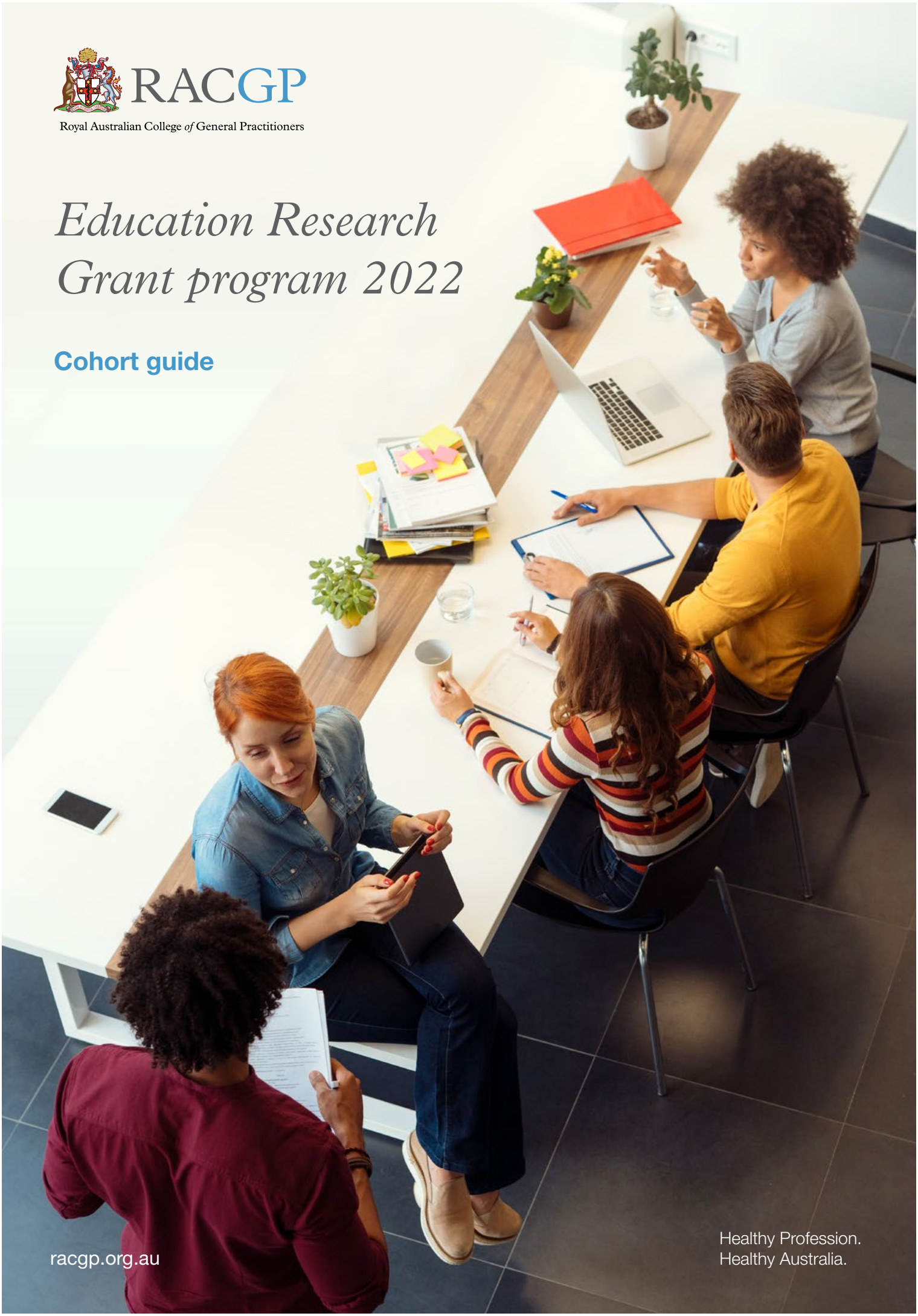
RACGP

Royal Australian College *of* General Practitioners

Education Research Grant program 2022

Cohort guide



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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 1

Program overview 1

Program objectives 1

Key contact 1

Program schedule 2

Contracts and funding 3

Contract overview 3

Funding 3

Conference registration 4

Expenses incurred for attendance at compulsory support activities 4

Acknowledgement of funding 4

ERG support activities 5

Attendee requirements 5

Online learning 5

Conference attendance 6

ERG reporting requirements 6

Introduction

Welcome to the RACGP Education Research Grant (ERG) 2022 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 2022 program aims to continue to build research capability in medical education and training for general practice, with a specific focus on education improvement. 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, GPs in training, 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 telephone 03 8580 1706.

Program schedule

The ERG 2022 program runs for one year. The funded research period for the 2022 program commences on 1 January 2022 and concludes on 31 December 2022. Table 1 provides indicative dates for the activities associated with the ERG 2022 program.

Table 1. ERG program schedule

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

ERG, Education Research Grant; RTO, Regional Training Organisation.

Contracts and funding

Contract overview

The RACGP will execute a Funding Agreement with each successful ERG applicant, which forms a contract between the RACGP and your RTO. By signing this document, your RTO agrees 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 Department of Health–RACGP 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 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	17 December 2021	50% of total grant
2	On receipt and acceptance of mid-term report	29 July 2022	35% of total grant
3	On receipt and acceptance of the final administrative, research and financial reconciliation reports	To be confirmed	15% of total grant less any unspent funds

ERG, Education Research Grant.

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 2022, 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'.

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

ERG support activities

To support ERG researchers in their research projects, there will be a number of activities provided across the year. 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 develop and facilitate the delivery of ERG support activities. Further information on the activities format and schedules will be provided at a later date.

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.

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 into the LMS regularly to keep up to date with program activities, resources and communications.

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 2022.

ERG reporting requirements

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 4–6 weeks before the report due date.

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