Education Research Grant program 2020

Cohort guide

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Education Research Grant program 2020: Cohort guide

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Contents

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Introduction

Welcome to The Royal Australian College of General Practitioners (RACGP) Education Research Grant (ERG) program 2020. We look forward to working with you and supporting you with your research project.

This guide provides comprehensive information on how to successfully complete your ERG project.

Program objectives

The ERG program provides an opportunity for Regional Training Organisations (RTOs) to establish and develop research partnerships with academic institutions.

RTOs must ensure direct involvement of the relevant university's general practice department, primary healthcare department or equivalent.

The ERG program 2020 aims to continue to build research capability in medical education and training. The overarching objectives are to:

- produce high-quality research evidence regarding general practice education in Australia

- develop research skills of RTO staff, medical educators, general practice registrars, general practice supervisors and training practices, and promote a culture of academic critique and use of evidence in general practice training

- facilitate collaboration between RTOs, training practices and universities

- promote the dissemination of Australian general practice education research outcomes in Australia to ensure this research is used in general practice training programs.

Key contact

To ensure you receive a timely response, ERG recipients should direct queries to the Education Research Program Coordinator via email at gpedresearch@racgp.org.au or telephone 03 8699 0584.

Program schedule

The ERG program 2020 runs for one year. The funded research period for the 2020 program commences on 1 January 2020 and concludes on 31 December 2020.

Table 1 provides indicative dates for the activities associated with the ERG program 2020.

Table 1. Education Research Grant program 2020 schedule

Activity	Time frame
ERG projects commence	**1 January 2020**
Workshop 1	6 February 2020
RTO orientation and initial progress report due	13 April 2020
Webinar 1	April 2020
RTO mid-term report due	6 July 2020
Conference attendance (funded by the RACGP)	To be confirmed
Webinar 2	September 2020
Workshop 2	November 2020
ERG projects conclude	**31 December 2020**
RTO final administration report, research findings report and financial reconciliation report due	15 February 2021

Contracts and funding

Contract overview

The RACGP has executed a funding agreement with each successful ERG applicant. The funding agreement forms a contract between the RACGP and your RTO. By signing this document, your RTO has agreed to:

- ensure attendance and participation in all compulsory ERG workshop and webinars

- complete and submit reports as required by the RACGP

- submit an itemised financial reconciliation of the costs incurred in association with the ERG 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 RTOs in accordance with the schedule as detailed in Table 1. Payments are made to RTOs in three instalments. 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. Invoices must include GST.

Table 2 outlines the expected dates of milestone payments and the preceding activities.

Table 2. ERG milestone payment schedule

Instalment	Milestone	Expected date	Amount (excluding GST)
1	Execution of funding agreement	30 November 2019	Approximately 50% of total grant
2	On receipt and acceptance of mid-term report	30 April 2020	Approximately 35% of total grant
3	On receipt and acceptance of the final administrative, research and financial reconciliation reports	28 February 2021	Approximately 15% of total grant, less any unspent funds

Variation to ERG budget spend during the funding period

The ERG project funds must be expended in accordance with the project description and project budget cost detailed in the approved application or any revised budget, aims and research plan that have been approved by the RACGP.

Changes to major budget line items will require approval from the RACGP. For example, if your proposal requested $3000 for financial reimbursements to participants, you cannot use those funds to travel to a conference instead without RACGP approval. To convert funds for another purpose than originally specified, a variation request must be submitted to the RACGP via email for consideration and approval.

For instances where your proposal requested funds to employ personnel and your project has varied the full-time equivalent (FTE) to redistribute the work to be undertaken, this does not need RACGP approval.

Conference registration

Research teams are permitted to use their approved conference funds allocation to pre-book travel and accommodation expenses for any conference that will be held beyond the end of the funding period of 31 December 2020, as long as conference registration has also been paid for. Payments are only permitted for flights, accommodation and registration for conferences held in Australia.

Expenses incurred for attendance at compulsory support activities

The RACGP will cover reasonable travel and accommodation costs incurred for attendance at compulsory ERG program activities, as per the RACGP travel policy. The RACGP will also arrange all registration, travel and accommodation for the RACGP-supported conference. There may be reimbursement for some out-of-pocket expenses (eg parking, mileage, meals) subject to prior approval and submission of receipts with the RACGP expense reimbursement forms.

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 General Practice Training Program: An Australian Government initiative.

Use of the RACGP, Australian General Practice Training (AGPT) or any Australian Government department logo in presentations or documents is not permitted.

Support activities

To support ERG researchers in their research projects, there will be a number of activities provided across the year, including webinars 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

- 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. The RACGP will contract a university department of general practice to develop and facilitate ERG support activities. The activity partner for the ERG program 2020 will be Monash University. Monash 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.

The 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.

Attendee requirements

Each grantee is required to nominate two representatives to attend each support activity. To meet the requirement of RTO capacity building, the RACGP requires at least one of the attendees to be an RTO member of staff who is part of the ERG project team.

Webinars

There will be two one-hour webinars for ERG researchers in 2020. 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.

Online learning

To support ERG researchers during their post, the RACGP education research team will facilitate an online learning management system (LMS). 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, the RACGP will contact the project manager from each project to obtain a list of all members who should be given access to the LMS. The researchers will be sent their LMS account login details.

Researchers are encouraged to check emails sent to their registered email and to log on to the LMS regularly to keep up to date with program activities, resources and communications.

Face-to-face workshops

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

The workshops are designed to support ERG researchers to ensure successful completion of projects and to facilitate networking and exchange of knowledge among 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.

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

The two webinars will be conducted in April and September 2020 at 12.30 pm AEST. Monash University will send a Zoom invitation to participants closer to the date.

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 a conference to meet the requirement of RTO capacity building. The RACGP requires at least one of the attendees to be an RTO member of staff who is directly involved in the ERG project. Conference attendance will be arranged and fully funded by the RACGP. ERG teams will be notified of which conference they will be attending in early 2020.

Reporting requirements

Reporting overview

ERG teams are required to submit a total of five reports during and on completion of their research project. The RTO's chief investigator must read and approve the reports prior to submission.

The RACGP uses the online program SmartyGrants to distribute and receive reports. Staff distribute a link to the report form via email four weeks before the report due date. The RACGP will also provide information about the report format on the online learning platform two months before the report due date.

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