Royal Australian College *of* General Practitioners

RACGP Education Research Programs

2018-2019
Education Research Grant
Guide

Contents

INTRODUCTION

Welcome to the Royal Australian College of General Practitioners (RACGP) Education Research Grant program for 2018-2019. We look forward to working with you and supporting you with your research project. This guide provides comprehensive information on how to successfully complete an Education Research Grant project.

Table 1: Key contacts

RACGP Contacts	Position	Email	Phone
RACGP Education Research Inbox – for all general enquiries*		gpedresearch@racgp.org.au RACGP general enquiries 1800 331 626	
Dr Jillian Byron	Education Research Program Coordinator	gpedresearch@racgp.org.au	03 8699 0374
TBA	Education Research Coordinator		
Ms Kate Inglesi (Huang)	Education Research Administrator	gpedresearch@racgp.org.au	03 8699 0415
*We also encourage you to cc. gpedresearch@racgp.org.au when communicating with individual staff to ensure you receive a timely response.			
Activity partner			
Monash University consortium Led by Monash Department of General Practice			
Dr Christopher Barton	Senior lecturer	chris.barton@monash.edu	03 9902 4495

PROGRAM OVERVIEW

Program Objectives

Education Research Grants (ERGs) provide an opportunity for Regional Training Organisations (RTOs) to establish and develop research partnerships with academic institutions in their training footprint. RTOs must ensure direct involvement of the University's General Practice Department, Primary Health Care Department or equivalent.

The ERG 2018-2019 cohort aims to continue to build research capability in medical education and training with a specific focus on education improvement. The overarching objective is to develop evidence-based education initiatives that increase training capacity and improve educational outcomes, specifically:

- Exploration of innovative education models with a view to building sustainable training capacity;

- Identification, implementation and evaluation of new and existing education improvement initiatives suitable for regionalised primary care settings;

- Building the knowledge base for education improvement through increased research activities and publications;

- Promoting collaboration and engagement of RTOs in research and development initiatives directly relating to education improvement.

ERG Timeline

The 2018-2019 cohort will run over the financial year. Table 2 on page 5 provides indicative dates for the activities associated with the program during 2018-2019.

PROGRAM SCHEDULE

Table 2: Education Research Grant program schedule

Milestone	Indicative Dates
Contracts distributed On execution of contract, first invoice to be generated	June 2018
Individual projects commence	1 July 2018
Orientation workshop – Melbourne	August 2018 (TBC)
Orientation and Initial Progress Report due	10 October 2018
Attend GP18 conference	11 – 13 October 2018
First webinar	Nov 2018 (TBC)
Mid-term report due	10 January 2019
On acceptance of mid-term report, second invoice to be generated	24 January 2019
Second workshop	Jan/Feb 2019 (TBC)
Second webinar	2019 (TBC)
Final Administrative Report due	10 July 2019
Final Research Findings Report due, projects completed	10 July 2019
Financial Reconciliation Report	10 July 2019
On acceptance of financial reconciliation report, final invoice to be generated or funds returned to RACGP as per reconciliation.	24 July 2019

CONTRACTS AND FUNDING

Contract overview

RACGP has emailed a Funding Agreement to each successful RTO applicant. The Funding Agreement forms a contract between the RACGP and the training organisation. By signing this document, the training organisation agrees to:

- Ensure attendance and participation in ERG activities as required by the RACGP;

- Complete and submit progress reports as required by the RACGP; and

- Submit an itemised financial reconciliation of the costs incurred in association with the Education Research Grant project. These costs are actual expenditure and fees the RTO is legally committed to pay. Receipts and relevant evidence of such commitment must be made available on request from the RACGP. This obligation survives the expiry or termination of the funding agreement. The RACGP may request such receipts at any time until the end of the Head Agreement.

Funding

Funding up to the value stipulated in the Funding Agreement will be provided to training organisations in accordance with the schedule as detailed in Table 2, page 5 and highlighted below:

	Milestone	Expected Date	Amount (ex. GST)
1	Execution of Funding Agreement		[approx. 50% of total grant]
2	On receipt and acceptance of mid-term report	24 January 2019	[approx. 35% of total grant]
3	On receipt and acceptance of the Financial Reconciliation Report	24 July 2019	[approx. 15% of total grant less any unspent funds]

The RACGP will require RTOs to issue and send tax invoices to the RACGP Education Research inbox to receive payments, based on amounts advised by the RACGP. Funding is paid to the RTO in the three instalments described in the schedule above. Invoices must include GST.

Acknowledgement of funding

All presentations and references to this project must include the following wording to acknowledge funding for your grant:

> *"This research project is supported by the Royal Australian College of General Practitioners with funding from the Australian Government under the Australian General Practice Training program."*

EDUCATION RESEARCH GRANT PROJECT ACTIVITIES

To support ERG researchers in their research projects, there will be a number of activities provided across the year including webinars, online learning and face-to-face workshops. Topics covered in these activities may include the following, however there is scope to tailor the contents to the needs of the participating RTO research teams:

• Troubleshooting your project;

• Research ethics issues;

• Data management and analysis;

• Clinical data analytics;

• Presenting your work to different audiences;

• Writing abstracts, oral presentations, posters, articles for popular press, academic journals; and

• Advocacy – getting your research into the public and policy domains.

ERG researchers will be offered a cohort experience with regular communication and opportunities to both troubleshoot and share their work in a supportive environment. RACGP will contract a University Department of General Practice to develop and facilitate ERG support activities. The activity partner for the ERG 2018-2019 cohort will be Monash University consortium. They will be able to provide access to quantitative and qualitative researchers, statisticians, and a range of allied health practitioners and GPs with primary care research expertise.

RACGP acknowledges that each ERG project team has a range of existing skills and expertise; however, the activities also provide an opportunity for networking, knowledge exchange and increasing research collaboration across RTOs.

Webinars

There will be two, one hour webinars for ERG researchers in 2018-2019. The activity provider will modify the content based on the researchers' needs, and provide information and skills to suit the various stages of the research grants.

Each grantee is required to nominate two representatives to attend the two webinars, and to meet the requirement of RTO capacity building, RACGP requires at least one of the attendees to be an RTO member of staff.

Online Learning

To support ERG researchers during their post, the RACGP education research team will facilitate an online learning management system (LMS), called Moodle. This online learning platform will provide educational information, opportunities to ask questions and a forum for researchers to share work challenges and experiences with their peers.

Online learning resources will be supported by the RACGP and the contracted activity partner, through the online learning platform. At the beginning of the research year, RACGP will contact the grantee project manager to obtain a list of all members of the project team who should be given access to Moodle. The researchers will be sent their Moodle account log-in details.

Researchers are encouraged to check emails sent to their registered email and to log into the

Moodle portal regularly to keep up to date with program activities, resources and communications.

Face-to-Face workshops

Each grantee is required to nominate two representatives to attend the two workshops, and to meet the requirement of RTO capacity building, RACGP requires at least one of the attendees to be an RTO member of staff.

The workshops are designed to support ERG researchers to ensure successful completion of projects and to facilitate networking and exchange of knowledge amongst RTOs. Researchers will be expected to present their work and receive feedback from academics and peers. The workshops will also be a venue to provide information on the expectations of the ERGs for future grant rounds.

The first one-day face-to-face workshop for ERG researchers will be in Melbourne in August (refer to Table 2). Content is based on researchers' needs regarding their specific research project.

A member of the RACGP education research team will contact ERG researchers via email once the funding agreement has been executed to arrange accommodation, flights and other details for the workshop.

RACGP plans a second one-day workshop for early 2019 with a focus on data analysis.

Attendance at the workshops is arranged and fully funded by the RACGP.

Conference Attendance

Two representatives from each ERG research team will have the opportunity to attend GP18 in October 2018, and to meet the requirement of RTO capacity building, RACGP requires at least one of the attendees to be an RTO member of staff.

Attendance will be arranged and fully funded by the RACGP.

Please do not register for the conference until you are advised by the RACGP education research team of the correct process.

EDUCATION RESEARCH GRANT REPORTING REQUIREMENTS

Reporting overview

ERG researchers are asked to submit a total of five reports during, and on completion of their research project:

- • an orientation and initial progress report;
- • a mid-term report;
- • a final administrative report;
- • a final research findings report
- • a financial reconciliation report.

The RTO's Lead Investigator must read and approve the reports prior to submission.

The reports will be made available on the grant platform that was used to submit the original application. Researchers will be advised about the process of submission via email four weeks before the reports are due.

RACGP will distribute a word version of the reports in advance of the submission date to assist with RTO planning.

Timelines for report submissions

Completed reports must be submitted to the RACGP by the due dates as detailed in Table 2, page 5 and highlighted below:

Report Title	Due Date
Orientation & Initial progress report	10 October 2018
Mid-term report	10 January 2019
Final administrative report	10 July 2019
Final research findings report	10 July 2019
Financial Reconciliation report	10 July 2019

SUPPORT DURING YOUR ERG PROJECT

The RACGP Education Research team will provide support throughout the project. Contact details are on page 3. If you are unsure who to contact please email gpedresearch@racgp.org.au and your email will be forwarded to the appropriate person.