [Faculty of Medicine Research Support](#)

Find funding opportunities

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

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

Grant applications and submissions

Contact the Medical School Research Support Team (med.research.ath@uq.edu.au) as your first point of contact for any research funding application. Notify us as soon as you are thinking of submitting, so we can best support you through the process and maximise your chance of success. All submissions by UQ researchers must be reviewed and approved by UQ Research Office; your RDO will facilitate review and approval. For detailed information on application submission for competitive research grants visit: Research management - [Research - University of Queensland \(uq.edu.au\)](#).

Steps for submitting your grant

1. Intention to Submit

- Email med.research.ath@uq.edu.au as soon as you decide to apply

2. Grant Preparation

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

3. School Deadline

- One week prior to UQ Research Office deadline - email the RDO your full application, funding application coversheet (FAC) and budget. We will organise the Research Director signoff and check your submission.

4. UQ Research Office (RO)

- Two weeks prior to funder deadline - submit your application, signed FAC, budget and other relevant documents to the RO. They will review against the guidelines and provide feedback.

5. Submit!

Philanthropic Funding

Advancement at UQ works in partnership with academic and professional colleagues throughout the University to increase engagement and to establish enduring relationships with key constituents including alumni, donors, friends, organisations, trusts, foundations, industry and corporations. The Faculty of Medicine Advancement team focus is to seek philanthropic funding to support the teaching, learning and research priorities of the Faculty of Medicine. To learn more, reach out to med.advancement@uq.edu.au.

Contract Research

Contract Research projects aim to achieve mutually beneficial outcomes with a partner organisation, primarily industry or government. They are different to grants in that they are directly negotiated with the partner, rather than competitively applied for. The Medical School RPM will help you with developing your contract research project.



Commercial Funding

[UniQuest](#) is the main commercialisation company of UQ. UniQuest can assist researchers with consulting for industry, commercialising your IP, furthering your career with commercialisation, and training and workshops.

Budget Development

Budgets for research projects should be calculated at the grant application stage, or for contract research, during the early discussions with the sponsor. When preparing the budget for research grant applications or negotiating a budget for contract research, it is important to consider 1) direct costs and indirect costs (overheads) associated with the program of research undertaken at UQ 2) relevant University policies 3) conditions of funding likely to be applied by the agency or sponsor providing the funds.

For detailed budget preparation advice visit UQ Research Office's budget preparation website or [contact the RDO](#) for support using the UQ Costing & Pricing Tool.

Library of past successful grants

UQ Research and Innovation (UQR&I) maintains an electronic library of successful grant proposals from previous funding years. This service is available to ATHs that submit their funding application via UQ. The Library contains applications for most ARC and NHMRC grants, as well as a variety of internal and external schemes. The Grants Library provides UQ researchers with a valuable resource for drafting and preparing research proposals. To make a request [visit](#).

Establish & Manage your Research

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

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

Post-Award Troubleshooting Guides

- [NHMRC Grants and Fellowships Post-award Guide](#)
- [ARC Discovery Program Post-award Guide](#)
- [ARC Linkage Program Post-award Guide](#)
- [Collaborator Payments Tipsheet](#)

Statistical Support

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

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

More information and bookings available at: medicine.uq.edu.au/research/statistical-support

Ethics & Clearances

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

UQ researchers who have obtained external ethics approvals may seek expedited administrative review, but the reverse order does not currently apply. A Faculty panel reviews staff & student projects of low and negligible risk. Visit the [UQ ethics website](#) or [speak with an RPM](#) for more information.

Intellectual Property (IP)

Intellectual property (IP) is the product of creative or intellectual efforts. Types of IP include:

- patents for inventions, such as a new Gardasil® or a new medical imaging technology;
- copyright in a written work such as a thesis or journal article, or unpublished notes about your ideas and research, or an excel spreadsheet containing a dataset;
- software programs such as nursing assessment software; and
- databases such as REDCap.

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 they supervise. The University's IP policy is located [here](#). For advice and information about IP, [contact the RPM](#) or UniQuest.



Build your Research Profile

Establish a research identifier

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

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

Update your UQ Researcher Profile

[UQ Researchers](#) is an up-to-date, online repository of academic staff profiles that provides a gateway into UQ's research community. Academic Title Holders (ATH) are encouraged to activate their UQ Researcher Profile, which is an online page that provides an overview of your qualifications, research interests, publications, active projects and relevant HDR student supervision. Activating and updating your profile is easy to do yourself; however, if you need assistance, reach out to Medical School Research Support or read the [website FAQs](#).

Publish your Research

The UQ Library provides an overview on the scholarly publishing process which covers writing, submitting your manuscript to a scholarly journal, the peer review process and how to promote your published article. Refer to the [UQ Library Guide on Publishing](#) or contact the UQ Librarians for more information.

Communicate your Research

- Get in touch with the Faculty Marketing team (med.marketing@uq.edu.au) to promote significant research outcomes and impact through UQ channels.
- Contribute to the Medical School Update, which features content produced by our researchers, clinicians, academics and students. To get involved, reach out to the Research Support Team or contact the Faculty Marketing team (med.marketing@uq.edu.au)

Research Training and Development

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

- [Early & Mid-Career Training and Development](#)
- [External resources for researchers](#)
- [Mentoring at UQ](#)
- [UQ Research Support](#)
- [Faculty events](#)

Research Students

Recruiting & Supervising HDR students

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

E: hdr.med@enquire.uq.edu.au

P: 344 31171

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

- Visit the [Student Research Portal](#) and select "For Researchers"
- Follow the 5 Steps on "How to post a project on the Student Research Portal"
- Read the one-page advice about including medical students in your research
- Complete the online form
- Your project will appear on the "[Find a Project](#)" database and will be visible to students
- After student eligibility checks, project enquiries will be sent to you
- You can then accept or decline student enquiries by email

Student Research

For information on how to recruit a student for summer or winter research projects & scholarships please contact:

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

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

Medical Student Research

All information on medical student research options including; coursework, extra-curricular unpaid work experience, MD-PhD and MD-MPhil, is available on the [Student Research Portal](#)

Consumer & Community Involvement

The Faculty of Medicine is committed to embedding consumer and community engagement into our research. Consumer and Community Involvement (CCI) in research happens when there is an active partnership between researchers and consumers and community members who may benefit, directly or indirectly, from the research. Consumers and community members can be involved in all types of research including basic science, clinical or applied research, and health services research. To find out more:

- Faculty of Medicine Consumer and Community Involvement webpage.
- CCI toolbox of resources currently hosted on Blackboard Learn. To access: CCI in Research Resource Site and click on 'Consumer and Community Involvement in Health and Medical Research' under 'My Organisations'.
- Regular training options facilitated, please monitor the Faculty Staff Hub and Research Alert newsletters for the next course date.

For further information about consumer engagement in your research, contact:

Jo Maxwell, FoM Principal Project Officer,
Consumer Engagement
E: jo.maxwell@uq.edu.au

Facilities & Infrastructure

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

Some of the services that support clinical researchers include:

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

UQ also has a significant representation of NCRIS facilities available throughout the campuses, with open-access facilities lead by experts to enable researchers to improve human health outcomes. For more information, please visit the [Research Infrastructure web page](#).



**Medical School
Research Support Team**

T: +61 7 3365 5011

E: medschool.research@uq.edu.au

W: medical-school.uq.edu.au

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CREATE CHANGE