

Conditions and criteria for grant recipients

These conditions apply to all recipients of SHPA grants. Recipients agree to these conditions when they formally accept the grant by completing the SHPA Grant Acceptance form. Failure to comply with all mandatory conditions within the SHPA research grants program will result in termination of the grant and, in addition, the recipient shall immediately become liable to repay to SHPA all funds received.

SHPA works to enhance research outputs from pharmacy researchers by providing funding opportunities, grants and other research awards.

Applications are assessed on their quality; whether the applicant is presenting at the conference; the relevance of the activity to the applicant, their workplace and pharmacy practice; originality and significance of the proposed activity; value to Australian healthcare practice or the community; and how the applicant will disseminate his/her findings. Some grants may have additional and/or unique assessment criteria.

1. Unless otherwise specified¹, applicants shall have twelve months current membership with SHPA, or, in the case of student members, three months current membership, at the closing date for award applications. Applicants shall maintain membership throughout the tenure of the grant.
2. Recipients of a grant shall specify a completion date for the project that is acceptable to the SHPA Board as determined by SHPA.
3. Recipients shall make no alterations to the proposal as submitted, without the written approval of the SHPA Board.
4. Grants are to be taken up within 12 months of notification of a successful application.
5. If a grant is conditional on amendments to the protocol/submission the revised application must be resubmitted to SHPA within three months of notification.
6. Unless SHPA otherwise specifies, the recipient shall submit a written report to SHPA within 120 days of the completion date of a project supported by an SHPA research grant. The report shall be in a form (and use a style) suitable for publication in an SHPA journal/publication (e.g. JPPR or Pharmacy GRIT).² Reports on professional development activities must conform to the guidelines for writing grants³. Reports of attendance at a conference or seminar must be submitted for publication within a month of returning from the conference/seminar. Where SHPA specify a report is required, a minimum of \$200, or 10% (whichever is the greater) of all grants will be withheld pending the submission of the report.
7. Progress reports may be called for by SHPA.
8. The final report must include a completed expenditure report.
9. Papers for publication arising from a project supported by the SHPA research grants program shall be offered in the first instance to an SHPA journal/publication unless otherwise approved.

¹ Some grants e.g. those that encourage collaborative research through an inter-professional research group, may have other SHPA membership requirements. Applicants should refer to the details about SHPA membership included within the specific grant information.

² SHPA Information for JPPR authors. www.shpa.org.au/for-authors

³ SHPA Research grant reports. [<link to be updated>](#)

10. A copy of any publication in any organ other than an SHPA journal/publication arising from a project supported by an SHPA research grants program shall be provided to SHPA.
11. Any presentation arising from a project supported by an SHPA research grant which is made at a scientific or professional meeting, shall duly acknowledge SHPA and the pharmaceutical company that has contributed funds for the grant.
12. Where grants are presented at SHPA state symposiums or SHPA National Conferences, recipients must accept the grant in person unless other arrangements have been approved.
13. Applications may submit the same proposal for more than one grant provided a separate application is submitted for each award, and the research proposal is relevant to each grant criteria. However multiple grants from different sponsors will not be awarded for the same project. Successful applicants may seek further funding for a project by applying for the next round of the same award.
14. Applications received by SHPA National Secretariat after the advertised closing date will not be considered.
15. Applications for funding will not be considered if the event/activity has commenced or has concluded at the time of the grant closing date (this includes: research projects or attendance at a conference seminar, study course or other professional development event).
16. Applications will not be considered from previous grant recipients who have grant reports outstanding
17. Grants will not be awarded for attendance at a conference or a study tour where this activity is not the primary purpose of the trip.
18. Applications will be assessed within 6 – 8 weeks of the closing date of the award. Successful applicants are required to abide by the conditions herein.

Revised July 2019