



## OBLIGATIONS FOR GRANT AND INTERNSHIP RECIPIENTS

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*Obligations are prescribed as clauses in this document*

## **1 INTRODUCTION**

The Kenneth James McPherson (or KJM) Education and Research Foundation Ltd. is herein referred to as 'The Foundation'

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"). In 2017, the State of Queensland retired as trustee of the Foundation and the KJ McPherson Education and Research Foundation Limited, a company limited by guarantee was incorporated to act as the Foundation's trustee. The Board of the Foundation includes current and former officers of the Queensland Ambulance Service (QAS) and distinguished members of the community.

The Foundation is a not-for-profit entity which works with QAS to identify research and professional development opportunities for paramedics in the emergency pre-hospital field. The Foundation is a separate legal entity, and reports independently for financial and regulatory purposes.

### *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.

### *Available KJM Grants are:*

- Patron's Research Grant (\$15,000)
- Dr Peter Stephenson Overseas Study Grant (\$5,500)
- Bundaberg LAC State Operations Grant (\$5,000)
- KJM Overseas Study Grant (\$5,000)
- QAS Research and Development Grant (\$3,000)

- PA Professional Development Grant (\$2,000)
- QAS Professional Development Grant (\$1,500)
- United Voice Graduate of the Year Grant (\$1,000)
- PA Student Scientific Grant (\$2,000 distributed across 2 winners and 2 runners-up)
- Special Local Ambulance Service Network Grants (LASN) (up to \$1,000)

## 2 PRIMARY OBLIGATIONS

From the time of receipt of a grant from the Foundation, the following obligations apply to recipients:

### *General:*

1. Conduct of recipients undertaking a research project will always be subject to the QAS Code of Conduct, and to current Departmental governance arrangements as applicable;
2. The proposed body of work must be demonstrably achievable in the time frame.
3. Advise the Foundation of any proposed change to grant-related activity or outcomes prior to effecting any change to grant-related activity or outcomes;
4. Present the outcomes of the grant activity as advised by the Foundation.
5. Intellectual property ownership of the final product is vested in QAS;
6. 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
7. Assistance or mentorship with managing your grant submissions and reporting obligations is available on application to [KJMFoundation@ambulance.qld.gov.au](mailto:KJMFoundation@ambulance.qld.gov.au).
8. Represent the KJM Foundation at the LAC biennial State Conference if requested.

### *Reporting:*

9. All reports must be submitted using KJM report form (available at <https://www.ambulance.qld.gov.au/KJM.html#grant-forms>) in a manner specific to the grant;
10. Provide a progress report to the Foundation on the professional development opportunity and its benefit on 1 May following acceptance of the grant and a final report is due on 1 October that same year;
11. Final reports are submitted through the LASN to [KJMFoundation@ambulance.qld.gov.au](mailto:KJMFoundation@ambulance.qld.gov.au), may be required to provide a report for publication on the departmental intranet (QAS Portal); and

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12. Special reporting obligations may occur when overseas travel is associated with the grant activity.

*Claims/Grant Payments:*

13. Successful Graduate of the Year and PA Student Scientific grant recipients should provide banking details to the Foundation for payment as soon as possible after awards ceremony; and
14. All other grant recipients should submit an expense claim form (see <https://www.ambulance.qld.gov.au/KJM.html#grant-forms>) as expenses arise (Please note that all tax invoices must be attached for submission to the KJM Foundation against grant expenses) to [KJMFoundation@ambulance.qld.gov.au](mailto:KJMFoundation@ambulance.qld.gov.au);

*Obligations specific to: QAS Research and Development Grant AND Patron's Research Grant recipients:*

15. Grant activity should align with the project plan submitted with the grant application;
16. Provide a progress report to the Foundation on the professional development opportunity and its benefit on 1 May following acceptance of the grant and a final report is due on 1 October that same year. If the grant activity is not completed when the final report is due a progress report is to be submitted along with an application for an extension;
17. 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 included in the grant proposal);
18. Attend the annual KJM Symposium (consult with your LASN Manager);
19. Demonstrate progress towards publication of results in an industry-relevant journal (e.g. Journal of Emergency Pre-Hospital Care, Journal of Emergency Medical Services);
20. Comply with any reasonable request from the Foundation to assist in promoting the Foundation;
21. Conduct of recipients undertaking a research project will at all times be subject to the Queensland Government Public Service Code of Conduct, and to all applicable QAS governance arrangements; and
22. A condition of the grant is that all rights and title to Ownership any intellectual property of the final product is vested in QAS.

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### 3 GRANT TENURE

The following time constraints apply to the acceptance of a grant:

Grant	Amount	Time Frame for Claiming Grant Funds
Patron's Research Grant	\$15,000	Within 18 months where practicable or apply for extension
Dr Peter Stephenson Overseas Study Grant	\$5,500	Within 12 months where practicable or apply for extension
Bundaberg LAC State Operations Grant	\$5,000	Within 12 months where practicable or apply for extension
KJM Overseas Study Grant	\$5,000	Within 12 months where practicable or apply for extension
QAS Research and Development Grant	\$3,000	Within 12 months where practicable or apply for extension
PA Professional Development Grant	\$2,000	Within 12 months where practicable or apply for extension
QAS Professional Development Grant	\$1,500	Within 12 months where practicable or apply for extension
Special LASN Grant	Up to \$1,000	Within 12 months

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

### 4 EFFECT OF NON-COMPLIANCE

The Foundation may from time to time be advised that a recipient is not complying with conditions of an Award Grant. In these circumstances the Foundation 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 Foundation to answer any such show cause notice.

### 5 REFUND/RETURN OF GRANT FUNDS/ASSETS

The Foundation 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.

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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.

## 6 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.

All grant recipients (except for the UV Graduate of the year Grant and the PA Student Scientific Grant) are required to sign the KJM Grant Recipient Obligations Agreement and return it to [KJMFoundation@ambulance.qld.gov.au](mailto:KJMFoundation@ambulance.qld.gov.au).



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## APPENDIX

### KJM Grant Recipient Obligations Agreement

All grant recipients are required to sign and return this obligations form to [KJMFoundation@ambulance.qld.gov.au](mailto:KJMFoundation@ambulance.qld.gov.au).

**The following Obligations are applicable to grant recipients as per Obligations booklet:**

**Section 2 of the KJM Obligations Booklet - General:**

1. Conduct of recipients undertaking a research project will always be subject to the QAS Code of Conduct, and to current Departmental governance arrangements as applicable;
2. The proposed body of work must be demonstrably achievable in the time frame.
3. Advise the Foundation of any proposed change to grant-related activity or outcomes prior to effecting any change to grant-related activity or outcomes;
4. Present the outcomes of the grant activity as advised by the Foundation.
5. Intellectual property ownership of the final product is vested in QAS;
6. 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
7. Assistance or mentorship with managing your grant submissions and reporting obligations is available on application to [KJMFoundation@ambulance.qld.gov.au](mailto:KJMFoundation@ambulance.qld.gov.au).

**Reporting:**

8. All reports must be submitted using KJM report form (available at <https://www.ambulance.qld.gov.au/KJM.html#grant-forms>) in a manner specific to the grant;
9. Provide a progress report to the Foundation on the professional development opportunity and its benefit on 1 May following acceptance of the grant and a final report is due on 1 October that same year;
10. Final reports are submitted through the LASN Executive Officer to [KJMFoundation@ambulance.qld.gov.au](mailto:KJMFoundation@ambulance.qld.gov.au), may be required to provide a report for publication on the departmental intranet (QAS Portal); and
11. Special reporting obligations may occur when overseas travel is associated with the grant activity.

**Claims/Grant Payments:**

12. Successful *Graduate of the Year* and *PA Student Scientific* grant recipients should provide banking details to the Foundation for payment as soon as possible after awards ceremony; and
13. All other grant recipients should submit an expense claim form (see <https://www.ambulance.qld.gov.au/KJM.html#grant-forms>) as expenses arise (Please note that all tax invoices must be attached for submission to the KJM Foundation against grant expenses) to [KJMFoundation@ambulance.qld.gov.au](mailto:KJMFoundation@ambulance.qld.gov.au);



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**Obligations specific to: QAS Research and Development Grant AND Patron's Research Grant recipients:**

14. Grant activity should align with the project plan submitted with the grant application;
15. Provide a progress report to the Foundation on the professional development opportunity and its benefit on 1 May following acceptance of the grant and a final report is due on 1 October that same year. If the grant activity is not completed when the final report is due a progress report is to be submitted along with an application for an extension;
16. 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 included in the grant proposal);
17. attend the annual KJM Symposium (consult with your LASN leader);
18. demonstrate progress towards publication of results in an industry-relevant journal (e.g. Journal of Emergency Pre-Hospital Care, Journal of Emergency Medical Services);
19. Comply with any reasonable request from the Foundation to assist in promoting the Foundation;
20. Conduct of recipients undertaking a research project will at all times be subject to the Queensland Government Public Service Code of Conduct, and to all applicable QAS governance arrangements; and

**I have read and understood the obligations above that apply to me as a KJ McPherson Education and Research Grant recipient and agree to comply with these obligations.**

<b>Grant Received:</b>	<b>Year:</b>
<b>Name:</b> (please print)	<b>Signature:</b>
<b>Date:</b>	