



Position descriptions for Foundation Awards Panel members

The Foundation Awards Panel is an advisory working group convened by the Australian General Practice Research Foundation. Panels are formed on a temporary basis for specific application rounds for Foundation-administered grants, awards and scholarships. Further information about the Panel's role and operation is available in the Foundation Awards Panel Terms of Reference.

This document outlines the position descriptions for the different types of members of the Foundation Awards Panel.

For each role, the responsibilities of the panel member, the selection criteria used to assess suitability, and the key areas of contribution to the assessment process are outlined.

Individuals who express interest in joining the Foundation Awards Panel will be assessed against these position descriptions. This includes consideration of alignment with one or more panel member roles, as well as whether the applicant meets the relevant selection criteria.

This document is intended to support transparency in how panel members are identified and selected, and to assist prospective applicants in understanding the expectations of each role.

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Foundation Awards Panel Member (General Practitioners and GP registrars)

Role

In addition to the roles and responsibilities of all Foundation Awards Panel members, as outlined in the committee's Terms of Reference, the general practitioner or GP registrar member is responsible for:

- contributing lived experience in contributing to general practice and primary care research (for example, as a research participant, through a recruiting practice, or through roles such as collaborator, co-investigator, or involvement in research networks or governance)
- assessing the relevance of proposed research to the primary health care context, general practice team and our community'.
- considering the potential for research findings to be translated into improvements in patient care and healthcare delivery in general practice
- providing insight into the feasibility of implementing research projects within real-world general practice settings
- supporting the Panel to consider how proposed projects contribute to building research capacity within general practice.

Selection Criteria

Applicants should demonstrate:

- current registration as a medical practitioner in Australia and active involvement in general practice as a GP or GP registrar
- experience participating in or leading research, evaluation, quality improvement relevant to general practice (for example, audits, program evaluation, involvement in practice-based research, or contributing to research projects or networks)
- understanding of the general practice research environment and priorities within Australian primary care
- understanding of the research process and ethical requirements of general practice research
- ability to assess the clinical relevance, feasibility and potential impact of research within general practice settings
- ability to critically review research proposals and provide structured feedback aligned with assessment criteria.
- willingness and capacity to review applications and participate in panel processes within required timeframes
- understanding of, and ability to comply with, RACGP and Foundation conflict of interest requirements
- demonstrated ability to maintain confidentiality and discretion.



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Desirable:

- postgraduate research qualifications or formal research training
- experience supervising or mentoring research in general practice.
- experience in grant assessment.

Key assessment contribution

Primarily contributes to assessment of:

- translation and impact in general practice
- feasibility of projects within general practice settings
- building research capacity in general practice.



Foundation Awards Panel Member (researchers)

Role

In addition to the roles and responsibilities of all Foundation Awards Panel members, as outlined in the committee's Terms of Reference, the researcher member is responsible for:

- contributing academic expertise to the assessment of research proposals
- evaluating the scientific quality, research design and methodological rigour of proposed projects
- assessing the appropriateness of study design, data collection and analysis methods
- providing insight into ethical, methodological and research governance considerations supporting the Panel to assess the innovation and originality of research approaches.
- providing insight into the feasibility of implementing proposed research projects within stated budgets and timelines and achieving the intended project objectives
- supporting the Panel to consider how proposed projects contribute to building research capacity within general practice.
- evaluating the potential for research findings to contribute meaningfully to the existing body of evidence and have potential for translation into practice.

Selection criteria

Applicants should demonstrate:

- a higher degree by research (PhD or equivalent) or significant research leadership experience, in general practice or a related field.
- current (or very recent) experience designing, conducting or supervising relevant research
- strong understanding of research methodology, study design and research ethics.
- strong understanding of principles of research governance and consumer involvement.
- experience critically reviewing academic work such as journal articles, grant applications or research proposals.
- ability to provide structured, evidence-informed feedback during application assessment.
- research experience in general practice, primary care or health services or a related field.
- awareness of contemporary evidence and emerging research relevant to general practice and primary care, with the ability to engage with literature relevant to the funding round where required
- understanding of, and ability to comply with, RACGP and Foundation conflict of interest requirements
- demonstrated ability to maintain confidentiality and discretion.

Desirable:

- currently working as a general practitioner



- experience translating research findings into policy, clinical practice or healthcare system improvements.
- experience in grant assessment.

Key assessment contribution

Primarily contributes to assessment of:

- scientific quality of research
- innovation and originality
- feasibility of research design.
- building research capacity in general practice.
- translation potential



Foundation Awards Panel Member (consumers)

Definition of consumer

Within the context of the Foundation Awards Panel, the term *consumer* is used broadly and refers to individuals who bring lived experience perspectives relevant to the focus of the funding round.

This may include individuals who:

- have personal experience accessing health services as a patient
- support someone accessing health services as a carer, family member or advocate
- use or deliver healthcare services in a professional capacity relevant to the focus of the funding round (for example, clinicians using a clinical tool or resource being evaluated).

The specific consumer perspective sought may vary depending on the focus of the funding program.

Role

In addition to the roles and responsibilities of all Foundation Awards Panel members, as outlined in the committee's Terms of Reference, the consumer member is responsible for:

- contributing lived experience perspectives to the assessment of applications
- assessing whether consumers and/or communities have been meaningfully involved in the design, conduct and governance of the proposed research
- providing insight into whether proposed projects address issues important to people accessing health services
- assessing whether proposed research outcomes are meaningful, relevant and understandable to patients and communities
- supporting the Panel to consider the potential real-world benefits of research for patients, carers and communities
- providing feedback on whether proposed research outputs are likely to translate into real-world improvements in healthcare services or patient outcomes, including whether they reflect consumer priorities

Selection criteria

Applicants should demonstrate:

- lived experience aligned with the definition of consumer for the relevant funding round, such as experience accessing health services, supporting someone accessing health services, or using healthcare services or tools relevant to the funding program
- ability to advise on whether research proposals demonstrate meaningful consumer and community involvement in design, delivery and governance
- interest in improving healthcare services and outcomes for patients and communities
- ability to consider research proposals from the perspective of people accessing healthcare



- ability to read application materials and participate in structured panel discussions
- willingness to work collaboratively with clinicians, researchers and other panel members.
- understanding of, and ability to comply with, RACGP and Foundation conflict of interest requirements
- demonstrated ability to maintain confidentiality and discretion.

Desirable:

- previous experience participating in consumer advisory groups, research projects or health system consultations.
- experience in grant assessment.

Key assessment contribution

Primarily contributes to assessment of:

- translation and impact
- relevance to patient needs
- practical value of proposed outcomes.



Foundation Awards Panel Member (cultural advisors)

Role

In addition to the roles and responsibilities of all Foundation Awards Panel members, as outlined in the committee's Terms of Reference, the cultural advisor member is responsible for:

- providing cultural knowledge and guidance relevant to the assessment of applications involving Aboriginal and Torres Strait Islander peoples or communities
- supporting the Panel to assess whether research approaches demonstrate cultural safety and appropriate engagement with Aboriginal and Torres Strait Islander communities
- providing advice on ethical and culturally appropriate research practices
- contributing culturally informed perspectives during assessment discussions

Selection criteria

Applicants must identify as Aboriginal and/or Torres Strait Islander and should demonstrate:

- cultural knowledge relevant to Aboriginal and Torres Strait Islander health and wellbeing
- understanding of culturally safe research practices and community engagement approaches
- understanding of key principles underpinning Aboriginal and Torres Strait Islander research, including self-determination, Indigenous leadership, meaningful benefit, and sustainability and accountability, and how these should be reflected in research design and delivery
- ability to assess whether research proposals appropriately consider cultural safety and community involvement
- ability to provide culturally informed perspectives during assessment discussions.
- understanding of, and ability to comply with, RACGP and Foundation conflict of interest requirements
- demonstrated ability to maintain confidentiality and discretion

Desirable:

- experience working in Aboriginal and Torres Strait Islander health, research or community programs
- experience participating in advisory or governance groups.
- experience in grant assessment.

Key assessment contribution



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Primarily contributes to assessment of:

- cultural safety and ethical conduct of research
- appropriateness of community engagement
- relevance of projects involving Aboriginal and Torres Strait Islander peoples
- feasibility of the proposed approach in the relevant community context, including whether the proposed engagement and research approach are likely to be acceptable and achievable



Funding partner members

Role

In addition to the roles and responsibilities of all Foundation Awards Panel members, as outlined in the committee's Terms of Reference, the funding partner member is responsible for:

- contributing insight into the objectives and strategic focus of the funding partnership
- supporting the Panel to assess alignment between proposed projects and the goals of the funding program
- providing contextual understanding of policy, system or sector priorities relevant to the funding initiative
- participating in assessment discussions while maintaining independence and objectivity.

Depending on the expertise of the nominated individual, the funding partner member may also contribute to the technical assessment of research proposals, including:

- evaluating the scientific quality, research design and methodological rigour of proposed projects
- assessing the appropriateness of study design, data collection and analysis methods.

Selection criteria

Funding partners may nominate an individual to participate as a panel member. The nominated individual should demonstrate:

- affiliation with an organisation providing funding or partnership support for a Foundation grant program
- understanding of the strategic priorities or objectives of the funding program
- ability to participate in structured application assessment and panel discussions
- understanding of governance, transparency and conflict-of-interest requirements associated with grant review processes.

NOTE: If possible, the funding partner is invited to nominate an assessor with appropriate research and or general practice expertise to contribute to the academic and general practice perspectives of the panel.

Key assessment contribution

Primarily contributes to assessment of:

- alignment with program objectives



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- potential system impact
- strategic relevance of funded projects.

Where relevant to their expertise and background, funding partner members may also contribute to broader assessment of applications, including scientific quality, feasibility and translation potential.