



KJ McPHERSON
EDUCATION & RESEARCH
FOUNDATION

OBLIGATIONS FOR GRANT AND SPONSORSHIP
RECIPIENTS

Obligations for Grant & Scholarship Recipients

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Obligations for Grant & Scholarship Recipients

Obligations are prescribed as clauses in this document

1. INTRODUCTION

The Kenneth James McPherson Trust was originally founded as a memorial to Kenneth James (Jim) McPherson who died in a tragic air ambulance accident while on duty in 1987. In 2000 the KJ McPherson Education & Research Foundation was formed from the original Trust and, in 2007, renamed the KJ McPherson Education & Research Foundation (the “Foundation”).

The Foundation is a not-for-profit entity which works with Queensland Ambulance Service (QAS) to identify research and professional development opportunities for paramedics in the emergency pre-hospital field. Whilst the Foundation is a separate legal entity, it operates as a controlled entity of QAS.

Purpose: To promote pre-hospital research and professional development activities that contribute directly to improving patient outcomes.

Goals:

- To contribute to the personal development of officers employed under the *Ambulance Services Act 1991* by providing financial assistance for approved activities; and
- To contribute to the development of pre-hospital care by providing monetary assistance for approved research projects relevant to pre-hospital care.

Six grants are made available annually. They are:

1. Patron’s Research Grant (\$15,000)
2. Dr Peter Stephenson Overseas Study Grant (\$5,000)
3. QAS Research and Development Grant (\$3,000)
4. Paramedics Australasia Student Scientific Grants (\$2,000)
5. United Voice Outstanding Student of the Year Grant (\$1,000)
6. QAS Professional Development Grant (\$1,000)

Two scholarships may be made available from time to time at the Foundation’s discretion:

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1. Partner's Scholarship (\$60,000)
2. Indigenous Scholarship (\$ Reserved)

A grant from the Foundation comes with the following obligations for the recipient.

2. PRIMARY OBLIGATIONS

For: **United Voice Outstanding Student of the Year Grant** recipients

In the case of United Voice Outstanding Student of the Year Grant, the recipient is obliged to report back to the Foundation Committee on how the grant is to be applied personally or professionally (e.g. attendance at a conference, professional development opportunity, purchase of text books/equipment etc).

For: **QAS Professional Development Grant** recipients

Provide a brief report to the Foundation on the professional development opportunity and its benefit.

For: **Paramedics Australasia Student Scientific Grant** recipients

Prepare a scientific paper or poster for a participating university assessment which, if selected, will be submitted to the Foundation for judging in the actual grant.

For: **Dr Peter Stephenson Overseas Study Grant** recipients

Provide a brief report within 3 months of completion of the approved grant activity to the Foundation on the professional development opportunity and its benefit.

These broad obligations are further explained in clause 3 below.

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For: **QAS Research and Development Grant AND Patron's Research Grant** recipients

- A. From the time of receipt of a grant from the Foundation, the following obligations apply to recipients. Recipients must:
- Submit a project plan with milestones and timelines for progression of the grant activity to the Director, Australian Centre for Pre-Hospital Research.
 - Submit progress reports at **six (6) month** intervals to the Foundation.
 - Provide a final report on completion of the activity/project to the Foundation.
 - On invitation present the outcomes of the grant activity to the Foundation Committee.
 - Comply with any reasonable request from the Foundation Committee to assist in promoting the Foundation.
- B. If the project or part of the project cannot be completed / continued as per the above obligation the recipient is obliged to advise the Foundation Committee in a timely manner.
- C. Ownership of the final product is vested in QAS.
- D. Conduct of recipients undertaking a research project will at all times be subject to the QAS Code of Conduct, and to current Departmental governance arrangements as applicable.

Note: The obligations of recipients will be emphasised in a formal briefing conducted by a member of the Foundation committee prior to presentation of the grant. In addition to being accountable to the Foundation committee for fulfilling their grant obligations, recipients are also required to provide periodic progress reports to their Assistant Commissioner or key executive where there is not Assistant Commissioner in the chain of command. Foundation policy requires periodic review of recipient progress towards achievement of grant obligations and this policy is applies to all successful grant activities.

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3. GUIDANCE FOR FULFILLING GRANT OBLIGATIONS – QAS Research and Development Grant & Patron’s Research Grant Recipients

3.1 Activity Plan

A brief activity plan (2-3 pages) should include:

- Cover page identifying:
 - the activity title,
 - recipient ID and contact details,
 - date of activity commencement, and
 - date of expected completion of activity/project.
- Description of the grant activity.
- Statement of each objective or milestone to be achieved.
- The timeframe or dates relevant to each objective – see also clause 5.
- Expected date of submission of final report.

Note: The recipient is obliged to advise the Foundation Committee in a timely manner if there are any changes to the plan, timelines or objectives.

3.2 Periodic reports on grant activity

Periodic reports on grant activities should be submitted in accordance with dates submitted in the activity plan for the achievement of each objective or milestone. At a minimum one progress report is required at the **six month** point post-receipt of a grant.

3.3 Final report on completion of grant activity

On completion of the project, recipients of a Foundation grant must report in writing on how assistance from the Foundation was applied. This report should include a detailed description of:

- the outcomes of the project;

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- any part of a project funded by an alternative source which is associated with the Foundation's assistance;
- utilisation of the funding (how the grant was spent); and
- the benefits to patients / communities resulting from Foundation assistance.

Depending on the nature of the grant activity, the following report formats are accepted:

- Scientific Report Format (i.e. for approved research activity)
- Standard business reporting format (for non-research activity)
- Customized reporting formats (for specific purpose activity)

Final reports are submitted to

The Secretary
KJ McPherson Education and Research Foundation
GPO Box 1425
Brisbane QLD 4001

Tel: 07 3635 3368

Fax: 07 3247 8282

Assistance with preparation of the final report is available through the Secretary.

The recipient will be invited to give a personal presentation at one of the Foundation Committee meetings.

4. SPECIFIC OBLIGATIONS FOR GRANT RECIPIENTS – QAS Research and Development Grant & Patron's Research Grant Recipients

Recipients of Foundation grants are required to:

- submit an expenses claim form (see Appendix A);
- attend the February or March Foundation Committee meeting after the grant is announced to meet the committee and establish mentor support, contact and networks for the project;
- present a paper on the findings of their research at an appropriate state or national pre-hospital research conference (anticipated costs of presenting at a conference should be

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included in the grant proposal);

- demonstrate progress towards publication of results in an industry-relevant journal (e.g. Journal of Emergency Pre-Hospital Care, Journal of Emergency Medical Services);
- provide assurance that the research is supported by the QAS Regional Assistant Commissioner, to the extent that if successful, appropriate time will be made available for the applicant to work on the project;
- make all records of activity and expenditure available with the final report for audit purposes;
- contact the appointed Foundation mentor at agreed intervals regarding progress, issues, and any further need for support;
- report at **six monthly intervals** on all activity and expenditure to date;
- advise the Foundation Committee of any proposed change to grant-related activity or outcomes prior to effecting any change to grant-related activity or outcomes;
- acknowledge Foundation support on all publications relevant to the grant activity, using the correct name of the grant when referring to that source of support; and
- the Patron's Research Grant recipient is required to be a peer reviewer on the Review Panel the year following his/her award.

5. GRANT TENURE

The following time constraints apply to acceptance of a grant

Grant	Amount	Time Frame for Claiming Grant Funds
Patron's Research Grant	\$15,000	Within 12 months
Dr Peter Stephenson Overseas Study Grant	\$5,000	Within 12 months
United Voice Outstanding Student of the Year Grant	\$1,000 in perpetuity	Within 12 months
QAS Research and Development Grant	\$3,000	Within 12 months
QAS Professional Development Grant	\$1,000	Within 12 months

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The Foundation Committee may consider requests to extend the above time frame in special circumstances on merit.

6. EFFECT OF NON COMPLIANCE

The Board may from time to time be advised that a recipient is not complying with conditions of an Award Grant. In these circumstances the Board may require the recipient to show cause why the funding should continue. In extreme cases the Grant may be terminated.

In all cases notice will be provided to the recipient in writing and the recipient will be afforded to opportunity to attend a meeting of the Board to answer any such show cause notice.

7. REFUND/RETURN OF GRANT FUNDS/ASSETS

The Foundation Committee will actively pursue the refund and return of unspent grant funds and/or remaining assets/equipment purchased with grant funds in the event of the agreed grant related activity being prematurely terminated.

It is expected that in such cases activity to retrieve the unused funds and residual assets would start immediately on advice of the termination of the grant activity and be successfully completed within 6 months wherever practicable.

8. CONCLUSION

The Foundation supports research and related professional development activities that contribute to the evolution and enhanced professionalism of professional pre-hospital care and paramedic practice.

The personal discipline and commitment by grant recipients to completing the approved activity funded by the Foundation's grant is of the utmost significance to the ongoing success of the Foundation in its endeavours.

9. APPENDIX:

- A. Expenses Claim Form
- B. Acceptance of Obligations Form

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**KJ MCPHERSON
EDUCATION & RESEARCH FOUNDATION**

INVOICE / EXPENSES CLAIM FORM

Name: _____ **Date:** ___ / ___ / 20 ___

Address: _____
 _____ **Post Code** _____

Details of Claim	Amount	Are Tax Inv/ Receipts Attached?
Total Expenses Claimed:		
Office Use		
Signature of Claimant: Date: ___ / ___ / 20 ___	Date Paid: Cheque No: Amount:	

NOTE: Claims will only be paid when supporting documents are attached.

Mail this form with supporting documents to:
 KJ McPherson Education & Research Foundation Treasurer, c/- GPO Box 1425,
 BRISBANE QLD 4001 Ph (07) 3635 3368