

### **APPLICATION INFORMATION**

- Important dates:
    - Mid year round of funding: applications open 1 March; applications close 1 May
    - End of year round of funding: applications open 1 September; applications close 1 November
  - Applications submitted after the closing date may be held for consideration in the next round of funding.
  - Maximum amount for any one Research and Project Grant is \$10,000.
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### **AIM**

The Pharmacy Council of New South Wales (“Council”) offers Research and Project Grants to assist pharmacists and pharmacy students to fund research or projects relating to issues about the health, performance and conduct of pharmacists or pharmacy students in accordance with the objectives of the *Health Practitioner Regulation National Law (NSW)* (“Law”).

The Law limits expenditure of the Council’s education and research funds to purposes relating to issues relevant to the health, performance and conduct of pharmacists or pharmacy students. Research and Project Grants funding is not intended for pharmacists wishing to complete a higher degree in pharmacy.

An Education and Research Committee established by the Council will assess all applications. The Committee will recommend funding, however, final approval remains with the Council.

Applications will be assessed on merit and relevance to the purposes of the Law. The Council’s decision is final and no correspondence will be entered into regarding its decision.

### **ELIGIBILITY**

Research and Project Grants are made to pharmacists who hold current registration with AHPRA and whose principal place of practice is in NSW and NSW pharmacy students. The Council will not make funds available for research conducted outside of NSW.

Research and Project Grants may be awarded to individuals, groups or institutions. The Individual chief investigator must be a registered pharmacist with a principal place of practice in NSW.

Individual chief investigators cannot hold more than one Research and Project Grant at any one time.

### **TYPES OF PROJECTS FUNDED**

Types of projects to be funded include:

- Establishment of a professional ethics program to be offered by a University as part of an undergraduate or post-graduate degree
- Research projects. For eg
  - in a problem area such as drug and alcohol addiction of pharmacists or pharmacy students

## PHARMACY COUNCIL OF NEW SOUTH WALES

### Education & Research - Research & Project Grant Guidelines

- into possible causes of and strategies to manage health conditions (for example depression) within the profession.
- Start up funding for projects
- Improvements in practice

#### **FUNDING AVAILABLE**

The maximum amount of funding awarded for any one Research and Project Grant is \$10,000.

#### **DURATION AND LEVEL OF FUNDING**

The maximum duration of a grant is two (2) years.

Projects funded by a Research and Project Grant are expected to be completed within two (2) years. Any request for variation to this is at the discretion of the Education and Research Committee.

#### **BUDGET ITEMS NOT SUPPORTED**

The Council will not fund the purchase of capital equipment.

Grants should be project oriented and not tied to people and salaries. The grantee is not, however, prevented from expending grant funds on staffing, as part of the project.

#### **PRIORITY AREAS**

Applications within the nominated priority areas are strongly encouraged. The current priority areas are:

- (a) pharmacists who work in rural and remote areas;
- (b) pharmacists who do not have access to alternative funding sources e.g. university travel grants.

#### **IMPORTANT DATES**

Mid year round of funding: applications open 1 March; applications close 1 May

End of year round of funding: applications open 1 September; applications close 1 November

Applications submitted after the closing date may be held for consideration in the next round of funding.

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

#### **APPLICATION PROCESS**

- (a) Applications for Research and Project Grants must be made on the current form which may be downloaded from the Council's website [www.pharmacycouncil.nsw.gov.au](http://www.pharmacycouncil.nsw.gov.au).
- (b) Each application should contain all the information necessary to assess the project without the need for oral explanation or reference to further documentation. It should be as concise as possible with

## PHARMACY COUNCIL OF NEW SOUTH WALES

### Education & Research - Research & Project Grant Guidelines

the aims and significance to education about pharmacy and/or pharmaceutical research and/or NSW public benefit clearly specified.

- (c) All applications must be accompanied by the documents listed in the application form. Incomplete applications will not be considered and will be returned to the applicant. Documents to be provided include the following:
- i. Name of applicant(s) and contact details, AHPRA Registration number(s)
  - ii. Descriptive title of project
  - iii. Description of the project aims, significance, background, methods, expected outcomes and benefits, and relevance to the health, performance or conduct of pharmacists or pharmacy students (no more than 3 pages, minimum font size of 10pts)
  - iv. Budget and justification for the budget items (one page maximum)
  - v. Reference list of publications cited in application
  - vi. A statement by employer/Ethics Committee confirming that research approval has been granted for this project (where relevant)
  - vii. A *curriculum vitae* of each named applicant including: AHPRA Registration number(s) and years registered, academic qualifications, previous positions held, professional memberships, previous awards and grants and authored publications
  - viii. Completed referee report form (Appendix A of the application form)

Each application must include a declaration as to any conflict of interest or potential conflict of interest that would exist if the project was funded by the Council.

Applications must be provided to the Council electronically via email and one (1) hard copy either posted to the Council's address or hand delivered (see "Submission of Applications" for details).

Applications submitted after the closing date may be held for consideration in the next round of funding.

All pages of the application should be numbered and the application form placed on top of all other documents.

### SELECTION AND APPROVAL PROCESS

An Education and Research Committee comprising Council and independent members will review all applications. The Education and Research Committee recommends funding, however, final approval and authorisation of funding payment remains with the Council. Grants are awarded on merit and relevance to the objectives of the Law. The Council's decision regarding the awarding of a Grant is final and no correspondence will be entered into regarding the decision.

The Education and Research Committee will not recommend grants for largely unspecified programs of research in some generally defined field. If a sequence of projects is planned, it is important that applicants state clearly the phase for which support is being sought and use a project title which makes this phase clear.

In evaluating applications, the Education and Research Committee will consider the following questions:

- Does the activity proposed to be funded fit within the objects of the Law, ie Is it related to issues of health, performance or conduct of pharmacists or pharmacy students?
- How will the NSW public benefit from the project?
- How will practising pharmacists benefit from the project?
- How will the project contribute to improvement of professional standards?
- Who or what will be the most immediate beneficiary of the project?

## PHARMACY COUNCIL OF NEW SOUTH WALES

### Education & Research - Research & Project Grant Guidelines

- What can the Council or others do with the project outcome?
- Where will the project lead the profession?
- On what will the money actually be expended?
- Has the applicant sought and/or received funding for this project from any other source?
- Does the project complement, conflict or compete with other projects, including those of the Council or another health professional Council?

Where appropriate, applicants may be invited to meet with the Education and Research Committee to discuss their application and answer questions.

Applicants are informed of the outcome of their application within two (2) months of the closing date.

Successful applicants must complete an agreement which will be supplied by the Council, prior to receiving funding. Any Research and Project Grants monies not used by the recipient, must be returned to the Council.

#### **REPORTING REQUIREMENTS**

Report requirements will be set out in the formal agreement which is to be endorsed by all parties prior to the award of funding. Depending on the amount of funds awarded, funding may be released in stages following receipt of interim reports with the last stage of funding released upon receipt of a final report/Research paper to be published.

The Council must be notified of any significant changes to be made to the research or to the involvement by the chief investigators during the course of the project.

Grant recipients failing to submit reports as per the agreement may not be eligible for future grants funding and may be required to refund part or all of the funding awarded.

#### **INCOME TAX REQUIREMENTS RELATING TO GRANTS**

No GST is payable on grants awarded to applicants who are registered for GST in the capacity for which grant payments are received. However, where you are not registered for GST, you may still be subject to Pay As You Go withholding tax at a rate of 48.5% unless you provide a completed, signed "Statement by a Supplier" form indicating that the payment you are receiving is of a private and domestic nature.

If you are registered for GST in the capacity for which you receive the grant, then the obligations you enter into will be considered a taxable supply. This means that you will have to pay GST on the grant monies you receive. Where this is the case, the grant will be increased to cover your GST liability. However, the Council will require you to provide it with a tax invoice or enter into an agreement for the Council to issue a recipient created tax invoice. Provided you have advised us of your ABN on your application there is no requirement for withholding tax to be deducted from your payment.

If you are registered for GST and have any queries regarding GST impacts on your grant, you should contact your tax advisor or the Australian Taxation Office.

## PHARMACY COUNCIL OF NEW SOUTH WALES

Education & Research - Research & Project Grant Guidelines

### SUBMISSION OF APPLICATIONS

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Applications are to be forwarded to the Pharmacy Council of NSW by the nominated closing date:

**Post to:**

The Secretariat  
Pharmacy Council of NSW  
Locked Mail Bag 20  
HAYMARKET NSW 1238

**Hand delivery to:**

Pharmacy Council of NSW  
Health Professional Councils Authority  
Level 6, 477 Pitt Street  
SYDNEY NSW 1238

**Email:** [mail@pharmacycouncil.nsw.gov.au](mailto:mail@pharmacycouncil.nsw.gov.au)

Incomplete applications will not be considered and will be returned to the applicant.

Application forms and guidelines can be found on the website:

[www.pharmacycouncil.nsw.gov.au](http://www.pharmacycouncil.nsw.gov.au)