

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

February 2026





## Program aim

Health Translation Queensland's (HTQ) **Consumer and Community Involvement (CCI)**

**Microgrants Program** supports early-stage research projects to embed meaningful consumer and community involvement in project design and planning.

## Submission instructions

- Review these **Application guidelines** and the **Application checklist** before applying.
- Apply via the online application form linked on the [CCI Microgrants web page](#).

**Questions?** HTQ can help with process queries, but please contact your organisation's CCI lead for tailored application support.

## Deadlines

Applications are reviewed on a bimonthly cycle between February and October 2026.

- **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 a month of closing.

## Funding available

**Typical grant size:** up to \$1,500.

Funds may be used for:

- consumer remuneration (payment for time and expertise)
- costs of focus groups, meetings or workshops (e.g. catering, room hire)
- reimbursement of consumer travel, parking or accessibility supports.

Funds cannot be used for:

- pilot data collection
- academic salaries or teaching relief
- conference attendance by project staff
- publication fees
- infrastructure or activities not directly related to consumer involvement.

## Payment requirements

Applicants must confirm with their organisation's finance office **before submitting** their application that they can either:

- provide a chart string from The University of Queensland (UQ) – for UQ internal funding transfer, or
- raise an invoice to HTQ – for external institutions.

Payment will only be processed once this information has been received.



## Eligibility and conditions

Applicants must meet and agree to the following:

- The application must include a minimum of one HTQ academic partner and one HTQ health service partner. Broader collaboration is encouraged. For a complete list of HTQ partners please visit the [HTQ website](#).
- Projects applying must be led by a HTQ partner organisation.
- The application must have appropriate organisational approval.
- Projects are expected to apply the [CCI Framework principles](#) in their design and delivery and to document planned implementation of consumer and community involvement activities through project milestones.
- Only one grant will be awarded to develop consumer group engagement per research idea.
- Successful applicants must complete a final microgrant survey to capture key outcomes and learnings.
- Recipients must acknowledge HTQ in all project communications, outputs and publications. Preferred wording: “This project was supported by the Health Translation Queensland Consumer and Community Involvement Microgrants Program.”

## Selection criteria

Applications will be assessed on the project:

- demonstrating involvement of consumers and community in research to ensure patient perspectives are integrated into research design and implementation (40%)
- providing evidence of the ability to foster collaborations between health services, clinicians, universities, academics and consumers to drive integrated, cross-sector research translation (40%)
- demonstrating value for money (20%).

## Frequently Asked Questions (FAQs)

### If you have broader questions around CCI

If you’re looking for more general information about CCI, we have a dedicated set of [FAQs](#) available on our website. These cover common questions about CCI, including what it is, why it matters, and how to get involved.

### How do I apply?

Complete the online application form via the HTQ CCI microgrants application form. Applications close on the last day of each month.

### Do I need to be from a HTQ partner organisation?

Yes. You are only eligible if the application includes a minimum of one HTQ academic partner and one HTQ health service partner. Projects applying must be led by a HTQ partner organisation.



## Is there support available? Can I get feedback?

HTQ is available to answer questions about the application process and provide high-level feedback after an application is assessed. Please review the FAQs first before contacting us.

If your application is unsuccessful, you are welcome to resubmit it in a future round. We can provide feedback highlighting which parts of your application were insufficient or did not meet the criteria. However, we cannot provide detailed feedback or coaching in relation to the application. For tailored guidance, please contact the CCI lead within your own organisation.

## What is 'high-quality' CCI practice?

Examples include:

- consumers engaged in project design and research priority setting
- consumers listed as co-investigators
- involvement of multiple consumers or collaboration with consumer peak bodies
- remuneration aligned with Health Consumers Queensland (HCQ) guidance.

## Can I include international consumers?

No. The scheme is designed to benefit Queensland communities. Overseas consumers cannot be remunerated.

## At what stage should projects apply?

Microgrants are designed for early-stage engagement, before major research funding is secured.

## How long does the process take?

**Application review:** Bimonthly between February and October.

**Payment processing:** Varies by institution. Please allow 30 days to receive the funds once the funds have been processed.

## How is payment received?

If you are from within UQ, funds will be transferred directly through existing UQ arrangements.

For external organisations, payment will be made upon receipt of an invoice addressed to:

### Health Translation Queensland

The University of Queensland

Level 1, Mayne Building

Herston QLD 4006

ABN 63 942 912 684

Your finance team will need to raise the invoice once your application is successful. Payments are usually processed within 30 days of HTQ receiving the invoice. HTQ will provide instructions and support to ensure the process is straightforward.

## Are the funds GST inclusive or exclusive?

The microgrant funding is **GST exclusive**. If your organisation is registered for GST, the invoice



should include GST in addition to the grant amount (e.g. a \$1,500 grant would be invoiced as \$1,500 + \$150 GST = \$1,650).

If your organisation is **not registered for GST**, you should invoice only for the grant amount (e.g. \$1,500).

**Note:** Microgrants are not scholarships and are provided to organisations rather than individuals. Payment will therefore be managed via your organisation's finance/accounts payable process, rather than through HR or payroll.

## What reporting is required?

A short microgrant survey post-funding will need to be filled in, either at 6 or 12 months depending on project duration.

## Do you provide CCI consultancy?

No. Applicants should first contact their organisation's CCI lead. HTQ may provide general guidance only if needed.

## Can I apply for more than one microgrant?

Yes, but only one grant will be awarded per research idea.

## Do I need to use the entire CCI Framework, or can I select parts that are relevant to my project?

You are encouraged to use the Framework in a way that is meaningful and proportionate to your project. Not every stage or method will be relevant to every project. The key is to demonstrate how you have thoughtfully applied the Framework to strengthen consumer and community involvement.

## How detailed does my documentation of applying the CCI Framework need to be?

We do not expect lengthy documentation. Applicants should clearly show how CCI principles are embedded in project design, identify relevant milestones of implementing consumer and community involvement, and explain the involvement activities chosen.

## Where can I get help using the CCI Framework?

Applicants should first contact their organisation's CCI lead who should be familiar with the CCI Framework. Alternatively, you can contact [research@healthtranslationqld.org.au](mailto:research@healthtranslationqld.org.au) and we will point you in the right direction.