



TERMS OF GRANTS AND AWARDS 2017

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	RACGP / TGL Research Grants	Rex Walpole Travelling Fellowship	PWH Grieve Memorial Award and Indigenous Health Award
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	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	No later than six months after Offer Date
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	Due within six months of the Offer Date
Notification of project completion	Due within 12 months of the Offer Date	Due within 18 months of the Offer Date	Not applicable	Due within 12 months of the Offer Date
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.	Due within 12 months of the Offer Date
An outcomes report	Due within 24 months of the Offer Date	Due within 30 months of the Offer Date	Not applicable	Due within 24 months of the Offer Date
Conference presentation	Due within 24 months of the Offer Date	Due within 24 months of the Offer Date	Not applicable	Due within 24 months of the Offer Date (where 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. The RACGP may forward any reports submitted by the researcher to the relevant research funding partner as required.
39. Reports may be used by the RACGP Foundation for promotional purposes, for example on the RACGP website.
40. 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

41. The payment of grant funds will not exceed the stated maximum in the award details.
42. 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

43. 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
100 Wellington Parade, East Melbourne VIC 3002
44. 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.
45. 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)