



NEW SOUTH WALES

PODIATRISTS REGISTRATION BOARD

PODIATRY EDUCATION AND RESEARCH ACCOUNT

The Board

The Podiatrists Registration Board is the statutory body created by the Podiatrists Act 2003 to maintain the Register of podiatrists of New South Wales and administer the Act generally.

The powers and duties of the Board include:-

- to determine the character, subjects and conduct of examinations qualifying persons to become podiatrists and to appoint examiners;
- to issue and cancel certificates of registration;
- to suspend the registration of any person under this Act and to annul such suspension;
- to cancel the registration of any person under this Act and to annul such cancellation; and
- generally, to do any other act or exercise any other power or perform any other duty necessary for carrying the provisions of the Podiatrists Act into effect.

Podiatry Education and Research Account

Section 126 of the Podiatrists Act 2003 provides as follows.

Podiatry Education and Research Account

- (1) The Board shall establish a Podiatry Education and Research Account.
- (2) Such amounts as are determined by the Minister from time to time shall be paid by the Board from fees payable under this Act or the regulations into the Podiatry Education and Research Account.
- (3) Money in the Podiatry Education and Research Account may be expended by the Board for or towards any one or more of the following:
 - (a) podiatry education;
 - (b) education or research for any public purpose connected with the practice of podiatry;
 - (c) the publication and distribution of information concerning this Act and the regulations;
 - (d) meeting administrative expenditure incurred with respect to the Account and the purposes for which it is used,or any related purpose.
- (4) An expenditure of money under this section shall not be made unless it is authorised by a resolution supported by at least 5 members.

Guidelines for applicants

To encourage clinically based research the Board will provide grant funding from the Podiatry Education and Research Account to any person or organisation for research for any public purpose connected to the practice of podiatry.

Grants will be available to beginning researchers as well as to persons and/or institutions with an established record in research.

Applicants are required to outline the public purpose arising from the proposed research for which funding is sought.

The Board will give preference to studies which are of immediate or future value to the discipline of podiatry, and achievable in the time allowed.

The clarity of the submission and evidence of ability to complete the project are essential criteria used in the assessment of applications.

The maximum duration of a grant will be 24 months, non-renewable.

No particular research approach is given preference, but the use of appropriate methodology to answer the research question/s is critical.

Although the Board will not fund the purchase of computers or other equipment, it may fund rental of such items.

The Board will not generally make funds available for research conducted outside New South Wales.

The Board will not generally provide funds for research consultants.

Applicants who are employed in a clinical area may include in the budget a costing for research hours undertaken by the researcher outside of paid employment and may seek remuneration for this at a rate appropriate to that of a research assistant. Applications for this funding will be considered on an individual basis.

An application which includes a request for funds for a research assistant must clearly demonstrate that the applicant for the grant will be assuming the appropriate level of responsibility for the research task.

Applications must be accompanied by a detailed research proposal using the format specified on the application form.

All applicants are required to submit a research protocol to the Board for consideration.

The Board may, at its discretion, seek referee's reports on the application and the project for which funding is sought.

All legitimate research involving human subjects, including deceased or amputated components, requires ethical Committee approval from the administering education institution and/or hospital. This is a requirement of the *Helsinki Declaration*, of which the Australian Government is a signatory. Any grant monies awarded by the Board shall only be released upon production of *written* evidence of such approval. The Board has adopted the *Guidelines for Human Experimentation* of the National Health and Medical Research Council (NH&MRC) as being the standard guidelines for ethics approval applications.

A summary of the process and findings of the research must be submitted to the Board on completion of the research. Two (2) copies of this are to be supplied. Should the research not be completed within twelve (12) months then an interim summary must be provided within that period and, where appropriate, a request made for an extension of time to submit the full details. Applicants are reminded that in any material provided to the Board confidentiality must be observed regarding subjects participating in the research.

The funding support from the Board must be acknowledged in all papers and publications etc, and the Board advised of the publication of such papers, articles etc.

Applications will be considered by the Board on their individual merits, and applicants may be required by the Board to submit further information.

Funds are limited and the Board may consider the grant of funds of less than the amount applied for.

Application procedures

1. An application for a Podiatry Education and Research Account grant is attached. [pages 6-8]
2. Applications must be made on the current form supplied by the Board.
3. All applications must be accompanied by the documents listed in the application form. Applications will not normally be considered if all the required information has not been provided. Should extenuating circumstances arise which prevent inclusion of a document a statement referring to this must be attached. Where it is agreed that such documentation be provided at a later time, then the original and 3 copies should be supplied.
4. Pages of applications should be numbered, and an index provided.
5. Photocopies of documents submitted in support of applications must be certified by a Justice of the Peace as being true copies of the originals.
6. An additional 3 copies of each application and supporting documentation must be provided for distribution to members of the Board's advisory committee. These must be collated and stapled.
7. Applications must be received in the Board's office by the due date. Applications made by facsimile will not be accepted unless prior dispensation had been granted.
8. Applicants must provide details of current applications for grants/scholarships from other sources which relate to their application.
9. Applicants must be available for interview by the Board's advisory committee if required and a contact telephone number must be provided to enable arrangements to be made. Applicants unable to be contacted will not be considered.
10. All successful applicants must complete a grant agreement form as supplied by the Board prior to receiving grant money. An example grant agreement form is attached as Appendix 1. [pages 9 – 11]
11. Money for grants must be paid to the applicant or applicant institution and may not be paid to any other individual or institution.
12. Any money of the grant, not used by the recipient, must be returned to the Podiatrists Registration Board.
13. Illness which reduces the effective tenure of a grant shall not automatically entitle the recipient to an extension of the original period of the grant but the Board may, on application, grant any extension that it thinks fit.

14. In the event of the cancellation of a research project, or alteration of the focus of research, the recipient of a grant must not proceed with an amended programme but must notify the Board and await advice.
15. A grant may be suspended or terminated at any time during its currency, either at the recipient's request or, if in the opinion of the Board -
 - (i) the recipient's performance is unsatisfactory; or
 - (ii) the recipient fails to observe the conditions of the grant; or
 - (iii) the recipient is guilty of misconduct; or
 - (iv) fails to undertake the research, or whatever the grant was expected to cover.
16. If a grant is terminated or suspended as above monies of the grant may be required to be returned within 4 weeks of the suspension or termination, in accordance with the Grant Agreement. Where the conditions under which a grant was awarded have not been met and the Board has required that monies be returned, recipients wishing to appeal such a decision of the Board must do so, in writing giving full details of the reasons for the appeal, within four (4) weeks of notification of the decision.
17. Recipients of grants must provide documentary evidence of completion of the research, and undertake in writing to provide a written report to the Board.
18. Recipients of grants are required to provide a summary of the process and findings of the research. These reports etc will be made available for study by members of the podiatry profession on application. The Board retains the right to publish or otherwise utilise the material, which is furnished as a condition of a grant. Recipients may be required to present a research or conference report at a seminar or workshop conducted by the Board.
19. It is expected that successful applicants will disseminate information gained through the grant, however the funding support from the Board must be acknowledged in all reports, publications, conference papers etc, and the Board advised of publication of such reports, articles etc.
20. The Board's decision regarding the awarding of a grant is final and no correspondence will be entered into regarding the decision.

Implications of the Goods and Services Tax (GST)

The following information has been provided by the Health Professionals Registration Boards [Health Administration Corporation] based on advice provided to the NSW Nurses Registration Board by Ernst and Young [Accountants].

It is unlikely that you will be registered for GST in the capacity for which you receive a scholarship payment. Where this is the case, no GST is payable on your grant. 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 or 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 scholarship will be increased to cover your GST liability. However, the Board will require you to provide it with a tax invoice or enter into an agreement for the Board to issue a recipient created tax invoice. Provided you have advised the Board 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 scholarship, you should contact your tax adviser or

the Australian Taxation Office.

In practice this means a withholding tax is not levied where an agreement is made between the Board and a business registered for GST and possessing an ABN (such as a university or practice). **In such circumstances the agreement is not with an individual researcher.** If the proposal is to be submitted on behalf of the institution or business then the business name is to be entered as 'the applicant', and the person conducting the research is identified as the 'principal investigator'. Where a business or other institution is named as the applicant, the principal investigator must ensure that a suitable officer of the business or institution signs the application.

Closing date

The closing date for receipt of applications is the 31 October each year.

- 5.5 Details of any financial support for this project, in the past, current or applied for, from any grant giving body.
- 5.6 Anticipated starting date and expected duration of the whole project. Date for submission of the report to the Podiatrists Registration Board of New South Wales.
- 5.7 Indicate whether this project has been submitted to an institutional ethics committee for approval and, if so, the name of the institution, date, and the outcome, if known.
- 5.8 Present the details of the project using the headings provided below. The figure, which appears in brackets, is a guide to the maximum space, which should be required to provide typed information using A4 size paper.

PROJECT DETAILS

SYNOPSIS. Give a brief description of the study (half page).

PURPOSE OF THE STUDY. Outline the Purpose (aims and objectives) of the study (half page).

BACKGROUND CONTEXT OF THE STUDY. Outline the background and context of the proposed research and its potential significance to the discipline and practice of podiatry, or the recipients of podiatry care (2 pages).

RESEARCH PLAN (METHODOLOGY). Describe the methodology to be used, including the study design, method(s) to be used for data collection and analysis, and the individual(s), group(s), processes or data source(s) that will be studied (2 pages).

SUPERVISION. If the research is to be conducted with the supervision or guidance of another person (for example as part of higher degree studies), and that person is not named as a co-investigator, state the name, title, position and employing institution.

TIMETABLE. The time frames for the conduct of the study, including a statement on the amount of time (on average per week) the researcher(s) will allocate to the study.

PUBLIC PURPOSE, OR POTENTIAL PUBLIC PURPOSE, OF THE PROJECT CONNECTED TO THE PRACTICE OF PODIATRY. Describe how the outcomes of the study will relate to, or will have the potential to relate to, a public purpose connected with the practice of podiatry (half page).

DISSEMINATION OF RESEARCH OUTCOMES. Describe how the outcome(s) of the research will be disseminated (half page).

BUDGET

PERSONNEL. Include position(s) and the proposed date of appointment, salary, on-costs and total.

EQUIPMENT. Specify items of minor equipment required to be purchased or hired, as applicable.

MAINTENANCE. Data processing, travel, or other expenses, as specified.

TOTAL FUNDING REQUESTED.

JUSTIFICATION OF BUDGET ITEMS. (1 Page)

6. **DECLARATION BY APPLICANT OR RESPONSIBLE OFFICER** (not normally the principal investigator)

Applicants are required to complete the following declaration.

I AM FULLY AWARE OF THE TERMS OF THE GRANT AND HEREBY UNDERTAKE, IF SUCCESSFUL:

- (a) to abide by the rules of the grant;
- (b) to complete a grant agreement;
- (c) to return any monies not used for the purpose of the grant; and
- (d) to supply to the Board a summary of the process and findings following completion of the research, and an interim summary within twelve (12) months of receiving the grant.

Signature _____
Witnessed by a _____
Justice of the Peace _____
Date _____

RETURN TO:

The Registrar
NSW Podiatrists Registration Board
PO Box K599
HAYMARKET NSW 1238

OR DELIVER BY HAND TO:

NSW Podiatrists Registration Board
Level 6 477 Pitt Street
SYDNEY NSW 2000

PLEASE NOTE THAT THIS APPLICATION MUST BE *RECEIVED* IN THE BOARD'S OFFICE BY THE RELEVANT CLOSING DATE. LATE APPLICATIONS WILL NOT BE CONSIDERED.

PODIATRY EDUCATION AND RESEARCH ACCOUNT GRANT AGREEMENT

NAME OF RECIPIENT: _____

Surname or name of institution

Given names

Instructions for completing this document:

- all blank spaces should be completed;
- all * words should be deleted/retained as applicable;
- if there are any instructions in the agreement, read them carefully and act on them;
- if there are any alterations in the agreement such alterations should be initialled by you in the margin opposite the alteration;
- when the agreement is completed you should sign in the presence of a witness who is also to sign and print his/her full name and address in the spaces provided;
- complete as required and sign the attached schedule;
- return the agreement and schedule to the Podiatrists Registration Board.

RETURN MAIL TO:

The Registrar
NSW Podiatrists Registration Board
PO Box K599
HAYMARKET NSW 1238

OR DELIVER BY HAND TO:

NSW Podiatrists Registration Board
Level 6 477 Pitt Street
SYDNEY NSW 2000

PODIATRISTS REGISTRATION BOARD

THIS DEED OF AGREEMENT is made the _____ day of _____ 200 _____

BETWEEN [full name of recipient in block letters]
Hereafter called the recipient

AND **THE PODIATRISTS REGISTRATION BOARD OF NSW**, a corporation established in accordance with section 85 of the Podiatrists Act 2003 (“the Board”)

WHEREAS

- (a) The Board provides grants for suitably qualified institutions and/or individuals to assist them to undertake research relevant to podiatry;
- (b) The recipient had applied to the Board for a grant to enable the recipient to undertake research the details of which are set out in the schedule to this Deed (the “Schedule”);
- (c) The Board has decided to provide a grant to the recipient for the amount specified in the Schedule;
- (d) The recipient has/has not* been granted leave by his/her employer to undertake the research set out in the schedule.

NOW IT IS AGREED as follows:

- 1. The recipient covenants with the Board that:
 - (a) The recipient will during the period of the grant specified in the Schedule carry out research and practical work and fulfil such other requirements of the Board as noted in the Schedule;
 - (b) The recipient will not quit the research project at any time within the period of the grant without the prior consent of the Board. Should extenuating circumstances cause the project to be delayed or discontinued then the Board must be notified within four (4) weeks of this occurrence.
 - (c) The recipient will on completion of the research project submit a summary of the process and findings of the research to the Board, together with an abstract, in the format specified in the Schedule. If the research is not completed within twelve months the recipient will submit an interim summary as directed by the Board. A request must be made to the Board for any extension of time to submit the final summary. Recipients may also be required to present this summary at a conference or workshop conducted by the Board.
 - (d) If the recipient shall at any time before the conclusion of the project quit the research project for any reason whatsoever, fail to perform the research work to the satisfaction of the Board, fail to observe the conditions of the grant or in the opinion of the Board be guilty of misconduct or in the opinion of the Board fail to carry out the activities contemplated by the nature and purpose of the grant the recipient shall return to the Board within four (4) weeks of the Board requesting the same:-
 - (i) a sum of money equivalent to all amounts advanced by the Board to the recipient, or
 - (ii) if, in the opinion of the Board the circumstances so warrant, such lesser sum of money (if any) as the Board may require by way of reimbursement;
 - (e) The recipient shall return to the Board all grant monies not used by the recipient during the period of the grant;
 - (f) The recipient shall advise the Board of the intention to publish any material gained or produced by the recipient as a result of the research performed by him/her during the period of the grant and shall acknowledge the funding role of the Board in all such publications.

IN WITNESS whereof the parties have executed this Deed on the date first above written.

SIGNED by [the recipient or responsible officer]

Signature of recipient or responsible officer/Date

in the presence of:

Signature of witness

Full name of witness

Address of witness

THE COMMON SEAL of the Board has been affixed in the presence of :

SCHEDULE

1. Title of research to be undertaken:

2. Period of Grant:

(a) Date of commencement of research: _____

(b) Date of completion: _____

(c) Date for submission of final report: _____

3. Period of leave granted by employer: (if applicable)

Date of commencement: _____

Date of completion: _____

4. Amount of grant: _____

5. Format of summary of process and findings of the research:

Flexible, however an abstract must be included.

6. Other specific requirements of the Board:

Signature of Recipient or Responsible Officer: _____