



**Dental Board of Queensland**

**Research Grants Policy  
(Policy #21)**

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## **Purpose**

The Dental Board of Queensland (the Board) acknowledges the dynamic and increasingly technological nature of the environment in which today's dental practice is evolving. It recognises the need for innovative and responsive health care and seeks, through its program of research grants, to support and stimulate ongoing enquiry to inform best practice and, through this, enhance community health outcomes and the value of the dental profession.

As a regulatory authority, the Board has a mandate to ensure, as far as practicable, that all dental practitioners are able to practise in a safe and competent manner. The Board, therefore, supports and encourages research by providing the opportunity for individual dental practitioners or research teams to obtain grants for research activities consistent with the Board's objectives and the needs of the dental profession.

## **Objectives**

The objectives of this policy are to:-

- enhance health outcomes for the general public by financially supporting research;
- enhance the value of the profession by encouraging dental practitioners to become active participants in research activity;
- promote innovative health care through evidence based dental practice;
- provide a tangible example of the Board's commitment to excellence in corporate governance through open, accountable and equitable processes.

## **Scope**

This policy describes the provision and distribution of financial support for research relevant to dentistry in Queensland, through the Board's research grants program.

The policy is supported by an agreement between the Board, the researcher and an administering organisation (if nominated). Where inconsistencies occur between this document and the agreement, the terms of the agreement will prevail.

Research grants will be awarded in the following categories:-

- Novice researcher grant;
- Early Career researcher grant;
- Research Implementation grant;
- Experienced researcher grant.

Grants are awarded for research that is consistent with the current functions and objectives of the Board.

## **Definitions**

### **Applicant**

An applicant is an individual researcher or a team of researchers who have submitted an application for a Dental Board of Queensland research grant.

### **Application form**

The official Dental Board of Queensland application form for the current round of research grants.

### **Chief Investigator**

The chief investigator is that person, so designated on the application form, who will be assumed to act, on behalf of and with the agreement of the research team, as the person with primary responsibility for the management, reporting, and oversight of the project.

**Closing date**

The last date when applications will be accepted for the current round of research grants. To be eligible for acceptance, an application must be received at the Board's office by close of business on this date.

**Commencement date**

The commencement date of a funded project is that date which is 30 days from the signing of the agreement.

**Complete application**

For the purposes of applying for a Dental Board of Queensland research grant, a complete application must include:-

- the original completed application form with all required attachments; and
- three copies of the original application (i.e. application form and all attachments)

**Completion date**

The completion date of a funded project is that date which is the last day of the duration of the project as specified in Part 1 of the application under 'Project details' calculated from the commencement date.

**Discrete project**

A project for which a 'stand-alone' report can be written. This includes pilot studies, but does not include data collection or transcription in isolation. The 'discrete project' may be a component of a larger study.

**Early Career researcher**

For the purposes of this policy, an early career researcher (ECR) is one who has completed research qualifications within the last six (6) years of the closing date for applications for the ECR grant and has:-

- received less than \$35,000 (total) in grants since gaining their research qualifications;
- not received a grant larger than \$20,000;
- previously received no more than one Dental Board of Queensland research grant in this category.

**Experienced researcher**

An individual who has had experience in conducting research and in the management of research budgets.

**External assessor**

An individual, external to the Board, who has expertise in the area of study or in the assessment of grant applications. External assessors must have:-

- had significant involvement in research in the preceding five years;
- prior experience with research grant applications, whether through submission or as an assessor.

***Guidelines for research grant applicants***

A document describing the processes used in the research grant program. It contains guidelines for completing the application form.

**Ineligible application / researcher / mentor**

An applicant / mentor is considered ineligible if he/she does not comply with all conditions of the current Dental Board of Queensland *Research Grants Policy*. Questions of eligibility shall be determined by the Grants Committee.

Current members of the Board, the Grants Committee and employees of the Dental Board of Queensland are ineligible to apply for research grants and cannot be part of research teams (including mentors).

## **Mentor**

A mentor is a person who has experience in the development and implementation of research. The mentor is expected to assist and support the work of a novice researcher who has received a grant from the Board. The mentor is able to be a co-investigator with the novice researcher whose work they are supporting.

## **Novice researcher**

For the purposes of this policy, a novice researcher will:-

- have the knowledge to conduct research but lack experience in applying for and conducting funded research;
- not have been a chief investigator for a funded project;
- be supported by a mentor who possesses relevant skills and experience.

## **Dental research**

Enquiry, having the potential to expand, inform and/or validate new or current dental knowledge and practice.

## **Opening date**

The date when applications are first accepted for the current round of research grants.

## **Grants Committee**

A committee of the Dental Board of Queensland. In relation to the research grants program, the committee considers matters pertaining to the *Research Grants Policy* and makes recommendations to the Board. Its members assess the applications against Standard one.

## **The agreement**

A binding contract between the Dental Board of Queensland, the chief investigator and the administering organisation (if nominated) outlining the terms and conditions of the research grant and the rights and obligations of each party. The document must be signed by all parties and is enforceable by law.

## **Privacy and confidentiality**

The Board is committed to protecting the privacy, confidentiality and security of personal information held in its databases. Information collected through the applications will be used only for the purposes of assessment, administration of the grant and maintaining contact with applicants.

However, the documents produced in processing the application or the application document itself can be the subject of an access request under the *Freedom of information Act 1992* (FOI Act).

## **Ethical considerations**

Funding for research grants will not be released until ethical approvals have been received from all relevant bodies and have been lodged with both the administering institution's research office and the Executive Officer, Dental Board of Queensland. Under the agreement, the applicant must meet clearance requirements and obtain necessary approvals for the duration of the project. **Provisional and/or short-term approvals not covering the full length of the project are not acceptable.**

It is the responsibility of the applicant to ensure that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Approval to undertake the research must be granted before any work requiring approval begins. In advising the Board that a research proposal has been reviewed and approved by a human research ethics committee, the applicant is to ensure that the human research ethics committee complies with the *National statement on ethical conduct in research involving humans* in terms

of Chapter 2 (the committee's composition and the appointment of members, and the procedures it follows).

The offer of funding will be withdrawn if ethics approvals are not obtained by **31 December** in the year that the application is submitted unless otherwise approved by the Board.

### **Policy**

At the beginning of each financial year, the Board will set aside an amount of money to be distributed to selected applicants for the purpose of undertaking research which is consistent with the functions of the Board and is characterised by relevance to dentistry and excellence in research.

The funds will be distributed in the form of research grants and will be awarded in the categories of:-

- Novice researcher grant – maximum \$10,000 per grant;
- Early Career researcher grant – maximum \$20,000 per grant;
- Research Implementation grant – maximum \$ per grant -**Not Applicable**;
- Experienced researcher grant – maximum \$ per grant - **Not Applicable**.

Grants are **not** available for retrospective funding.

All grants will be distributed annually.

The Grants Committee will direct the operation of the research grant program. Administration of the program will be informed by the Board's *Privacy Policy*, the *Communication and Client Service Standards*, the *Code of Conduct* and the *Freedom of Information Act 1992*.

### **The grant**

The grant will be administered under the terms and conditions of the research grant agreement (the agreement).

- The grant will support a discrete project which may be a component of a larger study.
- Grants will be awarded subject to the successful applicant obtaining ethics approval from all relevant authorities.
- Experienced researcher grants will be awarded for projects which are not more than three years in duration; all other grants are for projects of not more than two years in duration.
- The amount of grant awarded for a project is final and no additional funds will be provided.
- The grant will be administered within Queensland.

### **Grant funds**

The Grants Committee may make recommendations to the Board regarding the allocation of residual money from any of the above categories of research grant.

There is an upper maximum limit of funds available for any one project. The maximum limit is dependent on the category of research grant and is determined by the Board.

Grant funds will be distributed annually.

A grant is awarded to a specific project as a single amount of money. The chief investigator will be accountable for the utilisation of these funds, subject to the provisions of the agreement.

Full payment of the grant money will be made at the commencement of the project and after the agreement has been signed by all relevant parties.

The grant cannot be used to supplement a project inadequately funded through other sources. The onus is on the applicant to provide sufficient information to assure the Board and the Grants Committee that the grant is not being used to top-up an existing grant. This, however,

does not preclude collaborative partnerships which must be clearly articulated in the original application.

A minor proportion of grant funds (10 per cent maximum) may be used to attend national or international conferences where the chief investigator, or a member of the Board approved research team, is a speaker, disseminating the findings of the project. This must be clearly indicated in the budget as a separate line item.

### **Use of grant funds**

A grant is awarded to the chief investigator for a specific project as a single amount. The chief investigator must be accountable for the utilisation of these funds, subject to the following provisions (which may be subject to change at the time of the award but will be specified in the contract):-

- (a) Items of equipment purchased with grant funds must be specified in the final report and ownership shall vest in such person or institution as may be nominated by the Executive Officer of the Office of Health Practitioner Registration Boards.
- (b) The budget awarded for any given year is final and no additional funds will be provided.
- (c) Grant funds may be utilised for the purposes of attending conferences only where the investigator is disseminating the research findings of the project. A maximum of 10 per cent of the grant may be utilised for this purpose and should be specified in the budget. All other travel is to be specified in the budget and must be justified.
- (d) A performance bond, equal to 10 per cent of the grant funds, should be set aside at the beginning of the project. The applicant shall be entitled to all of the funds, including any accrued interest, in the performance bond account upon acceptance by the Board of the project's final report.

The Board expects that the grant funds will be administered within Queensland.

### **Application process**

All applications must be submitted using the format of the application form supplied by the Board. The sections and headings of the form are not to be reordered or altered by the applicant.

All attachments and signatures specified on the application form are to be submitted with the application.

Applications that do not meet the eligibility requirements or are incomplete are not accepted and will not proceed through the assessment process.

### **Assessment process**

The selection of grant recipients will be characterised by considerations of fairness, equity and transparency in the decision-making process.

All complete applications are forwarded to external assessors for assessment. External assessors will provide the Board with written comments and ratings on the assessment criteria.

### **External assessors**

External assessors are eligible to be selected based on the following criteria:-

- completion of post-graduate tertiary studies including a research component;
- significant involvement in research in the preceding five years;
- prior experience with research grant applications, whether through submission or as an assessor.

A minimum of two assessors external to the Board will be approached to assess each grant application. If an external assessor is unable to assess an application, the application will be returned to the Board and another assessor nominated.

### **Role of Grants Committee**

On receipt of the assessment from external assessors, the Grants Committee convenes and assesses the top ranking applications against Standard one and the pool of grant funds available for the relevant category of research.

When all assessments are complete, the Grants Committee shall recommend to the Board the research to be funded. Their recommendations will be informed by the evaluations of the external assessors and the degree of concurrence of the application with the criteria of relevance to the dental profession and the Board's functions (Standard one). The Board makes its final decision on the awarding of research grants based on these recommendations.

Where the Grants Committee considers that they require further information or clarification in order to reach a decision they may call on applicants to attend a meeting. This will be at the applicant's expense and may be by teleconference if appropriate. The Grants Committee may request information or clarification by the applicant in writing.

### **Notification process**

Following Board approval, the Executive Officer advises each applicant in writing of the outcome. No information is released over the telephone.

An offer of a grant will have attached a copy of the agreement with the terms and conditions of the grant. Applicants are to inform the Executive Officer in writing of their intention to agree to the terms and conditions of the agreement.

Individual feedback will be provided to unsuccessful applicants.

### **The applicant**

Applicants may hold other grants during the award period, but they must demonstrate that they will have adequate time and basic infrastructure resources to undertake the research within the context of their other work and/or professional responsibilities.

Except in extenuating circumstances, members of research teams which are unable to complete their projects within six months of their specified timeframes will not be eligible to apply for further grants for the following two years.

Where the applicant is a team of researchers, the entire team as so designated on the application form is considered as a whole. If circumstances arise where changes are made to the team membership, such changes must be presented in writing to, and be approved by, the Board within three months of the change occurring.

### **Eligibility**

Grants are available to individuals or teams of researchers. The chief investigator must reside in, and be a dental practitioner with unconditional registration to practise in, the state of Queensland.

Where special eligibility requirements are associated with a category of grant, applicants must also address these conditions (see Appendices 1-4).

### **The research project**

Applications for the same project proposal will not be accepted in categories with a significant funding differential – for example, the novice and early career researcher categories.

Projects will be expected to be completed within their specified timeframe and any variations must have prior approval from the Executive Officer. Applications for extensions must be sought in writing a minimum of three months prior to the end of the project. Applications for extensions received after the specified completion date may be in breach of the terms of the agreement, i.e. the recipient fails to perform, observe or fulfil any one or more of the covenants,

obligations, requirements or provisions of the recipient expressed or implied in this agreement unless the non-performance or non-observance has been varied or excused by the Board in writing.

The Board reserves the right to reclaim a portion of the funds where projects are extended beyond six months of their original specified timeframe.

## **Assessment standards and criteria**

Applications will be assessed according to predetermined, published standards and criteria. Members of the Grants Committee will assess the application against Standard one as set out in the following. External assessors will provide the Board with written comments and ratings on the remaining assessment Standards and criteria.

### **Novice researcher grants<sup>1</sup>**

Applications for the novice researcher grants will be assessed according to the following four standards:-

1. The research is relevant to the dental profession and the functions of the Board;
2. The research plan demonstrates and supports excellence in research;
3. The investigator(s) can demonstrate potential competence and have appropriate support to successfully complete the proposed research;
4. The budget and its administration support the achievement of the proposed research.

Members of the Grants Committee will assess Standard one. External assessors will assess Standards two, three and four.

#### STANDARD ONE

The research is relevant to the dental profession and the functions of the Board.

Criteria:-

- the goal, potential significance and expected benefits to dental knowledge and practice are demonstrated;
- the relevance of the research to the dental profession is clearly identified;
- the relevance of the research to the Board's functions is clearly identified.

#### STANDARD TWO

The research plan demonstrates and supports excellence in dental research.

Criteria:-

- Literature review:-
  - analysis relevant to the literature;
  - is a complete synthesis of all relevant literature;
  - demonstrates (a) the need (b) the relevance and (c) the significance of the research to the provision of competent dentistry;
- Research problem / issue is:-
  - clearly and concisely described;
  - consistent with the need identified from the literature review;
- Aim(s) are:-
  - clearly identified;
  - realistic and desirable;
- Hypotheses / questions / expected outcomes (where appropriate) are:-
  - consistent with the research problem / issue;
  - clearly and concisely documented;
- Research design:-

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<sup>1</sup> Refer to Appendix 1 for eligibility and specific requirements.

- clearly describes the research method;
- demonstrates sound research principles;
- addresses the hypotheses / questions / outcomes (where appropriate) in the research method;
- describes a sampling method that has the potential to answer the hypotheses / questions / outcomes (where appropriate);
- describes the data collection method and demonstrates its appropriateness to the research method;
- explains the data analysis method clearly and demonstrates the relationship to the hypotheses / questions / outcomes (where appropriate);
- demonstrates that the timeframe is appropriate and achievable;
- Ethical implications are clearly identified and ethical clearance has been / will be sought as appropriate;
- Dissemination strategies are specified and their appropriateness to the research topic is demonstrated.

### STANDARD THREE

The investigator(s) can demonstrate potential competence and have appropriate support to successfully complete the proposed research.

Criteria – the applicant:-

- demonstrates adequate knowledge in the proposed research method;
- provides evidence of the knowledge, skill and ability of the research mentor in the proposed research method;
- presents evidence of the ability of the research mentor to support the researcher in successfully completing and disseminating the results of the research.

The following information must be used to address this Standard:-

- a summary of the team, including the mentor, addressing the criteria; and
- a resume covering the last five (5) years for all investigators and mentor incorporating:-
  - current employment and work history;
  - qualifications;
  - research currently and previously undertaken;
  - papers presented and articles published which are relevant to the topic.

### STANDARD FOUR

The budget and its administration support the achievement of the proposed research.

Criteria:-

- budget items are clearly specified and are consistent with and relevant to the research design;
- the mentor demonstrates the knowledge, skill and ability to effectively manage research budgets;
- the proposed budget is cost effective.

### **Experienced researcher<sup>2</sup> and Early Career researcher<sup>3</sup> grants**

Applications for the Experienced researcher and Early Career researcher grants will be assessed according to the following four standards:-

1. The research is relevant to the dental profession and the functions of the Board;
2. The research plan demonstrates and supports excellence in research;
3. The investigator(s) have the demonstrated competence to successfully complete the proposed research;
4. The budget and its administration support the achievement of the proposed research.

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<sup>2</sup> Refer to Appendix 4 for eligibility and specific requirements.

<sup>3</sup> Refer to Appendix 2 for eligibility and specific requirements.

Members of the Grants Committee will assess Standard one. External assessors will assess Standards two, three and four

#### STANDARD ONE

The research is relevant to the dental profession and the functions of the Board.

Criteria:-

- the goal, potential significance and expected benefits to dental knowledge and practice are demonstrated;
- the relevance of the research to the dental profession is clearly identified;
- the relevance of the research to the Board's functions is clearly identified.

#### STANDARD TWO

The research plan demonstrates and supports excellence in dental research.

Criteria:-

- Literature Review:-
  - analysis relevant to the literature;
  - is a complete synthesis of all relevant literature;
  - demonstrates (a) the need, (b) the relevance and (c) the significance of the research to the provision of competent dentistry;
- Research problem / issue is:-
  - clearly and concisely described;
  - consistent with the need identified from the literature review;
- Aim(s) are:-
  - clearly identified;
  - realistic and desirable;
- Hypotheses / questions / expected outcomes (where appropriate) are:-
  - consistent with the research problem / issue;
  - clearly and concisely documented;
- Research design:-
  - clearly describes the research method;
  - demonstrates sound research principles;
  - addresses the hypotheses / questions / outcomes (where appropriate) in the research method;
  - describes a sampling method that has the potential to answer the hypotheses / questions / outcomes (where appropriate);
  - describes the data collection method and demonstrates its appropriateness to the research method;
  - explains the data analysis method clearly and demonstrates the relationship to the hypotheses / questions / outcomes (where appropriate);
  - demonstrates that the timeframe is appropriate and achievable;
- Ethical implications are clearly identified and ethical clearance has been / will be sought as appropriate;
- Dissemination strategies are specified and their appropriateness to the research topic is demonstrated.

#### STANDARD THREE

The investigator(s) have the demonstrated competence to successfully complete the proposed research.

Criteria – the applicant:-

- presents evidence of successful completion of previous research including dissemination of results (conferences, seminars, reports, journal articles [refereed and non-refereed]);
- demonstrates knowledge, skills and ability in the research method;
- has included a novice and/or early career researcher as a member of the research team (Experienced researcher grant only).

The following information must be used to address this Standard:-

- a summary of the team addressing the criteria; and
- a resume covering the last five years for all investigators incorporating:-
  - current employment and work history;
  - qualifications;
  - research currently and previously undertaken;
  - papers presented and articles published which are relevant to the topic.

#### STANDARD FOUR

The budget and its administration support the achievement of the proposed research.

Criteria:-

- budget items are clearly specified and are consistent with and relevant to the research design;
- the chief investigator demonstrates the knowledge, skill and ability to effectively manage research budgets;
- the proposed budget is cost effective.

#### **Research implementation grant<sup>4</sup>**

Applications for the Research implementation grant will be assessed according to the following five standards:-

1. The project is relevant to the dental profession and the functions of the Board;
2. The research outcomes that the project intends to implement are clearly described, significant and relevant to the practice setting and patient care;
3. The project is oriented towards implementing research outcomes in practice, and demonstrates excellence in project management, implementation and evaluation;
4. The project manager / team has the demonstrated competence to successfully complete the project;
5. The budget and its administration support the achievement of outcomes.

Members of the Grants Committee will assess Standard one. External assessors will assess Standards two, three, four and five.

#### STANDARD ONE

The project is relevant to the dental profession and the functions of the Board.

Criteria:-

- the significance and expected benefits to dental knowledge and practice are demonstrated;
- the relevance of the project to patient care is clearly identified;
- the relevance of the research to the Board's functions is clearly identified.

#### STANDARD TWO

The research outcomes that the project intends to implement are clearly described, significant and relevant to the practice setting and patient care.

Criteria:-

- the research outcomes that are to be implemented in the project are clearly described;
- the significance of the research outcomes for practice / patient care is identified;
- the relevance of the research outcomes for practice / patient care is clearly articulated;
- the research outcomes are published in DEST recognised journals.

#### STANDARD THREE

The project is oriented towards implementing research outcomes in practice, and demonstrates excellence in project management, implementation and evaluation.

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<sup>4</sup> Refer to Appendix 3 for eligibility and specific requirements.

Criteria:-

- The planned implementation strategy is congruent with the research outcomes;
- the project plan:-
  - demonstrates the need for the project and includes a complete review of relevant literature;
  - clearly describes the context, issues and stakeholders for the project;
  - specifies aims / goals / methods / outcomes that are appropriate, realistic and achievable;
  - demonstrates sound project management principles;
  - contains an evaluation process that is appropriate and achievable;
  - identifies the data that will be collected to evaluate the effectiveness of the implementation strategy (strategies);
  - sets out a timeframe that is appropriate and achievable;
- dissemination strategies that are appropriate to the project are specified.

#### STANDARD FOUR

The project manager / team has the demonstrated competence to successfully complete the project.

Criteria:-

- the applicant presents evidence of successful completion of previous implementation projects, including evaluation of outcomes and dissemination of results;
- the applicant demonstrates knowledge, skill and ability in project management;
- the applicant has included a consumer and a manager / decision maker / policy developer as active members of the research team.

A summary of the team's experience in project management should be provided.

#### STANDARD FIVE

The budget and its administration support the achievement of outcomes.

Criteria:-

- funds that are requested are clearly specified and are consistent with and relevant to the implementation strategy (strategies);
- the project manager demonstrates the knowledge, skill and ability to effectively manage project budgets;
- the proposed budget is cost effective.

### **Publicity and dissemination of results**

The Board attaches importance to the publication of the results of research undertaken with the assistance of a grant. Any publicity or publications from funded research will be in accordance with the grant agreement and will acknowledge the support of the Dental Board of Queensland.

The Board reserves the right to publish the final report, or selected parts of the completed project, on its website. However, the views expressed in research funded by the Board do not necessarily represent the views of its members, Executive or the staff of the Dental Board of Queensland.

### **Interim reporting requirements**

The applicant will be required to provide a list of achievements (expected and realised) with each interim and final report. These achievements could include data collection milestones, workshop presentations, papers submitted and conference abstracts. All interim reports must be submitted in hard copy using the provided Dental Board of Queensland interim report template and signed by the applicant.

Where the applicant is a novice researcher, the designated mentor on the application form must also sign the report.

The chief investigator shall report to the Board on the progress of a project by **31 March** and **30 September** in each year of the research project.

### **The research report**

The final report must be submitted to the Board within two months of completion of the project. It must be of a publishable standard and appropriate for presentation at an executive management level.

It will consist of:-

- a maximum of three (3) pages **executive summary**;
- one page detailing the **key implications** of the findings;
- one page detailing strategies for **ongoing evaluation and improvement** (research implementation grant only); and
- the overall report of the project in accordance with the agreement, including a summary of the literature review, method, results and analysis / discussion.

The report is to be written in plain English, such that individuals who are not experts in research or the particular field of study (for example, clinicians, managers / decision makers, policy developers) can understand the report. In this context, the unnecessary use of jargon, technical terms or specialised terminology would be considered inappropriate and jeopardise the quality of the report.

Where the applicant is a team of researchers, all investigators so designated on the application form must sign the report.

Reports from novice research grant recipients must also be signed off by the nominated mentor.

### **Review of decision**

Applicants may make a written submission to the Board requesting a review of any decision concerning any aspect of their research grant application. The submission should:-

- be addressed to the Executive Officer, Dental Board of Queensland;
- clearly outline all relevant details of the decision to be considered;
- be received at the Board's office within 30 days of receiving notification of the decision.

### **Termination of agreement**

The grant will be terminated and the recipient may be required to refund part or all of the funds granted by the Board if the recipient fails to perform, observe or fulfil any one or more of the covenants, obligations, requirements or provisions expressed or implied in the agreement unless the non-performance or non-observance has been varied or excused by the Board in writing.

### **References**

Dental Board of Queensland *Privacy Policy*  
Dental Board of Queensland *Strategic Plan 2003-2007*  
*Dental Practitioners Registration Act 2001*  
*Freedom of Information Act 1992 (Qld)*

## **Appendix 1 – Novice researcher grant**

### **Objectives**

- Encourage and develop novice researchers.
- Assist novice researchers to develop a credible research track record.
- Encourage dental practitioners to conduct credible and rigorous research.

### **Duration**

Normally a period of one year or less; however maximum duration of any study will be two years.

### **Eligibility**

For the purposes of this policy, a novice researcher will:-

- have the knowledge to conduct research but lack experience in applying for and conducting funded research.
- not have been a chief investigator for a funded project.
- be supported by a mentor who possesses relevant skills and experience.

### **Specific requirements of the Novice researcher grant**

- The grant should be used to achieve the stated outcomes of the project and should not be used to supplement the applicant's salary.
- The novice researcher must be the chief investigator of the project in practice as well as in name.
- The mentor must play an active and supporting role in all stages of the project.

## **Appendix 2 – Early Career researcher grant**

### **Objectives**

- Nurture and support early career researchers.
- Assist early career researchers to develop a credible research track record.
- Encourage dental practitioners to conduct credible and rigorous research.

### **Duration**

Normally a period of one year or less; however maximum duration of any study will be two years.

### **Eligibility**

The applicant must have completed research qualifications within the last six (6) years of the closing date for applications for the grant and not be currently involved in another Early Career researcher grant. As a chief investigator, the applicant must:-

- have received less than a total of \$35,000 in research grants since achieving their research qualification.
- not have received a research grant larger than \$20,000.
- have previously received no more than one Dental Board of Queensland research grant in this category.

**Note:** An applicant who does not satisfy the eligibility requirements but believes they can make a compelling argument as to why they should be considered for funding in the context of the objectives of the grant, may make a one-page, special case submission, in writing, to the Executive Officer. The submission must be received at the office of the Board by close of business on the second Tuesday of January. It shall be considered by the Grants Committee.

### **Specific requirements of the Early Career researcher grant**

- The grant should be used to achieve the stated outcomes of the project and should not be used to supplement the applicant's salary.
- The early career researcher must be the chief investigator of the project in practice as well as in name.
- An applicant (chief investigator or co-investigator) may be involved with only one grant in this category at any one time.
- Applicants must provide full details of all research support awarded from all sources since obtaining their research qualification, whether the support was associated with, or obtained from, established grant schemes or commissioned research contracts.

## **Appendix 3 – Research Implementation grant**

### **Objectives**

- Implement / validate research findings at the 'local' clinical level to promote best practice in patient care.
- Encourage the utilisation of credible published research findings to inform practice at the local level.
- Improve the nexus between researcher, practitioner and decision maker / policy developer.
- Encourage the communication of research findings in plain English so that their implications are readily accessible to all stakeholders including non-experts in the field.

### **Duration**

Normally a period of one year or less; however maximum duration of any study will be two years.

### **Specific requirements of the Research Implementation grant**

- The project must:-
  - be grounded in a healthcare facility or other clinical environment;
  - be directed towards implementing / validating a new or changed dental clinical practice;
  - be derived from existing published research findings (DEST recognised), whether a single study or a set of studies with a defined theme;
  - have a 'local level' manager / decision maker / policy developer and an informed consumer as active members of the research team;
  - have a defined outcome(s) – for example, the implementation of a new / changed practice at a 'local' level, the development of information sheets, guidelines, a manual, etc written in plain English, validation of a new intervention / practice, a program to ensure 'local' decision makers factor the research into their decisions.
- The outcomes must include:-
  - an ongoing, cyclical process of evaluation and improvement;
  - strategies to disseminate the findings to key stakeholders including appropriate consumer groups.
- An applicant may be involved with only one grant in this category at any one time.
- The report must be written in plain English and target non-experts in the field of research such as general clinicians, managers, policy developers and decision makers in healthcare facilities.

The grant will not fund:-

- projects focused on professional development or student education;
- the production of teaching materials for dental practitioners or students even though some research may be involved;
- projects which consist primarily or substantially of conference activity;
- the development of research aids and tools including computer programs;
- projects which request funds to supplement other current research projects.

## **Appendix 4 – Experienced researcher grant**

### **Objective**

Promote and encourage research activity and consequently research based practice in the dental profession.

### **Duration**

Normally a period of one year or less; however maximum duration of any study will be two years.

### **Eligibility**

These grants are available to teams of researchers where at least one researcher (the designated chief investigator) is experienced in conducting research and in the management of research budgets.

Individual researchers are not eligible to apply for the Experienced researcher grant.

### **Specific requirements of the Experienced researcher grant**

Assessment of research in this category will be based on the relevance and quality of the research and the experience of the applicant.

Applicants for a grant in this category must consist of a team of researchers, including at least one novice or early career researcher. The nominated novice or early career researcher must reside in, and be a dental practitioner with current registration to practise in, the state of Queensland.