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| Application Cover Sheet | |
| Application Process | Please refer to the Education Research Grant (ERG) Guidance Document when completing your application. All applications are to be submitted in PDF format to [training@acrrm.org.au](mailto:training@acrrm.org.au) |
| ACRRM Contact | If you require assistance with your application, please contact [training@acrrm.org.au](mailto:training@acrrm.org.au) or phone 1800 223 226. |
| Privacy Notice | Some of the information you provide to ACRRM on this form (such as your name) is personal information. The information you provide on this, and subsequent forms are used by ACRRM in the administration of your application for an ERG. Your application cannot be processed without the information. As part of the routine process of delivering this grant programme, the information you provide may be disclosed to relevant third parties. |

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| Part One – Project Team | | | |
| Project Leader Organisation Details | | | |
| Organisation Name |  | | |
| ABN |  | | |
| Address |  | Suburb |  |
| State/Territory |  | Postcode |  |
| Telephone Number |  | | |
| Primary Contact Name |  | | |
| Position Title |  | | |
| Email |  | | |
| Contact Number |  | | |
| Project Partner Organisations | | | |
| This section should include the details of the main partner Academic Institution (if any). Please document who you will work with and their input into the project so far. What role they will have in the project and what task/input the organisation is responsible for. | | | |
| Organisation Name |  | | |
| Lead Academic Name |  | | |
| Email Address |  | | |
| Role |  | | |
| Task/ Input |  | | |
| This section should include the details of the secondary partner (if any) including what role they will have in the project and what task/input will the organisation is responsible for. | | | |
| Organisation Name |  | | |
| Primary Contact Name |  | | |
| Email Address |  | | |
| Role |  | | |
| Task/ Input |  | | |

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| Part Two – Research Proposal | | | |
| Research Proposal | | | |
| Project Title |  | | |
| Project Goal (up to 250 words) - The project goal must align with the strategic direction of the lead organisation and the Education Research Grant Research Priorities (refer to Appendix One in the Guidance Document). | | | |
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| Background and Purpose (500 – 1000 words) - Explain the background of the study starting from a broad picture narrowing down to the specific purpose of the current study.  Provide a critical review of the literature and a review of current practice specific to the project topic. The review should provide information about what was done, how it was done, and what results were generated relating to the topic under study.  Provide the rationale behind the proposed study and how it fits within the specific area of research.  Articulate the relationship between the literature and the problem under study. | | | |
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| Project Objectives - The objectives must refer to the project’s deliverables and target outcomes. Objectives need to be specific, achievable and measurable, realistic and time bound. Please outline the projects objectives below. | | | |
| Objective | | Key Performance Indicators | Measure |
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| Research Problem (no more than 150 words) - Detail the research problem, specific research questions or hypothesis under study. A problem statement articulates the problem to be addressed and indicates the need for a study. The research question / hypothesis must state a clear association between variables, and it must be testable. | | | |
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| Methods (up to 500 words) - Please combine the below sections as appropriate to your methodology. | | | |
| Research Participants - Provide a description of the research participants and the selection procedures. Detail the sampling techniques that would be used to select participants. Provide details of inclusion and exclusion criteria for research participants. | | | |
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| Research Design - Detail the choice of research design, including the justification for the choice. Provide details of the planned interventions if applicable. | | | |
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| Data Collection Plans - Provide details of data collection plans. Also, detail plans for data protection, consent forms, and any ethical considerations. | | | |
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| Proposed Analysis of the Data - Provide details of analysis plans. What type of analysis will be performed and why? | | | |
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| Limitations and Assumptions - Detail key limitations in the study and any assumptions made. | | | |
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| Ethics - Researchers must have their procedures approved by a Human Research Ethics Committee (HREC) prior to any research study involving human participants. It is the responsibility of the Project Lead Organisation to ensure that the conduct of the project complies with all research project ethics requirements. If the project is exempt, evidence from the relevant HREC must be provided. If applicable, provide details of HREC application. Include HREC details, timeframe for submission of application and any groundwork completed so far.  Please note that some HRECs may have longer approval processes, so be sure to allow adequate time in the work plan. | | | |
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| Related Projects - What other projects does this project support or link in with? Please list in dot point. | | | |
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| References - All references cited in the application must be listed. Cite all ideas, concepts, text, and data from other studies | | | |
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| Part Three – Project Management Plan | | | | | |
| Project Governance - Detail the Governance Framework for the management and planning of the project throughout its lifetime. Clearly outline the processes for decision making, reporting, accountabilities and relationship between all internal and external personnel / groups involved in the project. | | | | | |
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| Roles and Responsibilities - Provide roles and responsibilities of all personnel involved including the project manager, their supervisor, medical educator, academic partnerships, steering group members and other key stakeholders involved in the project. | | | | | |
| Name | Organisation | | Role/Responsibilities | | |
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| Work Plan and Milestones - List the stages of the project along with expected completion dates in the below table. Detail all the planned activities involved in each stage. | | | | | |
| Stage | Activity | Deliverable/Output | | | Timeframe |
| <Stage 1> | <Activity 1> | <Deliverable 1>  <Output 1> | | | <Dates> |
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| <Stage 2> | <Activity 5> | <Deliverable 2>  <Output 2> | | | <Dates> |
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| <Stage 3> | <Activity 10> | <Deliverable 3>  <Output 3> | | | <Dates> |
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| Communication Plan - Provide a communications management plan to cover proposed communications between your organisation, academic partners and key stakeholders using a communications matrix of your choice. | | | | | |
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| Project Budget – ERG projects are funded up to a total of $150,000 ex GST. Outline the total project cost. Only include direct expenses related to the project – travel, consultants, printing etc. All expenses must include a clear link to project activities. Exclusions: capital purchases, contributions to infrastructure (e.g. buildings), existing staff wages and on-costs. | | | | | |
| Line Item | | | | Cost $(exclusive of GST) | |
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| Project Risk Assessment – Outline the potential risks your project may incur (refer to Appendix Two in the Guidance Document) | | |
| Risk | Level (High/Medium/Low) | Management/Mitigation Strategy |
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| Lessons Learned from Previous Project Experience - If previously funded for an Education Integration Project (EIP) Phase I, or Phase II and/or Education Research Grant (ERG) project, detail how lessons learned from that experience will be incorporated into this project. If not previously funded, then draw on lessons learned from a previous project. | | |
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| Part Four – Project Outcomes |
| What will the outcomes of this project be? (up to 250 words) - These can be described as deliverables and / or general outcomes that would be generated by this project. The outcomes must clearly link to the project objectives and the overall goal of the project. |
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| Implications of the Project Outcomes – What new knowledge will the proposed project produce? Why is it worth knowing and what will be the major implications of your research findings? |
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| Outline the benefits and beneficiaries of this project (up to 250 words) - Explain who will benefit from this project including wider application to other Organisations and rural training. |
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| Dissemination - Please note that project teams are expected to publish their findings in a peer-reviewed journal, a key objective of ERGs. Explain who will be able to access the outcomes / deliverables from this project and how access will be made available. Detail dissemination plans for the project findings (e.g. publications, conferences, etc.). |
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