

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

October 2025



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 official form: [HTQ CCI microgrants application form](#).

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 monthly cycle between February and November each year.

- **Application deadline:** Last day of each month.
- **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.

Supplementary funding for CCI Framework evaluation (optional)

HTQ is offering an additional \$1,000 (up to a maximum total of \$2,500) for applications submitted before the end of 2025 that commit to applying, documenting and reviewing the [Framework for Consumer and Community Involvement in Health Research \(CCI Framework\)](#) – a new guide designed to help health researchers embed meaningful consumer and community involvement across all stages of the research cycle.



Developed through a collaborative co-design process with Consumer and Community Involvement (CCI) leads and consumers by the HTQ-led [Consumer and Community Involvement in Research Alliance](#), this Framework provides:

- principles for effective consumer and community involvement in research
- practical guidance on embedding involvement at each stage of the research cycle
- links to resources that support good practice.

Eligibility for the supplementary allocation requires applicants to:

- clearly show how the CCI Framework principles will be applied in project design
- demonstrate planned implementation of consumer and community involvement activities through project milestones
- complete a survey reviewing the CCI Framework in addition to the final microgrants survey capturing project key outcomes and learnings.

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, 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."



Supplementary allocation conditions

To be eligible for the supplementary allocation of \$1,000, applicants must:

- demonstrate how the CCI Framework principles will be applied in project design
- show planned implementation of consumer and community involvement activities through project milestones
- complete a review survey of the CCI Framework at the conclusion of the project.

This supplementary allocation applies only to applications submitted in 2025. Applicants must explicitly demonstrate use of the Framework in their application. Reporting obligations include completion of the Framework review survey in addition to the final microgrants survey capturing project key outcomes and learnings.

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: Monthly between February and November.

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 \$2,000 grant would be invoiced as \$2,000 + \$200 GST = \$2,200).

If your organisation is **not registered for GST**, you should invoice only for the grant amount (e.g. \$2,000).

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 consumers@healthtranslationqld.org.au and we will point you in the right direction.

What happens with the CCI Framework review survey?

If you wish to be eligible for the supplementary \$1000 funding, at the conclusion of your project, you'll be asked to complete a review survey. This captures feedback on how useful you found the Framework and what could be improved.

Is the supplementary allocation only available in 2025?

Yes. The supplementary allocation applies only to grant rounds in 2025. It will not be offered in future rounds.