

Medical Training Network Project Fund Frequently Asked Questions

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Purpose

The project I want to propose is for a training network that doesn't appear in the list. Can I still apply?

No. The Project Fund is only available to the HETI supported Medical Training Networks that are listed. Please check with your local network coordinators as there may be other funds available to your Training Network.

Alternately, review the eligibility criteria for the [Strategic Initiatives in Medical Education Fund](#) to consider if your project is eligible. Applications for the Strategic Initiatives Fund are open concurrent to the Medical Training Network Project Fund.

Eligibility

How do I know if my site forms part of the relevant HETI supported Medical Training Network?

All HETI supported Medical Training Networks have pages on the HETI website that outline the sites that participate. Links to each of the Medical Training Networks are below:

[NSW Advance General Medicine Training Network](#)

[NSW Emergency Medicine Training Network](#)

[NSW Medical Administration Training Network](#)

[NSW Paediatric Physician Training Network](#)

[NSW Physician Training Network \(BPT\)](#)

[NSW Prevocational Network](#)

[NSW Psychiatry Training Network](#)

[NSW Radiology Training Network](#)

[NSW Surgical Skills Network](#).

Please contact the listed HETI support staff on the appropriate webpage if you have further queries.

How do I know what the identified priority areas are for my training network?

Please refer to the appropriate HETI webpage or contact the relevant Training Network Clinical Chair listed below and on the HETI website.

Who is the Clinical Chair of the Medical Training Network?

The Clinical Chairs of the Medical Training Networks are as follows:

Medical Training Network	Clinical Chair
NSW General Medicine Training Network	A/Prof Aidan Foy
NSW Emergency Medicine Training Network	Dr Jon Hayman
NSW Medical Administration Training Network	Prof Ian Rewell
NSW Paediatric Physician Training Network	Dr Arjun Rao
NSW Physician Training Network (BPT)	Prof Iven Young
NSW Prevocational Network	Dr James Edwards
NSW Psychiatry Training Network	Dr Roderick McKay
NSW Radiology Training Network	Dr Noel Young
NSW Surgical Skills Network	Prof Kerin Fielding

All of the Clinical Chairs are contactable via e-mail as listed in the Health global address book.

Why do I need the support of both the Clinical Chair and the Chief Executive of the LHD/SHN (or their delegate)?

Confirmation from the Clinical Chair aims to ensure that your project addresses identified priority area/s for their training network. It also aims to ensure network resources are appropriately utilised.

Chief Executive sponsorship and support of projects being undertaken in their LHD/SHN ensures that appropriate local oversight and utilisation of resources. All successful projects require signed contracts between LHD/SHN Chief Executive and HETI.

Assessment Criteria

What are the assessment criteria?

The assessment criteria for 2018/19 are:

- Strength of alignment with the targeted network's priority area for action.
- Strength of evidence identifying the issues and potential outcomes.
- Value for money.
- Sustainability.
- Ability to replicate elsewhere/across networks.

How will projects be assessed against the assessment criteria?

Every project will be marked independently by each member of the assessment panel according to the defined scoring procedures. Projects will then be ranked according to their scores with the highest ranking projects considered for funding until the pool of funds is exhausted.

Timeframe

How long do I have to complete my project?

It is expected that projects will begin in August and be completed by 31 May 2019. The final instalment of the grant amount is only paid on completion of the project and submission of the final report. All payments must be made before 22 June 2019.

If my project timeline starts to slide, what should I do?

If you find that your timeline is starting to slide, please contact the HETI Medical Education Funds team by e-mail at HETI-MedicalEducationFunds@health.nsw.gov.au as soon as possible so that assistance can be offered. Please note that funds cannot be rolled over into the next financial year.

Funding

Funding of successful projects in non-recurrent. If my project is successful can I re-apply next year for further funds?

Yes, as long as the project has progressed to another stage not covered by the original successful application and is supported again by the Clinical Chair of the Medical Training Network and the Chief Executive (or their delegate) of the lead organisation. The application will be judged on its own merits against the other submissions received.

What is the maximum amount that I can apply for?

The maximum funding amount that will be awarded to any one project is \$30,000 (ex GST).

If I am successful will my project be fully funded?

In order to demonstrate the [assessment criteria](#) of “value for money” please ensure that the budget section of the application form is complete. The budget of every submission will be reviewed and the Assessment Panel will determine what items within the budget will be funded, if any. If a project is not fully funded the Project Principal will be advised which budget items have and have not been funded.

If my project is successful, when will the funding be provided?

The funding will be provided in three instalments. The three instalments are linked to performance benchmarks. The details are in the table below.

Benchmark	Timeframe	Funding Percentage	Payment Made
Signing of Contract	Early August	50%	August
Interim Report Received and Accepted	January	25%	February
Final Report Received and Accepted	May	25%	June

Please note that funds cannot be rolled over into the next financial year.

If your project requires ethics approval, the first instalment will be released pending evidence to verify that the ethics application has been submitted.

How will funds be paid?

Within NSW Health

If the lead organisation is part of NSW Health all payments will be processed as intra-Health invoices. HETI will send a notification to the Project Principal confirming the details for the transaction when the project is eligible to receive the relevant funding instalment. Please note that the lead organisation must be external to HETI.

External to NSW Health

If the lead organisation is not part of NSW Health an invoice will need to be submitted for each payment instalment. External organisations must have an ABN and appropriate governance structures. Invoices from external organisations must include GST in addition to their funded amount. Invoices will only be processed and paid by HETI when the project is eligible to receive the relevant funding instalment.

Reporting Requirements

If my project is successful, what are the reporting requirements?

An Interim Progress Report will need to be submitted in January and a Final Report in May. Funding is linked with these reports and will not be released until after the relevant report is received and accepted by HETI.

Report templates will be sent to Project Principals eight weeks prior to the report being due.

Does my project require ethics approval?

Please contact your local ethics department to ensure local requirements and procedures are followed.

Submission

I have prepared a formal project proposal for my project. Can I submit that proposal instead of the form requested?

No. All applications must be submitted on the official application form which can be found [here](#). The project proposal can support the application as evidence, but the specific items included in the application form must be completed as this is what the assessment panel will be basing the bulk of their assessment on.

Who is the Project Sponsor?

The Project Sponsor is someone in a management position within the lead organisation that has the delegated authority to support and approve the project. The Project Sponsor could be the Director of a service, Director of Medical Services, General Manager or Chief Executive of the lead organisation.

What is the deadline for application submission?

All applications must be submitted by 21 June 2018. If you are having difficulty completing your application by this date and are hoping for the project to be considered please contact the HETI Medical Education Funds team by e-mail at HETI-MedicalEducationFunds@health.nsw.gov.au outlining the reason for the delay.

How should I complete and submit my application?

The application form is a Word document. The form should be completed electronically and saved as either a Word document or pdf file. Applications are to be e-mailed to HETI-MedicalEducationFunds@health.nsw.gov.au prior to the closing date.

Please contact the HETI Medical Education Funds team, if you have any difficulties or challenges with the application form file or its format.

Further Questions

Please contact the HETI Medical Education Funds team at HETI-MedicalEducationFunds@health.nsw.gov.au or by telephone on 02 9844 6106.