

HTQ Consumer and Community Involvement (CCI) Microgrants Program – Application checklist

This checklist is designed to help applicants confirm eligibility, meet all criteria, and complete all requirements before submitting their application for the HTQ Consumer and Community Involvement (CCI) Microgrants Program.

1. Eligibility

- ☐ I confirm my application includes at least one HTQ academic partner **and** one HTQ health service partner (minimum requirement).
- ☐ My project is led by a [HTQ partner organisation](#).
- ☐ I have obtained appropriate organisational approval.
- ☐ I understand that only one grant will be awarded per research idea.
- ☐ I agree to acknowledge HTQ in all project communications, outputs and publications using the wording: “This project was supported by the Health Translation Queensland Consumer and Community Involvement Microgrants Program.”

2. Funding and finance

- ☐ I have ensured the total requested is up to \$1,500.
- ☐ I have included a value-for-money justification (2–3 sentences).
- ☐ I have only included eligible expenses (e.g. consumer remuneration, focus group/meeting costs, travel/parking, accessibility supports).
- ☐ I have not included ineligible expenses (e.g. pilot data, salaries, teaching relief, conferences, publication fees, infrastructure).
- ☐ I have spoken with my Finance office and confirmed one of the following:
 - I can provide a University of Queensland chart string for an internal transfer of funds, or
 - My organisation can raise an invoice to HTQ.
- ☐ I understand payment will only be processed once these details are received and may take up to 30 days.

3. Project information

- ☐ I have provided a project summary including:
 - clear project objectives
 - all project team members and collaborators with roles (e.g. clinicians, researchers, consumers, administrators, policy).

4. Consumer and community involvement (CCI)

- ☐ I have clearly described:
 - who the consumers/community are
 - their role (advisory, co-design, investigator, etc.)
 - when and how they will be involved
 - whether consumers will be listed as investigators
 - how they will be remunerated (aligned with Health Consumers Queensland guidance).

- ☐ I understand international consumers cannot be remunerated; consumers in Queensland are the focus.

5. CCI Framework adoption

- ☐ I have described how I will apply the [CCI Framework principles](#) in my project.
- ☐ I have included planned project milestones for implementing consumer and community involvement activities.

6. Timeline

- ☐ I understand applications are submitted and reviewed bimonthly from February to October.
 - Applications open: First day of February, April, June, August and October.
 - Applications close: Last day of February, April, June, August and October.
 - Outcomes: Applicants will be advised of the outcome of their application within one month of closing.

7. Reporting requirements

- ☐ I agree to complete a short microgrant survey post-funding.

8. Final check before submission

- ☐ All required fields in the application form are complete.
- ☐ All finance/payment details are confirmed with my institution.
- ☐ I have reviewed the Application guidelines.
- ☐ I am submitting by the monthly deadline and understand outcomes will be provided within a month.