

The purpose of grants awarded by the Registrar Research Fund (RRF) under this category is to encourage research within the field of General Practice. GP Registrars may apply for grants for an individual project or as part of a larger group proposal.

It is important that applicants explain clearly their anticipated role in the research project, their reason for undertaking the project and how the project will contribute to their appreciation of research and critical thinking.

### OPERATIONS OF THE FUND

- a) Applications must be received and approved by the RRF Awards Committee prior to commencement of the research project. The committee's decision, pending re-submission (if applicable), is final.
- b) The Manager Education will approve all recommendations for payments from the fund to grantees, based on recommendations from the RRF Awards Committee.
- c) The GPET Manager Finance is delegated to make all payments, including electronic payments as approved by the Manager Education to \$10,000 per item.

The following items are considered suitable for support from the fund:

<b>Personnel</b>
Supervisor
Administrative Assistant
Facilitator ( <i>eg. Focus Groups</i> )
Statistician/data analysis
Honorariums ( <i>eg. Focus Groups</i> )
Patient Expenses ( <i>eg. Travel</i> )
<b>Administrative Costs</b>
Telephone calls
Email/Internet
Photocopying/printing
Stationary ( <i>envelopes, paper</i> )
Recommended texts/Recommended Software ( <i>max. \$500.00</i> )
Postage
<b>Travel Expenses</b> ( <i>if essential to complete research – does not include travel to and from workplace</i> ).
Flights
Car expenses
Accommodation
<b>Equipment</b> ( <i>Specific equipment for project eg. Peak Flow Meter/Heart Rate Monitor</i> )

Other items will be considered if essential to conduct the research. In general, capital items and a salary for the application will not be funded.

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- e) Progress Reports are required every twelve (12) months to remain eligible for ongoing funding. *(Should the total amount of funding not be accrued within the initial twelve (12) months GPET will require notification, in writing to assist in a carry-over of funds to the following year).*
- To consist of a written report (approx. 500 words) outlining the progress of the project and an analysis of how it has contributed to the registrars understanding and appreciation of research and critical thinking.
  - A final report is then required within six (6) months of completion of the project. If this is not received, it is expected that a financial penalty, proportionate to the size of the grant may be applied to the GP registrar.
- f) Funding will be provided to a registrar either through reimbursement or via the 'Start Up' funding model.
- Should a registrar seek reimbursement, original receipts and tax invoices are to be forwarded to the Program Officer – Registrar Research Fund GPET, to arrange payment (details below), or
  - via the 'Start-up' funding model. This process allows for a registrar to apply for, in writing, a detailed budget that justifies the need for funding without first presenting receipts and tax invoices. *'Start-up' funding is a portion (up to 70%) of the full budget amount.*

Documentation for either model should explain clearly the expense being claimed. *(Original receipts will be returned if requested).*

- g) The RRF Awards Committee (RRFAC) will review applications on a bi-annual basis. Assistance in completing applications can be sought initially from the Program Officer – Registrar Research Fund, GPET or alternatively the Registrar Research and Development Officer (RRADO)
- h) All registrar researchers who have submitted final reports within the previous twelve (12) months will be eligible for the Registrar Research Prize.
- The successful registrar will be financially supported to attend an Annual Scientific Convention or meeting which will allow the researcher to present a paper on their research outcomes.
  - All applications for the Prize will be judged by a panel from the RRFAC.

Please contact the Program Officer – Registrar Research Fund, GPET or RRADO if you are interested in submitting your paper for this prize. Further information can be found via the AGPT website.

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