

Physiotherapy New Zealand Scholarship Trust

Guidelines for Implementation and Application

Background

In 1980 Physiotherapy New Zealand (then New Zealand Society of Physiotherapists) established the Scholarship Trust for the purpose of 'promoting, encouraging and assisting all methods of physiotherapy education in New Zealand'; in particular, providing financial assistance to members carrying out research and for bringing specialists to New Zealand to present to members. In 2010 after gradual evolution of the profession over the 30 years since its inception, the Trust has been reviewed and updated to reflect better the current physiotherapy environment and be able to meet tomorrow's challenges for the profession.

The Trust exists to promote, encourage and assist research and other innovative practice activity that develops the physiotherapy profession within the wider health sector through enhancing physiotherapy knowledge and effectively contributing to the evolution of health services.

Application Information

1. ST Grant categories

The amount of funding available each year and the relative weighting of funding between categories will be determined each year. There are two broad categories of funding that will be considered. These are

1.1. Research project grants

- High quality clinical and non-clinical research that contributes to current directions and priorities for physiotherapy within context of the wider health sector

1.2. Innovative practice grants

- Innovative projects that are well designed and evaluated and offer potential for wider application within the profession and wider health sector and/or consumer benefits

2. Eligibility

- 2.1. Principal researcher (Primary Applicant) must have been a financial member of PNZ for a minimum of two (2) full years prior to application.

3. Overview of Research Project Grants

3.1. Objectives

- Advance and disseminate quality physiotherapy knowledge and evidence base
- Enhance the role and contribution of the physiotherapy profession within the strategy, directions and priorities of the wider health sector

3.2. Research categories

Research applications must contribute directly to at least one of the following priorities.

- a. Clinical practice

- Research investigating clinical management and other core elements that directly relate to physiotherapy practice
- b. Population health
 - Research investigating physiotherapy within the context and disciplines of population health, public health and health promotion
 - c. Māori and Pasifika health
 - Physiotherapy research that focuses on improving health outcomes for Māori and Pasifika peoples
 - d. Health economics
 - Research looking at the economics of physiotherapy in the context of the wider health system, such as cost benefit and cost effectiveness analyses of physiotherapy intervention
 - e. Physiotherapy workforce
 - Research investigating trends and issues within the physiotherapy workforce, including associated workforce such as students, therapy assistants and those who may have left the workforce
 - f. Perceptions of physiotherapy
 - Investigation into the perceptions of physiotherapy by the wider community including health professionals, policy makers, patients and general public

Whilst not a requirement, applications with a focus on chronic conditions and lifestyle-related health issues will be considered favourably.

4. Evaluation criteria

Applications for funding will be evaluated for each of the following criteria

- Contribution to physiotherapy and the priorities of the STF
- Objectives and rationale
- Overall quality of plan and methodology
- Feasibility, effective risk identification and methods of quality assurance
- Originality of project and potential for application within physiotherapy
- Justification of budget

5. Overview of Innovative Practice Project Grants

5.1. Objectives:

- Support different models of physiotherapy practice through the application of sound research and evidence-based practice
- Enhance the leadership role and contribution of the physiotherapy profession within the strategy, directions and priorities of the wider health sector

5.2. Innovative practice categories:

Successful applications will be based on sound research and demonstrate their potential effect on the physiotherapy profession, and ease of wider implementation within it, and must contribute directly to *at least* one of following priorities:

- a. Addressing current health priority areas and the relevant strategic directions of the government.
- b. Improved management of, and better outcomes for, people with chronic conditions and lifestyle-related health issues
- c. Contributions to advancing multidisciplinary and cross-organisational partnerships
- d. Improvement of health outcomes for Maori and Pasifika communities
- e. The evolution of models of care and practice e.g. integrated teams of health professionals and models of care within primary care

5.3. Evaluation criteria

Applications for funding will be evaluated against each of the following criteria:

- Evidence base and strategic rationale for project based on a comprehensive literature review
- Clarity of the research question and information on project evaluation
- Appropriateness and feasibility of objectives
- The detail and quality of the project plan and methodology
- Project feasibility, effective risk identification and quality assurance measures
- Originality and potential within physiotherapy and/or wider application in the health sector
- Justification of budget
- Appropriateness of external or independent review and any additional evaluation components
- Relevant ethical approval as appropriate

6. Inclusions and exclusions

Funding can contribute to any aspect of the project provided that the Committee deems that it is within the scope and interests of both the Trust and Physiotherapy New Zealand.

Exclusions

Funding should not be requested where costs are ordinarily covered by other funding processes. Examples where it is not appropriate to apply for STF funding may include, but are not limited, to:

- clinical interventions that could be covered by standard funding channels such as ACC payments or private fee for service
- components of research that should fall within the scope of the host institution's obligation, such as stationery, and presentation of research at conference.

Funding will also not be allocated for:

- general salaries
- research assistants employed to assist with an applicant's postgraduate research (postdoctoral research will be considered), except where the use of a research assistant is required for the research design (e.g. blinded assessor), transcribing of audio material, or extensive processing of raw data. Support of such a research assistant needs to be clearly explained in the application.
- course fees, travel associated with attending lectures and loss of earnings while undertaking postgraduate study

- capital expenditure on equipment that will have an ongoing use beyond the duration of the project applied for (part contribution may be appropriate in some cases)
- retrospective payment of a research project
- projects intended purely as a profit making venture

Funding may be awarded for all or part of the project at the sole discretion of the Committee.

7. Privacy

The information requested in the application form will be used for the purpose of assessing the application. All applications will be stored in a secure place including declined proposals.

8. Grant requirements

8.1 Successful applicants are required to sign a formal agreement with PNZ prior to receiving any grant monies

8.2 Grants are made at PNZ's discretion for any period not exceeding two years, although approval in principle for a longer period may be given.

8.3 Funds are to be uplifted by 30 June of the year following award notification

8.4 The Principal researcher (applicant) must remain a financial member of PNZ for the duration of the research project and until the requirements for the issuing of grant monies pursuant to this award are met to the satisfaction of the ST committee; specifically in concordance with item 19.

8.5 The Principal researcher is required to refund in full or part (at the discretion of the ST committee) grant monies if they do not satisfy the requirements for the issuing of this award.

8.6 Evidence of attainment of relevant ethical approval is provided to the Scholarship Trust Selection Committee

9. Note on supporting collaboration

Applications submitted by a collaborative group (whether agencies, disciplines or collective of clinics) with clear outcomes for physiotherapy and strong involvement of at least one physiotherapist (financial member Physiotherapy New Zealand) will be considered, as will projects encompassing more than one clinic, agency, organisation or discipline.

10. Distinction between projects and programmes and limits to funding time frames

Project grants are intended to provide short-term support of a finite nature to a person/small group of people working on a clearly defined project. Projects are distinct from programmes which are deemed longer-term activity that do not have a clear or well defined start and end point and may involve broader application and implementation efforts.

11. Projects rather than programmes will be considered for funding. Projects are not normally renewable and at the conclusion of the maximum 2-year grant period any fresh application by the grantee should be for a new project, or for a clearly defined project which has emerged from the pilot.

12. Application and Award

Applications are called for annually with a closing date of 5pm 20 September and applicants are notified of the committee's decision by 30 November.

A copy of the application must be emailed to pnz@physiotherapy.org.nz with Scholarship Trust Application in the subject line

Applications are to be made on the approved application template and appendices where necessary must adhere to guidelines below. Late applications will not be considered. The ST Committee reserves the right to request further information in support of application prior to any final decision. Decisions will be final and no further correspondence will be entered into.

13. Reporting and ongoing obligations/expectations for successful applicants

Successful applicants are required to submit a progress or completion report to Physiotherapy New Zealand by 31 October of the subsequent year. This report will include progress or outcomes of the project undertaken with the funding, any risks to the project's success, effective use of the funding provided and any significant alterations from the original application upon which funding was granted.

Where the project is not completed by 31 October the year following funding, a completion report outlining project outcomes will also be required at project completion. Additional obligations, such as provision of receipts, may be determined by the Committee at their sole discretion at the time of offering funding to an applicant.

Decisions and management of ST priorities

14. Committee structure and function

A Scholarship Trust Committee will be formed each year to advise Physiotherapy New Zealand on its execution of its obligations as the Trustees of the Trust. The Committee will consist of no fewer than 6 and no more than 8 members. The Committee will include the skills deemed necessary for:

- reviewing these Terms of Reference and making recommendations to the Executive on priorities when necessary (every 3 years)
- determining any financial weighting of funding to the different aspects of the fund
- assessing applications and determining successful applications and the level of funding each is to receive

The Committee will include representation from at least one of each of the following

- Trustees of the ST
- Physiotherapy Department, AUT University
- Physiotherapy School, University of Otago
- Tae Ora Tinana (or appropriate person nominated by Tae Ora Tinana)

- Independent¹ physiotherapist(s)

The President will chair the Scholarship Trust Selection Committee.

Where required, a non-financial member of Physiotherapy New Zealand may contribute to the Committee and/or advise on decision making where specific skills or knowledge may be required (such as a policy expert or from a different profession).

Upon forming of the Committee all potential or actual conflicts of interest will be declared and subsequently managed in accordance with Physiotherapy New Zealand policy.

15. Timeframes (annual)

Call for applications on website and in newsletter	June – August
Applications close	20 September
Applicants notified	30 November
Progress and completion reports due from successful applicants	31 October subsequent year

16. Decision making

Applications will be made using a standardised template and are to be assessed by the Committee based on standardised criteria assessing the applications' intrinsic quality, robustness, applicability to wider physiotherapy profession and contribution and relevance to wider health sector trends and strategy. Where possible a broad selection of grants are to be made from across the categories and priorities detailed in these Guidelines.

Where deemed necessary the Committee may request further details from an applicant prior to making a final decision. A final recommendation will be made to Physiotherapy New Zealand National Executive, as Trustees of the Trust, for confirmation before successful applicants are notified.

17. Unspent monies

Where no suitable or successful applications are received within a category that funding may be a) used for commissioning of specific projects in line with priorities identified herein, b) carried over to the subsequent year or c) invested as per the terms of the Trust Deed.

18. Notification and publication of awards

Applicants will be notified of outcome by 30 November each year and will be required to confirm acceptance based on the application made and notify Physiotherapy New Zealand of any change in circumstance that may result in declining the grant. Successful applicants will agree to have their name, a brief outline of the project and the value of the grant published in the Physiotherapy New Zealand magazine along with a brief report by the chair of the Committee on the year's activity regarding the Trust Fund.

¹ 'Independent' refers to a financial member of Physiotherapy New Zealand not otherwise engaged in any function contractually or voluntarily for Physiotherapy New Zealand, AUT or University of Otago

19. Information confidentiality

All applications will be treated in confidence. PNZ reserves the right to promote information on successful applicant research projects (including the names of applicants, submitted contact details, funds awarded, project information etc.).

20. Intellectual property

To showcase research funded by the Scholarship Trust successful applicants are expected to present their research/innovation at a PNZ, Special Interest Group or Branch event (conference or symposium) as appropriate to the project undertaken. They are also required to publish their findings in a peer reviewed journal as well as a summary of the research/innovation and outcomes in the Physiotherapy NZ magazine. PNZ should be informed of publications relating to the funded research/project for up to 5 years following approval of the funding.

The Principal researcher is expected to submit a final report to PNZ on all research / innovation outputs arising from the funded project. This should include references to any publication (eg: journal article, conference poster, conference abstract etc) and pdf copies if available.

In the first instance, all intellectual property rights reside with the Principal researcher (applicant). However, PNZ reserves the right to enter into negotiation with the applicant(s) where there are issues of intellectual property rights and/or commercial consideration.

21. For further information

Contact: Physiotherapy New Zealand Office
 04 801 6500
 Email: pnz@physiotherapy.org.nz
 PO Box 27 386, Wellington 6141, New Zealand

22. Review of Guidelines

The Terms of Reference, with particular reference to the priorities, will be reviewed and updated no less frequently than every three years by the National Executive of Physiotherapy New Zealand.