Queensland Brain Injury Collaborative

## Seed Funding Grant Scheme 2025 (Round 2)

Guidelines and Application Form

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| Timelines | |
| Applications open: | Monday, 28th July 2025 9:00 AM AEST |
| Applications close: | Sunday, 31st August 2025 11:00 PM AEST |
| Outcomes advised: | September 2025 (within 4 weeks of application closing date) |
| Grant scheme: | QBIC Seed Funding Grant  Up to AUD $30,000 for 18-month projects that address one of  QBIC’s research areas. |

# Introduction and Objective

The [Queensland Brain Injury Collaborative (QBIC)](https://qbi.uq.edu.au/qbic) is a research-led initiative focused on improving care across the trajectory of acquired brain injury. The primary research areas of QBIC include stroke, traumatic brain injury (TBI), and concussion (also referred to as mild TBI). QBIC unites a multidisciplinary multi-institutional community that aims to enhance patient care and post-injury quality of life by exchanging knowledge and methodologies across these research areas.

The QBIC Seed Funding Grant Scheme is designed to generate innovative multidisciplinary and multi-institutional projects between clinicians, researchers and health consumers, delivering improvements in health outcomes for people with lived experience of acquired brain injury. The QBIC Seed Funding Grant is intended to support research that addresses QBIC’s strategic research priorities, including basic science research with translational potential, and demonstrates the capacity to develop into significant programs of work capable of attracting external funding sources.

# Eligibility Criteria

Applicants must meet the following eligibility requirements:

* All criteria must be met at the time of submission and for the duration of the funding period.
* Chief Investigator A must be a QBIC member. ***Non-QBIC members are welcome and encouraged to apply*.** If you are not a current QBIC member, complete the following online form before applying for this Grant: <https://qbi.uq.edu.au/qbic-member-sign>.
* The CI team must include investigators from at least two different disciplines and organisations to demonstrate meaningful collaboration.
* Applications must include at least one non-QBIC member to encourage broader participation.
* Applications must align with one of QBIC’s research areas (Portfolios): stroke, traumatic brain injury, or concussion/mild brain injury.
* Applicants must present a detailed strategy for securing additional external funding to support the sustainability of their research. Applicants should also demonstrate a clear pathway for implementation and translation, emphasising the potential benefits to the community.
* Proposed projects must demonstrate feasibility, with a well-defined, measurable and achievable scope. This includes appropriate timelines and resource allocation.
* Applicants can only apply as Chief Investigator A on one application in a single round. An individual may be listed as an Investigator on a maximum of two QBIC Seed Funding applications in any one round.
* Chief Investigator A may hold no more than two active projects concurrently funded by QBIC.

# Funding Conditions

The following funding conditions apply:

* QBIC’s 2025 Round 2 Seed Funding Grant Scheme will provide support of up to $30,000 for a maximum duration of 18 months (September 2025 to March 2027).
* Funding will be disbursed in two tranches, contingent on the submission of a completed annual progress report (due 30th September 2026).
* Funds will be transferred directly to Chief Investigator A.
* Funds can be used for any purpose that directly supports research activities and/or facilitates research collaboration (e.g. salaries, project consumables, equipment, data collection, research dissemination activities).
* Funds may not be spent on conference attendance, travel, accommodation, symposium hosting, hospitality, or general event-related expenses.
* **Projects must be completed and all funds fully acquitted by 31st March 2027. No extensions can be granted.**
* Any funds that remain unspent at the end of this period must be returned to QBIC.
* QBIC Seed Funding is awarded to support a specific research project and is not transferable.
* Any publications or conference presentations arising from QBIC funding must include either a QBIC affiliation in the author affiliation list or an acknowledgment of QBIC funding in the acknowledgement section of the manuscript.
* Successful applicants (Chief Investigator A and their CI team) are expected to participate in QBIC-led communication and promotion of their projects should this be requested.

# Assessment Criteria

Applications will be assessed based on the following criteria:

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| Criteria | Description |
| Quality of Collaborations  40% | * Chief Investigator A must hold membership with QBIC. * The CI team should comprise investigators from a minimum of two different disciplines and organisations, showcasing substantial collaboration. * Applications must include at least one non-QBIC member to encourage broader participation. * The application should illustrate how the proposed project will either strengthen existing collaborations or foster new ones. |
| Research Innovation and Impact  20% | * The project should exhibit importance, innovation, and scientific merit. * The application should demonstrate the potential to contribute significantly to the knowledge in the fields of stroke, traumatic brain injury, or concussion. * Evidence that the project will broaden the applicant’s research program and position the research for external funding or partnership opportunities. * The project outcomes should have a high likelihood of leading to a publication. |
| Feasibility  20% | * The hypotheses and proposed methods should be clearly articulated. * The project should be feasible within the given timeframe. * A detailed budget should be provided, including plans for covering any potential funding shortfalls. |
| Leveraging  20% | * The application should illustrate the project’s potential for leveraging (e.g. additional funding, new partnerships, engagement with industry, government agencies, or other research institutions). |

***\*\*Preferential consideration will be given to applications that feature multi-disciplinary multi-institutional projects and projects that hold the potential for broadening their reach across multiple institutions and translation.***

# Assessment Process

* Applications will be initially reviewed by QBIC for completeness and eligibility. Applications will be reviewed by an independent review panel through a competitive process, based on merit and strategic value.
* QBIC will advise the outcome of each application in writing **within four (4) weeks** of the application deadline, with feedback provided only on shortlisted applications*.* No information will be released verbally.
* Application outcomes are final. QBIC will not enter into any further oral or written correspondence about assessment decisions, and additional feedback will not be provided for individual applications.

# Reporting Requirements

Successful applicants (led by Chief Investigator A) will be required to report progress against the aims and milestones articulated in their application as follows:

* Annual Progress Report: A comprehensive review of project progress and annual expenditure (due 30th September 2026).
  + Note: Second tranche funding will only be disbursed on submission and acceptance of an annual progress report.
* Final Report (within 1 month of project completion): A lay summary of the outcomes of the research project, including any publications, presentations, or external funding obtained as a result (due 30th April 2027).
  + Accompanying the Final Report will be a statement of full grant period expenditure (due 30th April 2027).
* Other Reports: Successful applicants may be asked to provide ad hoc reports to QBIC as required.

# Other reporting conditions:

* + Successful applicants will be reminded of their reporting obligations and provided with an appropriate reporting template before each report is due.
  + Content from these reports will contribute to external reports for QBIC funders and other stakeholders.
  + If Chief Investigator A fails to submit the Annual Progress Report or the Final Report, or if in QBIC’s opinion (acting reasonably), satisfactory progress on completing the research project has not been made, QBIC may withhold final payment or seek repayment of Seed funds paid to date.
  + These requirements will be outlined in the relevant QBIC Seed Funding Letter of Offer between QBIC and the successful applicant (Chief Investigator A).

# Contractual Arrangements

* QBIC Seed Funding is offered in accordance with the conditions specified in these rules and the QBIC Seed Funding Letter of Offer, which forms an agreement between the successful applicant (Chief Investigator A) and QBIC.
* The successful applicant (Chief Investigator A) and QBIC do not enter into a legally binding relationship unless and until the QBIC Seed Funding Letter of Offer is signed by Chief Investigator A and returned to QBIC for execution.
* QBIC reserves the right to revoke and withdraw any Seed Funding Letter of Offer at any stage prior to execution of the agreement.
* In accepting the QBIC Seed Funding Letter of Offer, all parties agree to the conditions contained in the Seed Funding Guidelines and Letter of Offer, including that research complies with relevant laws, regulations, and guidelines, and that Research Ethics and Governance approval has been granted, if necessary.

# Dissemination and Publicity

* Successful applicants must acknowledge the QBIC Seed Funding in all related published materials, media releases and public statements.
* Successful applicants must provide broad updates and general information on their Seed Funding project as required by QBIC to support any public announcements, promotional activities, media communications and for profile-raising purposes at QBIC-led events if requested.
* In the Final Report, successful applicants will be asked to provide information on the outputs (e.g., publications, presentations), outcomes (e.g., Health outcomes), and impact (e.g., changes to models of care, policy changes, etc.) resulting from their Seed Funding project, in a format specified by QBIC, for use by QBIC in promotional and marketing activities, annual reports as well as reporting to QBIC’s Strategic Management Board and QBIC’s funding bodies.

# Confidentiality, Privacy, and Disclosure

* QBIC collects, uses, discloses, and stores applicants’ information adhering to confidentiality and privacy provisions in accordance with the Commonwealth *Privacy Act 1988*.
* QBIC will collect and use the supplied application information for the purposes of assessing the Seed Funding applications. Applications are stored securely and accessed only on a ‘need to know’ basis, for the purpose described above.
* QBIC may disclose information about successful seed funding applications as required by QBIC’s funding bodies.
  + Information that may be disclosed includes the names of successful applicants (Chief Investigator A and their CI team), their organisational affiliations, total funding awarded, area of research, high-level project overview, and associated research outcomes.
  + Disclosure may be for the purpose of:
    - media releases (including publishing on social media (e.g. LinkedIn) and QBIC’s website,
    - developing profile-raising, QBIC-branded marketing collateral for public distribution (e.g. brochures, flyers, capability statements, etc.),
    - QBIC-branded publications for internal and external audiences (e.g. impact reports, annual reports, Strategic Management Board presentations, etc.), or
    - QBIC’s annual reporting obligations as required by QBIC funding bodies.
  + All other information contained within successful applications will remain confidential.
* Details of unsuccessful applications will remain confidential.

# Application Process

* To apply for the QBIC Seed Funding Grant Scheme, please complete the following application form.
* Ensure that the completed application form and CVs of the CI team are compiled into one PDF document and emailed to [qbic@uq.edu.au](mailto:qbic@uq.edu.au) no later than 11:00 PM (AEST) on **Sunday, 31st August 2025**.
* *Incomplete or late submissions will not be accepted.*
* The application should be comprehensive, providing all necessary information for evaluation without requiring additional written or oral clarification, or reference to further documentation, unless specifically requested by the Review Panel.
* Please ensure that all information in the application is up to date at the time of submission.

# Further Information

If you require further information about QBIC’s 2025 Seed Funding Grant, please email: [qbic@uq.edu.au](mailto:qbic@uq.edu.au).  
  
  
*QBIC Seed Funding Application Form found on next page…*

## QBIC Seed Funding Grant Scheme – 2025 R2

### Application Form

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| Section A – Project Overview |

# Project Title:

# QBIC Research Area – Portfolio alignment:

Stroke

Traumatic Brain Injury

Concussion / mild brain injury

# Project Description:

Provide sufficient information to enable the reviewer to ascertain: (300 words)

1. what the project aims to achieve,
2. the research approach,
3. anticipated collaborations, and
4. the project duration.

*Note: QBIC 2025 Round 2 Seed Funding will only support projects that are max. 18 months in duration.*

# Justification of the Project:

Identify how the project aligns with the QBIC Seed Funding Grant Scheme which aims to support innovative projects that foster collaborations. (200 words)

# Collaboration:

Outline how the project encourages new or strengthens existing collaborations. (300 words)

QBIC encourages collaboration to ensure strong and reciprocal links.

*Projects with multi-disciplinary and multi-institutional collaborations will be favourably viewed.*

|  |  |
| --- | --- |
| Disciplines | * Please list |
| Organisations | * Please list |
| Consumer and Community | * Please list |
| Other Partners | * Please list |

# Project Sustainability and Potential for Leveraging

# *External Funding Strategy* (200 words)

Provide a detailed strategy for securing additional external funding to support the long-term sustainability and expansion of this research. Include:

* + Specific funding bodies and schemes you will target
  + Timeline for grant applications (within 12-24 months of project completion)
  + How this seed funding will strengthen your competitive position for larger grants
  + Any preliminary discussions or expressions of interest from potential funders

# *Translation and Implementation Pathway* (200 words)

Describe your clear pathway for translating research findings into practice and implementation. Address:

* + How your research will move from discovery to clinical/community application
  + Specific steps for implementation (e.g., pilot studies, clinical trials, policy development, technology transfer)
  + Target end-users and stakeholders who will benefit from your research
  + Anticipated timeline for translation activities
  + Mechanisms for knowledge transfer and dissemination

# *Community Benefits and Impact* (100 words)

Outline the potential benefits to the Queensland community, including:

* + Expected improvements in brain injury care, prevention, or outcomes
  + How your research addresses current gaps in clinical practice or service delivery
  + Long-term impact on patients, families, and healthcare systems

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| Section B – Work Plan |

# Work Plan (Maximum 2 Pages)

Provide a detailed work plan (2 pages maximum, excluding references) that addresses and describes the following points and meets the assessment criteria outlined in the funding guidelines.

###### Aims, objectives, and milestones to be reported against during the project

###### Background information and preliminary data

###### Project design, methodology, and data management plan

###### Collaborations within QBIC and with external partners

###### Innovation and impact

###### Anticipated research outcomes

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| Section C – Indicative Total Funding Request and Justification |

# Project Budget and Justification

Provide a breakdown of how the grant funds will be expended over the 18-month period (September 2025 to March 2027), with a justification for each line item.

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| --- | --- | --- | --- |
| Indicative Budget | 2025-2026 | 2026-2027 | Total |
| Salaries | $ | $ | $ |
| *Justification:* | | | |
| Consumables | $ | $ | $ |
| *Justification:* | | | |
| Equipment | $ | $ | $ |
| *Justification:* | | | |
| Publications | $ | $ | $ |
| *Justification:* | | | |
| Total | $ | $ | $ |

*(Add more rows as needed)*

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| Section D – Project Team |

# Chief Investigators

Please complete all fields for a maximum of 6 Chief Investigators.

|  |  |  |
| --- | --- | --- |
| Chief Investigator A | | |
| Full Name (including title) |  | |
| Early-Mid Career Researcher | * Yes *(within 15 years of PhD)* | * No |
| QBIC Member | * Yes | * No |
| Profession/Discipline |  | |
| Primary Institutional/  Organisational Affiliation |  | |
| Email |  | |
| Chief Investigator B | | |
| Full Name (including title) |  | |
| Early-Mid Career Researcher | * Yes *(within 15 years of PhD)* | * No |
| QBIC Member | * Yes | * No |
| Profession/Discipline |  | |
| Primary Institutional/  Organisational Affiliation |  | |
| Email |  | |

|  |  |  |
| --- | --- | --- |
| Chief Investigator C | | |
| Full Name (including title) |  | |
| Early-Mid Career Researcher | * Yes *(within 15 years of PhD)* | * No |
| QBIC Member | * Yes | * No |
| Profession/Discipline |  | |
| Primary Institutional/  Organisational Affiliation |  | |
| Email |  | |

*(Add more rows as needed)*