



Australasian College of

Paramedicine

# RESEARCH GRANT **GUIDELINES**

APRIL 2022

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## 1. ABOUT

### 1.1 AUSTRALASIAN COLLEGE OF PARAMEDICINE

The Australasian College of Paramedicine (the 'College') is the peak professional organisation supporting and representing more than 10,000 paramedics across Australia and New Zealand.

College members include paramedics at all clinical levels, paramedicine academics and researchers, student paramedics, doctors and nurses working in the emergency medicine field, non-paramedic qualified staff working in paramedicine, retrievalists, first responders and volunteers.

### 1.2 COLLEGE RESEARCH GRANTS

The College is committed to enabling the development of discipline-specific knowledge through support of members undertaking research.

The development of knowledge that informs clinical practice, health service delivery or paramedic education is critical to the development of the profession. Well-designed and executed research will provide the basis for evidence-based practice, particularly in areas where knowledge is lacking or incomplete.

Although universities and research centres have an obligation to provide appropriate supervision, statistical support and the infrastructure required to undertake research, the College recognises there are additional costs associated with research that may not be covered by universities and research centres. Such costs may be eligible for a College research grant.

### 1.3 CONTACT INFORMATION

Australasian College of Paramedicine  
PO Box 3229  
Umina Beach NSW 2257

1300 730 450 ext.5 (AU)  
0800 730 450 (NZ)  
research@paramedics.org

## 2. GRANT SCHEME FUNDING AND GRANT ROUND

### 2.1 GRANT SCHEME FUNDING

The National Grant Scheme funding is \$23,000.

### 2.2 GRANT ROUND

There is one annual grant round. In 2022, applications open in April and close 10 June with grants being awarded at the ACP Research Symposium on 14-15 July 2022.

Applications for grants are competitive and researchers are encouraged to begin the application process early.

### 3. GRANT CATEGORIES, CONDITIONS AND CRITERIA

#### 3.1 EARLY CAREER RESEARCH GRANT (\$6,000)

The Early Career Research (ECR) Grant intends to support paramedic researchers transitioning from completion of a higher degree by research (HDR) into the post-doctoral ECR period.

This grant seeks to engage future researchers and develop paramedicine research capacity by embedding a novice researcher in the team. Additionally, the grant seeks to enhance collaboration between paramedic researchers across universities and ambulance services.

Grant conditions and criteria:

- two grants available to a maximum of \$6,000 each
- grant funds must be spent within 2 years (or funds must be returned)
- lead researcher must be ECR (<3 years since completion of PhD)
- lead researcher must be a registered paramedic
- lead researcher must be a current financial member of the College and have been so for >3 years
- must include a novice researcher in listed research team (i.e. registered paramedic and College member who is not enrolled in Honours or HDR study)
- must include evidence of collaboration (i.e. research team must have at least two universities represented).

#### 3.2 HIGHER DEGREE BY RESEARCH GRANT (\$3,000)

The Higher Degree by Research (HDR) Grant seeks to support paramedics engaged in HDR research (excluding Honours) through modest research project support.

Grant conditions and criteria:

- two grants available to a maximum of \$3,000 each
- grant funds must be spent within 2 years (or funds must be returned)
- lead researcher must be enrolled in HDR course (MRes, MPhil, PhD)
- lead researcher must be a registered paramedic
- lead researcher must be a current financial member of the College and have been so for >3 years.

#### 3.3 RESEARCH DISSEMINATION AND TRANSLATION GRANT (\$1,000)

The Research Dissemination and Translation Grant seeks to support the dissemination of research through conference presentation, publication or similar means.

Grant conditions and criteria:

- five grants available to a maximum of \$1,000 each
- grant funds must be spent within 12 months (or funds must be returned)
- applicant must be a current financial member of the College and have been so for >3 years

## 4. INELIGIBLE APPLICANTS

Researchers who have previously been awarded a College research grant within the last 24 months are not eligible to apply again.

Researchers who have received funding from other sources for the research project are not eligible to apply for a College research grant.

The grant scheme is not available to researchers enrolled in an undergraduate Honours program.

## 5. RESEARCH TOPIC

The research topic must be directly and clearly related to the paramedic profession.

Applicants must submit a full research protocol to enable assessment of suitability for funding. The College reserves the right to establish research priorities for funding and to reject applications that fail to meet research eligibility criteria or that do not align with strategic priorities.

## 6. ITEMS ELIGIBLE AND INELIGIBLE FOR FUNDING

### 6.1 ITEMS ELIGIBLE FOR FUNDING

The College will consider funding applications for:

- employment of personnel, such as a research assistant or statistician
- costs of transcription services
- reasonable travel for multi-site research
- technical services to enable the implementation of a project
- travel expenses for the dissemination of research results at peer-reviewed scientific meetings.

### 6.2 ITEMS INELIGIBLE FOR FUNDING

Funding will not be provided for:

- infrastructure and consumables that would normally be supplied by the institution supervising the research. This includes the provision of space, furniture and consumables that are associated with normal operation of the project, such as consumables associated with pathology, physiological tests or printing costs.
- purchase of capital equipment that includes computers, software and equipment required to undertake the research. Specialised equipment may be funded at the discretion of the College.
- gifts or prizes that are used to induce recruitment of research participants.
- institutional overheads and administrative charges.

## 7. HOW TO APPLY

Grant applications must be submitted via the online application form located in the members only area of the College website.

The application should be completed by the chief investigator.

The following information will be required:

- title of the research
- name of the chief investigator and other researchers on the team (if applicable)
- the aim, significance, outcomes of interest and research methods
- a project timeline
- the budget for the project, indicating the items intended to be funded by the College grant

You will also be required to upload:

- evidence of university enrolment (if applicable) and details of academic supervisor/mentor, or evidence of employment as an academic in a university, or evidence of membership of a research centre
- a copy of your research protocol
- evidence of ethics approval (if available at the time of application).
  - Note: ethics approval must be provided before grant funds will be released.

## 8. APPLICATION TIPS

Your application will consider the following areas:

- Having a clear and consistent description of the research methodology and methods for data collection
- A well-constructed justification of the choice of research method and why it is appropriate for the project
- Accurately describe and justify how the grant funds will be spent
- How you will translate the findings of your research endeavour is an essential part of the research process. Ensure that you provide a clear explanation of how you intend on translating your research which benefits paramedicine practice and/or workforce.
- A clear and feasible research timeline with justifications for milestones and expenditure

## 9. APPLICATION ASSESSMENT AND NOTIFICATION OF OUTCOMES

The College will assess all grant applications based on the following criteria:

- the importance to paramedicine and research priorities of the College
- aim, significance and outcome
- research methodology
- project timeline, reasonableness and feasibility of completion
- budget.

All applicants will be notified of the outcome of their application by email.

## 10. UNSUCCESSFUL GRANT APPLICATIONS

Where an application is unsuccessful, the applicant may appeal in writing to the College within four (4) weeks of the notification of outcome. The appeal will be reviewed by the College and the applicant will be notified of the appeal outcome via email.

## 11. SUCCESSFUL GRANT APPLICATIONS

### 11.1 THE GRANT AGREEMENT

Where an application is successful, applicants will be sent a copy of the College's grant agreement for review and signing. The approval of a grant may be subject to specific conditions determined by the College during the assessment process; any such conditions will be identified in the grant agreement.

The College is not responsible for any project expenses incurred prior to the signing of the grant agreement; however, the College may agree to retrospectively fund such expenses if the expenses are deemed eligible.

### 11.2 RELEASE OF FUNDS

Prior to the release of funds, applicants must:

- sign and return the College's grant agreement
- provide bank account details in the grant recipient's name for the deposit of funds
- provide evidence of ethics approval (if not already provided during the application process).

## 12. REPORTING REQUIREMENTS

### 12.1 CHANGE OF CIRCUMSTANCES

Researchers must inform the College immediately of any change of circumstance that may impact the successful completion of the research project or that may constitute a breach of the grant agreement.

In the event the research project cannot be completed and/or the grant agreement is breached, the College may request full or partial reimbursement of grant funds.

### 12.2 FINANCIAL REPORTING

Researchers must provide the College with a six-monthly progress report that includes an update on progress towards completion of the research project and a breakdown of expenditure (including tax invoices or receipts).

The College reserves the right to request reimbursement of grant funds if an expense item is found to be ineligible for funding.

At any time, the College may request a statement of account for the grant funds bank account.

### 12.3 RESEARCH REPORTING AND PRESENTATION

Successful applicants of the ECR and HDR Grants must provide a presentation/webinar on their research within 24 months of receiving the award. The nature of the presentation will be determined through consultation with the applicant and the Chair of the research committee.

### 12.4 ACKNOWLEDGEMENT OF GRANT

The College must be acknowledged in all publications and/or conference presentations as having contributed financially to the study.

### 12.5 USE OF COLLEGE LOGO

Researchers must seek permission from the College before using the College logo on any article or presentation.

## 13. ENQUIRIES AND FEEDBACK

Enquires and feedback on these guidelines or the grant process can be directed to [research@paramedics.org](mailto:research@paramedics.org).