



PWH Grieve Memorial Award

Application form 2011

Closing date for submission: Friday 20 May 2011, 5.00 pm (AEST)

Please post all documentation to:

The Royal Australian College of General Practitioners

Attention: Foundation Manager

College House, 1 Palmerston Crescent, South Melbourne VIC 3205

Email: research@racgp.org.au

Telephone: 03 8699 0497

Please note: It is a condition of application for this grant/award, that successful applicants will provide a brief summary of the project, current photo and a biography to the RACGP. The information provided will be posted on the RACGP website and/or used in relevant RACGP publications. For more details, please refer to the 'Information for applicants' section on the RACGP website.

Please send:

- one original and one hard copy of the full application by post
- a completed electronic version of the full application via email.

Preamble

This award, which is to the value of \$2500, is designed to support a plan of study in medical education for the general practitioner or for research in general practice, and must be used within 12 months of being awarded. The award is administered by the RACGP National Research Awards Committee and funded by the RACGP Council

The following table describes the weighting that each of the six selection criteria will receive:

Criterion		Weighting (%)
1	Research training potential for applicants	20
2	Relevance to general practice	10
3	Contribution to knowledge	10
4	Clarity of research question	10
5	Scientific quality of research design	30
6	Feasibility	20
	Total	100%

Office use only	
Grant	PWH Grieve 2011
Code	

Application Form Part A: Administrative details

A1 Applicant details

Name

Organisation

Address

Suburb

State

Postcode

Country

Telephone

Fax number

Mobile number

Email

A2 RACGP membership details

a) Are you a current member of the RACGP?

Yes

No

b) Are you a GP registrar?

Yes

No

RACGP membership number

A3 Are you of Aboriginal or Torres Strait Islander descent?

Yes

No

A4 Please indicate if you are applying for:

Funding for a plan of study in medical education — complete Part B

or

Funding for a research project — complete Part C

A4.1 Please attach a two page current curriculum vitae (CV) to this section of the application, ie. Part A. The electronic version of the CV should be forwarded as a separate email attachment. This should include qualifications, courses currently being undertaken, previous research experience, grants currently held, employment history.

A4.2 Please attach a list of all publications (same as above.)

We understand that not all applicants will have published their findings or received project funding at this stage of their career.

A5 Certification – all projects must be signed by the principle investigator. Please ensure that you are familiar with the terms and conditions of the Fellowship. The terms and conditions are available on the RACGP website.

I hereby acknowledge that all information contained within this application is complete and accurate.

Signature (not required on electronic version)

Date

A6 Co-investigators (maximum of two)

1. Name

Organisation

Address

Suburb

State

Postcode

Country

Telephone

Fax number

Mobile number

Email

Signature (not required on electronic version)

Date

2. Name

Organisation

Address

Suburb

State

Postcode

Country

Telephone

Fax number

Mobile number

Email

Signature(not required on electronic version)

Date

A7 Administering organisation

Grants can only be paid to incorporated bodies. Organisations other than public hospitals, divisions of general practice or higher education institutions should forward a statement certifying that the organisation is incorporated.

Name of institution

Address

Suburb

State

Postcode

Country

Finance contact

Position

Telephone

Fax number

Mobile number

Email

A8 Head of organisation

The following are accepted as heads of organisations: registrars or deans of universities, directors or CEOs of independent institutions, senior executives of state/Commonwealth departments or agencies.

I certify that this organisation will provide the general facilities required to meet the needs of this project, if successful. I am prepared to have the project carried out in my organisation according to the conditions stipulated by the RACGP Foundation and to supervise expenditure of all funds allocated.

Name

Position

Signature (not required on electronic version)

Date

Application form Part B: Study proposal

Only complete this section if you are wishing to undertake a plan of study in medical education.

If you are applying for funding for a research project, please complete PART C instead.

B1 Proposal (two pages maximum)

Please describe your plan of study, stating the educational/research purposes to which the award funds would be applied. Indicate the benefits you will derive personally and those which will have a positive effect on the discipline of general practice, and in particular those which will benefit the RACGP. **Please briefly summarise in the space provided and send a detailed description as a Word attachment, identifying as entry 'B1' and providing the principle investigator's name and the project title.**

Plan of study

Benefits to the applicant, to general practice and to the RACGP

Duration of study

Estimated budget (budgets for the PWH Grieve Memorial Award should not exceed \$2500)			Total cost including GST
1	Description: Justification:		
2	Description: Justification:		
3	Description: Justification:		
4	Description: Justification:		
			Subtotal \$

End of application

(study proposal only)

Application form Part C: Research proposal

Only complete sections B and C if you are wishing to undertake a research project.

If you are applying for funding for a plan of study in medical education, please complete Part B instead.

C1 Project title

C2 Project overview (200 words maximum)

Provide a short plain English description of your project that the College can use in presenting and explaining the benefits of your proposed research for public release. Summarise the aims, research design, methods and likely outcomes and benefits.

C3 Project length (funding is provided for a maximum of 12 months.)

Months

C4 Budget total

See item D2 (d) in Application form Part D: Timelines and budget
Budget for the PWH Grieve Memorial Award should not exceed \$2500.

C5 Other funding

Please list any other grants/funding bodies to which this proposal has been submitted (including other RACGP Foundation grants).

C6 Aim of the project (200 words maximum)

This section addresses Criterion 4.

In this section clearly and succinctly state your research question(s) and/or hypothesis. This section should indicate who the participant groups are and what outcome measures will be used. It should include any comparisons between comparison participant groups. If using a quantitative assessment in this study please specify the hypothesis which the study aims to assess.

Please state the role of each named investigator involved in the project and describe how their expertise is expected to contribute to the project.

C7 Literature review (1000 words and 20 references maximum)

This section addresses Criterion 2 and 3. **Please briefly summarise in the space provided and send a detailed description as a Word attachment, identifying as entry 'C7' and providing the principle investigator's name and the project title.**

The literature review enables you to place your research question into context. Items for discussion might include: why the research area is important, what previous research has been done on the topic, in what way is the research question relevant to general practice, and what new knowledge will be generated from your project.

C8 Research plan (2000 words maximum)

This section addresses Criterion 5. **Please briefly summarise in the space provided and send a detailed description as a Word attachment, identifying as entry 'C8' and providing the principle investigator's name and the project title.**

- This is the main information upon which the scientific quality of the proposed research project will be assessed. This section describes the research design in detail including: the type of study method (e.g. a cross-sectional study, a randomised controlled trial, a qualitative study). Include sufficient details to demonstrate the scientific quality of the study design and methods
- how participants will be recruited
- how many participants are required and why (including sample size calculations if this is a quantitative study)
- what outcome measures will be used
- what other factors might be measured
- how the data will be analysed

It should also describe how data from the study will support an application for further funding for a full-scale study.

C9 Research team

Applicants will need to clearly demonstrate that the principle investigator will have the resources to complete the study. As part of this, the committee will consider whether the research team has the necessary skills and experience to complete the type of project included in this proposal.

This is part of what will be used to assess the feasibility of your project (Criterion 6). **Please briefly summarise in the space provided and send a detailed description as a Word attachment, identifying as entry 'C9' and providing the principle investigator's name and the project title.**

It is very important that GPs in the early stage of their research careers ask advice of researchers with more experience or form a team with such a researcher, or researchers. This is increasingly important if the study is complicated or the investigator less experienced.

If you are unsure how to get help or advice, a good place to start is the Primary Health Care Research and Information Service in your state (visit www.phcris.org.au/phcred/contacts.php), or a department of general practice of a university in your state.

In this section describe the team of people who are involved in your research. Give a brief outline of their research skills and/or track record and the roles they will have in your study.

Capacity building

The RACGP is committed to encouraging new and emerging researchers, and training potential is one of the most important criteria in evaluating the research proposals it receives.

Briefly outline how undertaking this project will provide you with research training, skills or experience to meet Criterion 1 (research training potential for applicants). Be as specific as you can – you can include both formal (eg. courses, structured supervision or mentoring) and informal opportunities (eg. informal mentoring, access to experienced researchers with skills you want to learn).

Dissemination

Please indicate how you intend to disseminate your results. Please note that successful recipients are expected to present their findings at a scientific meeting (preferably the RACGP Annual Conference) within 2 years of completing their project.

C10 Ethical considerations (one page maximum)

Does this project require approval from a human research ethics committee?

Yes

No

Discuss the ethical issues relevant to your research and the safeguards you will utilise to protect all participants, particularly in regard to matters of consent and confidentiality.

Name of proposed committee

For details of the RACGP National Research and Evaluation Ethics Committee (NREEC) visit www.racgp.org.au/research/ethics or phone 03 8699 0497.

Application form Part D: Timelines and budget

As part of demonstrating feasibility (Criterion 6), it should be clear whether the investigators have allowed sufficient time to complete each step of the study, whether the requested budget will provide sufficient resources for the project to be undertaken and, if not, what other sources of funding or in-kind support have been sought.

D1 Timelines (200 words maximum)

To complete this section, segment the study design into logical steps, describe the duration of each step and provide any supporting information to justify the total estimated project duration.

D2 Budget

The purpose of the funding is not to top up grants. Grants cannot be used to subsidise salary or provide core salary for the principle or co-investigators. Section (c) of the budget may include allowance for travel costs associated with presenting the research findings at a scientific meeting (preferably the RACGP Annual Conference) within 2 years of the project commencing. Provide an itemised budget in the table below to justify the estimated time and resources. If this grant will only fund part of the costs of this research project, explain how the remaining resources will be attained. Please include GST on all costs.

(a) Salaries

Provide details for personnel being employed for the period of the grant.

	Position	Annual salary pro rata	Clinical loading*	Fractional or % time**	Number of weeks employed	Total salary	On costs	Total costs including GST
1								
2								
3								

* if sought ** eg, full time = 100%

Subtotal \$

Personnel: Requests for professional salaries should be in accordance with the official NH&MRC salary scales or scales from the submitting institution. Personnel should be named where known. Where proposed personnel are unknown, indicate the basic qualifications envisaged for the position and the salary required.

On-costs: Include provision for payroll tax, workers' compensation insurance, leave loading, or other institutional legal liabilities, where applicable. Allowable on-costs for salaries are normally set at 17.5%. Justification should be included if this is set at a higher level. No claims in respect of cost increases will be considered during the grant period.

Provide justification for level of salary and period of employment for each employee.

(b) Equipment

Total cost including GST

1	Description: Justification:		
2	Description: Justification:		

Subtotal \$ **(c) Other expenses** (ie. travel costs)

Total cost including GST

1	Description: Justification:		
2	Description: Justification:		

Subtotal \$ **(d) Total budget**

Total cost including GST

1	Salaries:		
2	Equipment:		
3	Other expenses:		
4	University infrastructure costs (if applicable)*		

Total \$ **Please enter this total in item C4 in Application form Part C: Research proposal.**

* Funding may be used to pay university infrastructure costs (up to 15% of the value of the grant) if required by the administering institution.

End of application