



RESEARCH GRANT GUIDELINES

HP16/1014-01

1. INTRODUCTION

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 [practitioners] practising 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 [practitioners] and students.

2. AIM/PURPOSE

The Council's Education and Research Program provides grants to applicants to undertake approved research projects. The Council accepts applications for research projects initiated by applicants and may commission specific research to address a priority operational or strategic need. It may also commission joint research with other Councils, academic institutions or regulatory bodies, such as the Australian Health Practitioner Regulation Authority (AHPRA) or the Health Care Complaints Commission (HCCC).

The Program also aims to encourage practitioners and students to undertake education and research activities for their personal professional development.

These Guidelines provide information for grant applicants on the requirements and process applicable to research funding and should be read prior to submitting an application. The Guidelines are available on the Council website

3. ELIGIBILITY

Grants are available to applicants who are registered Chinese Medicine Practitioners (all divisions), and whose principal place of practice is in NSW, or registered students (all divisions) training in NSW. Grants may be awarded to individuals, groups or institutions. Where an application is from a group, the Chief Investigator must be registered with a principal place of practice in NSW. Co-investigators do not need to meet this criteria and may be unregistered health practitioners, including from professions other than Chinese Medicine Practitioners. Individual chief investigators cannot hold more than one Grant at any one time. The research/education project should be conducted in NSW and must be of benefit to practitioners/students in NSW.

4. FUNDING AVAILABLE

The Council will be funding one Research Project Grant up to \$50,000 with maximum 18 month duration and two Seed Research Programs up to \$5,000 Seed Research Program with maximum 12 month duration.

Funding is provided and administered in accordance with the Funding Agreement. The grantee is responsible for the financial administration of the Grant.

5. BUDGET AND ITEMS NOT SUPPORTED

The application must include an itemised budget and a clear justification of the total amount sought. Funding may only be expended for the purposes provided for in the grant application and the Funding Agreement. The Council will not directly fund the payment of salaries or the purchase of capital equipment.

6. PROGRAM OBJECTIVES

The Council aims to improve health 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

7. TYPES OF PROJECTS FUNDED

Examples of the types of projects the Council may support include:

- Identification of areas of need in the Council's regulatory programs. For example, minimising harms due to poor professional practise, identification of risk factors associated with complaints, or the assessment of outcomes relating to health, performance or conduct pathways, developing cultures of safety, testing strategies to enhance commitment to professional standards.
- Development and evaluation of Continuing Professional Development courses or training that will support the Council's regulatory activities. For example, professional ethics, regulatory processes, or training for members of the Council, Tribunals or Panels.
- Preparation, coordination and conduct of conferences to convey outcomes of research relevant to the Council's regulatory work.

8. 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

9. RESPONSIBLE CONDUCT OF RESEARCH

The Council expects the highest levels of research conduct and integrity to be observed in the research it funds. Grantees are bound by the conditions of the Funding Agreement.

10. APPLICATION PROCESS

10.1. Closing Date

The closing date for applications is **31 January 2020**. Applicants are responsible to ensure they are aware of all relevant dates. Late applications will not be considered. Once submitted the application is considered final and no changes may be made, unless withdrawn and resubmitted prior to the closing date.

Expressions of interest may, from time-to-time, be advertised for specific projects outside these dates.

10.2. Lodgement Method

Applications should be emailed to mail@chinesemedicinecouncil.nsw.gov.au or posted to:

The Executive Officer
Chinese Medicine Council of

10.3. Content and Format Requirements for Research Grants

Applicants must complete and submit the following information:

- (a) All parts of the application form available on the Council website.
- (b) 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. Budget and a justification for the budget items.
 - v. reference list of publications cited in the application.
- (c) 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.
- (d) Reports from two (2) referees on the required Referee Report Form available on the Council website.

The following format should be used:

Component	Requirements
File format	The Grant Proposal must be saved and uploaded as a Portable Document Format (PDF) file.
File name	The PDF file must be named using the applicant's surname, the application type and year, for example: Smith – Grant proposal – 2015.pdf
Font size	A minimum font size of 10pt. Headings should be 12pt. Font type is optional, Arial preferred.
Header	Each page of the written proposal should include a header comprising the applicant's surname and the project title.
Footer	Each page of the written proposal should include page numbers in a footer.
Page limits	Project description: maximum three (3) pages Budget: maximum one (1) page Curriculum vitae: maximum five (5) pages

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Refer to the checklist on the application form to confirm the required supporting documentation.

11. SELECTION AND APPROVAL PROCESS

The Council reviews all applications. Independent peer review of applications may also be sought. 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 its strategic plan.
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 Council 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.

12. CONTRACTUAL MATTERS AND AGREEMENTS

All grants 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 may not commence, nor grant 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.

13. 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.

14. 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 the Council or the HPCA.

Initially, a delegate of the Ethics Committee must be consulted in relation to all research proposals. Their advice must be followed in regards to whether the grantee needs to obtain further 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 via the sections of the Funding Agreement dealing with ownership of intellectual property and copyright.

15. 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.

16. ENQUIRIES

Applicants should direct enquiries regarding the Council's Research Program to the Council's Executive Officer:

Phone: 1300 197 177

Email: mail@chinesemedicinecouncil.nsw.gov.au