Email EOI to [chsr@uq.edu.au](mailto:chsr@uq.edu.au)

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Submitted By:** |  |
| **Submission Date:** |  |
| **Preferences or Requirements^:** |  |
| **Response Needed by:** |  |
| **Contact Details:** | *[Phone Number; Email]* |
| **Attached** | *[Describe documents attached]* |

^Is there anything you would like The Board to consider when reviewing your EOI or documentation?

**How would you like the Board to help?** For further information about each **process** [link], **Board Members** [Link].

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Action** | **Service Fee** | **Tick** |
| 1 | Grant Review at an eQC Board Meeting | $200 |  |
| 2 | Individual grant review by individual Board member | $80 |  |
| 3 | Researcher attend Board Meeting. Time allocated (45 minutes) for Board input as focus group. Max. 5 pages. | $350 |  |
| 4 | Special meeting of The Board for the purposes of a project (out of session). Max 10 page documentation. | *$1,500 Approx. [Request quote]* |  |
| 5 | ECR Grant review | Free (once only) |  |
| 6 | Appoint a member of the Board to join the research team as: a Co-Researcher, Advisory Group or Reference Group member; Research Buddy; reviewer research materials; dissemination activity reviewer, etc. | Payment direct to the Board Member via your project, based on role |  |
| 7 | Other: Specify: | TBA |  |

**Documentation Guidelines:**

* Forward relevant sections from grant application: Lay summary; Significance/implications of research; implementation plans; involvement of lived experience experts; timeline; dissemination and/or translation.
* Lay summary not to exceed 2 pages; Agenda – Max 1 page All documentation to be in 14 point font; 1.5 lines.
* Don’t use the word ‘consumer’. Determine who is most appropriate for involvement and say who you mean.
* Follow Dementia Australia language: guidelines:<https://www.dementia.org.au/sites/default/files/resources/dementia-language-guidelines.pdf>