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### Purpose

The Kearton Travel Grant is open to Melbourne Health (MH) staff for the purposes of presenting their MH research at conferences in Australia and overseas. Three rounds of funding will be held annually and in each round two domestic travel grants, valued at up to \$1500 each, and one international travel grant, valued at up to \$4000, will be awarded.

Please read the [Kearton Travel Grant Funding Rules](#) prior to completing the application form.

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### Important Dates

The Opening and Closing Date for each round will be published on the Office for Research web page at: <https://www.thermh.org.au/research/researchers/grants/research-funding-program/research-funding-program-opportunities/kearton>.

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### Eligibility Criteria

The Kearton Travel Grant is open to MH staff only and applicants are required to provide their Employee Number in the application form.<sup>1</sup> To be eligible for the Kearton Travel Grant, the applicant must also:

- be employed within a department of Melbourne Health for at least 60% of their total employment time;
- provide confirmation of abstract acceptance<sup>2</sup>;
- be the First or Last Author on the abstract; and
- be the person presenting.

This award is not available to senior medical staff.

Applications which do not meet the eligibility requirements will be removed from the selection process.

#### Multiple Applications

Applicants may submit only one application per round. Staff submitting more than one application per round will have all applications withdrawn for consideration in that round.

#### Other Requirements

- Applicants may only receive one Kearton Travel Grant per year and no more than two successful travel grants in the course of their employment at MH. If uncertain of previous success, please contact the RAO before applying.
- The application must be supported by the relevant Divisional Head or Department Manager, including sign off on Conference Leave.
- The applicant must not have received alternative travel grant funding for the conference.

<sup>1</sup>The successful applicant must be employed by MH at the time of the proposed travel. This prize will only be awarded to and expended by a MH employee.

<sup>2</sup>Applications received without the confirmation of abstract acceptance will be considered with the assumption that the abstract will be accepted by the conference organisers for a presentation. However, funds will not be paid until proof of abstract acceptance has been provided to the Office for Research.

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### Application Process

Applicants will need to submit using the online application service, SmartyGrants. Each applicant will need to register for a username and login. Help on how to use SmartyGrants is available online at: <http://help.smartygrants.com.au/display/SG2011/Help+guide+for+applicants>.

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### Starting a New Application

To start your application, visit the MH Research Funding Program web page at: <https://www.thermh.org.au/research/researchers/grants/research-funding-program/research-funding-program-opportunities/kearton> and click on "Apply now".

When you start your application, you will be provided with a unique Application Identification Number (Application ID). Use this ID number to identify your application in any correspondence when referring to your application. There are 3 pages to be completed in the application:

- Page 1: Applicant Details
- Page 2: Travel Details
- Page 3: Certification

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### Page 1: Applicant Details

#### Applicant Information

Enter your personal details in this section including your department and MH Employee ID Number (identified on your payslip).

#### Current Appointment(s)

Provide details on **all** your current appointments. Include the position title, classification, organisation and EFT for each appointment.

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### Page 2: Travel Details

#### Proposed Itinerary

Enter the destination and the anticipated dates of departure and return. For international travel, list the town, city and country.

#### Conference Details

Indicate whether you are applying for a domestic or international travel grant. Provide details of the conference name, the organiser, location, start and end date.

#### Summary of Activities

Write a brief summary of activities for which funding is sought. Provide information on the title of the abstract and the type of presentation. Indicate whether you are the First or Last Author presenting this abstract.

Attach and upload in a single PDF the following:

- A copy of the submitted abstract;
- Registration confirmation; and
- The invitation to present.

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### Page 3: Certification

To complete this section, original signatures need to be obtained using the [Certification Form Travel Grants](#). The following certifications are required:

- Certification by the Applicant
- Certification by Department/Unit Manager

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### Submission Details

Once you have completed the application form, it is recommended you save a copy of your application for your records. When you are confident that all the information is correct and you have uploaded all necessary attachments, submit your form. Please note that you will not be able to make any changes to your application once submitted.

Once your application has been submitted, you will receive an email confirming receipt of your submission.

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## Enquiries

RAO: Angela Magira

Address: Office for Research  
Level 2 South West, Main Building  
300 Grattan Street  
Parkville VIC 3050

Email: [RAO@mh.org.au](mailto:RAO@mh.org.au)

Phone: +61 3 9342 7950.

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## Frequently Asked Questions

I don't know how to use the online application system. Where can I get help?

If you need help, an online guide is available at: <http://help.smartygrants.com.au/display/SG2011/Help+guide+for+applicants>. You can also contact Angela Magira for assistance on 03 9342 7950.

How much is a Kearton Travel Grant worth?

There are two tiers of funding available which are dependent on where the conference is being held. The award for international conferences is valued at up to \$4000; and for domestic conferences, the award value is up to \$1500.

I work in the hospital, but I am not a Melbourne Health employee, can I still apply?

No. This award is for employees of Melbourne Health only. Further criteria apply. See the section *Eligibility Criteria* in this document.

What if my abstract hasn't been approved?

You may still submit an application for a Kearton Travel Grant without the confirmation of abstract acceptance. Applications will be considered with the assumption that the abstract will be accepted by the conference organisers for a presentation. However, funds will not be paid until proof of abstract acceptance has been provided to the RAO. If you are not successful, inform the RAO immediately.

Can I submit a late application?

No. Applications received after 5.00 pm on the closing date will not be accepted.

When will I be notified of the outcome of my application?

We aim to inform you within 1 week of the closing date

What expenses are covered by the Grant?

The Kearton Travel Grant will provide funding up to the amount awarded for the following expenses:

- direct economy flights;
- accommodation;
- conference registration;

You will need to produce all receipts to ensure full reimbursement of costs acquired.

How are the successful grants selected?

Applications meeting all the criteria will be pooled and the successful applicants will be chosen by draw.