RACGP

Royal Australian College *of* General Practitioners

Education Research Grant program 2021

Cohort guide

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Education Research Grant program 2021: Cohort guide

Disclaimer

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Recommended citation

We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.

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Contents

Introduction

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Welcome to The Royal Australian College of General Practitioners (RACGP) Education Research Grant (ERG) 2021 program. 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 overview

Program objectives

The ERG program provides 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 healthcare department or equivalent.

The ERG 2021 program aims to continue to build research capability in medical education and training. The overarching objectives of the program 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, please direct queries to the Education Research Coordinator via email at gpedresearch@racgp.org.au or phone 03 8699 0418.

Program schedule

The ERG 2021 program runs for one year. The funded research period for the 2021 program commenced on 1 January 2021 and concludes on 31 December 2021.

Table 1 provides indicative dates for the activities associated with the ERG 2021 program.

Table 1. ERG program schedule

Activity	Time frame
ERG projects commence	**1 January 2021**
Workshop 1	26 February 2021
RTO initial progress report due	16 April 2021
Webinar 1	April 2021
RTO mid-term report due	16 July 2021
Conference attendance (funded by the RACGP)	To be confirmed
Webinar 2	September 2021
Workshop 2	November 2021
ERG projects conclude	**31 December 2021**
RTO final administration report, research findings report and financial reconciliation report due	18 February 2022

Contracts and funding

Contract overview

The RACGP has executed a Funding Agreement with each successful ERG applicant, which 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 has incurred during the research funded period and 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 Funding 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 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	18 December 2020	50% of total grant
2	On receipt and acceptance of mid-term report	30 July 2021	35% of total grant
3	On receipt and acceptance of the final administrative, research and financial reconciliation reports	28 February 2022	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 budget itemised $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 written request must be submitted to the RACGP via email for consideration and 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 2021, 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 Government under the Australian General Practice Training Program'.*

Use of the RACGP, Australian General Practice Training (AGPT) Program or any Commonwealth 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:

- 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 and academic journals.

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

However, there is scope to tailor the contents to the needs of the participating RTO research teams.

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 2021 program will be Monash University. They will be able to provide access to quantitative and qualitative researchers, statisticians and a range of allied health practitioners and general practitioners (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 2021. The activity provider will modify the content based on the researchers' needs and will provide information and skills to suit the various stages of the research grants. The two webinars will be conducted in April and September 2021 at 12.30 pm AEST. Monash University will send a Zoom invitation to participants closer to the date.

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, 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 into 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.

The RACGP will contact ERG researchers via email once the funding agreement has been executed to arrange accommodation, flights and other details for the workshops.

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. 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.

Education Research Grant reporting requirements

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ERG teams are required to submit a total of three progress 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 will distribute a link to the report form via email one month 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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