



RACGP Education Research Programs

Education Research Grants Guide

2017-2018

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INTRODUCTION

Welcome to the Royal Australian College of General Practitioners (RACGP) Education Research Grant program for 2017-2018. 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	
Talya Mathews	Manager, Research, Evaluation & Analysis, Education	talya.mathews@racgp.org.au	03 8699 0358
Jillian Byron	Education Research Program	jillian.byron@racgp.org.au	03 8699 0374
Kate Huang	Education Research Program	kate.huang@racgp.org.au	03 8699 0415

*We also encourage you to cc. this email when communicating with individual staff to ensure you receive a timely response.

PROGRAM SCHEDULE

Table 2: Education Research Grant program schedule

Milestone	Indicative Dates
Funding agreements issued On execution of contract, first invoice to be generated Individual projects commence	August 2017
Orientation and Initial Progress Report due	3 November 2017
1 Day Workshop in Melbourne, Victoria	22 November 2017
First webinar – date to be confirmed	Jan/Feb 2018
Mid-term report due	2 February 2018
On acceptance of mid-term report, second invoice to be generated	16 February 2018
Second webinar – date to be confirmed	April/May 2018
Attendance at Primary Health Care Research Conference (PHCRC) and workshop in July/August 2018	July/August 2018
Final Administrative Report due	17 August 2018
Final Research Findings Report due, projects completed	17 August 2018
Financial Reconciliation Report	17 August 2018
On acceptance of financial reconciliation report, final invoice to be generated or funds returned to RACGP as per reconciliation.	1 September 2018

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.

ERG 2017-2018 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

Last year due to timing issues, RACGP facilitated the program for the 2016-2017 cohort during the calendar year of 2017. Prior to this, the Education Research Grant (ERG) has been facilitated for 12 months over a financial year. This year, for the 2017-2018 cohort, the RACGP will resume facilitation of the program over the financial year. The table below provides indicative dates for the activities associated with the program during 2017-2018 unless an individual variation has been negotiated with the RACGP – in that case refer to your contract.

The schedule for the year has been provided on page 4.

CONTRACTS AND FUNDING

Contract overview

A Funding Agreement has been sent to each Education Research Grantee training organisation. 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 expense reconciliation, including receipts for costs incurred during the Education Research Grant project. Actual expenditure must be based on the final budget approved by the RACGP Academic Assessment Panel. Variations of greater than 10% for individual items require prior approval from the RACGP.

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 4 and highlighted below, unless an individual variation has been negotiated with the RACGP:

	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	16 February 2018	[approx. 35% of total grant]
3	On receipt of the Financial Reconciliation Report	1 September 2018	[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 several 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;
- 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. ERG activities will be developed and facilitated by contracted academic staff from a University Department of General Practice, along with other staff from the university as appropriate with skills in specific areas. The activity partner 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.

Each grantee is required to respond to requests for input into the content of support activities as based on individual needs.

Webinars

Each grantee is required to nominate two representatives to attend the two webinars.

There will be two, one hour webinars for ERG researchers in 2017-2018. The content provided in these Webinars will be based on the researchers' needs and provide information and skills to suit the various stages of their research.

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, researchers will be sent their Moodle account log-in details. Researchers must ensure to check your registered email and Moodle portal regularly to ensure you are aware of program and activity updates at all times.

Each grantee is required to nominate at least two representatives to participate in the LMS.

Face-to-Face workshops

Each grantee is required to nominate two representatives to attend the two workshops.

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 on 22 November 2017. Content will be 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 signed to arrange accommodation, flights and other details for the November workshop.

A second one-day workshop is planned to be held following presentations at the Primary Health Care Research Conference (PHCRC) in July/August 2018. RTOs will be required to present the findings from their research at the workshop.

Attendance at the workshops will be arranged and fully funded by the RACGP.

Conference Attendance

ERG researchers are expected to attend the Primary Health Care Research Conference (PHCRC), and will be asked to submit a presentation and poster on their research as a professional development activity as a part of their workshop attendance.

Note: Abstracts for these presentations are required to be submitted to the Flinders University for acceptance.

ERG researchers will be assisted to develop their presentation and poster through the learning activities offered during the year.

The location of PHCRC will be announced early 2018.

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 Senior Medical Educator 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.

A draft copy of the final admin, research findings and financial reconciliation report will be distributed with this guide so that grantees are aware of the reporting requirements.

Timelines for report submissions

Completed reports must be submitted to the RACGP by the due dates as detailed in Table 2, page 4 and highlighted below:

Report Title	Due Date
Orientation & Initial progress report	3 November 2017
Mid-term report	2 February 2018
Final administrative report	17 August 2018
Final research findings report	17 August 2018
Financial Reconciliation report	17 August 2018

SUPPORT DURING YOUR ERG PROJECT

The RACGP Education Research team will provide support throughout the project. Contact details can be found in the [Introduction](#). If you are unsure who to contact please email qpedresearch@racgp.org.au and your email will be forwarded to the appropriate person.