



Osteopathy Australia Research Funding Policy

Assessment of the Application

Applications will be assessed by two reviewers with topic and/or methodological expertise. Assessments will follow a predetermined criterion and scoring rubric. Application will be based on merit and ranked according to their assessed scores. These scores will inform the OA research committees recommendations to the OA board that will make the final determination.

If any member of the OA research committee, or OA committees including the board, is an applicant they will have no role in the assessment and scoring of their application.

How grantees are notified and receive grant payments

Publicity of Award Recipients

The Association will issue a press release and publicise the award in print and electronically.

Applicants will be notified within 60 days of submission deadline following review by the Osteopathy Australia Research Committee.

Information submitted in the application and subsequent reports including the recipient's name, institution, project title, and abstract may be utilised in the promotion of the award.

Other external promotional opportunities are at the discretion of the recipient.

Grant Payments

The Osteopathy Australia Research Committee annually reviews and recommends indicative budget amounts to be awarded.

The amount of funding for each Osteopathy Australia Research Grant Scheme grant (for funding commencing in 2024) will be based on assessment of the requested budget. Applications must clearly justify the requested budget (i.e., how the budget will support the proposed outcomes of the research). Only direct research costs will be funded. Up to 20% of total grant funds may be committed to research dissemination such as open access publication.

Institutional overhead costs directly and indirectly associated with this project will not be funded by Osteopathy Australia.

The application does not create a legal or binding commitment, arrangement or understanding between Osteopathy Australia and the applicant/organisation. Any such commitment, arrangement or understanding will be the subject of further negotiation and documentation, including the

completion of a *Funding Agreement*. Additional specific conditions may be included in the Agreement.

Funding Agreements must be finalised within 4 months of receiving notification of grant offer. Agreements not finalised within this time frame may result in forfeiture of the grant. Grants will not be paid until both parties have executed the Agreement.

Grant funds will be paid to the researcher/research group following notification of application success within 45 days of the finalised research agreement or ethics approval, whichever is later. Projects will be awarded the full grant funds on approval.

Amendment requests must be submitted via email to the senior research and project officer seaves@osteopathy.org.au. Any changes to the funded project must be approved by the chair of the research committee (or appointed delegate). This includes changes to the design or budget of the project.

If the project is not completed as approved, the researcher/research group may be required to reimburse all previously remitted funding to Osteopathy Australia.

If the project is abandoned after commencement due to unforeseen circumstances, the remainder of funding will not be released and funds previously remitted may be required to be reimbursed to Osteopathy Australia in part or in full.

Responsibilities and expectations of recipients of Osteopathy Australia Research Grants

Progress Reports

Recipients must submit a report every 12 months from notification of grant success.

A Final Report must be submitted to the Osteopathy Australia Research Committee within 60 days of the project's completion. Only a final report is required for projects of 12 months duration.

Failure to comply with reporting requirements may negatively affect the Lead Investigator's eligibility to apply for future funding through the Research Grant Program. Project specific dates and timelines will be outlined in the *Funding Agreement*.

Interim and Final Reports are to be submitted electronically by email attachment to the Osteopathy Australia Senior Research and Project Officer (seaves@osteopathy.org.au).

Dissemination

All posters, publications and oral presentations of Osteopathy Australia funded research projects must contain acknowledgment that the project was funded by the Osteopathy Australia Research Grant Program.

Successful applicants are expected to publish their project in a peer-reviewed journal and may be asked to provide a practice-relevant summary of their research project for OsteoLife and at least one presentation at an OA seminar, webinar or other events.

Use of grant funding for research dissemination without approval is not permitted.

Extension and Amendments

Amendment requests should be emailed to the Osteopathy Australia Senior Research and Project Officer (seaves@osteopathy.org.au). The applicant will be provided with an amendment form to be completed before approval can be given. Any changes to the funded project must be approved by the chair of the research committee (or appointed delegate). This includes changes to the design or budget of the project.

A request for an extension along with a progress report may be made in writing to the Osteopathy Australia Research Committee before the expiration of the original grant period. Requests should be emailed to the Osteopathy Australia Senior Research and Project Officer (seaves@osteopathy.org.au). An extension of the terms of the approved grant may be requested to extend the final budget period beyond the original end date by up to 50% of the approved duration. Approval of an extension does not include the awarding of additional funds.

The request must state the reason(s) for the extension, length of the extension requested, and an explanation of how the reason(s) for the delay has been rectified.

Requests must be approved by the Chair of the Osteopathy Australia Research Committee (or appointed delegate). Interim reports must be submitted every six months during the extension period. Other requests for changes to the terms of an award should be addressed to the Osteopathy Australia Research Committee.

Projects that are running over their approval period without valid justification may negatively affect the Lead Investigator's eligibility to apply for future funding through the OA Research Grant Program.

Modification or termination of support

The Osteopathy Australia Research Committee reserves the right to modify or terminate the amount of any funds granted under the terms of the Research Grant Program and in alignment with Research Services Agreement.

If there is a need to modify the support level by the Research Committee for any reason, the grant recipient will be notified in writing at least 90 days prior to the modification taking effect, and the Lead Investigator will have the option to modify the research plan or terminate the grant.

Need help?

If you have any questions or need clarification on this document, please contact the Osteopathy Australia Senior Research and Project Officer (seaves@osteopathy.org.au) or call 02 9410 0099.