



## **AAPSM Research Grant**

# Funding Guidelines

---

Prepared by the AAPSM Board

Last Modified: February 4, 2015

## **1. OBJECTIVES**

The Australasian Academy of Podiatric Sports Medicine (hereon in referred to as “AAPSM”) is a professional society representing registered podiatrists with an interest and professional focus on sports podiatry. The AAPSM research grant is an initiative to promote and assist sports podiatry research in Australia. The purpose of the research grant is to provide financial support for sports podiatry research, as well as to encourage the dissemination and promotion of research findings within the sports medicine community.

## **2. ELIGIBILITY**

One research grant is offered on a competitive basis to members who meet the following criteria:

- Relevance of the research to sports podiatry;
- Strong scientific methodology and research design;
- At least one member of the research team must have demonstrated evidence of successful research and a strong track record of peer-review publication as demonstrated in their CV;
- A small weighting will be applied to current AAPSM financial members.

*Note :* Authors of grant applications will be blinded to reviewers to prevent bias in the assessment of the application.

## **3. GRANT DETAILS**

### **3.1 Financial Value**

The financial value of the grant is up to \$10,000 over a period of one year comprising of \$9,000 for direct research costs and \$1,000 for travel costs to present at a relevant conference (see Section 5.2 – Conferences). The grant will be paid in one instalment upon receipt of ethics approval. The instalment will be paid on a date agreed to between the AAPSM Board and the successful candidate. Applicants are required to provide a detailed budget to justify their funding request. Where the Research grant funds are being used for purchase of equipment or capital, this equipment will remain the property of the University Department

that the student is enrolled in, or if not a University Student, will be distributed to a University by AAPSM upon completion of the project. All successful applicants will enter a legally binding document with AAPSM for the funding period. ALL money not spent during the funded period shall be returned to AAPSM.

### **3.2 Grant Rules**

- Each year the AAPSM Board shall appoint a review panel (minimum three members) to judge applications. The panel's decision is final.
- If, in the opinion of the panel, entries are not of sufficiently high standard to justify an award, the panel reserves the right not to offer a grant.
- Applications will be acknowledged on receipt.
- Final decision and application feedback will be provided by the AAPSM Board.

## **4. CONFIDENTIALITY & PRIVACY**

Information contained in applications is regarded as confidential unless otherwise indicated and will be received and treated as confidential by AAPSM. It is a legislated responsibility of all AAPSM board members and authorised staff/individuals not to disclose to any person confidential information to which they become privy as a result of the exercise of their responsibilities to AAPSM.

Information comprising the names of the successful research grant holder and the title of the research project will be published on the AAPSM website. AAPSM makes publicly available information about the areas of research of the grant and a brief description of the grant provided by the applicant.

Documents containing personal information are handled and protected in accordance with the provisions of the *Privacy Act 1988*, which sets standards for the collection, storage, use and disclosure of, and access to, personal information. Personal information is disclosed only with permission of the individual to whom it relates or where the Act allows.

## **5. GRANT OBLIGATIONS**

Acceptance of the research grant requires the applicant to agree to actively present their findings in a scientific forum. Both publication in peer-reviewed journals and presentations at scientific conference are expected. AAPSM must be acknowledged whenever the research is published or presented.

### **5.1 Publications**

The dissemination of results in sports medicine peer-reviewed journal is essential for the promotion of sports podiatry research and is a criteria of this grant. It is expected that within two years of receiving funding, the applicant will provide evidence of submission of at least one manuscript to a peer-reviewed sports medicine or podiatry journal.

### **5.2 Conferences**

The dissemination of results at sports medicine scientific meetings is essential for the promotion of sports podiatry research and is a criteria of this grant. It is expected that within two years of receiving funding, the applicant will present at either the:

- The AAPSM Roadshow
- The Australasian Conference of Science and Medicine in Sport
- National Australian Podiatry Conference

Presentation at the relevant state podiatry conference is expected but not compulsory. Unless provided elsewhere, the provided budget of \$1,000 must account for these expectations as no additional funding will be provided for conference expenditure.

## **6. APPLICATION PROCESS**

The application must contain all the information necessary for consideration of the proposal without the need for further written or oral explanation, or reference to additional documentation, including the internet. All details in the application must be current at the time of application.

An application to the research grant can be downloaded from the AAPSM website. All applications must use this template. Applications not using this template will not be considered. A maximum **four page** proposal is required for consideration, using a minimum of 10 pt Arial or Times New Roman font, 1.5 spacing and 2cm margins all round. The proposal must contain:

- An overview of the research to be conducted
- Budget (how research grant funds will be spent)
- Description of the benefits of the research to the sports medicine community

External to the application, all applicants must also provide:

- A Curriculum Vitae of each applicant named on the project (not included in page limit but a maximum of three pages)
- A statement about the roles of each applicant in the project and how the participation of each applicant will result in project feasibility.

An electronic copy of all items must be submitted to the AAPSM review panel by 5pm AEST on Friday May 3<sup>rd</sup>, 2013. The application form and supporting documents are available from the AAPSM website [www.aapsm.org.au](http://www.aapsm.org.au). Any queries regarding the criteria, rules, procedures and application process, as well as the final research grant application can be emailed to:

Attn: Research Grant Chair

Subject: AAPSM Research Grant

Email: [admin@aapsm.org.au](mailto:admin@aapsm.org.au)

Receipt of your application will be acknowledged by the committee. Once the application has been peer reviewed by the review committee and if favourably evaluated for funding, you will be notified in writing. All applicants will be notified of their success / non-success and an A4 page of feedback provided.

## **7. SELECTION AND APPROVAL PROCESS**

### **7.1 Review Panel**

The AAPSM Board will appoint a Board Member to facilitate the research grant review process and act as Chair of the committee. The Chair must also appoint an independent review board which must consist of at least three additional members of which:

1. Two (2) must have a PhD from an approved tertiary institution
2. One (1) must have a demonstrated track record in sports podiatry research

A panel of five additional reviewers will be established in the event a member(s) of the review committee declare a conflict of interest in regards to an application. In any case, this committee member will not vote on any of the submitted applications. All applications will be reviewed by at least three (3) individuals. A consultant statistician will be appointed in the case for a need of statistical review.

### **7.2 Conflicts of Interest**

AAPSM has procedures for declaring conflicts of interest and for members of the AAPSM Board and/or Review Committee to withdraw from considering particular applications if they, or any research student associated with a board/review panel member, choose to submit a research grant application.

### **7.3 Exclusion**

Exclusion of ineligible applications for AAPSM funding may take place at any time during the selection process. Applications may be excluded under the following circumstances:

- the application contravenes, or is inconsistent with, this funding policy;
- the application does not address the selection criteria;
- the application includes any incomplete or misleading information;

#### **7.4 Assessment of Applications and Recommendations**

Once an application has been successful in gaining funding, the AAPSM research grant review committee will conduct an assessment of the application including any final checks of eligibility. Each application is assessed against the selection criteria and a recommendation forwarded to the AAPSM Board.

#### **7.5 Feedback**

The AAPSM Board will provide a short feedback report (one A4 page) to all applicants based on the reviewers comments.

#### **7.6 Offer of Funding**

A nominee of the AAPSM Board (normally the Research Grant Chair) will advise the successful applicant within four weeks of the closing application.

### **8. ADMINISTRATION OF GRANTS**

#### **8.1 Formal Agreement**

All research grants are offered in accordance with a Formal Agreement between AAPSM and the University representing the successful applicant. This Formal Agreement includes Schedules that detail specific conditions for each grant (e.g. budget). By initialling the

Schedule, the applicant is agreeing to the conditions contained in the Formal Agreement and the Schedule.

The AAPSM Research grant may not commence, nor grant funds be expended, prior to:

- the Formal Agreement between AAPSM and the nominated University or individual being in place;
- the appropriate Schedule being signed by the AAPSM President and University representative and
- any required ethics clearances/licences and approvals have been obtained.

Requests to vary the terms contained in the Formal Agreement or its Schedule must be submitted to the AAPSM Board.

## **8.2 Payments**

Payment of funds will be made to the nominated bank account of the University or the individual at the commencement of the funding period and subject to ethics approval being provided. Funds must be used only for the purposes approved and detailed in the Formal Agreement and its Schedule.

## **8.3 Responsible Conduct of Research**

Research funded by AAPSM must comply with the Podiatry Board of Australia's Code of Conduct guideline which can be accessed from [www.podiatryboard.gov.au](http://www.podiatryboard.gov.au). Any misconduct, breach or non-compliance with the Podiatry Board of Australia's Standards and/or Guidelines will be acted on in accordance with the Complaints Procedure and Disciplinary Tribunal process from the Australian Health Practitioner Regulation Agency (AHPRA). [www.ahpra.gov.au](http://www.ahpra.gov.au).

## **8.4 Intellectual Property**

Applicants in receipt of an AAPSM Research grant must agree to comply with the Federal Government Intellectual Property Law:

[www.aph.gov.au/library/intguide/law/intelectuallaw.htm](http://www.aph.gov.au/library/intguide/law/intelectuallaw.htm)

## **8.5 Commencement of the Research**

Provision of the activities and/or facilities must commence within 3 months of the offer of funding. Failure to do so may result in termination of funding.

## **9. ETHICS AND OTHER REQUIRED APPROVALS**

AAPSM reserves the right to request all information relating to decisions regarding ethical issues arising from an application. It is the responsibility of the applicant to ensure that written consent and/or approval is granted regarding potential ethical issues related to the research. Formal approval must be provided to the AAPSM board before funding is released. The offer of funding may be withdrawn if approvals are not obtained.

### **9.1 Use of Personal Information**

Under the *Privacy Act 1988*, any form of research involving humans (including epidemiological research) that uses personal information obtained from a Commonwealth Department or agency must be considered by a Human Research Ethics Committee (HREC).

An Australian Government Agency includes Australian Government Ministers and Australian Government Departments (other than the Commonwealth Parliamentary Departments), bodies or persons established and performing functions under Commonwealth laws. Specifically included are the Federal Courts, the Australian Federal Police and the Australian Capital Territory Courts. Examples of some other agencies include the Australian Bureau of Statistics, the Australian Electoral Commission, Telstra, the Department of Veterans' Affairs, the Department of Families, Housing, Community Services and Indigenous

Affairs, the Department of Health and Ageing, the Health Insurance Commission and the Australian Institute of Health and Welfare.

Under section 95 of the *Privacy Act 1988*, AAPSM is able, with the approval of the Privacy Commissioner, to issue guidelines for the protection of privacy in the conduct of health and medical research. Under section 95 of the *Privacy Act 1988*, acts of agencies undertaken in the course of health and medical research will not be an infringement of the Information Privacy Principles contained in the Privacy Act.

## **9.2 Administration of Drugs to Humans**

All research studies involving the administration to humans of drugs, chemical agents or vaccines must be considered by the relevant HREC to assess the appropriateness of their use. They may also be subject to the Clinical Trials Notification/Exemption schemes administered by the Therapeutic Goods Administration (TGA). Further information on the Clinical Trials Notification/Exemption schemes can be obtained from the TGA: <http://www.tga.gov.au/>

## **9.3 Ethical Implications of Human Research**

AAPSM requires assurance that research involving humans has been reviewed and is approved by a relevant HREC as complying with the National Health & Medical Research Council's National Statement, which is available on the NHMRC *website* at: <http://www.nhmrc.gov.au/publications/synopses/e35syn.htm>. Such approval must be provided to AAPSM before funds are released.

Human research, as defined by the National Statement, is conducted with or about people, or their data or tissue. Human participation in research is therefore to be understood broadly, to include the involvement of human beings through:

- taking part in surveys, interviews or focus groups;

- undergoing psychological, physiological or medical testing or treatment;
- being observed by researchers;
- researchers having access to their personal documents or other materials;
- the collection and use of their body organs, tissues or fluids (eg skin, blood, urine, saliva, hair, bones, tumour and other biopsy specimens) or their exhaled breath; and
- access to their information (in individually identifiable, re-identifiable or non-identifiable form) as part of an existing published or unpublished source or database.

#### **9.4 Health Research Involving Aboriginal and Torres Strait Islander Australians**

Research proposals involving Indigenous Australians should be developed with reference to the *Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research*, which is available on the NHMRC website at: <http://www.nhmrc.gov.au/publications/synopses/e52syn.htm>

An explanation of how the proposal meets those guidelines must be included in the ethics section of the application form.

#### **9.5 Use of Datasets for Research Purposes**

Applications for funding to support datasets for use in research must comply with the Minimum Guidelines for Health Registers for Statistical and Research Purposes, which is available on the Australian Institute of Health and Welfare website at: <http://www.aihw.gov.au/publications/index.cfm/title/9792>

### **10. OBJECTIONS AND COMPLAINTS**

Applicants may contact the AAPSM Board seeking clarification on the outcome of their application for a research grant or to state an objection to that outcome. Objections must be lodged in writing through to the AAPSM Board within 28 days of the date on the letter

notifying the outcome of the application. The Board will provide a written response to all objections.

## **11. ANNUAL REPORTING**

Annual financial reports will be required by December 1 to the AAPSM Board stating YTD expenditure and on completion of the funding period June 30th stating total overall expenditure and surplus funds. In the case of funds not spent and/or surplus funds at the end of the funding period, AAPSM will initiate recovery procedures.