

COOPERATIVE RESEARCH CENTRE FOR ABORIGINAL HEALTH (CRAH)

IN-KIND CONTRIBUTIONS - AN EXPLANATION

What is an in-kind contribution?

An In-kind contribution is any activity other than cash money, which an organisation contributes to the CRAH, and which is in keeping with the CRAH's research programs:

1. Comprehensive Primary Health Care, Health Systems and Workforce
2. Chronic Conditions
3. Healthy Skin
4. Social Determinants of Aboriginal Health
5. Social and Emotional Wellbeing

or objectives as outlined in the CRAH's Business Plan (www.craah.org.au):

- Undertake strategic research on health systems, health determinants and health conditions;
- Transfer research findings and new knowledge into policy and practice to improve primary health care;
- Build sustainable bases from prevention and early intervention, and reduce the burden of disease;
- Strengthen capacity of, and develop career pathways for, Aboriginal people in health research and related fields; and
- Undertake higher quality research with greater impact on Aboriginal health outcomes through improved research, partnerships, greater Aboriginal participation and control, and better ethical practices.

In-kind contributions can be in two forms:

1. Major activities, such as research projects, including research transfer activities; courses, education and training activities, student research, capacity development programs, seminar series. These activities should be endorsed by the CRAH to be acknowledged as in-kind.
2. More ad hoc activities, such as:
 - Preparation, travel and attendance at Convocation;
 - Attendance at CRAH workshops or meetings;
 - Preparation and participation in CRAH Board, committees and working groups;
 - Participation in networks of interest;
 - CRAH related administration;
 - Communications and promotions activities;
 - Presentation or attendance of seminars on relevant topics; and
 - Giving advice to CRAH.

These ad hoc activities do not require endorsement by the CRAH and are simply reported on as in-kind contributions.

In-kind contributions are generally measured in staff hours which are then converted into a dollar value and reported on to the funding body – the Department of Education, Science and Training (DEST).

Why do we have in-kind contributions?

Each CRCAH partner organisation has made a commitment to give an amount of in-kind contribution to the CRCAH. The partner organisations made these commitments in the contractual agreement which established the CRCAH, and are a vital part of the agreement between the partners and DEST for the CRCAH's existence. Commonwealth funding to the CRCAH is based on partners meeting their in-kind commitments.

What can be counted as in-kind contributions?

All **staff time** contributed to any CRCAH-related activities can be counted as in-kind contributions. Where staff or students are funded by the CRCAH, NHMRC and ARC, the salary cannot be counted but a dollar value will be assigned to **overheads** such as operating costs, IT support, travel and administrative support.

The most common method partner organisations use to meet their in-kind commitment is by contributing in-kind projects, courses or students.

Occasionally, partners may claim some expenditure as an in-kind **cash** contribution, above that formally committed in the Commonwealth Contract. This includes travel to CRCAH business, such as Convocation, Board meetings, Link or Research Development Group meetings. It also includes expenditure on hosting CRCAH functions – such as food, venue hire, etc. It does not include normal project expenses incurred in the conduct of in-kind projects.

In-kind cash contributions are added to the contributions of in-kind time made by Partners, but do not replace the contracted cash contribution which each Core Partner has agreed to make to the CRCAH.

What is an in-kind project and/or course?

The main method partner organisations will utilise to meet their in-kind commitment is by contributing in-kind projects or courses and reporting on these to the CRCAH. An in-kind project/course is one that the partner organisation funds itself or through sources other than the CRCAH and that is endorsed by the CRCAH.

Provided it is relevant to the CRCAH's objectives and/or research programs, in-kind projects/courses may vary considerably and may include actual research projects or courses delivered. For example the following activities are just a few that could be considered 'projects' that support your organisation's in-kind commitment:

- A research project eg. issues in research ethics; policy uptake by government & health services. This can include research transfer activity such as supporting effective partnerships with Aboriginal communities, partnership building, facilitating research dissemination through alternative communication methods;
- Formal or short courses;
- Students undertaking research relevant to the CRCAH's programs and objectives; and
- Evaluating or monitoring a program of service provision.

What is an in-kind student?

Students may be nominated as in-kind. If they are funded by the CRCAH, NHMRC and ARC we cannot count their scholarship or traineeship dollars, but we can calculate their overheads such as administrative support, IT support, library etc, plus supervisors' time.

Students can include cadets, trainees and scholars who are undertaking study or training that is relevant to the CRCAH research programs and/or objectives. CRCAH students are normally studying at core partner organisations.

As with in-kind projects and courses the form will need to outline what the student is studying/training in, how it relates to the CRCAH programs and any connection to industry etc.

Where students are already part of a funded or in-kind CRCAH project, they do not need to put their thesis forward as in-kind because it will be counted as part of the project hours.

Why nominate an activity as an in-kind project/course/student?

Having an activity endorsed as in-kind to the CRCAH can bring a range of benefits for both you and your organisation. These can include:

- Connecting with a national network of expertise in Aboriginal health research through becoming an active member of the CRCAH community.
- Access to resources and mentoring to support capacity development and research transfer activity at both project and program level.
- Broader impact through contributing to broader strategic research outcomes of the CRCAH programs. The CRCAH's programs draw together a range of projects on related topics and try to ensure that these projects contribute towards improvements in Aboriginal health.
- Increased opportunities for collaboration and sharing of ideas and experience in the Aboriginal research area.
- Opportunities for increasing awareness of yourself, your team, your organisation and your research findings through a national and international network, and the CRCAH's own communications tools (website, newsletters, media releases, showcases etc.);
- Acceptance as an in-kind contribution can bring your project the credibility of being endorsed by the CRCAH; which comprises different industry, community and partner organisations.

In addition, the CRCAH encourages external partners, particularly community organisations, who are collaborating on projects, to be included on in-kind project submissions. By being included in this way, their contribution can be acknowledged and they are better positioned to be involved in CRCAH activities and network.

Your organisation has made a commitment to give an in-kind contribution to the CRCAH up to a particular level. By nominating an activity as an in-kind project/course/student you are helping your organisation meet that commitment. The CRCAH relies on partner organisations meeting their in-kind commitments for its continued Commonwealth funding.

Examples of benefits to current and past CRCAH in-kind projects

- Networking and learning opportunities were provided, through attending the Symposium (national CRCAH meeting) and through program activities.
- Mentoring was provided to assist with developing research transfer plans, and resources were provided to assist with implementing these plans.
- Research was featured and/or listed or in the CRCAH Annual Report.
- Aboriginal project team members were eligible to apply for CRCAH International Program for funding to support their attendance at international conferences.
- Small amounts of discreet funding were allocated for research transfer activities such as printing community reports and supporting project members from community organisations to attend conferences.
- Projects were highlighted to policy makers, health service managers and staff, and other researchers at CRCAH showcases.
- Scholarships were supported for in-kind projects.
- Travel costs were allocated to facilitate health services benefits from projects.

What do I need to do to have an in-kind project/course/student endorsed?

To have a project/course/student endorsed as an in-kind contribution, you need to fill out an In-Kind Concept Form (approx 2 pages) and attach your original project documentation (grant application or contract, course outline, etc). Wherever possible refer to the content in your original application – to save yourself time and avoid duplication. You may wish to talk to your Link Person or Program Managers about how to fill out the In-Kind Concept Form.

To nominate a student or students, Core Partners should submit the In-Kind Concept Form which has both the supervisor's and/or course leader's signature, and the signature of the student.

There will be an additional form to be completed if your project is accepted as an in-kind contribution, but again this can largely refer to your original documentation. For research projects, you will be asked to develop a **research transfer** plan for your project if you do not already have one, and this can be done in association with the CRCAH's Program Managers.

The CRCAH must report on in-kind contributions to its funding body, DEST, on an annual basis. The CRCAH Board has requested that each project leader must report on the project team's in-kind contributions on a six monthly basis. However you may submit project activity to be endorsed retrospectively if the project has already been running during the current financial year (eg you may submit a project before 30 June 2006 which has run between July 2005 and June 2006).

In-kind projects may be submitted at any time using the In-Kind Concept Form. The form should be completed and returned to jenny.brands@crcah.org.au. Any hard copies of attachments can be posted to the CEO, CRC for Aboriginal Health, PO Box 41096, Casuarina NT 0811 or faxed to 08 89227 797, marked attention CEO.

For more information about in-kind contributions please contact your Link Person, or Leah Ahmat on 08 89227 861 or leah.ahmat@crcah.org.au

Does an in-kind project/course/student need to fit into a program area?

The CRCAH has kept the program areas broad to enable many projects to fit within these areas. Projects that fit with program areas are encouraged and their compatibility with program areas should be made clear on the In-Kind Concept Form. However, in-kind projects that do not fit with program areas will not automatically be excluded.

For more information on program areas go to the CRCAH website at <http://www.crcah.org.au/index.cfm?attributes.fuseaction=progRes>

What will it mean for my project to be endorsed as an in-kind project?

Projects will be allocated to one of the five CRCAH program areas to facilitate research transfer and dissemination.

The name of the project and some brief details will be listed on the CRCAH website and other lists of projects within each program such as the Annual Report.

As a public good CRC, the CRCAH is most interested in ensuring the maximum use and application of its projects in order to improve Aboriginal health. Project leaders are advised to consult with the CRCAH's Program Managers, Communications Manager and/or Publications Manager during the conduct of a project about potential issues and opportunities around the translation of research findings into policy, practice and service provision.

Each project should acknowledge the affiliation with the CRCAH in any publications (as detailed below) or public presentations.

What does being an in-kind project mean for publications?

Under the CRCAH's agreement with the Commonwealth Government, any in-kind project must make reference to the Commonwealth CRC Programme's funding of the CRCAH. It is recommended the following clause be inserted somewhere in the publication's acknowledgements:

This work has been produced as part of the activities of the Co-operative Research Centre for Aboriginal Health, a collaborative partnership partly funded by the CRC Programme of the Commonwealth Department of Education, Science and Technology.

Under the Centre Agreement between the CRCAH's Core and Associate Partners, any information which should be confidential and may prejudice the activities of the CRCAH should be reviewed by the CEO or Board for approval to publish. However it is expected this would apply to very few projects. Under normal circumstances, project leaders are advised to consult with the CRCAH's Program Managers and/or Publications Manager during the conduct of a project about potential issues around publication, including the protection of Indigenous intellectual property and opportunities for the translation of research findings into policy, practice and service provision.

Can we count in-kind contributions for people who are not in partner organisations?

Yes, we can count in-kind contributions by people from non-partner organisations to CRCAH in-kind or funded projects. (NB Project leaders in CRCAH projects are normally from core partner organisations. In some instances projects have a co-project leader from a non-partner organisations working with project leader from a core partner.)

We do not ask for salaries from non-partner participants nor calculate a dollar value. All we require is an estimate of the total number of hours worked and the organisation's name. This contribution is used to demonstrate the amount of work being done in the CRCAH by non-partner organisations.

Who collects records of in-kind contributions?

Project Leaders are responsible for reporting on in-kind contributions for all team members in their project. This report should be forwarded to the Link Person in the Project Leader's organisation. .

Any in-kind contributions made outside project/course/student work will be collected directly by the Link Person from your partner organisation.

What are the intellectual property implications for projects/courses accepted as in-kind contributions?

The CRCAH takes a strong position on the protection of Indigenous intellectual property rights and cultural knowledge.

Project leaders are advised to consult with the CRCAH's Program Managers, Communications Manager and/or Publications Manager during the conduct of a project about potential issues around the protection of Indigenous intellectual property (including publications).

The Department of Education, Science and Technology requires all CRCs to develop a Commercialisation and Utilisation plan. The CRCAH has developed a C&U plan, and is currently setting up procedures around the registration and release of intellectual property.

Indigenous cultural knowledge and/or practices disclosed to researchers in the course of research projects will not be published, commercialized or exploited unless reasonable steps have been taken to obtain the informed consent of the Indigenous people who made the disclosures or with prior written approval from the CRCAH Board.

Personal information provided as part of a research project will not be published in an identifiable form without the specific written approval of the people involved. Similarly, information which identifies Indigenous communities should only be used with the written approval of representatives of the communities involved.

Data collected must be protected from use other than that for which permission has been received, and should not be used or published in a manner likely to adversely affect the interests of individuals, communities or Indigenous people generally.

What is the responsibility of each partner in reporting in-kind contributions?

The CRCAH Board has endorsed five conditions for the submission of in-kind and cash contributions information, which will be applied from the first quarter of the 2005/2006 financial year:

1. Under the requirements of the Statement of Project Responsibility signed for each funded research project in the CRCAH, all funded projects are required to submit in-kind reports on a 6 monthly basis or no further funds will be released to that project.
2. That all partners (referred to as Participants in the Commonwealth Agreement) must, as per the Commonwealth Agreement, submit their biannual in-kind return for both funded and in-kind research and administration within 30 days of the end of the 6 months being acquitted (January and July), or as agreed by the CEO. If no report is received in this time or any request for an extension of time to submit reports, then it is at the sole discretion of the CRCAH CEO if that Participant's in-kind contributions will be counted for that 6 month period.
3. It is the sole discretion of the CEO whether any requests for an extension of time for the submission of reports will be granted. Any outstanding reports must be submitted before the new agreed date. If outstanding reports are not received by that date the partner's in-kind contributions will not be counted for that 6 month period. Any extension of time can be for no more than three months and will not be further extended.
4. That no research funding be issued to any participant if there are any cash or in-kind contributions outstanding unless prior written permission has been requested and obtained from the CRCAH CEO. This includes the submission of both research and administrative in-kind data for the period from the beginning of the financial year (1 July) to end of the nearest quarter prior to the due payment date of the CRCAH research funding to that organisation.
5. The one exception to the reporting of in-kind data within one month of the end of the reporting period is at the end of the financial year, when all reports must be received within the timeline set by the CRCAH Business Services Officer in order to meet the deadlines set by the Commonwealth for annual reporting and auditing. Any reports not received by the set deadline will not be included in the in-kind contributions.

How are in-kind contributions reported where the funding body and administering partner are both CRCAH partners?

Where an in-kind project (or part of a project) is funded by one Core Partner and administered by another Core Partner, the administering Partner will normally claim the in-kind contributions. However the two Partners may agree to allocate the in-kind contribution differently, and a copy of the agreement sent to the CRCAH. Similarly the Core Partner who employs an individual working on a project funded by another Core Partner will be allocated the in-kind contributions for that individual – unless an agreement is made between the Partners and a copy of the agreement sent to the CRCAH.

Updated: April 2007