

RACGP Foundation Grants and Awards 2018 Information for Applicants updated 27/03/2018 with revised clause 38

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.

| Key dates for all grants (except Therapeutic Guidelines Limited (TGL)/RACGP Research Grant) | |
|--|-----------------------------------|
| Applications open: | Monday 5 March 2018 |
| Applications close: | Monday 7 May 2018, 5.00 pm AEST |
| Key dates for Therapeutic Guidelines Limited (TGL)/RACGP Research Grant | |
| Expressions of Interest open: | Monday 5 March 2018 |
| Expressions of Interest close: | Monday 9 April 2018, 5.00 pm AEST |
| Invitations to submit full application: | mid-May 2018 |
| Full applications close: | Monday 25 June 2018, 5.00 pm AEST |

LATE APPLICATIONS WILL NOT BE ACCEPTED

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 our members with opportunities to undertake this valuable research.

The RACGP believes strongly 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
- Therapeutic Guidelines Ltd
- Motor Accident Insurance Commission (Queensland)
- HCF Research Foundation
- Diabetes Australia
- IPN Medical Centres
- BOQ Specialist
- The Estate of Edward Gawthorn
- RACGP members
- Other individual donors and supporters



Overview of 2018 Grants and Awards

| NAME OF GRANT AND FOCUS | Amount |
|--|--|
| Therapeutic Guidelines Limited (TGL)/ RACGP Foundation Research Grant Use and/or implementation of TGL guidelines in general practice. | \$100,000 |
| MAIC/RACGP Foundation Research Grant Research on issues relating to the management of injuries resulting from road traffic crashes. | \$100,000 |
| RACGP Foundation/HCF Research Foundation Research Grant Research into health services issues of relevance to general practice. | 2 x \$60,000 |
| RACGP Foundation/Diabetes Australia Research Grant Research into diabetes management, prevention, and/or clinical care in general practice. | \$60,000 |
| RACGP Foundation/IPN Medical Centres Research Grant Innovation in chronic disease management in the general practice setting. | \$10,000 |
| RACGP Foundation/BOQ Specialist Research Grant Research into preventive care in general practice. | \$20,000 |
| RACGP Foundation/ANEDGP Research Grant Innovation and quality improvement research that advances the profession of general practice. | \$20,000 |
| RACGP Foundation Indigenous Health Award To provide support for: <ul style="list-style-type: none"> 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 cardio respiratory 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 <i>AJGP</i> (formerly the Australian Family Physician, AFP). | |

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. The RACGP Foundation Indigenous Health Award is an exception, as it is also open to medical students.

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

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

Terms and conditions

Applicants should read the *Terms of Grants and Awards*, included at the end of this handbook. In submitting an application, applicants agree to these 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, and noting in the budget section 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: www.racgp.org.au/foundation/grants. 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 out [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 2017 grant recipients is available at foundation.racgp.org.au/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: 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: Proof read 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 7 May 2018 at 5.00pm** 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 will review the applications against the selection criteria, as specified for each grant. The NRAC will meet in June/July to discuss the applications and make recommendations to the Foundation Board. The final decision on awards is made by the Foundation Board on the basis of these recommendations by the NRAC. The RACGP Council is then asked to endorse the decision prior to notification of applicants. Please note that all decisions are final, and there is no mechanism for appeal.

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 2018. 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

The letter of offer is an important document. Please retain it and take note of the reporting requirements and dates, payment schedule and required wording for acknowledgement of funding. The offer date on the letter is the date around which the reporting and milestone requirements are set.

The RACGP Foundation does not enter into Funding Agreements with successful applicants. As stated in the *Terms of Grants and Awards* at the end of this document, by submitting an application, applicants agree to these terms.

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 *Terms of Grants and Awards*, and will also be confirmed in the letter of offer.

Award presentation

Grants and awards will be presented at an event hosted by the RACGP faculty where the grant/award winner resides.

The exceptions are the Peter Mudge Medal and Alan Chancellor Award which will be awarded at the RACGP Annual Conference (GP18) on 13 October 2018, and the RACGP Best General Practice Research Article in the AFP Journal Award which will be awarded at the RACGP Academic Session at the conference on 10 October 2018.

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 letter of offer, 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 0497 or email research@racgp.org.au



TERMS OF GRANTS AND AWARDS 2018

General

1. These terms apply to all RACGP or RACGP Foundation grants unless otherwise indicated. By submitting an application, applicants agree to these terms.
2. In these terms:
 - a) “applicant” includes the principal investigator and co-investigators listed on an application for a grant.
 - b) “grant” means any grant, fellowship, scholarship, award or other form of funding provided by the RACGP Foundation.
 - c) “NRAC” means the National Research Awards Committee.
 - d) “offer date” means the date on which the grant recipient is notified of the successful outcome of their application, as set out in the letter of offer.
 - e) “terms” means these *Terms of Grants and Awards*.
 - f) “uncommitted funds” means any grant funds awarded that have not been legally committed for spending and that are not payable by the applicant to the RACGP as a current liability.
3. The grants and awards process is overseen by NRAC on behalf of the RACGP Foundation.
4. By applying for a grant, applicants agree to the RACGP and the research partner publicising their name, institution, and title of their research project, and for the RACGP to collect and use their personal information.
5. Personal information provided to the RACGP will be collected and used in accordance with the RACGP Privacy Statement, available at www.racgp.org.au/usage/privacy/ and may be passed on to partner organisations as required.
6. Applicants acknowledge and agree they are independent of the RACGP and not an employee or agent, and have no authority to bind the RACGP by contract or otherwise.
7. No rights or obligations provided under a grant may be assigned, novated or otherwise transferred.
8. Any action, including any act of grace by the RACGP is only effective as a waiver if it is reduced in writing and provided to the other party, and then only to the extent of that written waiver.
9. These terms are governed by the laws exercised by the courts in the State of Victoria.
10. The grant recipient must do all things reasonably required by the RACGP (including executing all documents) to give full effect to a grant and the transactions contemplated by it.

Selection Process

11. The NRAC is responsible for the independent, objective evaluation and review of grant applications. The NRAC may establish subcommittees to support its processes.
12. 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.
13. 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.
14. Where the grant funds awarded provide only partial funding for 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 Foundation if they received funding from another source for a project that is the subject of a grant application to the RACGP Foundation.
15. The NRAC may send an application to external independent referees for review.
16. Unsuccessful grant applicants will be advised in writing; however detailed feedback will not be provided.
17. Preferred applicants may receive an outline of de-identified reviewers’ comments, which may require a satisfactory response (either written or in person, as directed) before a final decision can be made.
18. 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.
19. Successful grant recipients are expected to attend to receive their award at an event hosted by the RACGP state faculty where the award winner resides, or the annual RACGP conference.
20. The grant will be paid only to incorporated bodies in Australia that have an ABN and ACN and not to individuals unless the grant specifically provides individual support.



Management of grant funds

21. Grant recipients must:
 - a) use the grant funds for the purpose(s) stipulated in the application, obtaining prior written consent from the RACGP before making any changes to the project, activities or budgeted timelines;
 - b) comply with any funding conditions stipulated by a research partner, as notified by the RACGP; and
 - c) keep financial accounts and records relating to the use of the grant funds sufficient to identify all receipts and payments to be identified and reported and for the preparation of financial statements, for a period of 7 years after the completion of the project.
22. 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.
23. All uncommitted funds must be paid to the RACGP within 14 days of providing the final report.
24. Where the RACGP is satisfied the purpose or conditions of the grant cannot be fulfilled in accordance with the application or these terms, or a grant recipient cannot undertake a meaningful project with the grant, it will notify the grant recipient, following which the grant is immediately forfeited and all uncommitted funds must be paid to the RACGP within 14 days.
25. A grant may be forfeited at any time upon three months of notice given by the RACGP following which all uncommitted funds must be paid to the RACGP within 14 days.
26. Where the RACGP determines grant funds have been used in breach of these terms or for purposes other than those stipulated in the application, it may require the grant recipients to pay the relevant amounts to it within 14 days.
27. Any grants funds requiring repayment is a debt owed to the RACGP. The RACGP reserves the right to charge interest on any such amount, at the prevailing rate pursuant to the *Penalty Interest Rates Act 1983* (Vic) for the period from the due date until the date of payment in full, with any such funds being offset against any accrued interest prior to being applied against the outstanding grant funds.

Reporting Requirements

28. Grant recipients provide various reports as detailed in the below table by the stipulated due date unless otherwise indicated.

| Item | Standard Grants Including Indigenous Health Award (where funding is for a research project) | TGL/RACGP Foundation Research Grants and MAIC/RACGP Foundation Research Grant | Walpole Grieve Award and Indigenous Health Award (where funding is for financial support) |
|--|---|---|---|
| Provision of publicity materials, including a 1-2 paragraph biography, a 1-2 paragraph layman's summary of the project and a high resolution electronic photograph of the principal investigator for use on the RACGP website, in relevant RACGP publications, or in research partner publications | Due one month after Offer Date | Due one month after Offer Date | Due one month after Offer Date |
| Proof of ethics approval (where required) | No later than six months after Offer Date | No later than six months after Offer Date | Not applicable |
| Progress Reports | Due within six months of the Offer Date | Due at six monthly intervals, commencing six months from the Offer date and continuing until completion | Not applicable |
| Notification of project completion | Due within 12 months of the Offer Date | Due within 18 months of the Offer Date | Not applicable |
| A final report and expense acquittal statement | Due within 15 months of the Offer Date | Due within 21 months of the Offer Date | Due within three months of completion of travel (for Walpole Grieve Award) or within 12 months of the Offer Date (for Indigenous Health Award). |
| An outcomes report | Due within 24 months of the Offer Date | Due within 30 months of the Offer Date | Not applicable |
| Conference presentation | Due within 24 months of the Offer Date | Due within 24 months of the Offer Date | Not applicable |

29. Financial acquittal statements must include a breakdown of expenditure, and a report on how the funds were of benefit to the recipient, and the value they obtained from receiving them.



30. The RACGP may make minor non-material edits to the content of any reports it receives to ensure compliance with its editorial guidelines.
31. If the project is delayed in any way or if any of the deadlines are unable to be met, the researcher must request an extension of this timeline. A Request for Extension form can be obtained by emailing grantholders@racgp.org.au.
32. If any of the reporting requirements are not otherwise met, the RACGP in its discretion may forfeit the grant, and all uncommitted funds must be paid to the RACGP within 14 days.
33. Research grant recipients are expected to present their research findings or progress to date at a scientific meeting, preferably the RACGP annual conference, any time within two years of the commencement of the project (within three years for the RACGP/TGL Research Grant).
34. All research grants are given with the expectation at least one paper will be submitted for publication in an appropriate peer-reviewed medical journal. A copy of all published papers must be forwarded to the RACGP at grantholders@racgp.org.au.
35. The RACGP Foundation and the research partner (where applicable) must be acknowledged in all publications and presentations arising from the research funded by the grant. This includes any websites, newsletters, summary findings, media announcements or other forms of publicity relating to the research. Recipients will be notified of the required wording in the letter of offer.
36. 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.
37. Grant recipients grant the RACGP a licence to use any intellectual property rights developed in connection with the grant funds, but only for internal or non-commercial purposes.
38. In connection with the Therapeutic Guidelines Ltd (TGL)/ RACGP Foundation Research Grant, as part of the letter of offer of grant, grant recipients will be required to agree to provide joint ownership of any intellectual property rights developed in connection with the grant funds to Therapeutic Guidelines Ltd (TGL).
39. The RACGP may forward any reports submitted by the researcher to the relevant research funding partner as required.
40. Reports may be used by the RACGP Foundation for promotional purposes, for example on the RACGP website.
41. Reports will be retained by the RACGP, and may be collated with other reports to provide information on the outcomes of the grants program or as part of an evaluation of the program.

Payments

42. The payment of grant funds will not exceed the stated maximum in the award details.
43. Unless otherwise agreed, grants will be paid according to the following payment schedule:

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

44. Grant funds are expressed as GST exclusive amounts. For all grants subject to GST, payment is conditional on the provision of a valid tax invoice, listing the name of the chief investigator and the title of the project and addressed to:
RACGP Foundation
The Royal Australian College of General Practitioners Ltd
100 Wellington Parade, East Melbourne VIC 3002
45. Despite the above, the RACGP may withhold or suspend any payment in whole or in part until it is satisfied grant recipients have satisfied the relevant underlying milestones.
46. For certain grants (as notified), grant funding will only be paid upon receipt of:
 - a) a valid tax invoice
 - b) publicity materials
 - c) proof of ethics approval from a committee constituted according to the relevant NHMRC guidelines (if required)