RACGP Foundation Grants and Awards 2023
Information for Applicants

This document 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, as set out on the grant website.
LATE APPLICATIONS WILL NOT BE ACCEPTED

Key dates

RACGP Foundation / CommBank Health Practice Owners Education Grant	Applications open	Wednesday 1 March 2023
	Applications close	Friday 31 March 2023
Therapeutic Guidelines Limited (TGL) / RACGP Foundation Research Grant	Expressions of Interest open	Wednesday 1 March 2023
	Expressions of Interest close	Monday 3 April 2023, 5.00 pm AEST
	Notification of EOI Outcome	Mid-May 2022
	Full applications close for shortlisted applicants	Monday 19 June 2023, 5.00 pm AEST
Medibank Better Health Foundation) / RACGP Foundation Digital Health Research Grant	Expressions of Interest open	Wednesday 1 March 2023
	Expressions of Interest close	Monday 3 April 2023, 5.00 pm AEST
	Notification of EOI Outcome	Mid-May 2022
	Full applications close for shortlisted applicants	Monday 19 June 2023, 5.00 pm AEST
	Presentation of proposal to the review panel	Week beginning Monday 10 July via Zoom.
All other grants	Applications open	Wednesday 1 March 2023
	Applications close	Monday 1 May 2023, 5.00 pm AEST

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 general practitioners with opportunities to undertake valuable research.

The RACGP believes 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
- Medibank Better Health Foundation
- Therapeutic Guidelines Limited
- Motor Accident Insurance Commission (Queensland)
- HCF Research Foundation
- Diabetes Australia
- BOQ Specialist
- CommBank Health
- The Estate of Edward Gawthorn
- RACGP members
- Other individual donors and supporters

Overview of 2023 Grants and Awards

NAME OF GRANT AND FOCUS	Amount
Medibank Better Health Foundation / RACGP Foundation Research Grant Research focusing on digital health in general practice.	$250,000
Therapeutic Guidelines Limited (TGL) / RACGP Foundation Research Grant Use and/or implementation of TGL guidelines in general practice.	$100,000
RACGP Foundation / HCF Research Foundation Research Grant Research into health services issues of relevance to general practice.	$120,000
MAIC / RACGP Foundation Research Grant Research on issues relating to the management of injuries resulting from road traffic crashes.	$50,000
RACGP Foundation / Diabetes Australia Research Grant Research into diabetes management, prevention, and/or clinical care in general practice.	$60,000
RACGP Foundation / BOQ Specialist Research Grant Research into preventive care in general practice.	$20,000
RACGP Foundation / ANEDGP Innovation Grant Innovation, research and/or quality improvement projects with the potential for practical implementation into practice, undertaken by a GP, GP registrar, practice nurse or practice manager in Adelaide.	$20,000
RACGP Foundation / CommBank Health Practice Owners Education Grant Support for GP practice owners to attend the 2023 Practice Owners National Conference and Masterclass.	20 x grant packages
RACGP Foundation Indigenous Health Award To provide support for: • Aboriginal and Torres Strait Islander medical students • Medical students to gain experience in Aboriginal and Torres Strait Islander health • Aboriginal and Torres Strait Islander medical graduates undertaking GP training • GP registrars and GPs undertaking research and educational projects in Aboriginal and Torres Strait Islander health OR other activities supporting the provision of high-quality health care to Aboriginal and Torres Strait Islander people.	1 or more grants, up to a total of $9,000
RACGP Foundation Family Medical Care Education and Research Grant (FMCER) Support for new and emerging GP researchers to conduct research that benefits primary health care.	2 x $20,000
RACGP Foundation Chris Silagy Research Scholarship Research into an aspect of evidence-based primary health care by a general practitioner researcher.	$15,000
RACGP Foundation Walpole Grieve Award To support travel for research or educational purposes for an early career researcher.	$5,000
RACGP Foundation Charles Bridges-Webb Memorial Award To support general practice registrars with direct research costs associated with any study that has relevance to general practice, health care, health outcomes or health professional education.	$1,000
RACGP Foundation Peter Mudge Medal Awarded annually to a presenter at the RACGP Annual Conference who has advanced the discipline of general practice and the goals of the RACGP and whose original research has the most potential to significantly influence daily general practice.	$500
RACGP Foundation 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.	$500
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 cardiorespiratory illness.	$500
RACGP Foundation Best General Practice Research Article in the AJGP Journal Award Presented annually to the author of the best general practice research article in the *AJGP.*	

General information

Eligibility

To be eligible for an RACGP Foundation grant or award, the principal investigator must be a general practitioner or general practice registrar. Note that the RACGP Foundation Indigenous Health Award and RACGP Foundation / ANEDGP Innovation Grant are exceptions.

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

Early career researchers

The RACGP supports general practitioners and general practice 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:

- RACGP Foundation Family Medical Care Education and Research Grant (FMCER)
- RACGP Foundation Walpole Grieve Award

Applicants 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 research higher degree; OR
- are within five years of being awarded a PhD or other research higher degree (at the closing date for applications).

Applicants who are/have been the first named/lead investigator or major beneficiary of an ARC, MRFF or NHMRC grant or fellowship (with the exception of a PhD scholarship) are not eligible to apply for early career researcher grants.

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

Terms and conditions

Applicants should read the *Grant Application Terms and Conditions*, included at the end of this handbook. In submitting an application, applicants agree to these Terms. Successful grant recipient's administering organisations will be required to enter into a formal grant agreement on RACGP standard terms.

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 the 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 as separate applications, with an explanation in the budget section as to 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 an explanation as to how they differ. If they are sufficiently different, then it may 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 online application form. The application forms are available on the RACGP website at: https://racgpfoundation.smartygrants.com.au/ Select the individual grant for the award details and the appropriate form.

Online application form
Navigating (moving through) the application form
On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application
If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off. You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button located at the bottom of the last page of the application form.

Submitting your application
You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it. Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed. Once you have submitted your application, no further editing or uploading of support materials is possible. When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email, then you should presume that your submission has NOT been submitted.

Attachments and support documents
You may need to upload/submit attachments to support your application. This is very simple but requires you to have the documents saved on your computer, or on a storage device. You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

Should you wish to include figures or diagrams in your application, you may upload these as a pdf or Word document. Please label these appropriately 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 in the attachment.

Completing an application in a group/team
A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

Spell check
Most internet browsers (including Firefox v2.0 and above; Safari; and Google Chrome) have spell checking facilities built in – you can switch this function on or off by adjusting your browser settings.

Technical assistance
If you need more help using the form, download the Help Guide for Applicants or check the Applicant Frequently Asked Questions (FAQ's). Links to these are also provided on the online form.

Assistance for applicants

While the RACGP encourages general practitioners and general practice 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 previous grant recipients is available at https://www.racgp.org.au/foundation/grants/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. Some resources are limited to member access only.

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 past reviewer comments.

- 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: Can your project 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: Proofread your application before submission. Make sure you have completed every question and ensure no key information is missing. Ask colleagues to read and comment on your application. Follow the submission instructions.

Submission of applications
Prior to submitting the application, ensure all questions have been answered.

Applications close on **Monday 1 May 2023 at 5.00 pm** Australian Eastern Standard Time (AEST), 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, or a delegated panel, will review the applications against the selection criteria, as specified for each grant. The NRAC will meet in June/July to discuss the applications. Please note that all decisions are final, and there is no mechanism for appeal.

Applicants for the Medibank Better Health Foundation / RACGP Foundation Research Grant may be invited to present their proposal to reviewers as part of the final review stage.

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 2022. An official announcement will be made on the RACGP website following notification.

Feedback

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

Successful applicants will receive a letter of offer. Awarding of the grant will be subject to the RACGP entering into a formal agreement with the administering organisation. Grants for individual support will not require an agreement.

Grant Agreement

The successful grant recipient's administering organisation will be required to enter into a formal grant agreement on standard RACGP terms. The agreement will include reporting requirements and dates, payment schedule and required wording for acknowledgement of funding. The execution date on the Grant Agreement 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 *Grant Application Terms and Conditions*, and will also be confirmed in the Grant Agreement.

Award presentation

Grants and awards may be presented at an event hosted by the RACGP faculty where the grant/award winner resides, such as the annual RACGP Fellowship and Awards Ceremony.

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 Grant Agreement, must be used. RACGP Foundation and funding partner logos must be utilised where appropriate and will be provided upon request.

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 0572 or email research@racgp.org.au

GRANT APPLICATION TERMS & CONDITIONS

1. These terms apply to all RACGP or RACGP Foundation grant applications unless otherwise indicated. By submitting an application, Applicants agree to these Terms.
2. In these Terms, the following words have these meanings:
   a) "Applicant" means the parties listed on an application for a Grant.
   b) "Grant Agreement" means the formal grant agreement signed by the RACGP and the Grant Recipient.
   c) "Grant" means any grant, scholarship, award or other form of funding provided by the RACGP.
   d) "Grant Recipient" means the organisation that will receive the funds and enter into a Grant Agreement with RACGP.
   e) "NRAC" means the RACGP's National Research Awards Committee.
   f) "Offer Date" means the date of the letter which notifies the Grant Recipient of the successful outcome of their application.
   g) "RACGP", "us" or "our" is a reference to The Royal Australian College of General Practitioners Ltd.
   h) "Terms" means these *Grant Application Terms & Conditions*.
   i) "Uncommitted Funds" means any grant funds awarded that have not been legally committed for spending and that are not payable by the Grant Recipient to the RACGP as a current liability.
   j) "you", "your", "they" or "their" is a reference to the Applicant.
3. The RACGP is committed to protecting your privacy. By applying for a Grant, Applicants consent to RACGP's collection of the information provided by them in their application(s) for the purpose of assessing their application and, if successful, publicising their name(s), institution and title of their research project. You also consent to the sharing of your information with our funding partners, if necessary, for the purposes of assessing your application. If you do not complete the application in full, then your application for a grant will be excluded from assessment. You may access the information RACGP collects from you, or you may make a complaint about breaches of the *Privacy Act 1988* (Cth), by contacting the Privacy Officer (privacy@racgp.org.au). Further information about our collection, use, storage and disclosure of your personal information is available on our privacy policy which can be found at www.racgp.org.au/privacy-policy If you no longer consent to the use of your personal information, please contact us on 1800 198 586 or by email at privacy@racgp.org.au
4. These Terms are governed and construed by the laws of the State of Victoria, Australia.
5. There will be no legally binding agreement between the RACGP and any Applicant in relation to a Grant unless and until a formal grant agreement is signed by the RACGP and the Grant Recipient.
6. The Grants process is overseen by NRAC on behalf of the RACGP.
7. The NRAC is responsible for the independent, objective evaluation and review of Grant applications. The NRAC may establish subcommittees to support its processes.
8. 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.
9. The NRAC may ask Applicants to clarify in writing information contained in their application in order for the NRAC to assess their application.
10. 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.
11. Where the Grant funds will only partially fund 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 if they receive funding from another source for a project that is the subject of a Grant application to the RACGP.
12. Unsuccessful Grant Applicants will be advised in writing; however detailed feedback will not be provided.
13. 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.
14. Successful Grant Applicants may be required to attend an event hosted by the relevant RACGP state faculty to receive their award.
15. Grant Recipients must be incorporated bodies in Australia that have an ABN and ACN and not individuals, unless the Grant letter of offer specifies that individual support will be provided.
16. 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.
17. Grant Recipients will be required to repay to the RACGP all Uncommitted Funds within 14 days of submission of their final report.

18. Successful Grant Applicants for the Therapeutic Guidelines Ltd (TGL)/ RACGP Foundation Research Grant, will be required, as part of the Grant Agreement, to agree to provide joint ownership of any intellectual property rights developed using with the grant funds to Therapeutic Guidelines Ltd.
19. For all research Grants with a value over $15,000, Grant Recipients:
    a) must submit at least one paper for publication in an appropriate peer-reviewed medical journal, unless otherwise agreed in writing by RACGP. A copy of all published papers must be forwarded to the RACGP at grantholders@racgp.org.au.
    b) are expected to present their research findings or progress to date at an academic/scientific conference, preferably an RACGP conference, any time within one year of the completion of the project which has received the Grant Funds.
20. Unless otherwise agreed in writing by RACGP, Grant Recipients will be required to provide reports as detailed in the below table by the stipulated due date:

Item	12 month projects, including Indigenous Health Award (where funding is for a research project)	18 month projects	2 year projects	Walpole Grieve Award and Indigenous Health Award (where funding is for financial support)	CommBank Health Practice Owners Education Grant
Provision of publicity materials, including a 1-2 paragraph biography and a high resolution electronic photograph of the principal investigator.	Due one month after execution of Grant Agreement	Due one month after execution of Grant Agreement	Due one month after execution of Grant Agreement	Due one month after Offer Date	Not applicable
Proof of ethics approval (where required)	No later than six months after execution of Grant Agreement	No later than six months after execution of Grant Agreement	No later than six months after execution of Grant Agreement	Not applicable	Not applicable
Progress Reports	Due within six months of the execution of Grant Agreement	Due at six monthly intervals, commencing six months from the execution of Grant Agreement until completion	Due at six monthly intervals, commencing six months from the execution of Grant Agreement until completion	Not applicable	Not applicable
Notification of project completion	Due within 12 months of execution of Grant Agreement	Due within 18 months of execution of Grant Agreement	Due within 24 months of execution of Grant Agreement	Not applicable	Not applicable
A final report and expense acquittal statement	Due within 15 months of execution of Grant Agreement	Due within 21 months of execution of Grant Agreement	Due within 27 months of execution of Grant Agreement	Due within three months of completion of travel (for Walpole Grieve Award) or within 12 months of the Offer Date (for Indigenous Health Award).	Summary report on the recipient's learnings from the grant, and how they have applied these to their practice due within 6 months of the Offer Date.
An outcomes report	Due within 12 months of the Final Report submission	Due within 12 months of the Final Report submission	Due within 12 months of the Final Report submission	Not applicable	Not applicable
Conference presentation	Due within 12 months of the Final Report submission	Due within 12 months of the Final Report submission	Due within 12 months of the Final Report submission	Not applicable	Not applicable

21. Unless otherwise agreed, Grant funds will be paid according to the following payment schedule upon completion of the relevant milestone to the satisfaction of RACGP:

Milestone	Payment
Publicity materials	20% of total budget
Ethics Approval	60% of total budget
Final Report and expense acquittal	20% of total budget