RMH Research Funding Program

Funding Rules: Kearton Travel Grant

The Royal Melbourne Hospital

INTRODUCTION

This document serves to outline the funding rules of the Kearton Travel Grant administered by the Office for Research, Melbourne Health.

PURPOSE

The Kearton Travel Grant is open to Melbourne Health staff for the purposes of presenting their Melbourne Health research at conferences within 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.

ENQUIRIES AND CORRESPONDENCE

All grants are administered by the Research Administration Officer (RAO). Any enquiries regarding the administration of grants or about the content of the Funding Rules should be addressed to:

Name: Angela Magira

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

Email: RAO@mh.org.au

Phone: +61 3 9342 7950

1. Submitting an Application

All applications must be submitted electronically using Melbourne Health's web-based grant management system. Help on how to complete the online application form can be found on the SmartyGrants website at:
http://help.smartygrants.com.au/display/SG2011/Help+guide+for+applicants

When completing an application, refer to the *Advice and Instructions to Applicants Kearton Travel Grant* available from https://www.thermh.org.au/research/researchers/grants/research-funding-program/research-funding-program-opportunities/kearton.

The application should contain all information necessary for assessment. All details included must be current at the time of application.

FUNDING CALENDAR

Conferences must **commence** in the months indicated within each round.

» **Round 1** is for conferences commencing in February, March, April and May

» **Round 2** is for conferences commencing in June, July, August and September

» **Round 3** is for conferences commencing in October, November, December and January the following year.

The opening and closing dates for each funding round will be published on the Office for Research website at:
https://www.thermh.org.au/research/researchers/grants/research-funding-program/research-funding-program-opportunities/kearton.

2. Outcome of Application

The Office for Research will directly advise applicants of the outcome within one week of the closing date. Details will be posted on the Office for Research website at:
https://www.thermh.org.au/research/researchers/grants/research-funding-program/outcome-funding-rounds.

3. Conditions of Award

All grants are offered in accordance with the conditions specified in the *Terms and Conditions, Kearton Travel Grant*. In signing an acceptance of the award, the recipient is agreeing to abide by all the conditions.

The recipient will comply with all Melbourne Health policies and procedures, with special attention to the following policies:

» Research Policy;

» Financial Management Policy; and

» Human Resources Policy.

4. Acceptance of a Grant

Successful applicants must accept the offer of award by the date nominated in the Schedule. The offer will be withdrawn if not accepted by the nominated date.

5. Varying a Grant

No variations will be considered for the Kearton Travel Grant. The award can only be used to cover expenses for the conference submitted in the application.

6. Post Award Requirements

Within 1 month of the completion of travel, the Fellow must submit a report to the Office for Research. This report should include an assessment of the conference attended, feedback received from the presentation, and other general information.

The successful applicant must also present at the following Melbourne Health Research Week Symposium post travel.

All reports provided to the Office for Research may be used for internal reporting and Melbourne Health publications including the organisation's Annual and Research Reports.

Where an applicant fails to submit satisfactory reports or comply with conditions specified in the *Terms and Conditions*, the Office for Research may seek to recover funds awarded.

7. Eligibility

The Kearton Travel Grant is open to Melbourne Health staff only and applicants are required to provide their Employee Number in the application form.[1] 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[2];

■ be the First or Last Author; and

■ be the person presenting.

The Kearton Travel Grant is not available to senior medical staff.

Applications not meeting the eligibility requirements will be removed from the selection process.

[1] The successful applicant must be employed by Melbourne Health at the time of the proposed travel. This prize can only be awarded to and expended by a Melbourne Health employee.

[2] 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 RAO.

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 Melbourne Health. 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.

8. Funding

The Kearton Travel Grant will only cover the costs of:

- direct economy airfares;
- conference registration; and
- accommodation

The Grant will not cover meals, transport expenses other than the airfares or any other expenses related to the trip, except those items indicated above.

For reimbursement, recipients of the award need to complete and submit a Staff Reimbursement Form with supporting documentation (receipts, boarding passes, etc.) to the RAO prior to or within one month of completion of travel.

Other Funding

If a recipient is awarded alternative grant funding for the same conference, they must notify the RAO immediately.

Repayment of Funds

If a recipient does not attend the conference, all funding must be returned to the Office for Research, Melbourne Health.

9. Selection Process

The Research Advisory Council (RAC) oversees the selection process.

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