



NEW SOUTH WALES

## **CHIROPRACTORS REGISTRATION BOARD**

### **REGISTRATION OF CHIROPRACTORS IN NEW SOUTH WALES**

#### **CHIROPRACTORS ACT 2001**

The object of the Act is to protect the health and safety of members of the public by providing mechanisms to ensure that chiropractors are fit to practise.

#### **THE BOARD**

The Chiropractors Registration Board is the statutory body created by the Chiropractors Act 2001 to maintain the Register of chiropractors of New South Wales and administer the Act generally.

The functions of the Board are as follows.

- o such functions as are conferred or imposed by the Chiropractors Act 2001, or any other Act,
- o to promote and maintain standards of chiropractic practice in New South Wales,
- o to advise the Minister for Health on matters relating to the registration of chiropractors, standards of chiropractic practice and any other matter arising under or related to this Act or Regulation,
- o to publish and distribute information concerning this Act and the Regulation to chiropractors, consumers and other interested persons,
- o to exercise its functions in a manner that is consistent with the object of this Act.

#### **CHIROPRACTIC EDUCATION AND RESEARCH ACCOUNT**

Section 126 of the Chiropractors Act provides as follows:

##### **Chiropractic Education and Research Account**

- (1) The Board is to establish a Chiropractic Education and Research Account.
- (2) Such amounts as are determined by the Minister from time to time are to be paid into the Account by the Board from fees payable under this Act or the regulations.
- (3) Money in the Account may be expended by the Board for any one or more of the following:
  - (a) chiropractic education;
  - (b) education or research for any public purpose connected with the practice of chiropractic;
  - (c) the publication and distribution of information concerning this Act and the regulations;
  - (d) meeting administrative expenditure incurred with respect to the Account and the purposes for which it is used,or any related purpose.
- (4) An expenditure of money under this section is not to be made unless it is authorised by a resolution supported by at least 5 members of the Board.

## GUIDELINES FOR APPLICANTS

### Purpose of grants

To encourage clinically based research the Board will provide grant funding from the Chiropractic Education and Research Account to any person or organisation for research for any public purpose connected to the practice of chiropractic.

### Eligibility

Grants will be available to beginning researchers as well as to persons and/or institutions with an established record in research.

Applicants are required to outline the public purpose arising from the proposed research for which funding is sought.

### Grants

All applicants are required to submit a research protocol to the Board for consideration.

Applications must be accompanied by a detailed research proposal using the format specified on the application form.

An application which includes a request for funds for a research assistant must clearly demonstrate that the applicant for the grant will be assuming the appropriate level of responsibility for the research task.

Applicants who are employed in a clinical area may include in the budget a costing for research hours undertaken by the researcher outside of paid employment and may seek remuneration for this at a rate appropriate to that of a research assistant. Applications for this funding will be considered on an individual basis.

The Board may, at its discretion, seek referee's reports on the application and the project for which funding is sought.

No particular research approach is given preference, but the use of appropriate methodology to answer the research question/s is critical.

- The maximum duration of a grant will be 24 months, non-renewable.
- The Board will not generally make funds available for research conducted outside of New South Wales.
- The Board will not generally provide funds for research consultants.
- The Board will not fund the purchase of computers or other equipment, but it may fund rental of such items.

All legitimate research involving human subjects, including deceased or amputated components, requires ethical Committee approval from the administering educational institution and/or hospital. This is a requirement of the *Helsinki Declaration*, of which Australian Government is a signatory. Any grant monies awarded by the Board shall only be released upon production of *written* evidence of such approval. The Board has adopted the *Guidelines for Human Experimentation* of the National Health and Medical Research Council (NH&MRC) as being the standards guidelines for ethics approval applications.

A summary of the process and findings of the research must be submitted to the Board on completion of the research. Two (2) copies of this are to be supplied. Should the research not be completed within twelve (12) months then an interim summary must be provided within that period and, where appropriate, a request made for an extension of the time to submit the full details.

Applicants are reminded that in any material provided to the Board confidentiality must be observed regarding subjects participating in the research.

The funding support from the Board must be acknowledged in all papers and publications etc, and the Board advised of the publication of such papers, articles etc.

Applications will be considered by the Board on their individual merits, and applicants may be required by the Board to submit further information.

Funds are limited and the Board may consider the grant of funds of less than the amount applied for.

### **Selection criteria**

The selection process will involve consideration of the intrinsic strength, and relative merits of the project.

The intrinsic strength of the project will be judged in the following ways.

- Has the project established its credibility by showing a clear appreciation of the background? Has the literature search been performed?
- Has previous relevant data been identified?
- Is there a clear internal consistency in the project so that a clear logic is evident in the stages of the project?
- Is the applicant likely to have the requisite skills to make the project a likely success?
- Is the amount of funding requested appropriate and properly justified?
- Is there an appropriate method of auditing the ethics, the conduct of the project, and the product of the work?

Ideally projects will compete for relatively limited funds so that only projects of substantial quality should be short listed for final consideration. Even where there is a paucity of applicants, they should be judged against perceived minimum standard. The relative merits of the project will be judged in the following ways.

- How directly will the benefits of the project flow on to the community? More directly than other projects under consideration?
- Do the findings have an application in terms of the delivery of (i) greater safety levels, (ii) greater efficiency of patient care, and (iii) earlier warnings in the presence of contraindication or serious illness?
- Does the project better inform the public about their options in health care, more than other projects?
- Does the project educate the public about the Chiropractors Act?
- Is the project more likely to come to a successful conclusion than other projects under consideration?

External monitoring bodies such as University Research or Ethics committees may be requested to provide advice to the Board concerning intrinsic strength or relative merits of a project.

The Board will give preference to studies that are of immediate or future value to the discipline of chiropractic and achievable in the time allowed.

**Application procedures**

1. An application for a Chiropractic Education and Research Account grant is attached [pages 6-8]
2. Applications must be made on the current form.
3. All applications will not normally be considered if all of the required information has not been provided. Should extenuating circumstances arise which prevent inclusion of a document a statement referring to this must be attached. Where it is agreed that such documentation be provided at a later time, then the original and five (5) copies should be supplied.
4. Pages of applications should be numbered, and an index provided.
5. Photocopies of documents submitted in support of applications must be certified by a Justice of the Peace as being true copies of the originals.
6. An additional five (5) copies of each application and supporting documentation must be provided for distribution to members of the Board's advisory committee. These must collated and stapled.
7. Applications must be received in the Board's office by the due date. Applications made by facsimile will not be accepted unless prior dispensation had been granted.
8. Applicants must provide details of current applications for grants/scholarships from other sources which relate to their application.
9. Applicants must be available for interview by the Board's advisory committee if required and a contact telephone number must be provided to enable arrangements to be made. Applicants unable to be contacted will not be considered.
10. All successful applicants must complete a grant agreement form as supplied by the Board prior to receiving grant money. An example grant agreement form is attached as Appendix 1. [pages 9-12]
11. Money for grants must be paid to the applicant or applicant institution and may not be paid to any other individual or institution.
12. Any money of the grant, not used by the recipient, must be returned to the Chiropractors Registration Board.
13. Illness which reduces the effective tenure of a grant shall not automatically entitle the recipient to an extension of the original period of the grant but the Board may, on application, grant any extension that it thinks fit.
14. In the event of the cancellation of a research project, or alteration of the focus of research, for any reason, the recipient of a grant must not proceed with an amended program but must notify the Board and await advice.
15. A grant may be suspended or terminated at any time during its currency, either at the recipient's request or, if in the opinion of the Board -
  - (i) the recipient's performance is unsatisfactory; or
  - (ii) the recipient fails to observe the conditions of the grant; or
  - (iii) the recipient is guilty of misconduct; or
  - (iv) fails to undertake the research as outlined in the application without approval of the Board.
16. If a grant is terminated or suspended as above monies of the grant may be required to be returned within 4 weeks of the suspension or termination, in accordance with the Grant Agreement.
17. Recipients of grants must provide documentary evidence of completion of the research, and undertake in writing to provide a written report to the Board, including receipts for purchases associated with the grant.
18. Recipients of grants are required to provide a summary of the process and findings of the research. These reports etc will be made available for study, on application, by members of the chiropractic profession. The Board retains the right to publish or otherwise utilise the material which is furnished as a condition of the grant. Recipients may be required to present research or conference report at a seminar or workshop conducted by the Board.
19. It is expected that successful applicants will disseminate information gained through the grant, however the funding support from the Board must be acknowledged in all reports, publications, conference papers etc, and the Board advised of publication of such reports, articles etc.

20. The Board's decision regarding the awarding of a grant if final and on correspondence will be entered into regarding the decision.

### **Implications of the Goods and Services Tax (GST)**

The following information has been provided by the Health Professionals Registration Boards [Health Administration Corporation] based on advice provided to the NSW Nurses Registration Board by Ernst and Young [Accountants].

It is unlikely that you will be registered for GST in the capacity for which you receive a scholarship payment. Where this is the case, no GST is payable on your grant. However, where you are not registered for GST, you may still be subject to Pay A You Go withholding tax at a rate of 48.5% unless you provide a completed signed "Statement by Supplier" form indicating that the payment you are receiving is of a private or domestic nature.

If you are registered for GST in the capacity for which you receive the grant, then the obligations you enter into will be considered a taxable supply. This means that you will have to pay GST on the grant monies you receive. Where this is the case, the scholarship will be increased to cover your GST liability. However, the Board will require you to provide it with a tax invoice or enter into an agreement for the Board to issue a recipient created tax invoice. Provided you have advised the Board of your ABN on your application there is no requirement for withholding tax to be deducted from your payment. If you are registered for GST and have any queries regarding GST impacts on your scholarship, you should contact your tax adviser of the Australian Taxation Office.

In practice this means a withholding tax is not levied where an agreement is made between the Board and a business registered for GST and possessing an ABN (such as a university or practice). **In such circumstances the agreement is not with an individual researcher.** If the proposal is to be submitted on behalf of the institution or business then the business name is to be entered as 'the applicant', and the person conducting the research is identified as the 'principal investigator'. Where a business or other institution is named as the applicant, the principal investigator must ensure that a suitable officer of the business or institution signs the application.

### **Closing date**

The closing date for receipt of applications is 30 September each year.

**APPLICATION FOR CHIROPRACTIC  
EDUCATION AND RESEARCH ACCOUNT GRANT – 2002**

**Closing date:** 30 September

**1. TITLE OF PROPOSED RESEARCH**

\_\_\_\_\_

\_\_\_\_\_

**AMOUNT OF MONEY REQUESTED \$** \_\_\_\_\_

**DATE OF PROPOSED SUBMISSION OF FINAL REPORT TO THE**

**CHIROPRACTORS REGISTRATION BOARD** \_\_\_\_\_

**2a NAME OF APPLICANT** \_\_\_\_\_

Business or individual name

**2b NAME OF PRINCIPAL** \_\_\_\_\_

**INVESTIGATOR** *If not the named applicant*

**3. ADDRESS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. GST**

4.1 Are you registered for GST? Yes   
No

4.2 If 'yes', you will be required to supply a Tax Invoice after your grant is approved and prior to being paid.

4.3 If 'no', you will be required to supply a 'statement by a supplier' form, available from the Australian Taxation Office, indicating on the form that the income to be supplied is of a private or domestic nature, and therefore no ABN is provided.

*Please note that if you are not registered for the GST and do not provide a "Statement by a Supplier" form, the grant will be subject to 48.5% withholding tax.*

**5. SUPPORTING INFORMATION**

- Applicants must provide the following information and attach this to the application form in the sequence specified below.
- Pages should be numbered and an index supplied
- Original and 3 copies of the complete application are to be provided
- Applicants *will not be* considered if these documents are not provided
- Any photocopied document submitted must be certified by a Justice of the Peace as being a true copy of the original.

- 5.1 Short title of proposed research
- 5.2 Curriculum vitae of applicant, including a list of publications during the previous five (5) years, including academic transcripts if appropriate
- 5.3 Names of co-investigator(s), (where applicable), present appointment and curriculum vitae which includes a list of publications during the previous five (5) years
- 5.4 Certificate of Head of Organisation indicating support for the proposal, eg  
*I certify that the project is appropriate to the general facilities of my organisation and that I am prepared to have the project carried out by my organisation.*  
  
*Name/ signature/ position/ date*
- 5.5 Details of any financial support for this project, in the past, current or applied for, from any grant giving body.
- 5.6 Anticipated starting date and expected duration of the whole project. Date for submission of the report to the Chiropractors Registration Board of New South Wales.
- 5.7 Indicate whether this project has been submitted to an institutional ethics committee for approval and, if so, the name of the institution, date, and the outcome, if known.
- 5.8 Present the details of the project using the headings provided below. The figure which appears in the brackets is a guide to the maximum space which should be required to provide typed information using A4 size paper.

**PROJECT DETAILS**

**SYNOPSIS**

Give a brief description of the study (half page)

**PURPOSE OF STUDY**

Outline the Purpose (aims and objectives) of the study (half page)

**BACKGROUND CONTEXT OF THE STUDY**

Outline the background and context of the proposed research and its potential significance to the discipline and practice of chiropractic or the recipients of chiropractic care (2 pages)

**RESEARCH PLAN (METHODOLOGY)**

Describe the methodology to be used, including the study design, method(s) to be used for data collection and analysis, and the individual(s), group(s), processes or data source(s), which will be studied. (2 pages)

**SUPERVISION**

If the research is to be conducted with the supervision or guidance of another person (for example as part of a higher degree studies), and that person is not named as a co-investigator, state the name, title, position and employing institution.

**TIMETABLE**

The time frames for the conduct of the study, including a statement on the amount of time (on average per week) the researcher(s) will allocate to the study.

**PUBLIC PURPOSE, OR POTENTIAL PUBLIC PURPOSE, OF THE PROJECT CONNECTED TO THE PRACTICE OF CHIROPRACTIC**

Describe how the outcomes of the study will relate to, or will have the potential to relate to, a public purpose connected with the practice of chiropractic (half page).

**DISSEMINATION OF RESEARCH OUTCOMES**

Describe how the outcomes(s) of the research will be disseminated (half page).

**BUDGET**

**PERSONNEL**

Include position(s) and the proposed date of appointment, salary, on-costs and total.

**EQUIPMENT**

Specify items of minor equipment required to be purchased or hired, as applicable.

**MAINTENANCE**

Data processing, travel, or other expenses, as specified.

**TOTAL FUNDING REQUESTED**

**JUSTIFICATION OF BUDGET ITEMS (1 page)**

6. **DECLARATION BY APPLICANT OR RESPONSIBLE OFFICER** (not normally the principal investigator).

*Applicants are required to complete the following declaration.*

**I AM FULLY AWARE OF THE TERMS OF THE GRANT AND HEREBY UNDERTAKE, IF SUCCESSFUL:**

- (a) to abide by the rules of the grant;
- (b) to complete a grant agreement;
- (c) to return any monies not used for the purpose of the grant; and
- (d) to supply to the Board a summary of the process and findings following completion of the research, and an interim summary within twelve (12) months of receiving grant.

Signature \_\_\_\_\_

Witnessed by a Justice of the Peace \_\_\_\_\_

Date \_\_\_\_\_

**RETURN TO:**

The Registrar  
 Chiropractors Registration Board  
 PO Box K599  
 HAYMARKET NSW 1238

**OR DELIVER BY HAND TO:**

The Registrar  
 Chiropractors Registration Board  
 Level 6, 477 Pitt Street  
 SURRY HILLS NSW 2010

**PLEASE NOTE THAT THIS APPLICATION MUST BE RECEIVED IN THE BOARD'S OFFICE BY THE RELEVANT CLOSING DATE. LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**CHIROPRACTIC EDUCATION AND RESEARCH ACCOUNT  
GRANT AGREEMENT 2002**

NAME OF RECIPIENT: \_\_\_\_\_  
Surname or name of institution      Given names

Instructions for completing this document:

- All blank spaces should be completed;
- All \* words should be deleted/retained as applicable;
- If there are any institutions in the agreement, read them carefully and act on them;
- If there are any alterations in the agreement such alterations should be initialled by you in the margin opposite the alteration;
- When the agreement is completed you should sign in the presence of a witness who is also to sign and print his/her name and address in the spaces provided;
- Complete as required and sign the attached schedule;
- Return the agreement and schedule to the Chiropractors Registration Board

**RETURN TO:**

The Registrar  
Chiropractors Registration Board  
PO Box K599  
HAYMARKET NSW 1238

**OR DELIVER BY HAND TO:**

The Registrar  
Chiropractors Registration Board  
Level 6, 477 Pitt Street  
SURRY HILLS NSW 2010

**THIS DEED OF AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 2007

**BETWEEN** [Full name of recipient in block letters]  
Hereafter called the recipient

**AND THE CHIROPRACTORS REGISTRATION BOARD OF NSW**, a corporation established in accordance with section 85 of the Chiropractors Act 2001 ('the Board')

**WHEREAS**

- (a) The Board provides grants for suitably qualified institutions and/or individuals to assist them to undertake research relevant to chiropractic;
- (b) The recipient had applied to the Board for a grant to enable the recipient to undertake research the details of which are set out in the schedule to this Deed (the 'Schedule');
- (c) The Board has decided to provide a grant to the recipient for the amount specified in the schedule;
- (d) The recipient has/has not\* been granted leave by his/her employer to undertake the research set out in the schedule.

**NOW IT IS AGREED** as follows:

1. The recipient covenants with the Board that:
  - (a) The recipient will during the period of the grant specified in the Schedule carry out research and practical work and fulfil such other requirements of the Board as noted in the schedule;
  - (b) The recipient will not quit the research project at any time within the period of the grant without prior consent of the Board. Should extenuating circumstances cause the project to be delayed or discounted then the Board must be notified within four (4) weeks of this occurrence.
  - (c) The recipient will on completion of the research project submit a summary of the process and findings of the research to the Board, together with an abstract, in the format specified in the schedule. If the research is not completed within twelve months the recipient will submit an interim summary as directed by the Board. A request must be made to the Board for any extension of time to submit the final summary. Recipients may also be required to present this summary at a conference or workshop conducted by the Board.
  - (d) If the recipient shall at any time before the conclusion of the project quite the research project for any reason whatsoever, fail to perform the research work to the satisfaction of the Board, fail to observe the conditions of the grant or in the opinion of the Board be guilty of misconduct or in the opinion of the Board fail to carry out the activities contemplated by the nature and purpose of the grant the recipient shall return to the Board within four (4) weeks of the Board requesting the same:-
    - (i) a sum of money equivalent to all amounts advanced by the Board to the recipient,  
or
    - (ii) if, in the opinion of the Board the circumstances warrant, such lesser sum of money (if any) as the Board may require by way of reimbursement;
  - (e) The recipient shall return to the Board all grant monies not used by the recipient during the period of the grant.
  - (f) The recipient shall advise the Board of the intention to publish any material gained or produced by the recipient as a result of the research performed by him/her during the period the grant and shall acknowledge the funding role of the Board in all such publications.

**IN WITNESS** whereof the parties have executed this Deed on the date first above written.

**SIGNED BY** [the recipient]

\_\_\_\_\_  
[signature of recipient]/date  
in the presence of:

\_\_\_\_\_  
[signature of recipient]/date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THE COMMON SEAL** of the Board has  
been affixed in the presence of:

\_\_\_\_\_  
[insert above full name and address of witness in block letters]

