



# Education Research Grant Program 2023

## Cohort guide



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*We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.*

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# Introduction

Welcome to the RACGP Education Research Grant (ERG) 2023 program. We look forward to working with you and supporting you with your research project. This guide provides comprehensive information on how to successfully complete your ERG project.

## Program overview

### Program objectives

The ERG program provides an opportunity for lead organisations to establish and develop research collaboration with other researchers, training practices and universities in undertaking their project. RTOs must ensure direct involvement of the university's general practice department, primary healthcare department or equivalent.

The ERG 2023 program aims to continue to build research capability in medical education and training for general practice, with a specific focus on education improvement. The overarching objectives of the program are to:

- Build research capacity and skills in medical educators, GP registrars, GP supervisors and training practices
- Facilitate collaboration between researchers, training practices and universities
- Promote a culture of academic critique and the use of evidence in general practice training
- Promote and support the dissemination of Australian general practice education research and implementation of findings to improve general practice training programs

### Key contact

To ensure you receive a timely response please direct queries to the Education Research Coordinator via email at [gpedresearch@racgp.org.au](mailto:gpedresearch@racgp.org.au) or telephone 03 8699 0029.

# Program schedule

The ERG 2023 program runs for one year. The funded research period for the 2023 program commences on 17 April 2023 and concludes on 16 April 2024. Table 1 provides indicative dates for the activities associated with the ERG 2023 program.

Table 1. ERG program schedule

Activity	Timeframe
ERG projects commence	17 April 2023
Workshop 1	9 June 2023
Journal Club 1	July 2023
Initial progress report due	31 July 2023
Journal Club 2	August 2023
Journal Club 3	September 2023
Journal Club 4	October 2023
Mid-term report due	31 October 2023
Conference attendance (funded by the RACGP)	WONCA Sydney, 26 – 29 October 2023
Journal Club 5	November 2023
Webinar	November 2023
Journal Club 6	February 2024
Journal Club 7	February 2024
Workshop 2	7 – 8 March 2024 (tentative)
ERG projects conclude	16 April 2024
Final administrative report, research findings report and financial reconciliation report due	31 May 2024

# Contracts and funding

## Contract overview

The RACGP will execute a Funding Agreement or Letter Agreement (as determined by RACGP in its sole discretion) for each successful ERG application with the lead organisations. By signing this Agreement, the lead organisation agrees to:

- Ensure participation and/or attendance of research team members in RACGP run ERG activities;
- Complete and submit reports as required by the RACGP;
- Submit an itemised financial reconciliation of the costs incurred in association with the ERG project. Receipts and relevant evidence of expenditure must be made available on request from the RACGP.

## Funding

Funding up to the value stipulated in the Funding Agreement or Letter Agreement will be provided to lead organisations in accordance with the schedule, as detailed in Table 1. For those organisations operating under the Funding Agreement, payments are made to lead organisations in three instalments. The RACGP will require lead organisations to issue and send tax invoices to receive payments, based on amounts advised by the RACGP. Invoices must include GST. Table 2 outlines the estimate dates of milestone payments and the preceding activities.

Table 2. ERG milestone payment schedule

Instalment	Milestone	Estimate date	Amount (excluding GST)
1	Execution of Funding Agreement	17 April 2023	50% of total grant
2	On receipt and acceptance of mid-term report	13 November 2023	35% of total grant
3	On receipt and acceptance of the final administrative, research and financial reconciliation reports	17 June 2024	15% of total grant less any unspent funds

*ERG, Education Research Grant.*

For those organisations operating under Letter Agreement, the financial process will be outlined in the Letter Agreement.

## Variation to ERG budget spend during the funding period

The ERG project funds must be expended in accordance with the 'Project description' and 'Project budget cost' detailed in the approved application or any revised budget, aims and research plan that have been approved by the RACGP.

Changes to major budget line items will require approval from the RACGP. For example, if your proposal budget itemised \$3000 for financial reimbursements to participants, you cannot use those funds to travel to a conference instead without RACGP approval. To convert funds for another purpose than originally specified, a written request must be submitted to the RACGP via email for consideration and approval.

Unspent funds will be recouped by the RACGP at the end of funding period, however there will be an opportunity to use the unspent funds for disseminating the results and publication costs for 12 months following project completion.

## Conference registration

Research teams are permitted to use their approved conference funds allocation to pre-book travel and accommodation expenses for any conference that will be held beyond the end of the funding period of 16 April 2024, as long as conference registration has also been paid for. Payments are only permitted for flights, accommodation and registration for conferences held in Australia.

## Expenses incurred for attendance at compulsory support activities

The RACGP will cover reasonable travel and accommodation costs incurred for attendance at compulsory ERG program activities, as per the RACGP travel policy. The RACGP will also arrange all registration, travel and accommodation for the RACGP-supported conference. There may be reimbursement for some out-of-pocket expenses (eg parking, mileage, meals) subject to prior approval and submission of receipts with the RACGP expense reimbursement forms.

## Acknowledgement of funding

All presentations and references to this project must include the following wording to acknowledge funding for your grant:

'This research project is supported by the Royal Australian College of General Practitioners with funding from the Australian Government under the Australian General Practice Training Program'.

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



# ERG support activities

To support ERG researchers in their research projects, there will be a number of activities provided across the year. Topics covered in these activities may include:

- troubleshooting your project
- research ethics issues
- data management and analysis
- clinical data analytics
- presenting your work to different audiences
- writing abstracts, oral presentations, posters, articles for popular press and academic journals
- advocacy – getting your research into the public and policy domains.

However, there is scope to tailor the contents to the needs of the participating research teams.

Research team members will be offered a cohort experience with regular communication and opportunities to share their work in a supportive environment and receive constructive and purposeful feedback and support from the academic facilitators as well as their peers that will enhance rigour and quality in their research. The RACGP will develop and facilitate the delivery of ERG support activities. Further information on the activities format and schedules will be provided at a later date.

The RACGP acknowledges that each ERG project team has a range of existing skills and expertise; however, the activities also provide an opportunity for networking, knowledge exchange and increasing research collaboration across lead organisations..

## Attendee requirements

Each research team is required to nominate two representatives to attend each RACGP-run support activity.

## Conference attendance

Two representatives from each ERG research team will have the opportunity to attend a conference to meet the requirement of team capacity building. Conference attendance will be arranged and fully funded by the RACGP. ERG research teams will be provided with more information regarding conference attendance and travel arrangement later in 2023.



# ERG reporting requirements

ERG research teams are required to submit a total of three progress reports during, and on completion of, their research project. The research team's lead investigator must read and approve the reports prior to submission.

The RACGP uses the online program Smartygrants to distribute and receive reports. Staff will distribute a link to the report form via email one month before the report due date.

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