Academic Post application form for 2025 program
Form Preview

Academic Post Program 2025

* indicates a required field

Application closing date

Applicants must submit all documentation by Monday 15 July 2024 at 11:59am AEST using the SmartyGrants portal. Access to the online form is automatically closed at this time. Incomplete applications will not be considered.

Applicants should read the *AGPT Academic Post Program 2025 - application guide* before commencing this application form and consult with their nominated University Supervisor regarding the research project design and teaching plan. The guide is accessed here.

If you have any issues completing this form, or have any questions about any of the sections of this form please do not hesitate to email gpedresearch@racgp.org.au or call us on 03 8699 0418. RACGP staff will be available on Monday 15 July 2023 for final queries.

The application form

Word counts are in place for certain sections of the form. Ensure that you check the word count as the system will not allow you to submit the form if any count is exceeded. This application form is set out in four parts.

Part A: Applicant details and confirmation of eligibility

- **Complete all sections in Part A.**

Part B: Research and teaching proposal

- **Complete all sections in Part B.**
- **Consider your plan carefully as any significant changes will require approval from RACGP once the post has commenced.**
- **Include your current curriculum vitae in your application as a PDF file.**

Part C: Professional Development and Registrar Research Funds

- **Complete this section to advise how you propose to use the professional development and registrar research funds to undertake your research.**
- **All successful applicants will have access to $8,000 to spend on approved professional development and research costs**
- **Please note this can just be an estimate and is an exercise to encourage registrars to carefully consider how they might spend this funding. Additional requests to spend this funding or changes to submitted budget will be possible throughout the year pending approval by the RACGP**
- **Read page 15 of the Application Guide for the spending guidelines**

Part D: Declarations

- **Download the three declaration forms.**
- **D.i: Applicant declaration. Fill in the form either electronically or print to complete, scan and upload as a PDF doc in the relevant section of Part D.**

- **D.ii: Email or print the form and provide this to your University Supervisor to complete and sign. Upload it as a PDF doc in the relevant section.**
- **D.iii Email or print the form and provide this to your local Medical Educator to complete and sign. Upload this as a PDF doc in the relevant section.**

Name your application files as follows, ensuring your first and last name are included in each file name:

- **Dr Joe Brown - Applicant Declaration**
- **Dr Joe Brown - University Declaration**
- **Dr Joe Brown - Medical Educator Endorsement**
- **Dr Joe Brown - CV**

Term dates

The 2024 Academic Post program will run from January/February 2025 to January/February 2026. Specific dates are agreed with your university however your first day of employment must be by the first week of February.

If you are intending to apply for fellowship at the end of your Academic Post, please take into consideration your training completion date and university employment dates as you must complete the Academic Post prior to applying for fellowship.

Confirmation of eligibility

I confirm that I have read the application guide and understand the eligibility criteria. I confirm that I have discussed my eligibility to apply with my medical educator.

*
○ Yes   ○ No

I understand that I must remain enrolled in the AGPT program throughout my Academic Post term and must not obtain fellowship during my Academic Post term *
○ Yes   ○ No

Academic Post suitability

I understand that this application must be support by my medical educator and that my medical educator will be asked about my suitability for an Academic Post *
☐ Yes ☐ No

How did you find out about the Academic Post program?

Please advise how you found out about the Academic Post program? *

for example: Your university, a colleague, a friend, the RACGP Website, a webinar...etc

Academic Post application form for 2025 program
Form Preview

Privacy notice

Some of the information you provide to The Royal Australian College of General Practitioners (RACGP) on this form (such as your name) is personal information. The information you provide on this and subsequent forms may be used by The RACGP in the administration of your application for an Academic Post. Your application cannot be processed without the information. As part of the routine process of delivering this post program, the information you provide may be disclosed to relevant third parties, such as venues or other participating registrars. To view our privacy statement, go to http://www.racgp.org.au/usage/privacy/

Part A: Applicant details and confirmation of eligibility

* indicates a required field

i. Applicant information

Applicant name *

Title	First Name	Last Name

Applicant Home Address *

Address

Suburb	State	Postcode

Must be an Australian postcode.

Mobile *

Must be an Australian phone number.

Email *

Must be an email address.

RACGP ID *

Your six digit ID number.

Fellowship Pathway *

Current Training Term *

e.g. not yet commenced, GPT1, GPT2, GPT3

When do you expect to complete your current training term? *

Must be a date.

Describe your current training status (e.g. part-time/full-time), any anticipated leave, and anything that may impact your time allocation during the Academic Post. *

Word count:

How much training time (FTE) do you expect to have remaining at the beginning of 2025? *

Please answer in FTE months

If successful for an Academic Post, please outline how you intend to complete the clinical component in 2025 *

Location, weekly hours, working days etc

Specialised Academic Posts

The RACGP offers 20 Academic Post places per year. This includes three specialised posts. You can either apply for a:

a) General Academic Post

b) Australian Journal of General Practice (AJGP) Editorial Fellow Academic Post

- AJGP is a highly regarded, peer-reviewed journal published by the RACGP. A maximum of two AJGP positions are available for each intake.
- This unique opportunity is 0.3FTE at a University to complete your research project and a 0.2FTE position at the AJGP. You'll need to devote every Thursday to the AJGP post – this can be done under a remote working arrangement.

c) Australian Indigenous Doctors' Association (AIDA) Academic Post

- The AIDA academic post is offered to an Aboriginal and Torres Strait Islander registrar and aims to enhance their training via exposure to, and experience in, research and teaching.
- AIDA will provide additional research support and networking opportunities

d) PhD Academic Post

- is available to registrars who have been accepted for a PhD or who have provided a detailed formal PhD plan, including a supportive supervisory team and intention to submit a PhD application, in their academic post application

- allows successful candidates to reduce teaching requirements to focus on research activities

See below to apply for these specialised posts.

More information about the specialised posts can be found on the RACGP Academic Post website and in the Application Guide.

i. Specialised Academic Post - AJGP editorial fellow

Do you wish to be considered for the Australian Journal of General Practice (AJGP) Editorial Fellow Academic Post? *

○ Yes   ○ No

AJGP application

To be considered for the AJGP Editorial Fellow Academic Post you will be required to submit a detailed personal statement (approximately 1000 words) of your interest in this post, how you see this will impact your career and what you perceive you can contribute.

You will need to demonstrate understanding of what the position entails. Please ensure you review the position description found on the AJGP Academic Post webpage and review the curriculum.

There are also videos with previous AJGP Academic Post holders for you to view on this page.

*
Attach a file:

[ ]

Do you wish to be considered for a general Academic Post if you are not successful in your application for the AJGP Post? *

○ Yes   ○ No

ii. Specialised Academic Post - AIDA post

Do you wish to be considered for the Australian Indigenous Doctors' Association (AIDA) Academic Post? *

○ Yes   ○ No

Do you wish to be considered for a general Academic Post if you are not successful in your application for the AIDA Post? *

○ Yes   ○ No

iii. PhD Academic Post

Do you wish to be considered for a PhD Academic Post? *

○ Yes   ○ No

To be considered for a PhD Academic Post you must be accepted for a PhD, or provide a detailed formal PhD plan and intend to enrol in a PhD during your Academic Post. Please provide details here and upload a letter of support from your PhD supervisor. *

Word count:
Must be no more than 250 words.
This plan should demonstrate your commitment to undertaking a PhD, and the steps you have already undertaken. This would typically include substantial prior discussions with a supervisory team, the application process being at least in train, and some detail about how the 12 months covered by the PhD Academic Post fits into your overall PhD plan.

Please include a letter of support from your PhD supervisor
Attach a file:

Second Academic Post

Are you currently completing, or have you previously completed an Academic Post? *
☐ Yes ☐ No

Second Academic Post

Outline how a second academic post will further develop your academic skills and career plans.

Please note that second year applicants must demonstrate a higher level of research sophistication than applicants for a first academic post, a commitment to a future in academic general practice and a commitment to enrolling in a higher research degree.

iv. Academic Post term - confirmation of approvals

I confirm that I have approval from my medical educator regarding the term my Academic Post will apply to if successful (i.e Extended Skills, Elective, Advanced Rural Skills Training (ARST)) *
○ Yes

If successful, which AGPT term will my Academic Post apply to? *

Extended Skills, ARST, GPT2, GPT3

If ARST has been selected, I confirm that I have been accepted onto the RG program and the Rural Censor has approved my Academic Post proposal

○ Yes

Upload Rural Censor approval

Attach a file:

v. University details

Name of University *

Organisation Name

Department *

University address *

Address

Suburb	State	Postcode

Must be an Australian postcode.

University Supervisor's name *

Title	First Name	Last Name

Email *

Must be an email address.

Additional University Supervisor's name

Title	First Name	Last Name

Email

Must be an email address

University Finance or HR Contact *

Title	First Name	Last Name

Academic Post application form for 2025 program
Form Preview

Please ensure this is the relevant and current contact for us to liaise with regarding your contract if your application is successful. Please liaise with your supervisor if you are unsure.

Email *

Must be an email address

Part B: Research and teaching proposal

* indicates a required field

Proposed hours during the post year

Ensure you read the [AGPT Academic Post Program 2025 - RACGP application guide](#) and understand the post requirements before completing this section.

Proposed clinical hours per week: *

Must be a number.
Minimum of 14.5

Proposed total academic hours per week (i.e. research and teaching): *

Must be a number.

Do you intend to apply to reduce or waive your concurrent clinical training component? *

○ Yes   ○ No

Proposed split between research and teaching

Outline how you plan to structure your academic time (0.5 of FTE week) between research and teaching. Division of academic time between research and teaching may change from week to week and is dependent on university schedules; however, the split is approximately 60% research time (11.4 hours per week) and 40% teaching time (7.6 hours per week) averaged over the post. Registrars should consider the amount of time available over the 12 months in determining the breadth and scope of their research project. *

Word count:
Must be no more than 200 words.

Academic term learning objectives

Outline your overall personal learning and career plans, and identify academic term learning objectives that will support the plan.

Describe what you hope to achieve, and the skills you hope to develop during the academic post *

Word count:
Must be no more than 200 words.

Teaching proposal for general Academic Post

Outline the teaching activities you plan to undertake as part of your Academic Post and the supervision plan offered by your University: *

Word count:
Must be no more than 200 words.
Please note this must be completed by all applicants, including AJGP and PhD post applicants. All applicants will be assessed on this criteria.

Research proposal

Note: if you wish to apply for both the AJGP and a general post, when answering these questions explain how the scope of the project can be expanded or reduced to accommodate the research time allocation for each post.

Title of research project: *

Background, current literature and knowledge gap

Explain why you have chosen your topic.

Present a brief summary of the current literature and identify how your proposed research project will address a gap in current knowledge.

If your project is part of a larger project, ensure that you clearly identify your specific contribution. You must demonstrate significant involvement in the research design, conduct and interpretation of data.

*

Word count:
Must be between 500 and 1000 words.

References

Use the space below to list references used in your application: *

List up to 10 references.

Research question/s

Outline what question/s you hope to answer with your research project. Each question should be clear and concise. Dot points are acceptable in this section.

Research question/s: *

Proposed method

Describe the method you are considering and the stengths and limitations for your specific research. Include information on the proposed analysis: *

Word count:
no more than 1000 words

Timeline

The timeline for completing a research project during an Academic Post is limited. Registrars are required to demonstrate that the plan is achievable within the 12 month timeframe.

Outline your research plan with tentative dates for the completion of each phase, including plans for dissemination of findings: *

Word count:
Must be no more than 200 words.
e.g. stakeholder consultation, ethics submission, data collection, data analysis, report writing

Ethical considerations and stakeholders

Ethics approval is required for all academic registrar projects, or a letter of exemption from an ethics committee.

Detail below the ethical issues you need to consider with your project, and the measures you have (or will) put in place to address these issues: *

Word count:
Must be no more than 500 words.

Who are your key stakeholders and who do you need to consult regarding your project? Outline your plans for this consultation: *

Word count:
Must be no more than 500 words.

Aboriginal and/or Torres Strait Islander health

Do you intend to directly involve Aboriginal and/or Torres Strait Islander participants, communities, health matters or health organisations/staff in your project? *

○ Yes   ○ No

Describe the measures you have taken to engage with the community, Elders, local Aboriginal Medical Service, Aboriginal Community Controlled Health Organisation, or other groups involved in the area: *

Word count:

Consider the need for letters of support for your project from the community, the local Elders or local organisations and attach here.

Attach a file:

Higher Education

Have you undertaken a research degree or project previously? *

○ Yes ○ No

If yes, please specify:

Are you planning to undertake a university subject or degree during your Academic Post? *

○ Yes ○ No

If yes, please specify:

Word count:

Do you intend to undertake a PhD in the future? *

○ Yes ○ No ○ Currently undertaking a PhD

If yes, please indicate how your Academic Post will contribute to your PhD plans:

Curriculum Vitae

Upload your curriculum vitae. This should include your qualifications, work history, any courses you are currently undertaking and any previous research experience and/ qualifications. *
Attach a file:

Your application files should be named as follows, ensuring your first and last name are included in each file name, e.g. JoeBrown_CV

Proceed to Part C: Application for Professional Development and Registrar Research Funds.

Part C: Application for Professional Development and Registrar Research Funds

A total of $8,000 (ex GST) is available to each successful Academic Post grantee to undertake professional development and to cover some of the expenses incurred in undertaking the research project.

RACGP encourages applicants to consider how they may use the funds during the post. The budget in this form is considered indicative and may be changed by approval from your University Supervisor and the RACGP, providing the items are consistent with the inclusion and exclusion criteria listed on page 15 of the application guide.

Please note, budget items listed in this application will be reviewed for adherence to the spending guidelines outlined in the application guide.

There is no required split of the $8,000 between the PDF and RRF.

A reminder that this is an exercise to encourage applicants to consider how they might use these funds. The budget is not final and can be changed throughout the post to match the registrar's learning and development needs, and research progress.

Professional Development Funding (PDF)

Provide below an estimated budget for Professional Development:

Activity	Explanation	Estimated cost
		Must be a dollar amount.
		$
		$
		$
		$
		$

Professional Development budget total

$

This number/amount is calculated.

Registrar Research Funding (RRF)

To support the Academic Post, registrars are encouraged to submit a budget to cover the anticipated costs associated with conducting the research. Refer to page 15 of the *application guide* **for a list of included costs.**

Complete columns three and four in the table. In the justification column describe the item (including hours if relevant) and the estimated cost. If you do not have any items leave the columns blank - do not alter the text in the first two columns.

Column 1: Category	Column 2: Item	Column 3: Justification	Column 4: Estimated cost
			Must be a dollar amount.
Fees/Services	eg. Transcription Research assistant, data entry Statistician/data analyst		$
Fees/Services	eg. Recruitment: Honorariums or participant travel		$
Administration	eg. Printing, postage, stationery		$
Administration	eg. Dissemination Publication		$
Administration	eg. Equipment Software		$
Travel	eg. Travel to undertake research including mileage, airfares, accommodation		$

Registrar Research budget total

$

This number/amount is calculated.

Budget Total

This is automatically calculated from your PDF and RRF budgets. If the total entered above exceeds $8,000 you are required to adjust your budgets in the above sections.

Total Budget Amount

$

This number/amount is calculated.

External financial support

If you, or any other member of the research project team, have applied or expect to receive financial support of any type from another funding body for any part of this project, please complete the below section to declare the funding sources.

Funding body	Date of submission

Proceed to Part D: Declarations.

Part D: Declarations

* indicates a required field

Declarations from the Applicant, the registrar's Medical Educator and University Supervisor are required

Once you have completed Parts A, B and C, download a copy of your application form and each of the three declarations from the links provided below. Email a copy of the application and the appropriate declaration form to your proposed University Supervisor and Medical Educator for their completion.

Complete the Applicant declaration and upload it and the other completed declarations in the appropriate section. Your application files should be named as follows, ensuring your first and last name are included in each file name:

- **Dr Joe Brown - Applicant Declaration**
- **Dr Joe Brown - University Declaration**
- **Dr Joe Brown - Medical Educator Endorsement**

Part D.i: Applicant declaration

Download the applicant declaration form here.

Upload the completed applicant declaration *
Attach a file:

Part D.ii: University Supervisor declaration. Email application form and below declaration form to your University Supervisor for their input.

Download the University Supervisor declaration form here. Email the form to your University Supervisor for their input.

Upload the completed form as a PDF file. *

Attach a file:

Part D.iii Local Medical Educator endorsement

Download or print this endorsement form here, and provide this to your local ME for input.

The purpose of this section is to assess your suitability for an Academic Post from a training perspective. If your suitability is unclear, the assessment panel might refer to the relevant Regional Director of Training.

If you are unsure about who should be completing this form, or if you have any questions please do not hesitate to contact Georgia Franklin - gpedresearch@racgp.org.au

Upload the completed endorsement here. *

Attach a file: