| **Information Sheet**  |
| --- |
| **Application Closing Date** | All application documentation should be submitted to training@acrrm.org.au  |
| **The Application Form**  | The Application Form is designed as a Word document. When typing in the form, the boxes will expand to accommodate text. Note word limits for each section of the form. This application form is set out in three parts:* **Part A – Application for an Academic Post training term (required)**
	+ Complete the applicant details section and all sections in Part A to be considered for an academic post. Type directly into the Word form and save the form to your computer using the ‘Save As’ function.
* **Part B – Application for a Registrar Research Fund grant (optional)**
	+ Complete this section to apply for additional funds to complete your research. Type directly into the Word form and save the form to your computer using the ‘Save As’ function.
* **Part C – Declarations**
	+ Complete the separate form for declarations. Type directly into the Word form, print, sign and scan all pages of this document to submit with your application.
* **A copy of your curriculum vitae (PDF format)**
	+ Your current curriculum vitae should be included in your application as a PDF file.
* **A passport style photo (JPEG format)**
	+ A photo of yourself (head and shoulders) should be included in your application. This can be taken on your phone or digital camera against a plain wall.

Your application files should be named as follows, ensuring your first and last name are included in each file name:Example1. JoeBloggs\_PartA&B
2. JoeBloggs\_PartC
3. JoeBloggs\_CV
4. JoeBloggs\_Photo
 |
| **Term Dates** | Academic posts will run from Jan/Feb to the following Jan/Feb. Specific dates will be agreed between ACRRM and your university. |

| **Applicant Details** |
| --- |
| **Applicant’s Personal Details** | *Name* |  |
| *Address* |   |
| *Suburb* |  | *State* |  |
| *Post Code* |  | *Mobile* |  |
| *Email* |  |
| *Fellowship Pathway/s* |  |
| *Current Training Term* |  |
| I have discussed with my Training Officer / Medical Educator which term my academic post would apply to (e.g. Advanced Specialised Training or Primary Rural and Remote Training) **Yes** [ ]   |
| **Applicant’s Practice Details** | *Practice* |  |
| *Address* |  |
| *Suburb* |  | *State* |  |
| *Post Code* |  | *Phone* |  |
| **University Details** | *Name* |  |
| *Department* |  |
| *Address* |  |
| *Suburb* |  | *State* |  |
| *University Supervisor* |  |
| *Email* |  |

| **PART A** | **Application for an Academic Post** |
| --- | --- |
| **Proposed Term Start Date** |  | **Proposed Term Completion Date** |  |
| **Academic hours per week**  |  | **Clinical hours per week** |  |
| **Academic Term Learning Objectives** **(up to 200 words)** | **Please outline your academic term learning objectives, describing what you intend to achieve and the skills you intend to develop during this training term.** These objectives should identify how the academic post will support your GP training and career goals, and should be in line with your chosen AST and your overall training plan. **If you are unsure about your learning objectives, please contact your Medical Educator.**  |
|  |
| **Research Proposal** | Registrars undertaking an academic post are required to undertake a research project. This project can be an individual project in an area of interest to you, or a smaller part of a large project.  |
| **Title of Research Project** |  |
| **Background** **(500-1000 words)** | **Please give a detailed description of the reasoning for your project.** The background section should outline what your research project is and how it came to be. This could include the details of a problem you have identified that requires more evidence.This section provides the foundation of your project, as it provides the reason why it is important and the effect the research is going to have on the evidence base and general practice as a whole.  |
|  |
| **References****(up to 5)** | **Please utilise the space below to list any references used in your application.** |
|  |
| **Aims and Benefits****(dot points are acceptable)** | **Please outline what questions you would like to answer by undertaking this research project.**  |
|  |
| **What benefits do you expect to gain personally as a researcher from undertaking this project?** |
|  |
| **What benefits can be expected from this project towards the body of general practice knowledge?** |
|  |
| **Proposed Methodology****(up to 1000 words)** | **Please outline which methodologies you are considering and the advantages and disadvantages of these.** We acknowledge that your knowledge of different research methodologies will change during the term. Please discuss methodologies with your University Supervisor. |
|  |
| **Timeline****(up to 200 words)** | **Please outline your research plan with tentative dates for the completion of each phase e.g. ethics submission, data analyse** The timeline for completing a research project during an academic post is limited. Please discuss this with your University Supervisor to ensure you have the allocate half of your academic time to research, depending on your teaching requirements. |
|  |
| **Ethical Considerations****(up to 500 words each question)** | **Ethics approval is required for all academic registrar projects**. This approval will normally be sought from the research institution’s ethics committee but you may use another national ethics committee. Projects require ethics approval from a committee formed under the guidelines of the NHMRC; this includes research involving Aboriginal and Torres Strait Islander peoples. <http://gpetresearchweek.wordpress.com/2014/04/27/decolonising-research-methodologies/> Ethics approval must be obtained prior to the commencement of the project. Successful applicants will be required to sign a declaration confirming ethics approval before the registrar research funds are dispersed. If you are not sure what ethical issues you may encounter, discuss this with your University Supervisor. |
| **Please detail below the ethical issues you anticipate with your project, and the measures you have (or will) put in place to address these issues**.  |
|  |
| **Please outline the measures you have put in place to ensure that consultation with research groups or individuals is carefully considered and managed.**  |
|  |
|  | If your project is in the area of Aboriginal and Torres Strait Islander health, please describe the measures you have taken to engage with the community, Elders, local Aboriginal Medical Service, Aboriginal Community Controlled Health Service, or other groups involved in the area. **Please also identify and attach any letters of support you have received for your project from community, the local Elders or local organisations.**  |
|  |
| **Teaching Proposal****(no more than 200 words each question)** | Teaching is an important component of your academic post. It will provide the opportunity to fully engage with the academic environment and contribute to future GPs in a meaningful way. It is important to allocate time to both research and teaching during your post.  |
| **Please outline below how you will structure your academic time (0.5 FTE)**. In this outline please indicate how much of your academic time will be devoted to research, and how much will be devoted to teaching.  |
|  |
| **Please outline the teaching activities you plan to undertake as part of your academic post**. This can include lectures, tutorials, PBL, or any other activity as discussed with your University Supervisor.  |
|  |
| **Professional Development Plan** | A professional development fund of **$7,000** (ex GST) is available. This fund is intended to support the development needs of registrars as they undertake their research and teaching. Professional development activities should be discussed with and agreed to by the registrar, medical educator and University Supervisor. Activities that may fall into this category include conference attendance subscription to a journal or online platform, purchase of resources such as textbooks, or short courses such as qualitative or quantitative research methodology, statistics, and writing. |
| *Activity* | *Explanation* | *Estimated Cost* |
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| **Higher Education** | Are you currently enrolled in a University subject or degree : **Yes** [ ]  If Yes, please specify:  |
| Are you planning to enrol in a University subject or degree during your academic post :**Yes** [ ]  If Yes, please specify:  |
| **Curriculum Vitae & Photo** | Please include your curriculum vitae with your emailed application. This should include your qualifications, any courses you are currently undertaking and any previous research experience and qualifications. I have attached a copy of my current curriculum vitae: **Yes** [ ]  I have attached a passport-style photograph as a .jpeg file to this application prior to submission: **Yes** [ ]   |
| **Declarations** | Declarations from the Applicant, University Supervisor and Medical Educator are required to support Part A – Application for an Academic Post. Please refer to **Part C – Declarations** for this section. |
| If you wish to apply for an academic post only, please proceed to **Part C – Declarations**.If you wish to apply for Registrar Research Funding, please proceed to **Part B – Application for Registrar Research Funding**. |

| **PART B** | **Application for Registrar Research Funding** |
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| **Preamble** | To support your academic post, you may wish to apply for additional research funding (up to a maximum of $5,000 ex GST). Please complete this part of the form if you wish to apply for grant funding. **If you do not require additional research funding, do not complete Part B.**  |
| **Budget** | Please supply justification and details for all budget items listed below for which you are applying for funding. This detail includes necessity for items, impact on project if not budgeted and proposed expenditure. Note that the College will not fund food or drinks unless they are for use with study participants (e.g. focus group participant sessions).**Please note:** Computers and other electronic items (such as tablets and phones) are not generally funded under the Registrar Research Fund. Individual tools may be considered if you can justify their use and relevance to your project. A digital recorder, for instance, is an acceptable item to be funded for use in interviews and focus groups.  |
| **Fees / Services** | *Item* | *Justification* | *Amount ($)* |
| **Research Assistant** |  |  |
| **Data Entry** |  |  |
| **Statistician/data analyst** |  |  |
| **Honorariums**  |  |  |
| **Patient Expenses** (e.g. travel) |  |  |
| **Supervisor** |  |  |
| **Administrative Costs** | *Item* | *Justification* | *Amount ($)* |
| **Publication** |  |  |
| **Photocopying/ printing** |  |  |
| **Stationery** |  |  |
| **Email/Internet** |  |  |
| **Software** (max $500) |  |  |
| **Equipment** (specific equipment for the project e.g. peak flow meters) |  |  |
| **Postage** |  |  |
| **Travel Expenses** (Only if required for work to be completed. Travel to and from the workplace is not covered)  | *Item* | *Justification* | *Amount ($)* |
| **Airfares** |  |  |
| **Accommodation** |  |  |
| **Car Expenses** (not including normal daily travel to workplace) |  |  |
| **External Financial Support** | If you, or any other member of the research project team, have applied to receive financial support of any type from another funding body for this project, please complete the below section to declare the funding sources.  |
| *Funding Body* | *Date of Submission* |
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| **Declarations** | University Supervisor and registrar declarations are required to support Part B – Application for Registrar Research Funding. Please refer to **Part C – Declarations** for this section. |
| To complete your application, please complete **Part C – Declarations**. |