



**Chinese
Medicine
Council
of NSW**

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Research Grant Expression of Interest (EOI) Application

Contact: Ms Heather Comino (Executive Officer) on 1300 197 177
Closing Date: 31 January 2020
Send EOIs to: mail@chinesemedicinecouncil.nsw.gov.au

The primary role of the Chinese Medicine Council of New South Wales (the Council) is to protect the public by managing complaints about conduct, performance and health matters concerning registered Chinese Medicine practitioners practising in NSW and health and conduct matters related to registered students training in NSW.

Under section 41S of the ***Health Practitioner Regulation National Law (NSW)*** the Council may establish an Education and Research Account to provide funding for research and education purposes relating to the health, performance and conduct of registered Chinese Medicine practitioners and students.

As part of the Council's education and research account, it will pursue applications for funding in two stages:

- Stage 1 - Expression of Interest (EOI)
- Stage 2 – Submission of proposal (see page 4 Stage 2 – for detailed information about requirements)

The Council will review expressions of interest with suitable applicants being invited to submit a proposal for either a Research Project or Seed Funding. Expressions of interest not invited to submit a proposal will be advised.

Successful applicants will be required to submit full applications by April 2020.

The Council seek expressions of interest for:¹

- one Research Project up to \$50,000 with maximum 18 month duration
- two Seed Research Programs up to \$5,000 per one Seed Research Program with maximum 12 month duration²

Eligibility

¹ The 'Research Project' grant will be provided to support large-scale projects. 'Seed' Research funding is described as a small-scale research project for preliminary data collection and analysis (similar to pilot study).

² Please note there is no commitment to ongoing funding for the successful applicants. The funding is a one off amount and any future research applications will be assessed on merits against other applicants.

Research Project funding is available to applicants with extensive experience in research (it is not a requirement to be a registered Chinese medicine practitioner).

Seed Research funding is available to applicants who are registered Chinese Medicine practitioners (all divisions), and whose principal place of practice is in NSW, and/or registered university students (all divisions) in NSW.

Research Project and Seed funding may be awarded to individuals, groups or institutions.

Program Objectives

The Council aims to improve Chinese medicine practitioner regulation by investing in research to:

- create new knowledge through research
- accelerate research translation by sharing research activities and publishing findings
- provide evidence to improve the management of individual complaints
- provide evidence to improve the regulatory process

Laboratory based research will not be considered for funding.

Priority Areas

The Council has identified the following priority areas for research in 2019/20:

- defining harms and risks related to best practice regulation of the Chinese medicine profession
- risk factors for complaints and/or poor practitioner performance
- translating the outcomes of research into initiatives that will inform regulatory policy development and evidence-based practice to maximise the public benefit
- evaluating regulatory interventions to influence practitioner's behaviour to prevent complaints (notifications) and reduce harm
- workforce capacity and distribution

The Research and Education Grants Guidelines provide further information about the criteria and application process.

Expression of Interest (EOI) Application Form

1. PROJECT DETAILS

Project Title			
Duration	From		To
Amount Requested \$			
Research grant or Seed funding			

2. PROJECT OVERVIEW

Overview of proposed project (limit 200 words)	
Details of the proposed project, including background, aim, significance, methods, analysis, and references (limit one A4 page)	
Expected outcomes & Target audience (limit 200 words)	
Detailed budget and brief justification (limit 200 words)	

3. APPLICANT DETAILS (Project lead)

Surname		Title	
Given Names			
AHPRA Registration Number			
Mailing Address			
Telephone		Mobile	
Email			
Current Position			
Employer's Name			
Academic Qualifications			

Stage 2

If you are invited to submit a Proposal for a Research Project or Seed funding

If you are invited to submit a proposal for a research project or seed funding, you will be required to provide:

- (a) A written Grant proposal comprising:
 - i. Applicant name/s, contact details, AHPRA registration number/s (if applicable).
 - ii. Descriptive title of the project.
 - iii. Description of the project aims, significance, background, methods, expected outcomes and benefits.
 - iv. Description of how the project relates to the health, performance and conduct of practitioners and/or the Council's regulatory programs.
 - v. Budget and a justification for the budget items.
 - vi. Reference list of publications cited in the application.

- (b) A curriculum vitae of each named applicant, and include the following headings: academic qualifications and memberships, positions held (current and previous), previous awards, grants and publications.

Reports from two (2) referees on the required Referee Report Form available on the Council website

Selection and approval process

The Council or its Education and Research Committee reviews all applications. Independent peer review of applications may also be sought.

The Committee will recommend the total funding to be awarded, including approval of individual budget line items, however the final approval and authorisation of Grants is made by the Council. The Council has the authority to approve or reject an application.

Projects are funded on merit and assessed based relevance to the objectives of the *Health Practitioner Regulation National Law (NSW)* and benefit to the community.

The following criteria are applied to assess an application and inform the Committee's decision making and recommendations to the Council for approval:

1. Whether the proposed research is consistent with the Council's legislative responsibilities, aims, objectives and priorities in the strategic plan or other enabling document.
2. Whether the proposed research will assist the Council to achieve its goals, maintain or promote its standards, or enable the Council to demonstrate value.
3. The scientific validity of the proposed project and methodology.
4. The proposed outcomes from the project.
5. The resource implications for the Council, including a cost benefit analysis.

6. The sensitivity of the information, including any personal and/or health information of health practitioners, complainants or others to be accessed for the research.
7. The steps taken in order to ensure compliance with privacy legislation and the statutory guidelines on research issued by the Office of the Information and Privacy Commissioner.
8. Whether a reasonable person would expect the information that will be accessed for the project to be used in the manner and for the purposes proposed.
9. Whether the information to be accessed will be used and/or published in an aggregated and de-identified form.

The decision of the Committee and Council approval is final and no correspondence will be entered into regarding the decision. Applicants are informed of the outcome of their application within three (3) months of the closing date.

Contractual Matters and Agreements

A research grant and seed funding are offered in accordance with the Funding Agreement, which is an agreement between the Council and the grantee, and conditions specified in Schedules to the Funding Agreement. In signing the Funding Agreement the grantee is agreeing to the conditions contained in the Agreement and the Schedule. The Schedule includes a timetable for the payment and acquittal of funds.

A Grant or seed funding may not commence, nor funds expended prior to the Funding Agreement being in place and signed by the grantee and the delegated Council representative.

Following sign off of the Funding Agreement, the Council will pay the initial funding instalment as scheduled in the Funding Agreement. Further instalments will be made only following Council's approval of interim reports.

Reporting Requirements

A written report on the progress of the project, including status, findings and outcomes must be submitted to the Council at intervals specified in the Funding Agreement. A final report must be submitted to the Council no later than three (3) months after the conclusion of the project, or other timeframe as specified in the Funding Agreement or by agreement with the Council.

The progress report and final report must include a financial report acquitting the funding provided against the budget.

All information provided in reports may be used for internal reporting or reporting to stakeholders such as through the annual report, Council newsletter or website.

Compliance and Obligations

- Research ethics

Grantees must conduct their activities in an ethical and professional manner, ensuring validity and accuracy in the collection and reporting. Grantees must comply with all ethical requirements in conducting research using Council data or in partnership with a Council or the HPCA.

If required, Grant applicants must obtain ethics committee approval prior to submitting their research proposal or application.

- Disclosure of conflicts of interest

Grantees have an obligation to disclose, at the time of submitting a Grant application and/or reporting, any conflict of interest which has the potential to influence research and investigations, publication and media reports, Grant applications, applications for appointment and promotion, or research commercialisation.

- Privacy and confidentiality

Grantees are responsible for ensuring that personal information is only used for the purposes for which consent to its access and use was given and that appropriate security for any confidential material is maintained in accordance with the *NSW Privacy and Personal Protection Act 1998* and the *Health Records and Information Privacy Act 2002*.

Confidential information must only be used for the purpose for which it was made available. Grantees must maintain the confidentiality of any information to which they have been given access to on a confidential basis. This includes ensuring secure storage for confidential information.

All reports and publications resulting from research must be presented in a way that does not enable an individual's identity to be determined.

- Intellectual property and publication of results or findings

Intellectual property should be identified and recorded. Intellectual property and copyright ownership and rights to subsequent use will be agreed through the Funding Agreement.

- Publication and research outputs

Grantees should be committed to publishing results and disseminating research findings in an accurate and timely manner. Publication requirements may be included in the Funding Agreement. Rights to publication will be confirmed through ownership of intellectual property and copyright.

Taxation Issues and Requirements

It is unlikely that a grantee will be registered for GST in the capacity for which the Grant is awarded. Where this is the case, no GST is payable on the Grant. However a grantee who is not registered for GST may still be subject to Pay As You Go withholding tax at a rate of 48.5% unless a completed, signed "Statement by a Supplier" form is submitted indicating that the Grant payment is of a private and domestic nature.

Grantees who are registered for GST in the capacity for which the Grant is awarded have taxable supply obligations, where GST will be payable on the Grant monies received. In this case the Grant will be increased to cover the GST liability. However, the Council will require a tax invoice to be provided. There is no requirement for

withholding tax to be deducted from the Grant if the grantee has provided an ABN on their application.

Grantees should contact their tax advisor or the Australian Taxation Office for any queries regarding GST impacts on a Grant.