RACGP Foundation Grants and Awards 2015
Handbook for Applicants

This Handbook contains important information for applicants for RACGP Foundation Grants and Awards. Applicants should read all the information included in this document, in conjunction with the grant application form. Applicants should ensure they have read and understood these documents, and the individual requirements of the grant(s) for which they intend to apply.

| Key dates for all grants (except Therapeutic Guidelines Limited (TGL)/RACGP Research Grant) |
| Applications open: | Tuesday 10 March 2015 |
| Applications close: | Monday 11 May 2015, 5pm AEST. |

| Key dates for Therapeutic Guidelines Limited (TGL)/RACGP Research Grant |
| Expressions of Interest open: | Tuesday 10 March 2015 |
| Expressions of Interest close: | Monday 13 April 2015, 5pm AEST |
| Invitations to submit full application: | mid-May 2015 |
| Full applications close: | Monday 29 June 2015, 5pm AEST |

LATE APPLICATIONS WILL NOT BE ACCEPTED

At the RACGP Foundation, we are inspiring a healthier tomorrow
The RACGP Foundation supports general practitioners and general practice registrars to conduct medical research into primary health care and develop research career pathways. We do this by raising funds to support a diverse range of research grants, scholarships, fellowships and awards that provide our members with opportunities to undertake this valuable research.

The RACGP believes strongly in the importance of research in general practice. Our research grants acknowledge the vital contribution general practitioners make in furthering medical advancements within the community. By participating in research, general practitioners are building the evidence that is necessary to deliver the highest quality care and best health outcomes to all Australians. Much of this evidence can only be acquired from research in the general practice setting, making continued investment in this worthwhile cause vital.

The RACGP Foundation would like to acknowledge our funding partners and donors. Without their valuable contributions, these grants would not be possible. The major contributors to the RACGP Foundation grants and awards program are:

- RACGP
- Therapeutic Guidelines Ltd
- HCF Research Foundation
- Diabetes Australia
- Independent Practitioner Network (IPN) Pty Ltd
- Primary Care Collaborative Cancer Clinical Trials Group (PC4)
- Australian Primary Health Care Research Institute (APHCRI), Australian National University
- The Estate of Edward Gawthorn
- RACGP members
- Other individual donors and supporters
## Overview of 2015 Grants and Awards

<table>
<thead>
<tr>
<th><strong>NAME OF GRANT AND FOCUS</strong></th>
<th><strong>Amount</strong></th>
<th><strong>Page</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Therapeutic Guidelines Limited (TGL)/ RACGP Research Grant Use and/or implementation of guidelines in general practice.</td>
<td>$100,000</td>
<td>9</td>
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<tr>
<td>The HCF Research Foundation/ RACGP Research Grant Research into health services issues of relevance to general practice.</td>
<td>2 x $60,000</td>
<td>10</td>
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<tr>
<td>RACGP/Diabetes Australia Research Grant Research into diabetes management, prevention, and/or clinical care in general practice.</td>
<td>$60,000</td>
<td>11</td>
</tr>
<tr>
<td>RACGP/Independent Practitioner Network Pty Ltd (IPN) Research Grant Innovation in chronic disease management in the general practice setting.</td>
<td>$20,000</td>
<td>12</td>
</tr>
<tr>
<td>RACGP/Australian Primary Health Care Research Institute (APHCRI) Indigenous Health Award To provide support for:</td>
<td>1 or more grants, up to a total of $9,000</td>
<td>13</td>
</tr>
<tr>
<td>• Indigenous medical students</td>
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<td>• medical students to gain experience in Indigenous health</td>
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<td>• Indigenous medical graduates undertaking GP training</td>
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<td>• GP registrars and GPs undertaking research and educational projects in Indigenous health OR</td>
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<td>• other activities supporting the provision of high quality health care to Indigenous people</td>
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<tr>
<td>RACGP/Primary Care Collaborative Cancer Clinical Trials Group (PC4) Research Grant High quality cancer research in primary care that will strengthen the knowledge base of general practice.</td>
<td>$10,000</td>
<td>14</td>
</tr>
<tr>
<td>RACGP Family Medical Care Education and Research Grant (FMCER) Support for new and emerging GP researchers to conduct research that benefits primary health care.</td>
<td>2 x $20,000</td>
<td>15</td>
</tr>
<tr>
<td>RACGP Chris Silagy Research Scholarship Research into an aspect of evidence-based primary health care by a general practitioner researcher.</td>
<td>$15,000</td>
<td>16</td>
</tr>
<tr>
<td>RACGP Rex Walpole Travelling Fellowship To support a plan of travel for a new and emerging GP researcher.</td>
<td>$2,500</td>
<td>17</td>
</tr>
<tr>
<td>RACGP PWH Grieve Memorial Award To support a plan of study in medical education for a general practitioner or for research in general practice.</td>
<td>$2,500</td>
<td>18</td>
</tr>
<tr>
<td>Charles Bridges-Webb Memorial Award To support general practice registrars with direct research costs associated with the conduct of any study that has relevance to general practice, health care, health outcomes or health professional education.</td>
<td>$1,000</td>
<td>19</td>
</tr>
<tr>
<td>The Peter Mudge Medal Awarded annually to a presenter at the annual RACGP Annual Conference who has advanced the discipline of general practice and the goals of the College and whose original research has the most potential to significantly influence daily general practice.</td>
<td>$500</td>
<td>20</td>
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<td>The Alan Chancellor Award Presented each year to the GP or GP registrar considered to be the best first time presenter of a research paper at the RACGP Annual Conference.</td>
<td>$500</td>
<td>21</td>
</tr>
<tr>
<td>The Iris and Edward Gawthorn Award Awarded annually to the registrar in general practice who demonstrates the most interest and skill in the management of cardio respiratory illness.</td>
<td>$500</td>
<td>22</td>
</tr>
<tr>
<td>RACGP/MDA National Best General Practice Research Article in the AFP Journal Award Presented annually to the author of the best general practice research article in the AFP Journal.</td>
<td></td>
<td>23</td>
</tr>
</tbody>
</table>
General information

Eligibility
To be eligible for an RACGP Foundation grant or award, the Principal Investigator must be a GP or GP registrar, and a member of the RACGP. The RACGP/APHCRI Indigenous Health Award is an exception, as it is also open to medical students.

Additional requirements may apply to individual grants. Please refer to the eligibility criteria for each grant.

Early career researchers
The RACGP supports GPs and GP registrars at an early stage of their research careers who are seeking opportunities to develop their research skills and progress their careers. The following grants are designated for early career researchers:
- Family Medical Care Education and Research Grant (FMCER)
- Rex Walpole Travelling Fellowship

RACGP members are eligible to apply for grants designated for early career researchers if they are within five years of the start of their research careers. This will usually mean they are beginning or emerging researchers who:
  - have not yet undertaken a research higher degree; OR
  - are currently enrolled in a research higher degree; OR
  - are within five years of being awarded a PhD or other research higher degree (at the closing date for applications).

Significant career interruptions will be taken into account at the discretion of the RACGP.

Terms and conditions
Applicants should read the Terms of Grants and Awards, included at the end of this handbook. In submitting an application, applicants agree to these Terms.

Changes for 2015 grant round
The condition that investigators’ salaries cannot be included in grant budgets has been removed for the 2015 round. Budgets may now include salary for named investigators, however please note that in cases where investigator salary contributes to a substantial proportion of the budget, the project would not rate highly on the value for money criterion.

Notification of additional funding
Applicants must notify the RACGP Foundation if they receive funding from another source for a project that is the subject of a grant application to RACGP Foundation.

Applying for multiple grants
Applicants are welcome to apply for more than one grant with the same research proposal. They must be submitted on separate application forms, indicating on each which grant the application is for, and noting in the budget section which other grants have been applied for. Applicants will not be funded for more than one grant for the same project.

If the projects are related but not the same, the budget section provides space for you to explain how they differ. If they are sufficiently different then it would be possible to obtain funding for both.
Application Procedure

Before you start
Prior to commencing their application, applicants should read the award details, eligibility, selection criteria and terms of grants and awards as outlined in this handbook. Applications must be submitted using the appropriate application form. The application forms are available on the RACGP website at: http://www.racgp.org.au/foundation/grants. Select the individual grant for the award details and the appropriate form.

Word limits and formatting
Please note that there are no longer set word limits on the application form, which is in pdf format. However, only the space allocated to each question on the form can be used. No additional information will be considered, except where indicated. Formatting is restricted to Times New Roman 11pt; this cannot be changed. Text can be copied and pasted from Word into the boxes on the application form, however note the size limitations of each box as you may need to reformat your line spacing.

Mac users please note: In some cases, Adobe Reader for Macintosh will allow extra text in the form boxes. Please pay careful attention when pasting/typing text into the boxes. The amount of text allowed is limited to the visible space provided only. If you need additional space, continue your text in the following text box, if provided on the next page, or reduce the amount of text. Any additional text included outside this space or not visible in the box will not be assessed. If you are unsure, print the document to see what is visible in the box.

Figures and diagrams
Should you wish to insert figures or diagrams, you may submit these as a separate pdf document. Please label these appropriately (e.g. Figure 1, question B4) and ensure that you refer to them in your response on the main application form. Please include any explanation of the figure in the main text. Additional information (other than the title of the figure) is not permitted on the attachment.

Assistance for applicants
While the RACGP encourages GPs and registrars who have limited research experience to apply for grants, it is also recommended they ask advice of researchers with more experience or form a team with such a researcher, or researchers, who can provide the necessary support to ensure a project’s success. This is increasingly important if the study is complex or the investigator less experienced. If you are unsure how to get help or advice, a good place to start is a department of general practice of a university in your state.

For an example of the types of projects that the RACGP Foundation has funded in the past, a list of 2014 grant recipients is available at http://www.racgp.org.au/support/foundation/grantsawards/recipients/

Library resources
The RACGP John Murtagh Library has a large collection of resources available to assist you in putting together your application. The research subject portal has been developed to cater for the resource needs of those involved in, interested in or contemplating undertaking research. Included in this section are: links to databases (both Library subscription databases and freely available ones) with details of coverage, search tips and guides; full text journal content on research, research methodologies and writing grant applications; lists of hard copy, e-books and electronic resources in the Library’s collection; links to other RACGP sources of support and information and links to useful web resources. Refer to: http://www.racgp.org.au/support/library/subject-portals/resources-for-researchers/

Library staff can be contacted by email library@racgp.org.au or telephone (03) 8699 0519.
Selection criteria
Applications will be assessed against the selection criteria. The most common selection criteria are explained below. Individual grants may impose additional criteria. Note the weightings assigned to each of these vary between the grants.

- **Training potential for applicants**: The RACGP is committed to encouraging new and emerging researchers. The Committee will consider how undertaking the project will provide the applicant(s) with research training, skills and experience, and contribute to their career development and competitiveness in securing future funding.

- **Scientific quality of the proposed research project** is based on the details of the research plan and assesses the appropriateness of the suggested methods and the scientific quality of the study design. Applications should show strong design using robust methods, and clear research objectives.

- **Significance and either originality or innovation** is drawn from the literature review and research plan. This refers to the significance and impact of the study on general practice and/or primary care policy development. Applications will need to show that the research relates to an important problem, and the results are likely to influence practice or have other important effects. Originality looks at what is new or likely to be added to the literature by the project.

- **Feasibility of carrying out and completing the research in a one year timeframe** is assessed on a number of factors. The Committee will consider whether the research team has the necessary skills and experience to complete the type of project included in the proposal. Applicants will also need to clearly demonstrate the principal investigator will have the resources to complete the study. As part of demonstrating feasibility, it should be clear whether the investigators have allowed sufficient time to complete each step of the study, whether the requested budget will provide sufficient resources for the project to be undertaken and, if not, what other sources of funding or in-kind support have been sought.

- **Potential to build capacity in general practice research** refers to how the project will support and contribute to a research culture in general practice. This might include (but is not limited to):
  - opportunities for other practice members to gain research experience
  - contribution to the knowledge and skills of the research team
  - providing collaborative research links with GPs and local services
  - contributing to a research culture
  - providing training and research support to early career researchers

- **Value for money** refers to the budget, and whether it is in line with the study needs and expected outcomes. More broadly, the committee may consider how the project leverages off other activities to get a better outcome, and how the investment will contribute to other research. Note that where the investigator’s salary constitutes a substantial proportion of the budget, the project would not rate highly on value for money.
Common mistakes
Some common mistakes that are made in developing research proposals and writing applications are listed below, along with how to avoid them. These have been collated from reviewer comments in past years.

- **Inadequate academic support** – If you are not an experienced researcher, it is important to have an experienced researcher involved to satisfy the committee that the project will be adequately supported and feasible.

- **Inadequate budget** - Ensure your budget is adequate to cover the proposed work. Seek advice if you are unsure what your costs might be. Do not request more than the amount available. If your project requires more funding than the grant offers, explain what your other sources of funding are and whether the project can be undertaken without these.

- **Too ambitious** – Consider whether your project can realistically be completed within the stated timeframes.

- **Insufficient information** – Does your application contain enough information for the reviewers to make an informed assessment of your proposal? Provide enough detail in the research plan to articulate scientific quality, i.e. the methodology, analysis and issues of reliability/validity. Include all necessary information such as sample size calculation and detail on how data will be collected. Back up your statements with evidence from the literature. Ensure that the literature review clearly provides a rationale for why the research question is important, or a clear context of the gap in the literature.

- **Lack of clarity** - Ensure your ideas are well articulated. Is the research plan clearly described and well structured? Will the methodology selected lead to answers to your research question? Are your aims focused, and goals clear? Will it be clear to the reviewers what you want to investigate? Is your proposal too wordy or long?

- **Selection criteria are not addressed** - Review the selection criteria and weightings and ensure that your application addresses these.

- **Specific issues are not considered** - If your research involves minority or Aboriginal and/or Torres Strait Islander groups, ensure that the research plan/ethics section addresses any special issues.

- **Failure to check your application before submission** - Proof read your application before submission. Remove any comments and ensure no key information is missing. Make sure you have completed every question. Ask colleagues to read and comment on your application. Follow the instructions for submission.

Submission of applications
Prior to submitting the application, ensure all boxes have been filled out and all questions have been answered. Use the checklist at the end of the application form to ensure you have completed all requirements and included all the necessary documents.

Applications should be submitted by email to research@racgp.org.au. Scanned copies of signature pages and co-investigator CVs can be attached as separate documents. It is preferable to submit the application form as saved in pdf format, rather than to print and scan it with the signature pages. This enables a better quality form for reviewers to read. If you have the appropriate software, you may combine the scanned signature pages into the document. Otherwise, please include them as separate attachments.

Applications close on **Monday 11 May 2015 at 5.00pm** (Australian Eastern Standard Time), unless otherwise indicated. Applications received after the closing date will not be accepted.
Assessment process

Eligibility Check
RACGP staff check all applications on receipt to ensure compliance with eligibility criteria and conditions of award. Applicants may be contacted to confirm details or provide required documentation, however it is the applicant’s responsibility to ensure that all eligibility criteria and conditions are met, and that any supporting documentation is included prior to submitting an application. The RACGP reserves the right to exclude from contention any application that is incomplete or does not meet the eligibility criteria.

Review by the National Research Awards Committee (NRAC)
NRAC members will review the applications against the selection criteria, as specified for each grant. The NRAC will meet in June/July to discuss the applications and make recommendations to the Foundation Board. The final decision on awards is made by the Foundation Board on the basis of these recommendations by the NRAC. RACGP Council is then asked to endorse the decision prior to notification of applicants. Please note that all decisions are final, and there is no mechanism for appeal.

Management of Conflicts of Interest
As the general practice research community is relatively small, there is a possibility of conflicts of interest arising during the review process. The NRAC has an established process for declaring and managing conflicts of interest. All NRAC members and partner reviewers must declare their conflicts of interest prior to accessing confidential information, including grant applications in full. Conflicted NRAC members will not participate in a discussion in which there is a real or perceived conflict of interest, and they are required to excuse themselves from that aspect of a meeting and any relevant application review(s). No reviewer will be assigned an application on which they have a conflict of interest.

To assist in the management of conflicts, the terms of reference allow for the NRAC to call upon reviewers from outside Australia to participate in the review process.

Notification of outcome of applications
Applicants will be notified by email of the outcome of their applications by the end of August 2015. An official announcement will be made on the RACGP website following notification.

Feedback
Grant applicants may receive brief feedback on their application. Please note that it is not possible to provide detailed feedback. No correspondence will be entered into regarding any feedback provided.

Successful applicants

Letter of offer
The letter of offer is an important document. Please retain it and take note of the reporting requirements and dates, payment schedule and required wording for acknowledgement of funding. The offer date on the letter is the date around which the reporting and milestone requirements are set.

Reporting
Grant recipients are required to provide reports on their work to the RACGP Foundation. The reporting requirements and due dates are set out in the Terms of Grants and Awards, and will also be confirmed in the letter of offer.
Award presentation
Grants and awards will be presented at an event hosted by the RACGP State Faculty where the grant/award winner resides.

The exceptions are the Peter Mudge Medal and Alan Chancellor Award which will be awarded at the closing ceremony of the RACGP Annual Conference (GP15) on 23 September 2015.

Acknowledgement of support
Grant recipients must acknowledge the support of the RACGP Foundation and specific funding partners in all publications, presentations, summary findings, websites, newsletters and media announcements relating to the research. The required wording, as provided in the letter of offer, must be used.

Publicity
Grant recipients will be expected to assist the RACGP Foundation, if required, by being featured in media articles/releases and public announcements related to a grant or award from the Foundation. The RACGP Foundation will work with recipients on media releases at the time of final report or publication, and when findings are presented at the RACGP Annual Conference.

For further information about the grants and awards program, please contact the RACGP Foundation on 03 8699 0497 or email research@racgp.org.au

Grants and Awards Available in 2015
Detailed information about the focus, eligibility, and selection criteria for the individual grants and awards is provided in the following pages.
THERAPEUTIC GUIDELINES LIMITED (TGL)/RACGP RESEARCH GRANT

There are over 125 million general practice consultations taking place annually in Australia, with 83% of the Australian population consulting a GP at least once a year. General practitioners (GPs) provide person centred, continuing and comprehensive medical care to individuals and families within their community. General practitioners are not limited by age, gender, body system, disease process or service site. The scope of clinical practice is challenging, spanning prevention, health promotion, early intervention for those at risk, and the management of acute, chronic and complex conditions within the practice population whether in the home, practice, health service, outreach clinic, hospital or community. General practitioners utilise best practice evidence in the light of individual patient circumstances, to understand, plan and manage their patients’ health needs.

There are many guidelines providing best practice and evidence for managing different conditions for GPs. The aim of this grant is to support guidelines research that investigates use and implementation of guidelines in general practice. Specifically, research topics focusing on:

1. Guidelines: content and format – presentation, useability, navigation, access and functionality of guidelines. How do GPs want information presented and implemented?
2. Behavioural aspects of guideline use: how do people use guidelines, how often, what is looked up, when, why and how can this be improved?
3. Consequence (outcome): benefits of using particular guidelines to improve health outcomes.
4. Evidence-practice gaps: do Australian GPs follow specific guidelines well, and if not, why not?

While research falling under any of these areas will be considered, studies focusing on (1) guideline content and format and (2) behavioural aspects of guideline use are encouraged as areas of particular interest. Both pilot studies and proposals for full-scale research studies will be considered. The grant is not designed to support primary research on clinical issues.

Award Details
Up to two grants (one large and one smaller project) to a total value of up to $100,000 (excl. GST) will be offered for a period up to 18 months to fund a project(s) focusing on use and/or implementation of guidelines in general practice.

Eligibility
To be eligible for the TGL/RACGP Research Grant, ideally the Principal Investigator will be a GP or GP registrar who is a member of the RACGP. At least one member of the research team must be a GP or GP registrar who is a member of the RACGP.

Selection Criteria
Applications will be assessed against the following criteria:
- significance or importance of the proposed research to general practice and use and/or implementation of guidelines 30%
- scientific quality and originality of the proposed research project 30%
- feasibility of carrying out and completing the research in an 18 month timeframe 30%
- appropriateness of proposed budget to fulfil research objectives 10%

Expressions of interest are called for this research grant. The deadline for submission is Monday 13 April 2015, 5.00 pm AEST. Following assessment of expressions of interest, selected researchers will be invited to submit an application for funding in mid-May. Full applications close on Monday 29 June 2015, 5.00pm AEST.

This grant is made available by Therapeutic Guidelines Limited and administered by the RACGP Foundation.
THE HCF RESEARCH FOUNDATION/ RACGP RESEARCH GRANT

The HCF Research Foundation and the RACGP have established a research grant for the purpose of funding research into health services issues of relevance to general practice.

The HCF Research Foundation is a not-for-profit charitable trust established to encourage health service research for the benefit of all Australians, with objectives to assist in the improvement of prevention, treatment and cure of diseases. The focus of the HCF Research Foundation is achieving implementation of research activities.

Health services research examines how people get access to health care, how much health care costs, and what happens to patients as a result of this care. The main goals of health services research are considered to be to identify the most effective ways to organise, manage, finance, and deliver high quality care; reduce medical errors; and improve patient safety.

Award details
Two grants of up to $60,000 each (excluding GST) are available for a 12 month period to fund research into health services issues of relevance to general practice. This might include access to care, effectiveness of care, quality of care, efficiency of care, or cost of care.

Eligibility
To be eligible for the HCF Research Foundation/ RACGP Research Grant, the Principal Investigator must be:

- a general practitioner or general practice registrar; and
- a member of the RACGP.

Selection criteria
Applications will be assessed against the following criteria:

- scientific basis of the proposed research project 40%
- significance or importance of the proposed research to health services issues of relevance to general practice and likelihood that the results can be implemented in the short to medium term 20%
- quality and originality of the proposed research project 10%
- feasibility of carrying out and completing the research in a one-year timeframe 10%
- value for money 10%
- potential to build capacity in general practice research 10%

Applications close 11 May 2015, 5.00 pm, AEST

This grant is made available by the HCF Research Foundation with matched funds provided by the RACGP.
RACGP/DIABETES AUSTRALIA RESEARCH GRANT

Diabetes is one of the most frequently managed chronic conditions in general practice, and its prevalence has been increasing in recent years. General practitioners provide most of the medical care to people with diabetes.

Diabetes Australia was established in 1984 as the national peak body for diabetes in Australia providing a single, powerful, collective voice for people living with diabetes, their families and carers. A non-profit organisation, Diabetes Australia works in partnership with diabetes consumer organisations, health professionals, educators and researchers to minimise the impact of diabetes in the Australian community. Diabetes Australia is committed to turning diabetes around through awareness, prevention, detection, management and the search for a cure. The RACGP is a key contributor to the improvement of Australian health through general practice. Together, the RACGP and Diabetes Australia have established a grant to support research into diabetes in general practice.

Award details
One grant of up to $60,000 is available for a period of one year to fund research into diabetes management, prevention, and/or clinical care in general practice.

Eligibility
To be eligible for the RACGP/ Diabetes Australia Research Grant, the Principal Investigator must be:
- a general practitioner or general practice registrar; and
- a member of the RACGP.

Selection criteria
Applications will be assessed against the following criteria:
- training potential for applicants 20%
- scientific quality of the proposed research project 30%
- significance to diabetes in general practice and either originality or innovation 20%
- feasibility of carrying out and completing the research in a one-year timeframe 10%
- value for money 10%
- potential to build capacity in general practice research 10%

Applications close 11 May 2015, 5.00 pm, AEST

This grant is made available by Diabetes Australia with matched funds provided by the RACGP.
RACGP/INDEPENDENT PRACTITIONER NETWORK PTY LTD (IPN) RESEARCH GRANT

The Independent Practitioner Network Pty Ltd (IPN) and the RACGP have established a grant to encourage innovation in general practice. IPN is one of Australia’s original founders of corporate general practice. The company was established in 1999, as a small group of medical centres known as Foundation Healthcare. IPN is the trusted business partner of more than 1,500 independent general practitioners who practice from within IPN Medical Centres across Australia.

Award Details
An individual grant of up to $20,000 (excl. GST) is offered for a period of one year to fund projects on innovation in the area of chronic disease management in the general practice setting.

Eligibility
To be eligible for the RACGP/IPN Research Grant, the Principal Investigator must be:
- a general practitioner or general practice registrar; and
- a member of the RACGP.

Selection criteria
Applications will be assessed against the following criteria:
- training potential for applicants 30%
- scientific quality of the proposed research project 30%
- significance and either originality or innovation 20%
- feasibility of carrying out and completing the research in a one-year timeframe 10%
- potential to build capacity in general practice research 10%

Applications close 11 May 2015, 5.00 pm, AEST

This grant is made available by Independent Practitioner Network (IPN) Limited and administered by the RACGP Foundation.
The RACGP recognises that improving the health of Aboriginal and Torres Strait Islander people is one of Australia’s highest health priorities. The College supports research which makes a difference to health outcomes, policy and practice, and the capacity of general practice to engage with Aboriginal and Torres Strait Islanders’ health issues. It particularly encourages a systematic approach to strategic and policy-driven research focusing on primary care, developing collaborative approaches and the building of research capacity within Indigenous populations and communities.

In 2003, the then RACGP President Professor Michael Kidd, waived his right to any form of payment and placed his allowance in a secure interest bearing account with the interest to be used as the basis of an annual award to support general practice initiatives in Indigenous health. The RACGP Indigenous Health Award was offered for the first time in 2004.

In 2005, the Australian Primary Health Care Research Institute (APHCRI) joined the College as co-funder of the award to build capacity in primary health care research in the field of Aboriginal and Torres Strait Islander health care. The award aims to build a wealth of research knowledge to draw on to improve Aboriginal and Torres Strait Islander health outcomes, and also to develop and encourage researchers in this important field of work in Australia.

**Award Details**

One or more RACGP/APHCRI Indigenous Health Awards, valued at up to $9,000 in total (excluding GST), are available for a 12 month period to provide support for:

- Indigenous medical students
- medical students to gain experience in Indigenous health
- Indigenous medical graduates undertaking GP training
- GP registrars and GPs undertaking research and educational projects in Indigenous health
- other activities supporting the provision of high quality health care to Indigenous people

**Eligibility**

Applicants for the RACGP/APHCRI Indigenous Health Award must be:

- a medical student; OR
- a general practitioner or general practice registrar who is a member of the RACGP.

**Selection criteria**

Applications will be assessed against the following criteria:

- training potential for applicants 40%
- significance and relevance to Indigenous health 20%
- quality of the proposal 20%
- value for money 10%
- potential to build capacity in general practice clinical care, research and/or education and training 10%

**Applications close 11 May 2015, 5.00 pm, AEST**

This award is made available by a fund established by Professor Michael Kidd AM and supported by RACGP member donations, combined with funds provided by the Australian Primary Health Care Research Institute.
RACGP/PRIMARY CARE COLLABORATIVE CANCER CLINICAL TRIALS GROUP (PC4) RESEARCH GRANT

The RACGP/Primary Care Collaborative Cancer Clinical Trials Group (PC4) Research Grant was established in 2010 to build capacity in cancer research in primary care, and to mentor early and mid-career researchers in general practice.

The successful project will be PC4-supported and have access to PC4 services and infrastructure, and as part of the PC4 program to support early and mid-career researchers, the successful applicant will have the opportunity to recruit a senior PC4 member as a mentor for their research project.

Award Details
Funding of $10,000 (excluding GST) is available to fund high quality cancer research in primary care that will strengthen the knowledge base of general practice. Novice and early career researchers are encouraged to apply, however the applicant will need to demonstrate adequate training potential for themselves as well as sufficient links with experienced researchers to ensure that the project is feasible.

Eligibility
To be eligible for the RACGP/Primary Care Collaborative Cancer Clinical Trials Group (PC4) Research Grant, the Principal Investigator must be:

- a general practitioner or general practice registrar; and
- a member of the RACGP; and
- a member of PC4 (visit www.pc4tg.com.au to join).

Selection Criteria
Applications will be assessed against the following criteria:

- training potential for applicants 20%
- scientific quality of the proposed research project 40%
- relevance to primary care 10%
- contribution to knowledge of cancer in general practice 10%
- feasibility of carrying out and completing the research in a one-year timeframe 10%
- potential to build capacity in general practice research 10%

Applications close 11 May 2015, 5.00 pm, AEST

This grant is made available by PC4 with matched funds provided by the RACGP.
**RACGP FAMILY MEDICAL CARE EDUCATION AND RESEARCH GRANT**

The Family Medical Care Education and Research (FMCER) grants have been offered by the RACGP since 1980. The aim of the grant is to encourage and support general practitioners in the early stages of their research career to conduct research into an aspect of primary health care. The objective of the grant is to advance education in, and research into, medical knowledge and science.

**Award Details**
The Family Medical Care Education and Research (FMCER) grants are available for a 12 month period to provide new and emerging GP researchers with an opportunity to conduct research. Funding of up to $20,000 (excluding GST) is available for research that benefits primary health care. Two grants are available.

**Eligibility**
To be eligible for an FMCER grant, the Principal Investigator must be:
- a general practitioner or general practice registrar; and
- a member of the RACGP; and
- an early career researcher.

Additionally, the project must relate directly to general practice.

**Selection criteria**
Applications will be assessed against the following criteria:
- training potential for applicants 20%
- scientific quality of the proposed research project 30%
- significance and either originality or innovation 20%
- feasibility of carrying out and completing the research in a one-year timeframe 10%
- value for money 10%
- potential to build capacity in general practice research 10%

Applications close 11 May 2015, 5.00 pm, AEST

This grant is made available by donations from the RACGP and RACGP members.
RACGP CHRIS SILAGY RESEARCH SCHOLARSHIP

This scholarship is named in honour of Professor Christopher Allen Silagy, AO MBBS PhD FRACGP FAFPHM. At the age of 31 Chris was awarded a PhD by Monash University for his research into the prevention of cardiovascular disease in the elderly. The same year he received the Sir Robert Menzies Memorial Scholarship in Medicine; the first general practitioner to ever receive this prestigious award. Chris worked in the Department of Public Health & Primary Care at the University of Oxford for two years, during which time he became involved with the Cochrane Collaboration, dedicated to the development of evidence-based medicine.

At the age of 32, Chris was appointed as Foundation Professor of General Practice and Head of the Department of Evidence-Based Care and General Practice at Flinders University. He was also appointed inaugural Director of the Australasian Cochrane Centre and was chair of the International Steering Group of the Cochrane Collaboration from 1996 to 1998. He was subsequently appointed as Professor of Public Health and Foundation Director of the Monash Institute of Health Services Research, and as chair of the Board of the National Institute of Clinical Studies. In 1998 he received the Rose Hunt Medal from the RACGP for his exceptional contribution to Australian general practice.

In the 2000 Queen’s Birthday honours list, at the age of 39, Chris was made an Officer of the Order of Australia (AO) for service to medicine, particularly in the areas of research and education, and in developments in the field of evidence-based medicine. He had a distinguished career as a GP and medical researcher and was a key international figure in the discipline of evidence-based medicine.

Award Details

The Chris Silagy Research Scholarship is designed to support a 12 month research project into an aspect of evidence-based primary health care by a general practitioner researcher. The scholarship is to the value of $15,000 (excluding GST) which includes a return economy airfare for the recipient to either attend a meeting of the Cochrane Collaboration, or visit a Cochrane Research Centre during the year of the scholarship.

Eligibility
To be eligible for the Chris Silagy Research Scholarship, the Principal Investigator must be:
- a general practitioner or general practice registrar; and
- a member of the RACGP; and
- currently undertaking a higher degree (Masters, PhD, MD) or have completed such a course in the past five years.

Selection criteria
Applications will be assessed against the following criteria:
- training potential for applicants 20%
- scientific quality of the proposed research project 30%
- significance to an aspect of evidence-based primary health and either originality or innovation 20%
- feasibility of carrying out and completing the research in a one-year timeframe 10%
- value for money 10%
- potential to build capacity in general practice research 10%

Applications close 11 May 2015, 5.00 pm, AEST

This scholarship is made available by donations from the RACGP and RACGP members.
RACGP REX WALPOLE TRAVELLING FELLOWSHIP

The RACGP has established a travelling fellowship in memory of one of its most dedicated Fellows, Rex Outhwaite Walpole. Rex was a general practitioner in the Eastern suburbs of Melbourne for over 30 years until appointed as the foundation Medical Director of the Victorian Academy of General Practice (1976 - 1984).

During his professional life he was chairman of the Medical Education Committee in Victoria and was the first to use public television as a medium for the education of doctors. He was editor of Australian Family Physician from 1972 – 1974 during its rise to become one of the most respected and successful medical journals in Australia. He was the chairman of the Accreditation Committees both in the Victoria Faculty and at Council level. His other appointments included deputy chairman and later chairman of the Board of the Victoria Faculty and medical editor of check Program. He organised the outstanding national conference on ‘Country Towns and Country Doctors’ and was the senior college negotiator in establishing the joint Diploma in Obstetrics.

One of his major contributions to the training of future doctors was the establishment of the Academy Fellowship Programme. He was also involved in the Australian Medical Association, was a medical officer to the Royal Victorian Institute for the Blind, and was a member of the Monash Faculty Board as well as a member of various hospital boards and committees of foundations.

Award Details
The fellowship, to the value of $2500 (excluding GST), is designed to support a plan of travel for a general practitioner and must be used within 12 months of being awarded. Travel can be either within Australia or overseas.

Eligibility
To be eligible for the Rex Walpole Travelling Fellowship, the Principal Investigator must be:
- a general practitioner or general practice registrar; and
- a member of the RACGP; and
- an early career researcher

Selection criteria
Applications will be assessed against the following criteria:
- training potential for applicants 40%
- quality of the proposal 20%
- potential benefits to be gained from travel to the individual, the profession and the College 20%
- value for money 10%
- potential to build capacity in general practice research 10%

Applications close 11 May 2015, 5.00 pm, AEST

This grant is made available by donations from the RACGP and RACGP members.
RACGP PWH GRIEVE MEMORIAL AWARD

Dr PWH Grieve was the second Secretary General of the RACGP and made outstanding contributions to his profession. Peter Grieve joined the College in 1963 and became a member of the Faculty Board of NSW, Chairman of the Medical Education Committee, Chairman of the Faculty Board, Chairman of the Organising Committee for ‘Convention 1975’ and the Faculty Representative on Council. He was appointed as Secretary General of the College in 1978. The award was established in 1985 by the 28th Council of the RACGP in memory of Dr Grieve.

Award details
The award, which is to the value of $2,500 (excluding GST), is designed to support a plan of study in medical education for a general practitioner or for research in general practice and must be used within 12 months of being awarded.

Eligibility
To be eligible for the PWH Grieve Memorial Award, the Principal Investigator must be:
- a general practitioner or general practice registrar; and
- a member of the RACGP.

Selection criteria
Applications will be assessed against the following criteria:
- scientific quality of the proposal 40%
- significance to general practice and either originality or innovation 30%
- feasibility of carrying out and completing the research/study in a one-year timeframe 20%
- potential to build capacity in general practice research 10%

Applications close 11 May 2015, 5.00 pm, AEST

This grant is made available by donations from the RACGP and RACGP members.
CHARLES BRIDGES-WEBB MEMORIAL AWARD

The RACGP has established an award in memory of one of its most dedicated researchers, Professor Charles Bridges-Webb AO. Charles became a member of the College in 1959, and was an inspiration and a wise mentor for generations of general practice researchers in Australia. He was awarded both the Rose Hunt Award and Life Fellowship of the RACGP and was Director of the NSW&ACT Faculty’s research unit until June 2010.

Professor Bridges-Webb was also recognised by the Australian Association for Academic Primary Care through Life Membership and by the World Organization of Family Doctors (WONCA) through Fellowship, the most prestigious award of the international organisation awarded to individuals who have rendered outstanding service to primary care and family medicine at a global level.

Award details
The award of up to $1,000 (excluding GST) is available to pay for direct research costs associated with the conduct of any study that has ethics approval and is deemed to have relevance to general practice, health care, health outcomes or health professional education.

Direct research costs include any item or service that materially contributes to the collection and analysis of data relevant to the aims of the research project. For instance it can include payments to practices for participation in a research project, payment for equipment and disposables, payment for paper or photocopying, telephone calls, data entry and statistical help.

Eligibility
General practice registrars who are RACGP members and have recently undertaken, will undertake, or are currently undertaking an academic term in a University Department or Discipline of General Practice or Rural Health are eligible to apply. Other research placements will be considered on their merits.

Selection criteria
Applications will be assessed against the following criteria:
- training potential for applicants 30%
- scientific quality of the research project 30%
- significance and either originality or innovation 20%
- feasibility of carrying out and completing the research 10%
- potential to build capacity in general practice research 10%

Applications close 11 May 2015, 5.00 pm, AEST

This award is made available by donations from members of the RACGP Foundation Board and other RACGP members.
PETER MUDGE MEDAL

The RACGP Peter Mudge Medal is an award established to honour the work and commitment of Professor Peter Mudge in general practice and research. Professor Mudge is currently the Patron of the RACGP Foundation and holds a Rose-Hunt Medal, the RACGP’s most prestigious honour, for his remarkable contribution to the College both as Chair of the Tasmania Faculty Board and as Chair of College Council.

The medal is awarded annually to a presenter at the annual RACGP Annual Conference who has advanced the discipline of general practice and the goals of the College and whose original research has the most potential to significantly influence daily general practice. The prize is $500 (excluding GST) and an engraved medallion and is given in the name of Professor Peter Mudge.

Eligibility
To be eligible for the Peter Mudge Medal, an individual must be:
- an RACGP Fellow
- a major contributor to the research study being presented at the RACGP Annual Conference (GP15)

Selection Criteria
Applicants will be judged on their conference presentations against the following criteria:

- **Quality of research presented**
  - Clarity, structure and title of abstract
  - Clear statement of hypothesis
  - Clear explanation of procedures used
  - Explanation of research design & statistical analysis
  - Appropriateness of methodology
  - Clear presentation of results obtained
  - Significance of research to daily practice in general practice

- **Quality of presentation**
  - Focus to the target audience
  - Communication of relevance/importance of the research project
  - Quality of audiovisual aids
  - Addresses practical application/ potential impact of the research
  - Makes good use of literature
  - Adequate/convincing summary of findings
  - Delivery and response to questions
  - Demonstrated depth of knowledge of material

- **Judges’ overall impression**

Applications close 3 August 2015, 5.00 pm, AEST

This grant is made available by donations from the RACGP and RACGP members.
THE ALAN CHANCELLOR AWARD

Dr Alan Chancellor Award, who passed away in 1996, established this award in 1990 for new researchers in the field of general practice. A recipient of the Rose-Hunt Award for a lifetime of service to the College, Dr Chancellor was Chairman of the National Research Committee, a founding supervisor of the RACGP Training Program, and a foundation member of the College Research and Evaluation Ethics Committee.

The Alan Chancellor Award is presented each year to the GP or GP registrar considered to be the best first time presenter of a research paper at the RACGP Annual Conference. The prize is $500 (excluding GST) and an engraved medallion and is given in memory of Dr Chancellor.

Eligibility
To be eligible for the Alan Chancellor Award, an individual must be:

- a GP or GP registrar;
- a member of the RACGP;
- in the early stages of their research career;
- a first-time presenter of a research paper at the RACGP Annual Conference;
- a major contributor to the research study being presented.

Selection Criteria
Applicants will be judged on their conference presentations against the following criteria:

- **Quality of research presented**
  - Significance of study to general practice
  - Clarity, structure and title of abstract
  - Clear explanation of procedures used
  - Explanation of research design & statistical analysis
  - Appropriateness of methodology
  - Clear presentation of results obtained

- **Quality of presentation**
  - Focus to the target audience
  - Quality of audiovisual aids
  - Structure of presentation, including time
  - Good use of literature
  - Adequate/convincing summary of findings
  - Delivery and response to questions

- **Judges’ overall impression**

Applications close 3 August 2015, 5.00 pm, AEST

This grant is made available by the RACGP.
THE IRIS AND EDWARD GAWTHORN AWARD

Information for those eligible for the 2015 Award
The Iris and Edward Gawthorn Award was established in memory of Dr Ted Gawthorn whose early involvement with the RACGP led to many years of service and diverse contributions, among the most memorable being the development of the medical record system and the Manual for General Practice. Dr Gawthorn was the Chairman of the Practice Management Committee of Council of the College in the early 1970s and a former recipient of the Rose-Hunt Medal.

The $500 (excluding GST) award is awarded annually to the registrar in general practice who demonstrates the most interest and skill in the management of cardio respiratory illness.

Eligibility
To be eligible for the Iris and Edward Gawthorn Award, an individual must be a registrar in general practice who has sat all three components of the uncoupled exam (current Fellowship Exam) in 2015.

Criteria for winning the award
The winner of the Iris and Edward Gawthorn Award will be the registrar who scores the highest score on the Cardiovascular and Respiratory components of the Fellowship Exam, based on the International Classification of Primary Care (ICPC) system, over the 2015 calendar year.

Conditions
By accepting the award, the winner(s) will have consented to permit RACGP to publicise their name, their institution, and their score on the Cardiovascular and Respiratory components of the Fellowship Exam.

There is no application for this award.

This award is made available by a bequest of the late Dr Edward Gawthorn.
RACGP/MDA NATIONAL BEST GENERAL PRACTICE RESEARCH ARTICLE IN THE AFP JOURNAL AWARD

The RACGP/MDA National Best general practice research article in the AFP journal award is awarded annually by the RACGP National Standing Committee-Research (NSC-R) and the Australian Family Physician (AFP). By supporting this award, the RACGP aims to:

- raise the profile of research in general practice
- demonstrate that high quality research is being undertaken in general practice
- give recognition for an exceptional piece of research relating to general practice
- recognise the increasing importance of a multi-disciplinary approach to primary care
- encourage researchers to publish high quality research in AFP

The award will consist of:

- 1 x complimentary GP15 conference registration (non-transferable);
- 1 x return economy class domestic airfare;
- 2 nights accommodation at a conference hotel; and
- the opportunity to present the winning paper at a GP15 session.

Eligibility
The article must be published in the Research section of AFP during 2014 (Volume 43).

Selection Criteria
Eligible articles will be judged on the following criteria:

- originality (20%)
- scientific quality (40%)
- applicability and significance to general practice (30%)
- presentation, clarity and style (10%)

There is no application for this award.

This award is made available by MDA National and administered by the RACGP Foundation.
TERMS OF GRANTS AND AWARDS 2015

General
1. These terms apply to all RACGP Foundation grants unless otherwise indicated. By submitting an application, applicants agree to these terms.
2. In these terms:
   a) “applicant” includes the principal investigator and co-investigators listed on an application for a grant.
   b) “grant” means any grant, fellowship, scholarship, award or other form of funding provided by the RACGP Foundation.
   c) “NRAC” means the National Research Awards Committee.
   d) “offer date” means the date on which the grant recipient is notified of the successful outcome of their application, as set out in the letter of offer.
   e) “terms” means these Terms of Grants and Awards.
   f) “uncommitted funds” means any grant funds awarded that have not been legally committed for spending and that are not payable by the applicant to the RACGP as a current liability.
3. The grants and awards process is overseen by NRAC on behalf of the RACGP Foundation.
4. By applying for a grant, applicants agree to the RACGP and the research partner publicising their name, institution, and title of their research project, and for the RACGP to collect and use their personal information.
5. Personal information provided to the RACGP will be collected and used in accordance with the RACGP Privacy Statement, available at http://www.racgp.org.au/usage/privacy/ and may be passed on to partner organisations as required.
6. Applicants acknowledge and agree they are independent of the RACGP and not an employee or agent, and have no authority to bind the RACGP by contract or otherwise.
7. No rights or obligations provided under a grant may be assigned, novated or otherwise transferred.
8. Any action, including any act of grace by the RACGP is only effective as a waiver if it is reduced in writing and provided to the other party, and then only to the extent of that written waiver.
9. These terms are governed by the laws exercised by the courts in the State of Victoria.
10. The grant recipient must do all things reasonably required by the RACGP (including executing all documents) to give full effect to a grant and the transactions contemplated by it.

Selection Process
11. The NRAC is responsible for the independent, objective evaluation and review of grant applications. The NRAC may establish subcommittees to support its processes.
12. All decisions are final and no correspondence will be entered into. Decisions made in relation to grants are not subject to reconsideration, review or appeal.
13. The NRAC may remove an application from consideration during the selection process if it is considered uncompetitive, incomplete, incorrect or if the application does not meet the eligibility criteria.
14. Where the grant funds awarded provide only partial funding for a project, applicants must provide evidence they can still undertake a meaningful project in the event other grant applications are not successful. The NRAC may elect to not grant funding for any particular activity (or part thereof) which it considers applicants already have or may receive funding from other sources. Applicants must notify the RACGP Foundation if they received funding from another source for a project that is the subject of a grant application to the RACGP Foundation.
15. The NRAC may send an application to external independent referees for review.
16. Unsuccessful grant applicants will be advised in writing, however detailed feedback will not be provided.
17. Preferred applicants may receive an outline of de-identified reviewers’ comments, which may require a satisfactory response (either written or in person, as directed) before a final decision can be made.
18. The NRAC in its sole discretion may decide not to award any grants if the applications received are assessed as not meeting the required standard.
19. Successful grant recipients are expected to attend to receive their award at an event hosted by the RACGP state faculty where the award winner resides.
20. The grant will be paid only to incorporated bodies that have an ABN and ACN and not to individuals unless the grant specifically provides individual support.

Management of grant funds
21. Grant recipients must:
a) use the grant funds for the purpose(s) stipulated in the application, obtaining prior written consent from the RACGP before making any changes to the project, activities or budgeted timelines;

b) comply with any funding conditions stipulated by a research partner, as notified by the RACGP; and

c) keep financial accounts and records relating to the use of the grant funds sufficient to identify all receipts and payments to be identified and reported and for the preparation of financial statements, for a period of 7 years after the completion of the project.

22. Grant funds awarded may only be used for direct research costs (including reasonable costs and project-related salaries) and not for any overhead or management fees of administering organisations.

23. All uncommitted funds must be paid to the RACGP within 14 days of providing the final report.

24. Where the RACGP is satisfied the purpose or conditions of the grant can not be fulfilled in accordance with the application or these terms, or a grant recipient cannot undertake a meaningful project with the grant, it will notify the grant recipient, following which the grant is immediately forfeited and all uncommitted funds must be paid to the RACGP within 14 days.

25. A grant may be forfeited at any time upon three months of notice given by the RACGP following which all uncommitted funds must be paid to the RACGP within 14 days.

26. Where the RACGP determines grant funds have been used in breach of these terms or for purposes other than those stipulated in the application, it may require the grant recipients to pay the relevant amounts to it within 14 days.

27. Any grants funds requiring repayment is a debt owed to the RACGP. The RACGP reserves the right to charge interest on any such amount, at the prevailing rate pursuant to the *Penalty Interest Rates Act 1983* (Vic) for the period from the due date until the date of payment in full, with any such funds being offset against any accrued interest prior to being applied against the outstanding grant funds.

### Reporting Requirements

28. Grant recipients provide various reports as detailed in the below table by the stipulated due date.

<table>
<thead>
<tr>
<th>Item</th>
<th>Standard Grants</th>
<th>RACGP / TGL Research Grants</th>
<th>Rex Walpole Travelling Fellowship</th>
<th>PWH Grieve Memorial Award and Indigenous Health Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision of publicity materials, including a 1-2 paragraph biography, a 1-2 paragraph layman’s summary of the project and a high resolution electronic photograph of the principal investigator for use on the RACGP website, in relevant RACGP publications, or in research partner publications</td>
<td>Due one month after Offer Date</td>
<td>Due one month after Offer Date</td>
<td>Due one month after Offer Date</td>
<td>Due one month after Offer Date</td>
</tr>
<tr>
<td>Proof of ethics approval (where required)</td>
<td>No later than six months after Offer Date</td>
<td>No later than six months after Offer Date</td>
<td>Not applicable</td>
<td>No later than six months after Offer Date</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>Due within six months of the Offer Date</td>
<td>Due at six monthly intervals, commencing six months from the Offer date and continuing until completion</td>
<td>Not applicable</td>
<td>Due within six months of the Offer Date</td>
</tr>
<tr>
<td>Notification of project completion</td>
<td>Due within 12 months of the Offer Date</td>
<td>Due within 18 months of the Offer Date</td>
<td>Not applicable</td>
<td>Due within 12 months of the Offer Date</td>
</tr>
<tr>
<td>A final report and expense acquittal statement</td>
<td>Due within 15 months of the Offer Date</td>
<td>Due within 21 months of the Offer Date</td>
<td>Due within three months of completion of travel</td>
<td>Due within 12 months of the Offer Date</td>
</tr>
<tr>
<td>An outcomes report</td>
<td>Due within 24 months of the Offer Date</td>
<td>Due within 30 months of the Offer Date</td>
<td>Not applicable</td>
<td>Due within 24 months of the Offer Date</td>
</tr>
<tr>
<td>Conference presentation</td>
<td>Due within 24 months of the Offer Date</td>
<td>Due within 24 months of the Offer Date</td>
<td>Not applicable</td>
<td>Due within 24 months of the Offer Date (where applicable)</td>
</tr>
</tbody>
</table>
29. Financial acquittal statements must include a breakdown of expenditure, and a report on how the funds were of benefit to the recipient, and the value they obtained from receiving them.

30. The RACGP may make minor non-material edits to the content of any reports it receives to ensure compliance with its editorial guidelines.

31. If the project is delayed in any way or if any of the deadlines are unable to be met, the researcher must request an extension of this timeline. A Request for Extension form can be obtained by emailing grantholders@racgp.org.au.

32. If any of the reporting requirements are not otherwise met, the RACGP in its discretion may forfeit the grant, and all uncommitted funds must be paid to the RACGP within 14 days.

33. Research grant recipients are expected to present their research findings or progress to date at a scientific meeting, preferably the RACGP annual conference, any time within two years of the commencement of the project (within three years for the RACGP/TGL Research Grant).

34. All research grants are given with the expectation at least one paper will be submitted for publication in an appropriate peer-reviewed medical journal. A copy of all published papers must be forwarded to the RACGP at grantholders@racgp.org.au.

35. Research grant recipients are expected to present their research findings or progress to date at a scientific meeting, preferably the RACGP annual conference, any time within two years of the commencement of the project (within three years for the RACGP/TGL Research Grant).

36. Research grant recipients are expected to present their research findings or progress to date at a scientific meeting, preferably the RACGP annual conference, any time within two years of the commencement of the project (within three years for the RACGP/TGL Research Grant).

37. The RACGP Foundation and the research partner (where applicable) must be acknowledged in all publications and presentations arising from the research funded by the grant. This includes any websites, newsletters, summary findings, media announcements or other forms of publicity relating to the research. Recipients will be notified of the required wording in the letter of offer.

38. Grant recipients will be expected to assist the RACGP Foundation, if required, by being featured in media articles/releases and public announcements related to a grant or award from the Foundation.

39. Grant recipients grant the RACGP a licence to use any intellectual property rights developed in connection with the grant funds, but only for internal or non-commercial purposes.

40. The RACGP may forward any reports submitted by the researcher to the relevant research funding partner as required.

41. Reports may be used by the RACGP Foundation for promotional purposes, for example on the RACGP website.

42. Reports will be retained by the RACGP, and may be collated with other reports to provide information on the outcomes of the grants program or as part of an evaluation of the program.

Payments

41. The payment of grant funds will not exceed the stated maximum in the award details.

42. Unless otherwise agreed, grants will be paid according to the following payment schedule:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicity materials</td>
<td>20% of total budget</td>
</tr>
<tr>
<td>Ethics Approval</td>
<td>60% of total budget</td>
</tr>
<tr>
<td>Final Report and expense acquittal</td>
<td>20% of total budget</td>
</tr>
</tbody>
</table>

43. Grant funds are expressed as GST exclusive amounts. For all grants subject to GST, payment is conditional on the provision of a valid tax invoice, listing the name of the chief investigator and the title of the project and addressed to:
Mr Russell Smiley
RACGP Knowledge Management Administrator
RACGP Foundation
Royal Australian College of General Practitioners
100 Wellington Parade, East Melbourne VIC 3002

44. Despite the above, the RACGP may withhold or suspend any payment in whole or in part until it is satisfied grant recipients have satisfied the relevant underlying milestones.

45. For certain grants (as notified), grant funding will only be paid upon receipt of:
   a) a valid tax invoice
   b) publicity materials
   c) proof of ethics approval from a committee constituted according to the relevant NHMRC guidelines (if required)