Rural Junior Doctor Training Innovation Fund
Grant Guidelines

Open competitive grants
H1617G021

Potential applicants should be aware the information in this page does not replace or override the Grant Opportunity documentation available via GrantConnect – GO59.

Opening date: 1 March 2017
Closing date and time: 2pm (AEDT) on 12 April 2017
Commonwealth entity: Department of Health
Enquiries: If you have any questions please call (02) 6289 5600 or email grant.atm@health.gov.au

Questions should be sent no later than 5 April 2017

Date guidelines released: 1 March 2017

Attachments:
Attachments are only available to potential applicants via GrantConnect – GO59.
A: Frequently Asked Questions
B: State and Territory Government Contact List for applicants
### The Rural Junior Doctor Training Innovation Fund Processes

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Rural Junior Doctor Training Innovation Fund is designed to achieve Australian Government objectives</td>
<td>The Department of Health works with stakeholders to plan and design the grant program.</td>
</tr>
<tr>
<td>The Department of Health develops the Rural Junior Doctor Training Innovation Fund guidelines</td>
<td>The Department of Health works with stakeholders and ensures that the guidelines are consistent with the <em>Commonwealth Grants Rules and Guidelines</em>.</td>
</tr>
<tr>
<td>The grant opportunity opens</td>
<td>The Department of Health publishes the grant guidelines and advertises the grant opportunity.</td>
</tr>
<tr>
<td>Grant applications are submitted</td>
<td>Applicants complete and submit grant applications.</td>
</tr>
<tr>
<td>Grants applications are assessed</td>
<td>The Department of Health assesses the grant applications against both eligibility and assessment criteria. The key considerations are the merits of the grant compared to grant documentation and other grant applications, along with the consideration of value with relevant money.</td>
</tr>
<tr>
<td>Grant recommendations are made</td>
<td>The Department of Health provides advice to the approver on the merits of each application.</td>
</tr>
<tr>
<td>Approval of grants</td>
<td>The Approver makes a decision about the grants.</td>
</tr>
<tr>
<td>Notification of outcomes</td>
<td>The Department of Health advises applicants of the outcomes. Successful and unsuccessful applicant(s) will be notified of the outcome of assessment at the same time.</td>
</tr>
<tr>
<td>Entering into a grant agreement</td>
<td>Grant agreements are negotiated and signed. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.</td>
</tr>
<tr>
<td>Delivery of grant</td>
<td>The grant recipient undertakes the grant activity in accordance with the grant agreement, including providing reports. The Department of Health actively manages the grant, including working with the grant recipient, making payments and monitoring performance.</td>
</tr>
<tr>
<td>Evaluation of the Rural Junior Doctor Training Innovation Fund</td>
<td>Evaluation of both the specific grant outcomes and the program is finalised. It is based on ongoing information collected from the grant recipient and other information collected by the Department of Health.</td>
</tr>
</tbody>
</table>
1. About the grant program

These guidelines contain information for the administration of the Rural Junior Doctor Training Innovation Fund grant.

This grant will be undertaken in accordance with the Commonwealth Grants Rules and Guidelines.

1.1 Grant program background

The Integrated Rural Training Pipeline (IRTP) for Medicine measure was announced on 15 December 2015 in the 2015-16 Mid-Year Economic and Fiscal Outlook. This initiative will help retain medical graduates in rural areas by better coordinating the different stages of medical training within regions and building additional rural training capacity. Through this approach more health practitioners will be able to complete the different stages of their medical training, from student to specialist, within rural areas.

The IRTP comprises three linked and complementary components:

- the formation of up to 30 regional training hubs;
- the establishment of a rural junior doctor training innovation fund to deliver general practice rotations for junior doctors undertaking their internship in a rural area; and
- support for an additional 100 places on the Specialist Training Program, targeted specifically to rural areas.

This grant program relates to the Rural Junior Doctor Training Innovation Fund (RJDTIF) component of the IRTP. This grant is targeting organisations that can provide innovative pathways for rural based junior doctors (Post Graduate Year 1) to access an accredited intern rotation (between 8 to 12 weeks) in a rural primary care setting; such as a General Practice or an Aboriginal Medical Service.

The RJDTIF will foster the development of innovative rural junior doctor training within the larger rural training networks for interns, established within state and territory health systems through supporting at least 60 full-time equivalent (FTE) places annually, comprising around 240 accredited intern rotations annually into primary care settings.

1.2 Grant program scope

The RJDTIF scope is to support expansion of medical training capacity through fostering the development of innovative models of junior doctor training between rural public hospitals and primary care settings, that include rotations into primary care settings in Australian Statistical Geography Standard - Remoteness Areas (ASGS-RA) 2 to 5 locations. Applicants can find ASGS-RA locations by using a Google Map interface on the DoctorConnect website.

1.3 Grant program objectives

The objectives of the RJDTIF component of the IRTP are to:

- provide rural-based junior doctors with a training period in a rural primary care setting, building on the rural training networks for interns that are funded by the states and territories;
- develop rural training capacity by fostering innovative ways of training junior doctors in primary care settings; and
- strengthen the rural training pathway to improve continuity of training for junior doctors within their region.

1.4 Grant program outcomes

The intended outcomes of the RJDTIF component of the IRTP are:

- improved retention of medical graduates and junior doctors in rural medical practice;
- increased rural medical training capacity; and
- contributing to the development of a rural pathway continuum for medical education and training in expanded settings by enhancing rural training networks.
The performance indicators for the RJDTIF component of the IRTP are based on:

**Quantitative**
- at least 60 FTE places, comprising around 240 accredited intern rotations into primary care settings each year, successfully completed by rural-based junior doctors; and
- successful completion of a minimum of one (1) accredited intern rotation into a primary care setting undertaken by each rural-based junior doctor.

**Qualitative**
- training activities are delivered in accordance with the requirements of the national registration standards for medical interns set by the Medical Board of Australia; and
- training activities result in junior doctors reporting being supported and mentored into considering a future career in rural medicine.

2. **Grant amounts**
A total of $26.674 million (GST exclusive) over three financial years is available for this grant opportunity, with training commencing in 2018.

Table 1: Funding Available

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>RJDTIF annual allocation</td>
<td>$5.234 m</td>
<td>$10.635 m</td>
<td>$10.805 m</td>
<td>$26.674 m</td>
</tr>
</tbody>
</table>

Under the RJDTIF, at least 60 FTE positions (around 240 accredited intern rotations) into primary care settings are expected to be funded per annum. The total number of funded places will be determined by the cost of accredited intern rotations and funding available.

Submitting a grant application does not guarantee that applicants will receive a grant. Applicants should be aware that the department may enter into negotiations for a lower number of places applied for, based on application numbers and value for money.

3. **Compliance Criteria**
Applications will not be further assessed if they do not satisfy Compliance Criteria as follows.
- Applications for funding must be submitted on the application form provided.
- The application form must be completed in English.
- Applicants must be a legal entity able to enter into a legally binding agreement.
- Applicants must have an Australian Business Number.
- Applicants must be registered for the purposes of GST.
- Applicants must have an Australian bank account, detailed in the application form.
- The declaration in the application form must be signed by a person authorised to act on behalf of the applicant. In the event of a consortium only the lead organisation can sign the Declaration.
- The application should be submitted with all of the attachments specified at Section 8.4.

4. **Eligibility criteria**
Applications that do not satisfy all eligibility criteria will not be further assessed.

To participate in the RJDTIF, applicants must be able to deliver independently, or in partnership, accredited medical internships for junior doctors substantially based in ASGS-RA 2 to 5 locations including at least one rotation in a rural primary care setting that meet the Medical Board of Australia’s
To be eligible applicants must:

- Demonstrate that places will be accredited medical internship training in ASGS-RA 2 to 5 locations for each training site for the duration of the funding period or have the capacity and means to attain this prior to commencement of training if successful. Applicants must provide written evidence in the application, of communication with the intern training accreditation authority (body accredited by the Australian Medical Council) to confirm (1) current accreditation status; (2) current application to attain accreditation; or (3) planning for an application to attain accreditation. Accreditation must be in place and confirmed with the department prior to the commencement of training and active / current throughout the life of the granting period.

AND

- Have an agreement to ensure at least one accredited intern rotation into a primary care setting located in an ASGS-RA 2 to 5 location for each rural-based junior doctor. A letter signed by an authorised representative from each participating organisation confirming agreement for the arrangement, including payments to be made between parties is required as evidence at the time of application.

Applicants can find ASGS-RA locations by using a Google Map interface on the DoctorConnect website.

AND

- Provide a letter of support from your state or territory government at the time of application. The letter of support will provide an opportunity for states and territories to provide feedback to the department on the merits of the proposed activity in terms of how it fits in with existing junior doctor training programs, workforce needs and health delivery planning priorities in the proposed region as well as avoid duplication of activities. Contact details for each state and territory government are listed at Attachment B of these Grant Guidelines.

4.1 Who is eligible for a grant?

The following types of legal entities may be eligible for funding:

- incorporated association incorporated under Australian state/territory legislation;
- incorporated cooperative incorporated under Australian state/territory legislation;
- organisation established through specific Commonwealth or state/territory legislation;
- company incorporated under Corporations Act 2001 (Commonwealth of Australia);
- a sole trading General Practitioner;
- a registered charity or not for profit organisation;
- an Australian local government body; and
- an Australian state/territory government body.

Consortium arrangements are encouraged as per Section 8.5. Applicants are not required to have had prior funding from the Commonwealth.

4.2 Who is not eligible for a grant?

You must not be an unincorporated entity.

5. Eligible grant activities

5.1 What can the grant money be used for?

The grant can only be used for the reasonable direct costs associated with delivering accredited intern rotations into primary care settings during the intern year*. The accredited rotation(s) must be undertaken in a primary care setting, in ASGS-RA 2 to 5 locations by rural-based junior doctors.

*Consideration of funding intern salary in a public hospital will only be made where an innovative, cost effective model is proposed and the junior doctor is based in a primary care setting and completing some training in a hospital setting.
Evidence will be required to support claims for funding. Costs that the grant can be used for may cover the following activities, either full, or in part:

- a contribution to provide interns with salary and conditions equivalent to those which exist in public hospitals in the relevant state or territory, whilst the junior doctor is working in the primary care setting;
- clinical supervision and support costs for the primary care setting;
- administration and education support and education materials linked to training in the primary care setting;
- reasonable travel and accommodation (including office accommodation in the primary care setting for interns doing rotations away from their principal internship base); and
- training infrastructure for the primary care setting (limited to minor essential items i.e. desk space, basic information technology, communications equipment).

The grant Activity (the primary care intern rotation) is anticipated to commence from January 2018 and be completed by end January 2021. Applicants should be aware that the department may enter into negotiations for a different number of places than is applied for, based on application numbers and value for money considerations.

5.2 What can’t the grant money be used for?

In preparing a grant application, applicants should note that the grant cannot be used for the following activities:

- any activity not supporting the grant program objectives and outcomes at Sections 1.3 and 1.4;
- intern salaries in a hospital (unless the application proposes an innovative model where the junior doctor is based in a primary care setting and completing some accredited intern rotations in a hospital setting);
- Postgraduate Year 2 (PGY2) and beyond;
- primary care settings in locations that are not designated ASGS-RA 2 to 5;
- capital works or infrastructure projects; and
- activities that duplicate existing funded activities.

6. The selection process

Eligible applications will be considered through an open competitive grant process.

The selection process will be undertaken in two stages:

6.1 Stage 1 - Eligibility Criteria and Application Compliance

The eligibility of applicants will be considered as Stage 1 before applications are assessed. Each applicant must satisfy the Eligibility Criteria at Section 4 in order to be considered for funding. All applications will also be checked for compliance, the requirements of which are outlined at Section 3. Only applications that satisfy all eligibility and compliance requirements will proceed to Stage 2 and be considered for assessment against the Assessment Criteria. The Assessment Committee may contact applicants to clarify the eligibility or compliance of an application at the discretion of the chair of the Assessment Committee.

6.2 Stage 2 Assessment Criteria

All applications will be assessed against each assessment criterion specified in the Application Form and rated against the scale in Table 2.
Table 2: Assessment rating scale

<table>
<thead>
<tr>
<th>Rating (for individual criterion)</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent</strong> – response to this criterion, including all sub-criteria, exceeds expectations. Additional evidence* is available and confirms consistent superior performance against this criterion.</td>
<td>9-10</td>
</tr>
<tr>
<td><strong>Good</strong> – response to this criterion addresses all or most sub-criteria to a higher than average standard. Some additional evidence* is available and confirms good performance against this criterion.</td>
<td>7-8</td>
</tr>
<tr>
<td><strong>Average</strong> – response against this criterion meets most sub-criteria to an average but acceptable level. Some additional evidence* is available and provides some support for claims against this criterion.</td>
<td>5-6</td>
</tr>
<tr>
<td><strong>Poor</strong> – poor claims against this criterion, but may meet some sub criteria. Additional information available may be lacking detail and/or not directly relevant to the criterion.</td>
<td>2-4</td>
</tr>
<tr>
<td><strong>Does not meet criterion at all</strong> – response to this criterion does not meet expectations or there is insufficient or no information to assess this criterion. Little or no additional evidence* is available.</td>
<td>0-1</td>
</tr>
</tbody>
</table>

*Additional evidence may include attachments to the application, previous departmental experience with this applicant, referee reports or information from other responses in the application.

Applicants must obtain an overall score of 50% or above to be considered eligible for funding.

6.3 Important considerations relevant to assessment

The Assessment Committee will consider whether each eligible application represents value with relevant money.

In assessing an application, the Assessment Committee may consider the applicant’s financial viability and the risk of the applicant undertaking the activity, and may use material included in response to one criterion in the assessment of other criteria.

The Assessment Committee may seek information about any applicant from any other source, including from within the Commonwealth, whether or not the individuals or organisations contacted are nominated as referees by the applicant.

The Assessment Committee may also consider information about the applicant that is available through the normal course of the department’s business.

6.4 What are the assessment criteria?

Applicants will be required to respond to the assessment criteria in the application form in order to be considered for funding. All applicants are required to respond to each section of the Selection Criteria. The assessment criteria headings and questions are below, for full details see Part 5 of the application form.

**Assessment Criterion 1** ALIGNMENT WITH PROGRAM OBJECTIVES AND OUTCOMES – Weighting 50%

**Assessment Criterion 2** REQUIREMENT FOR PROGRAM ACTIVITY – Weighting – 10%

**Assessment Criterion 3** CAPABILITY AND CAPACITY TO UNDERTAKE THE PROGRAM ACTIVITY – Weighting 25%

**Assessment Criterion 4** EFFICIENT AND EFFECTIVE USE OF GRANT FUNDS – Weighting 10%

**Assessment Criterion 5** RISK AND RISK MANAGEMENT – Weighting 5%
7. Assessment of grant applications

7.1 Who will assess applications?

An Assessment Committee will be established to assess applications on the merits of each application. The Assessment Committee will be comprised of representatives of the program policy division, specialist grant application assessors and grant managers. Depending on the volume and complexity of grant applications received, the Assessment Committee may utilise surge capacity to assist with the assessment.

The Assessment Committee may also seek input from external advisors to inform the assessment process. Any non-APS personnel involved in the assessment will be treated as entity staff in accordance with Part 1, Section 2.8 of the CGRGs.

The Assessment Committee may seek information about your application or you as an applicant from any other source, including from within the Commonwealth, whether or not the individuals or organisations contacted are nominated by you as referees. The Assessment Committee may also consider information, about you or your application that is available through the normal course of business.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or clarify the errors.

7.2 Who will approve grants?

Following assessment, the Assessment Committee will make recommendations to the funding Approver.

The Minister for Health or nominated delegate (First Assistant Secretary, Health Workforce Division) will make the final decision to approve a grant.

8. Grant application process

8.1 Overview of application process

You should read and understand these grant guidelines and the departmental Standard Funding Agreement prior to submitting an application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information may exclude your application from consideration.

You must address all of the eligibility criteria and all assessment criteria to be considered for a grant. Please complete each section of the application form and ensure each requirement has been considered.

Please keep a copy of your application and any supporting papers.

If successful, you must complete the grant activity in accordance with the terms and conditions of your funding agreement. The funding period will be specified in the Application Form.

Your grant application will be acknowledged for receipt within three working days.

8.2 Timing for the application process

Submit your application to the Department of Health by the closing date specified below. The department will normally only accept a late application if it is the direct result of mishandling by the department. In all other circumstances, in the interests of fairness, the department reserves the right to accept late applications. In considering whether it would be fair to accept a late application, the department will take into account the degree of lateness, whether the cause of the lateness was beyond the applicant’s control and such other facts as it considers relevant.

The department may also ask the applicant to provide evidence to support its claims regarding the reasons for late submission. If the applicant considers that their application will be late they should notify grant.atm@health.gov.au prior to the closing time advising of the circumstances for the lateness.
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The chair of the assessment committee will take the reasons into consideration when deciding whether or not to accept the late application.

The department will notify both successful and unsuccessful applicants of the assessment outcome at the same time.

You will be advised of the outcomes of your application in writing, following a decision by the Approver. Advice to successful applicants will contain details of any specific conditions attached to the grant.

Table 3: Expected timing for this grant opportunity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application period</td>
<td>Open: 01/03/2017 Close: 2pm 12/04/2017</td>
</tr>
<tr>
<td></td>
<td>6 weeks</td>
</tr>
<tr>
<td>Assessment of applications</td>
<td>4-6 weeks</td>
</tr>
<tr>
<td>Approval of outcomes of selection process</td>
<td>1-2 weeks</td>
</tr>
<tr>
<td>Negotiations and Award of grant agreements</td>
<td>1-3 weeks</td>
</tr>
<tr>
<td>Notification to unsuccessful applicants</td>
<td>The date the Commonwealth commences negotiations with successful applicants</td>
</tr>
</tbody>
</table>

8.3 Completing the application

You must submit your grant application on the RJDTIF application form, which can be downloaded from the Grant Connect website. To assist you, instructions on how to submit your application are provided in the Application Form.

You are responsible for ensuring that your application is complete and accurate and submitted in accordance with the requirements of these Grant Guidelines and the Application Form.

Amended or altered applications will not be accepted after the closing date and time.

You should contact the grant.atm@health.gov.au inbox immediately if you discover an error in an application after submission. The Department may request clarification or additional information from you that does not alter the substance of your application in response to an omission or error of form. The Department is not bound to accept any additional information, or requests to change applications after the closing time.

Attachments to the application

The following documents must be included with your application:

- intern rotation(s) accreditation documentation; and
- letter of support from your state or territory government; and
- letter signed by an authorised representative from each participating organisation confirming agreement to the delivery of training for junior doctors and funding arrangements in place between parties; and
- completed excel spread sheet - Intern Rotation Placement Information for RJDTIF Funded Places, Attachment 1 to the Application Form; and
- letter(s) of support from consortia/partnerships (if applicable); and
- a risk management plan; and
- indicative grant activity budget.

You should only attach requested documents.
8.4 Applications from consortia/partnerships

Some organisations may seek to form consortia/partnerships to deliver activities. If submitting a joint grant application or submitting on behalf of a consortium/partnership, a member organisation or a newly created organisation must be appointed as the lead organisation. Only the lead organisation will enter into a grant agreement with the Commonwealth, and will be responsible for the grant. The lead organisation must complete the application form and identify all other members of the proposed consortium/partnership in their application. The application must include a letter of support from each additional organisation involved in the grant. Each letter of support should include:

- an overview of how the consortia/partnership will work together to support the successful completion of the grant activity, including written agreement between the parties;
- an outline of the relevant experience and/or expertise of the consortium/partnership members;
- the roles/responsibilities the consortium/partnership members, and the resources they will contribute (if any);
- details of a nominated management level contact officer; and
- details of the lead organisation.

8.5 Questions during the application period

If you have any questions during the application period please contact grant.atm@health.gov.au. A response will be provided to you within two working days.

Unless already answered in the published documents, responses to emailed questions will be distributed to applicants as they arise. The Department will only respond to requests for information that seek clarification of issues to allow applicants a better understanding of the requirements of the these Guidelines, the Application Form and its attachments.

Applications close 2pm (AEDT) 12 April 2017. The Department will not accept or respond to any Applicant’s questions or requests for information five full working days prior to the closure of the application period. We will respond to your enquiry within two working days.

Requests for clarification may form the basis of a response that will be posted on the Grant Connect website in the Frequently Asked Questions document at Attachment A. Any questions will be de-identified. Registered applicants will be notified of updates to the documents via email.

8.6 Under and oversubscription

The department will give consideration to a range of factors including innovation, commitment to a sustainable rural training pathway, links with local medical education and training networks, increased rural training capacity, state and territory support for the application and distribution of RJDTIF places to achieve national distribution.

In the event there are insufficient suitable applications to meet the program’s objectives, the department may seek to fill any gaps through subsequent or additional funding rounds, including targeting particular regions or previous applicants where applicable.

9. Notification of application outcomes

You will be advised of the outcomes of your application in writing, following a decision by the Approver. It is anticipated successful and unsuccessful applicants will be notified by late June 2017. Advice to successful applicants will contain details of any specific conditions attached to the grant.

9.1 Feedback on applications

If you are unsuccessful, you may request feedback on your application from the department within a period of one month of being advised of the outcome. The department will provide verbal feedback within one month of receiving a request for feedback.
9.2 Reporting

Specific reporting requirements will form part of the department’s funding agreement with successful applicants, and may include, but not limited to:

- Evidence of formal accreditation recognised by the Medical Board of Australia to deliver medical internship training for the duration of the funding period;
- Progress Reports including approach strategies for resolving any identified issues and a detailed financial statement of revenue and expenditure;
- Final Report;
- Financial Reports (annual, externally audited, end of financial year statement of revenue including variances between proposed and actual expense); and
- Evidence that Insurance requirements are in place.

Reporting requirements may vary depending on the department’s risk assessment of each organisation. Risk assessments may be reviewed by the department at any time during the life of the funding agreement and reporting requirements may be adjusted accordingly.

10. Successful grant applications

10.1 Funding agreement

The department will negotiate with the successful applicants with the aim of having funding agreements signed and returned to the department within three months of the offer. If there are unreasonable delays in negotiating a funding agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grant recipient fails to meet the obligations of the funding agreement, the department may withdraw the grant and the grant may be awarded to a different applicant.

You should not make financial commitments in expectation of receiving the grant until a grant agreement has been signed by the Commonwealth.

If you are successful, you will be required to enter into a legally binding grant agreement with the Commonwealth represented by the department. For organisations currently funded, the department may use the Head Agreement for Multi-Project Funding, otherwise the department may use the Health Standard Funding Agreement to fund grants under the Program. The standard terms and conditions for the funding agreement will apply and depending on the risk assessment of the applicant and application, additional terms and conditions may be applied. It should be noted that additional conditions may be attached to the grant and these may be identified either during the grant offer or as part of the funding agreement negotiations.

11. Grant Announcements

If successful, your grant will be listed on the department’s website 14 days after the date of effect as required by the Commonwealth Grants Rules and Guidelines.

12. Delivery of grant activities

12.1 Your responsibilities

If successful you must carry out the grant activities in accordance with these guidelines and the funding agreement, which includes the standard terms and conditions, any supplementary conditions and the Schedule. The Schedule will outline the specific grant requirements.

You will be responsible for:
- ensuring that the terms and conditions of the grant agreement are met and that the activity is managed in efficient and effective manner;
• meeting milestones and other timeframes specified in the grant agreement;
• complying with record keeping, reporting and acquittal requirements in accordance with the funding agreement;
• participating in grant program evaluation as necessary for the period specified in the funding agreement; and
• ensuring that activity outputs and outcomes are in accordance with the funding agreement.

12.2 The Department of Health’s responsibilities

The department will:

• meet the terms and conditions of the grant agreement established with each grant recipient;
• administer the operation of the grant in a timely manner; and
• evaluate the grant recipient’s performance against the grant outcomes.

12.3 Payments and tax implications

Payments will be made in accordance with the funding agreement. Prior to payment/s being made, the department will generate and send you a Recipient Created Tax Invoice.

Before any payments are made, you will be required to provide:

• evidence of meeting the associated milestone in the grant agreement; and
• any other conditions of payment (e.g. evidence of purchase of equipment, satisfactory progress report, approvals, other documentation etc.).

If successful you should consider seeking guidance from a tax advisor or the Australian Taxation Office about the implications of receiving a grant prior to entering into a grant agreement.

12.4 Evaluation

The department may conduct an evaluation of the Program to determine whether the outcomes and objectives have been achieved. The funding agreement will detail the expectation of your organisation to provide information to assist in this evaluation.

12.5 Acknowledgement

All publications related to grants under the Program should acknowledge the Commonwealth as follows:

“This activity received grant funding from the Australian Government”.

13. Probity

The department is committed to ensuring that the grants process is fair, in accordance with the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the Commonwealth Grants Rules and Guidelines.

Note: These guidelines may be varied from time-to-time by the Department of Health as needed. Amended guidelines will be published on the Grant Connect website while the round is open.

13.1 Complaints process

The Department of Health’s complaints procedures apply to complaints that arise in relation to grant Programs. All complaints relating to a grant process must be lodged in writing. More information can be found on the department’s website.

Any enquiries you have relating to grant decisions following the application close period for this Program should be directed to gsd.assessments@health.gov.au. If you are dissatisfied with the way in which the Department of Health has handled your complaint, you may wish to complain to the Commonwealth Ombudsman. The Ombudsman will usually decline to investigate a complaint unless the matter has first been raised directly with the department.
13.2 Conflict of interest

A conflict of interest, or perceived conflict of interest, may exist if the department’s staff, any member of an advisory panel or expert committee, and/or you or any of your personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as an Australian Government officer;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the organisation receiving funding under the Program.

You will be required to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

Where you subsequently identify that an actual, apparent, or potential conflict of interest exists or might arise in relation to a grant application you must inform the Department of Health in writing immediately, by email to grant.atm@health.gov.au. The chair of the Assessment Committee will be made aware of any conflicts of interest and will handle them in compliance with Australian Government policies and procedures.

Conflicts of interest for Australian Government staff will be handled in compliance with the Australian Public Service Commission policies and procedures.

13.3 Privacy: confidentiality and protection of personal information

Any personal information you provide is protected under the Privacy Act 1988. It can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person’s life or health; or if you have consented to the disclosure.

The Australian Government may also use and disclose information relating to applicants and recipients under this Program in any other Australian Government business or function, including providing information to the Australian Taxation Office for compliance purposes.

You are required, as part of your application, to declare your ability to comply with the Privacy Act 1988, including the 13 Australian Privacy Principles, and impose the same privacy obligations on any subcontractors you engage to assist with the delivery of the Program. The funding agreement will include any specific requirements about special categories of information collected, created or held under this funding agreement. You are required to seek the Australian Government’s consent in writing before disclosing confidential information.

13.4 Freedom of information

All documents in the possession of the Australian Government, including those in relation to the Program, are subject to the Freedom of Information Act 1982 (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.
13.5 Consultation

The RJDTIF has been developed in consultation with external and internal stakeholders, including jurisdictions through the Health Workforce Principal Committee, state and territory health departments, specialist colleges for general practice, departmental medical advisers and staff involved in policy development and delivery of Commonwealth general practice programs.

The RJDTIF will build on existing state and territory rural junior doctor networks and feedback from the states and territories has informed development of the program and guided implementation activities to achieve its stated outcomes. The RJDTIF has been designed where possible to complement existing junior doctor training programs in rural locations and support expansion into Primary Care Settings.
14. **Application Checklist**

Before submitting an application, complete the following checklist to ensure that the application is complete. Note: You do not have to submit this checklist as part of your application.

1. **Before You Begin**
   - ☐ Read this document (including the Frequently Asked Questions at Attachment A).
   - ☐ Ensure that you understand the Eligibility Criteria in Section 4 and Assessment Criteria in the Application Form.
   - ☐ Ensure you have made contact with your state and territory government contact as provided in Attachment B.

2. **Completing the Application**
   - ☐ Use the provided template application form and complete every section including Attachment 1.
   - ☐ Complete the application form in English.
   - ☐ In the Declaration at the end of the Application Form, include a statement declaring any actual, potential or perceived Conflicts of Interest in the process to develop the application, and Conflict of Interest that would exist if the applicant were successful.

3. **Submitting Your Application**
   - ☐ Check that each section of the application form is complete.
   - ☐ Attach documents as per Section 8.4 of this document.

**For applicants submitting a consortium application**

- ☐ Ensure that the nominated lead organisation (the applicant) is listed as an organisation invited to apply.

- ☐ Attach to the application a letter of support from each of the consortium members. Ensure that each letter of support includes the information required by Section 8.5.
15. Glossary of Terms

<table>
<thead>
<tr>
<th>Glossary</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>activity</td>
<td>The specific Activity or project that is the subject of the grant.</td>
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<tr>
<td>application period</td>
<td>The time you have to prepare your application.</td>
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<tr>
<td>appropriate accrediting body</td>
<td>Body accredited by the Australian Medical Council to accredit intern rotations.</td>
</tr>
<tr>
<td>Approver</td>
<td>The person the assessment committee makes recommendations to regarding the outcome of the grant. This person uses those recommendations to make a decision regarding funding.</td>
</tr>
<tr>
<td>APS</td>
<td>Australian Public Service.</td>
</tr>
<tr>
<td>assessment committee</td>
<td>The panel of assessment staff formed to assess applications for funding.</td>
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<tr>
<td>assessment criteria</td>
<td>The specified principles or standards, that applicants need to address, against which applications will be judged.</td>
</tr>
<tr>
<td>consortia</td>
<td>A consortia is two or more businesses who are working together to combine their capabilities when developing and delivering a grant activity. The consortia’s lead entity will complete the application form and enter into a grant agreement on behalf of all the consortia partners.</td>
</tr>
<tr>
<td>eligibility criteria</td>
<td>The principles, standards or rules that a grant applicant must meet to qualify for consideration of a grant. Eligibility criteria may apply in addition to the assessment criteria.</td>
</tr>
<tr>
<td>Commonwealth entity</td>
<td>A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.</td>
</tr>
<tr>
<td>financial year</td>
<td>Means a 12 month period beginning on 1 July of one year and ending on 30 June the following year.</td>
</tr>
<tr>
<td>funding agreement</td>
<td>A legal document that sets out the relationship between the parties to the agreement, and specifies the details of the grant.</td>
</tr>
<tr>
<td>grant opportunity</td>
<td>An opportunity for funding released by the department which applicants can apply for.</td>
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<tr>
<td>grant recipient</td>
<td>An individual or organisation or consortia that has been awarded a grant or received grant funding.</td>
</tr>
<tr>
<td>grant round</td>
<td>Any formal opportunity funded by the Commonwealth to deliver a grant.</td>
</tr>
<tr>
<td>Junior Doctor</td>
<td>Intern (Postgraduate Year One).</td>
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<tr>
<td>Primary Care Setting</td>
<td>Such as a General Practice or Aboriginal Medical Service.</td>
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<tr>
<td>Glossary</td>
<td></td>
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<td>------------------------</td>
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<tr>
<td>Relevant Money</td>
<td>Money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity, or money that is held by the Commonwealth or a corporate Commonwealth entity.</td>
</tr>
<tr>
<td>Rural-based</td>
<td>Based in Australian Statistical Geography Standard - Remoteness Areas (ASGS-RA) 2 to 5 locations.</td>
</tr>
<tr>
<td>selection process</td>
<td>The process applications go through to determine if they will achieve the objectives sought from the grant in a cost effective way.</td>
</tr>
</tbody>
</table>