**INSTRUCTIONS FOR SUBMISSION for Round 2 2022**

**Applications open Monday, 29 August 2022 and close at 11:59 pm Sunday, 25 September 2022**

Travel Fellowship applications are available to support scientists working on the Royal North Shore Hospital campus in either research, diagnostic or therapeutic fields to attend national (Australia/New Zealand; up to $1500) and international (up to $4000) scientific meetings held during **October to December 2022**.

***Eligibility***

To be eligible for these awards, applicants must have been working as a staff indulged in scientific research on the RNSH campus for at least one year, return to the RNSH after the award, and be a current member of the Scientific Staff Council. Membership is free of charge for all staff members working at the RNSH campus. However, a membership form must be sent to [NSWH-RNSHSSC@health.nsw.gov.au](mailto:NSWH-RNSHSSC@health.nsw.gov.au) before submission of your travel application.

***Ineligibility***

Previous recipients of an SSC Australasian or International Travel award are ineligible to apply for the same award within two years of conferral – e.g., if awarded the SSC International award in 2020 then applicants are ineligible to apply for another International award in 2021 but will be eligible in 2022. However, application for an Australasian Travel award during this period **is** permitted. Maximum 1 application (either Australasian or International) for each applicant is permitted per round.

***COVID-19***

If you previously (2020-2021) won an award but were unable to claim it due to COVID-19 related events, you are eligible to apply for the upcoming 2022 travel award rounds. If you are successful in an upcoming award round but are unable to travel due to COVID-19 related events, then the SSC will consider the circumstances on a case by case basis. The SSC executive committee strongly recommends purchasing travel insurance and refundable tickets in such cases.

***Instructions***

Complete the SSC Travel Fellowship Application form attached and email it to [NSWH-RNSHSSC@health.nsw.gov.au](mailto:NSWH-RNSHSSC@health.nsw.gov.au) by **11:59 pm on 25 September 2022** with the subject title as: “SSC Travel Fellowship Application\_Your Name”.

***Conditions of Fellowship***

The award recipients is required to provide a one-page written report on the benefits received from the award and proof of all costs paid for by the awardee (original receipts for expenses must be in the name of the recipient) before reimbursement. Acknowledgment of receipt of a “Ramsay HealthCare Travel Fellowship” through the RNSH SSC must be made in the final conference presentation. The Award Assessment committee will only consider retrospective applications in exceptional circumstances. The committee reserves the right not to award these fellowships if no suitable applications are received. The funds must be used to attend the meeting the applicant applied to go to unless exceptional circumstances that are made known to and approved by the SSC Executive. All claims (with original receipts) must be submitted within 1 month of your return. Receipts for domestic travel must have the GST component clearly listed.

For further information contact a current member of the SSC Executive at [NSWH-RNSHSSC@health.nsw.gov.au](mailto:NSWH-RNSHSSC@health.nsw.gov.au)

The following attachments and information are required:

**◻ A letter of nomination or support from your head of department, supervisor or professional referee.**

* This letter must indicate that you have been working as a scientist at the RNSH campus for at least one year and that you are returning to work at this campus following the event for which funding is requested.
  + The person providing the letter of support cannot be applying for the same award in the same round of applications.

**◻ Conference details**.

* A screenshot of the conference website is acceptable. This must include the name of the conference, dates, location, and registration costs.

**◻ Your CV/Résumé (max 3 pages).**

* This should include your current position(s) and department with date of commencement and qualification, publication list and/or professional activities, recent honorary service to the scientific or lay community as a scientist (e.g. departmental safety officer, executive member of ethics or other campus committees); conferences attended and travel funding received in the last 2 years. Community service undertaken on the RNSH campus is considered highly favourable to your application.

**◻ Submitted Abstract**

* The *primary affiliation* of the abstract submitted must be the Royal North Shore Hospital Campus (e.g. Pathology North, Kolling Institute).
* The applicant *MUST* be the presenting author.
* Evidence of official submission of abstract.
* Abstract submitted must be the same as the final abstract presented.

**◻ Copy of official acceptance of abstract as a poster or oral by conference committee (when available – please indicate).**

**◻ Quotes for registration, accommodation and airfares (booking websites acceptable).**

**The above information and completed application form (Sections 1-8) must be combined into a single PDF named:**

SSC\_Year\_INT\_Name (for an International fellowship; e.g. SSC\_2022\_INT\_Brown)

SSC\_Year\_AUS\_Name (for an Australasian fellowship; e.g. SSC\_2022\_AUS\_Brown)

***Applications that do not include all of the above required attachments and information or that do not comply with the stated requirements will not be considered.***

***Handwritten applications will not be considered.***

***Applications received after the closing date will not be considered.***

Submit one *electronic* copy only in pdf format to [NSWH-RNSHSSC@health.nsw.gov.au](mailto:NSWH-RNSHSSC@health.nsw.gov.au)

***The aim of the RNSH Scientific Staff Council (SSC) Travel Fellowships is to support scientists to attend scientific conferences.***

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| **1. Application Type** | *Choose one application type by deleting the category that is not applicable* | |
| **Ramsay HealthCare AUSTRALASIAN / INTERNATIONAL Travel Fellowship** | | |
| **2. Applicant Details** | *Complete all sections* | |
| **Name:** |  | |
| **Position:** |  | |
| **Primary Affiliation/Department (NSLHD/Usyd based predominantly within RNSH/Kolling):** |  | |
| **Professional Address:** |  | |
| **Career Stage (HDR/ECR/MCR/Senior Staff)** |  | |
|  |  | |
| **Email:** |  | |
| **Telephone:** |  | |
|  |  | |
| **3. Conference Details** |  | |
| **Conference Name:** |  | |
| **Location:** |  | |
| **Start Date:** |  | |
| **Finish Date:** |  | |
|  |  | |
| **4. Budget**  *Provide details of costs requested.* | *Note: Food, gratuities, taxi transfers, accommodation costs outside of conference dates, and other incidentals are not covered.* | |
| ***Expenses*** | ***Description*** | ***Cost (AUD)*** |
| **Registration** |  |  |
| **Accommodation (cost/day)** |  |  |
| **Airfare/travel expenses** |  |  |
|  | **Total** |  |
|  | **FUNDS SOUGHT** |  |
|  |  | |
| **5. Eligibility Check**  *Answer YES or NO for each question* | *If you have answered NO for any question in section 5, you are NOT eligible for a Fellowship.* | |
|  | Have you been working as a scientist at the RNSH campus for at least **1** year? | |
|  | Are you submitting an abstract for the above conference? | |
|  | If submitting an abstract, are you the **presenting author**? | |
|  | If awarded a fellowship, will you be returning to work at the RNSH campus after the conference? | |

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| **6. In 100 words or less, describe the significance and relevance of this conference and how it would benefit your work at RNSH if you were to attend?** |
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| **7. In 200 words or less describe in lay terms the significance of the work related to this abstract, and its potential impact on future patient care.** |
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| **8. Provide details of additional funding opportunities available for this conference, e.g. other awards applied for.** |
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