

AUSTRALIAN

Podiatry

Education

& Research

Foundation

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**GUIDELINES
FOR
RESEARCH GRANT
APPLICANTS**

1. Background

1.1 The Australian Podiatry Education Research Foundation

The Australian Podiatry Education and Research Foundation has been established by the Australasian Podiatry Council to facilitate research into foot and related problems through approved research institutions and universities. The role of APERF is to

- raise funds on a national for podiatric research in Australia
- provide stability and growth of funding to Australia's under-financed podiatry research programs
- facilitate research into the causes, prevention and treatment of foot problems
- provide education and community service programs to bring the latest information and advice on foot health issues to the public

1.2 Aims of APERF Grants

The mission of the Australian Podiatry Education and Research Foundation is to support and facilitate research into foot and related problems. As such, the Foundation offers financial support for projects that are focussed on the causes, assessment, diagnosis, management and outcomes of foot and related problems. Further to this, the Foundation supports research into professional issues associated with podiatry and the provision of quality podiatric care. Funds can only be allocated to an approved Australian research institution or an Australian public institution, as referred to in Section 73A of the Income Assessment Act.

1.3 Structure of APERF

APERF is administered by the Australasian Podiatry Council. The trustees, who make recommendations as to the guidelines for funding and review applications consist of the following:

- 3 x Podiatrists

2. General Information

2.1 Eligibility for Application

The APERF Grant is open to all people involved in foot and related research. However, weighting will be given to applications whose team includes podiatric representation, particularly as the primary applicant.

As the Foundation wishes to support both beginner and skilled researchers, grants will be awarded to experienced and novice researchers. As such, the primary applicant will be asked to nominate the category in which they would like to be considered.

Grants will only be provided to research projects that are considered to be meritorious. As such, ethical, methodological and practical issues will be considered in the review of applications. Only projects that have been formatted according to the "Guidelines for Applicants" will be considered. A well-defined project is defined as:

"one which investigates a significant problem or major issue in the theory or practice of podiatry or a research project aimed at the development of new knowledge in the areas, fundamental or applied."

2.2 Terms of the Grant

Grants between \$2,000.00 and \$4,000.00 for novice researchers and \$2,000.00 and \$8,000.00 for experienced researchers will be available for projects. Due to the limited level of funding available for certain items, funds will be restricted:

- Funds will not be made available to cover lost salaries for researchers
- Funds may be made available for research assistants and/or technicians, where appropriate
- Applications for funding to supplement (or "top up") projects already funded from other sources will be considered. Applications need to demonstrate that top up funding is available
- Projects which require substantial funding are encouraged to seek funding from other sources
- Funds may be granted for feasibility studies to investigate the potential for such projects to assist the researcher to obtain funds from another source
- Any capital equipment purchased with funding through this Foundation will remain the property of the institution receiving such funding
- All budget items must be inclusive of costs associated with the Goods & Services Tax.
- Applications will not be considered from researchers yet to deliver a final report on a previous APERF grant.

2.3 Communication of Results

Successful applicants will be required to communicate the final outcomes of their research in one (or more) of the following ways:

- presentation at a National Conference of the Australasian Podiatry Council
- or submission of an article in the Australasian Journal of Podiatric Medicine or the APodC Bulletin
- or publication in an international journal; if so the abstract should be published in the AJPM.

The support of the Foundation is expected to be recognised in any form of publication of the research.

See also Section 4 "Responsibility and Accountability of Grant Recipients" regarding on-going reporting to Trustees.

2.4 Institutional Support

As all research is to be conducted through an established Institution, details and appropriate evidence of the support provided by the institution will be required. In accepting a grant, the Institution agrees to

- provide the facilities and services necessary for the efficient conduct of the research
- meet the normal overhead expenses including maintenance cost on equipment purchased by APERF funds

2.5 General Administration

2.5.1. *Research Officer*

All applicants must nominate who the Research Officer is for the grant. This will be considered to be primary researcher, unless otherwise indicated. The Research Officer will be the contact person for all correspondence from APERF, including the certification of expenditure and progress reports.

2.5.2 *Payment of Funding*

Payments of grant funds shall be made upon the terms and conditions as specified by the Foundation. Unless otherwise specified, payments will be six monthly, in advance of all nominated expenses other than equipment, for which full payment will be made in the first payment.

2.5.3 *Unused Funds*

Any grant funds paid in respect of a project which are unspent or uncommitted at the end of the specified time, shall be refunded to the Foundation. In exceptional circumstances, the Chair may approve that the funds be carried forward. The Research Officer must make a written application to the Chair at the end of the nominated time period.

2.5.4 *Certification of Expenditure*

The Research Officer must, by no later than 31st March each year, produce a certificate of expenditure for each item of expenditure for the previous twelve-month period. If not provided, funding may be withheld from the Foundation. This certificate must indicate

- the use of funds received and their expenditure or commitment
- all funds which not have been expended or committed

2.5.5. *Termination of Grant*

Notwithstanding any other condition, the Foundation may, at any time, terminate a grant in any of the following circumstances

- if, in the opinion of the Foundation, the research for which the grant is approved, is not being carried out with competence, diligence and scientific honesty
- if a Primary Investigator or any graduate research personnel, who participation in the project is essential to the satisfactory performance of the project, leaves the Institution or ceases to be involved in the project

2.5 Intellectual Property

Intellectual property resulting from funded research normally belongs to the administering or host institution.

2.6 Timeframe for Grants

A grant shall be made for a period as agreed to by the applicants and the Foundation. The normal commencement dates for grants is March 1st of each year but this may be extended with the agreement of the Foundation. Under these circumstances, permission to carry the grant forward twelve months past this date must be agreed to by the Chair of the Foundation.

Payments will not commence until all institutional approval, including ethics approval has been finalised.

3. Application Process

Five **hard copies** of the Application Form must be provided to the Foundation no later than 5pm on the **31st of October**. All sections of the forms must be completed and evidence of support, where required, provided.

Ethics Approval from the nominated Institution must be provided before funds can be provided.

4. Responsibility and Accountability of Grant Recipients

The grant extends for a period of twelve months, at which stage the recipients must provide two written reports on the progress of the project and certification of expenditure as indicated in Section 2.5: Interim Report due 15 May, Final Report due 15 August.

All monies not spent will be returned to the Foundation at the end of the twelve-month period, unless indicated in Section 2.5

5. Timeline for Grant Applications

There will be one call for applications for the APERF grants each year. A second round will be advertised, subject to available funds.

Call for Applications	June & September issues of AJPM
Closing Date for Submission	October 31
Date for Review (Trustee meeting)	November
Applicants Notified	by November 30
Payment of first instalment	December
Deadline for Interim Report	May 15
Trustee meeting to discuss Interim Report	May/June
Payment of second instalment	June 15
Further or Final Report due	August 15
Trustee meeting to discuss Final Reports	September/October
With any clarification to be considered in second round each March.	
NB: Trustees require interim report every 6 months	

6. Communication

For further information and correspondence to the Foundation, please contact:

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