RACGP Foundation / ANEDGP Innovation Grant 2024

The former Adelaide North East Division of General Practice (ANEDGP) donated its residual funds to the RACGP Foundation to establish a grant for the purpose of supporting projects to improve practice within the boundaries of the Adelaide Primary Health Network (PHN).

The objective of this grant is to provide members of general practice teams with an opportunity to undertake innovation, research and/or quality improvement projects with the potential for practical implementation into practice, which can then be shared with other teams. This might include:

- Quality improvement projects
- Education activities
- Translational or health services research

Before you start

Please note: This application form must be read in conjunction with the [Information for Applicants](#), which includes the *Grant Application Terms and Conditions.* Please ensure you have read this information before completing and submitting your application to ensure that you have fulfilled all requirements.

Grant details

The RACGP Foundation/ANEDGP Innovation Grant is available for a 12 month period to provide members of general practice teams with an opportunity to undertake innovation, research and/or quality improvement projects with the potential for practical implementation into practice. Projects could include quality improvement, education, or translational or health services research.

Funding of up to $20,000 (excluding GST) is available.

Eligibility

To be eligible for the RACGP Foundation/ ANEDGP Innovation Grant:

- the principal investigator must be a general practitioner, general practice registrar, practice nurse or practice manager working within the boundaries of the Adelaide Primary Health Network (PHN) https://adelaidephn.com.au/about/our-organisation/our-region/; and
- a general practitioner must be a member of the investigator team.

Selection criteria

Applications will be assessed against the following criteria:

- significance or importance of the proposed project to general practice 20%
- degree to which the project is likely to benefit patients 25%

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- potential for translatable innovation and/or quality improvement outcomes 25%
- potential for the processes that are developed and tested, and outcomes, to be shared with other practices 10%
- potential for the impact of the project to be evaluated 10%
- feasibility of carrying out and completing the project in a one year timeframe 10%

Applications

Applications for this research grant will close on **Wednesday 1 May 2024**. For more information email foundation@racgp.org.au.

Using this form

You may begin anywhere in this application form. Please ensure you save as you go. If you need more help using this form, download the Help Guide for Applicants or check out Applicant Frequently Asked Questions (FAQ's).

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.

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.

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, 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. 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.

For queries about the guidelines, deadlines, or questions in the form, please contact us on 03 8699 0335 during business hours or email foundation@racgp.org.au and quote your application number.

Applicant details

* indicates a required field

Principal Investigator

Please give the details of the principal investigator (the Applicant).

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Applicant name *

Title   First Name   Last Name

Email *

Must be an email address.

Applicant Address *

Address

Suburb   State   Postcode

Must be an Australian postcode.

Phone *

Must be an Australian phone number.

RACGP membership details

Are you a current member of the RACGP? *

○ Yes   ○ No

RACGP ID (if applicable)

This is your 6 digit RACGP membership number.

Eligibility

Are you a GP, GP registrar, Practice nurse or Practice manager? *

☐ GP
☐ GP registrar
☐ Practice nurse
☐ Practice manger

No more than 1 choice may be selected.

Applicant AHPRA registration number

https://www.ahpra.gov.au/

Are you currently practising within the boundaries of the Adelaide Primary Health Network (PHN)? *

○ Yes   ○ No

If no, you are not eligible to apply. Please refer to the Information for Applicants guide for further information.

Practice name *
Organisation Name

Address

Suburb   State   Postcode

Must be an Australian postcode.

Phone *

Must be an Australian phone number.

Please attach a letter on practice letterhead confirming that you practice at this address, signed by the practice principal or practice manager. *
Attach a file:

Curriculum vitae (CV) - principal investigator

Please provide a brief CV for the principal investigator in the space provided. Ensure your CV addresses how your experience and track record is relevant to this grant. This should include relevant information such as qualifications, courses currently being undertaken, previous research experience, grants currently held, and employment history.

Please include publications and grants which are relevant to support this application. This might be publications from the last five years, or publications from other years that you feel are relevant to support your application.

We understand that not all applicants will be at a career stage where they have published their findings or received project funding.

Please label your CV with your last name.

Applicant CV *   Attach a file:

Project details

* indicates a required field

Project Title *

RACGP Funding requested

$

Must be a dollar amount.

Project overview / Lay summary

Provide a short description of your project that the RACGP can use in presenting and explaining the benefits of your proposed research for public release. Summarise the aims, research design, methods and likely outcomes and benefits. Please ensure you include what the problem is that you are addressing, and what the impact of the study will be. Please use plain language, avoiding scientific terminology. *

Word count:
Must be no more than 500 words.

Project length (months)

Research question / Aim of the project

Research question / Project objectives

In this section clearly and succinctly state your research question(s). If using a quantitative assessment in this study please specify the hypothesis which the study aims to assess. If your proposal is for a quality improvement project or education activity, please outline the objective of the activity

Word count:
Must be no more than 200 words.

Research / Project plan

This is the main information upon which the scientific quality of the proposed research project will be assessed. This section describes the research design in detail including: • the type of study method (e.g. a cross-sectional study,

a randomised controlled trial, a qualitative study). Include sufficient details to demonstrate the scientific quality of the study design and methods • how participants will be recruited • how many participants are required and why (including sample size calculations if this is a quantitative study) • what outcome measures will be measured • what other factors might be measured • how the data will be analysed.

If your proposal is not a research proposal, please provide a detailed plan of the activity you plan to undertake.

Word count:
Must be no more than 2000 words.

Do you wish to upload any figures, tables or diagrams?
○ Yes ○ No

Should you wish to insert figures, tables or diagrams, you may submit this as a separate document. Please label these appropriately (eg Figure 1, research plan) and ensure you refer to them in the text above. Please include any explanation of the figure, table or diagram in the main text only.

Attach a file:

Team

In this section, describe the team of people who will be involved in your research. Please state the role of each named investigator and describe how their expertise is expected to contribute to the project and why they are a suitable partner to this grant. You will need to demonstrate expertise in the area and relevant supervisions.

Word count:
Must be no more than 300 words.

Dissemination and impact

Please indicate how you intend to disseminate your results. Please note that successful recipients are expected to present their findings at a scientific meeting (preferably the RACGP annual conference) within 2 years of commencing their project. Please describe how you will share the outcomes of the project with other local practices, for example through websites, journals, newsletters, podcasts, videos or local events.

Word count:
Must be no more than 300 words.

Innovation and quality improvement

What potential innovation and quality improvement outcomes do you expect this project to achieve? Will other practice teams be able to translate/implement these into their practice? How do you plan to evaluate the impact of the project?

Word count:
Must be no more than 500 words.

Ethical considerations

Briefly discuss the ethical issues relevant to your research and the safeguards you will utilise to protect all participants, particularly in regard to matters of consent and confidentiality.

Word count:
Must be no more than 300 words.

Does this project require approval from a human research ethics committee?

○ Yes   ○ No

If yes, name of proposed committee

For details of the RACGP National Research and Evaluation Ethics Committee (NREEC) visit our website http://www.racgp.org.au/nreec/ or phone 03 8699 0385.

Literature review

The literature review enables you to provide some background to your research and its significance. It places your research question into context. Items for discussion might include: why the research area is important; what previous research has been done on the topic; in what way the research question is relevant to general practice and what new knowledge will be generated from the project.

Literature review

Word count:
Must be no more than 1000 words.

Literature references

Maximum of 20 references

Timelines and budget

Timelines

To complete this section, segment the study design into logical steps, describe the duration of each step and provide any supporting information to justify the total estimated project duration.

Word count:
Must be no more than 200 words.

Budget (GST Exclusive)

Provide an itemised budget in the tables below to justify the estimated time and resources. If this grant will only fund part of the costs of this research project, explain how the remaining resources will be attained. **Please exclude GST on all costs**. Budget should include secured funding, funding applied for, and for what the RACGP funds would be used.

The purpose of the funding is not to top up grants. Funds awarded may only be used for direct research costs (including project-related salaries and reasonable costs) and **not** for any overhead or management fees of administering organisations.

Section (c) of the budget may include allowance for travel costs associated with presenting the research findings at a scientific meeting (preferably the RACGP Annual Conference) within 12 months of the Final Report submission.

Please do not use commas, eg. $1000 (not $1,000)

(a) Salaries

Position	Annual salary pro rata	Fractional or % time	Number of weeks employed	Total salary	On-costs	Total costs excl. GST
					Must be a dollar amount.	This number/ amount is calculated.
	$			$	$	$

Personnel. Requests for professional salaries should be in accordance with the official NHMRC salary scales or scales from the submitting institution. Personnel should be named where known. Where proposed personnel are unknown, indicate the basic qualifications envisaged for the position and the salary required.

On-costs. Include provision for payroll tax, workers' compensation insurance, leave loading, or other institutional legal liabilities, where applicable. Allowable on-costs for salaries are normally set at 17.5%. Justification should be included if this is set at a higher level. No claims in respect of cost increases will be considered during the grant period.

Provide justification for level of salary and period of employment for each employee.

(b) Equipment

Description and Justification	Total costs excl. GST
	Must be a dollar amount.
	$

(c) Other expenses (eg travel costs)

Description and Justification	Total costs excl. GST
	Must be a dollar amount.
	$

Total budget (excluding GST)

(a) Salaries subtotal

$

This number/amount is calculated.

(b) Equipment subtotal

$

This number/amount is calculated.

(c) Other expenses subtotal

$

This number/amount is calculated.

TOTAL BUDGET (a+b+c)

$

This number/amount is calculated.

Other funding

Please list any other grants/funding bodies to which this proposal has been submitted (including other RACGP Foundation grants).

If this grant would only provide partial funding for the project, please explain how the remainder of the project would be funded. Please include detail of whether the work can proceed if other applications are unsuccessful, i.e. is this project dependent on the success of other grant applications?

If you are submitting an application for a similar project to another RACGP Foundation grant, please explain how these applications differ.

Coinvestigators

* indicates a required field

Do you wish to add coinvestigators to your application? *
○ Yes   ○ No

By providing details of your coinvestigators **(please enter a maximum of five)**, you are declaring that they have consented to be included on this application, as submitted for review.

Chief investigators must provide a copy of the application to all co-investigators listed on this project.

Coinvestigator

Title	First Name	Last Name

Address

Address

Suburb   State   Postcode

Must be an Australian postcode.

Phone

Must be an Australian phone number.

Email

Must be an email address.

Is the investigator a general practitioner or GP registrar?

○ Yes   ○ No

Coinvestigator RACGP ID (if applicable)

This is your 6 digit RACGP membership number.

Coinvestigator CV
Attach a file:

Maximum 2 pages. Please label the CV with the last name of the coinvestigator.

Administrative details

* indicates a required field

Administering organisation

Grants can only be paid to incorporated bodies. If the organisation is a trust, trustee details are also needed. The administering organisation will be required to enter into a formal grant agreement on standard RACGP terms should the application be successful.

Administering Organisation *

Organisation Name

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ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Organisation Address *

Address

Suburb   State   Postcode

Must be an Australian postcode.

Finance Contact *

Title   First Name   Last Name

Finance Contact Position *

Phone *

Must be an Australian phone number.

Email *

Must be an email address.

Head of Organisation

The following are accepted as heads of organisations: registrars or deans of universities, directors or CEOs of independent institutions, senior executives of State/Commonwealth departments or agencies.

Name *

Title   First Name   Last Name

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Declaration *

○   I declare that this organisation has agreed to provide the facilities required to meet the needs of this project, if successful. This organisation is prepared to have the project carried out in accordance with the RACGP Foundation terms, and to supervise expenditure of all funds allocated.

The Head of Organisation will receive a confirmation email and copy of the submitted completed application.

Declaration

* indicates a required field

Please ensure that you have read the questions and the **Information for Applicants** carefully. Ensure that your responses provide the Committee with the information that they require in order to assess your application.

I acknowledge all information contained within this application is complete and accurate.

I declare that I have read and agree to the *Grant Application Terms and Conditions*, as set out in the Information for Applicants.

Principal Investigator Name *

I agree *   ○ Yes   ○ No

Date of declaration *

Must be a date

Before submitting your application, please ensure that you have:

- read the *Grant Application Terms and Conditions*, as set out in the **Information for Applicants**
- read the details of the grant/award and eligibility requirements
- addressed each of the selection criteria
- attached the CV of the principal investigator and coinvestigators (if applicable)