

## Advice and Instructions: JL Frew Travelling Fellowship 2019

### General Information

The JL Frew Travelling Fellowship is a \$10,000 research travel grant available to Melbourne Health employees. The Fellowship is open to MH staff holding an appointment in the following professions:

- » Allied Health
- » Junior Medical Staff position
- » Nursing

### Purpose

The purpose of the JL Frew Travelling Fellowship is to enable the successful applicant to gain further knowledge and/or experience with the benefit of this being obtained either within Australia or overseas. This may be accomplished through travel for the purposes of:

- » Attending and/or presenting at relevant conferences;
- » Visiting specified hospitals for learning purposes;
- » Establishing future collaborations for clinical/research learning; and
- » Bringing back initiatives that have the potential to improve the quality of patient care.

### Important Information

Applications open: 10 August 2018  
 Applications close: 10 September 2018 midnight AEST  
 Notification of outcome: mid-December 2018

All documentation required to complete the application, including the *RFP Funding Rules for JL Frew Travelling Fellowship* is located in the [JL Frew Travelling Fellowship](#) page on the Office for Research website.

For clarification or information on this funding scheme contact the Research Administration Officer (RAO) at: [RMHRAO@mh.org.au](mailto:RMHRAO@mh.org.au) or telephone +61 3 9342 7950.

### Eligibility Criteria

For the 2019 round, the JL Frew Travelling Fellowship is open to:

- » Current employees with at least (3) years standing at Melbourne Health. This condition may be reviewed by the judging panel if the applicant's performance and commitment to the Hospital is considered exceptional;
- » Melbourne Health employees who hold an appointment in either Allied Health, Junior Medical, or Nursing;
- » Employees who have Australian Citizenship or have permanent Australian residency.

Staff with honorary appointments are not eligible to apply.

Applicants are asked to provide their Melbourne Health Employee Number.

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.

### Starting a New Application

To start your application, visit the [JL Frew Travelling Fellowship](#) web page on the RMH website, read the essential documentation, and then click on the "Apply Now" button.

Each application will be assigned a unique application identification number. 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 Information
- » Page 2: Proposal
- » Page 3: Certification

### PAGE 1: Investigator Details

#### APPLICANT DETAILS

Enter your personal details in this section including your Melbourne Health Employee ID Number and Citizenship status.

#### TRACK RECORD

##### Appointment(s)

Provide details of your current and any prior Melbourne Health appointments over the past 3 years. Include your position details, year commenced, EFT.

To be eligible for this award, you must have been employed by Melbourne Health for at least 3 years.

##### Research Experience

Provide a summary of any relevant research experience and activities. (300 word max)

##### Research Publications

Upload a list your publications which have been published or accepted for publication in refereed journals over the last five years. The date of acceptance should be provided for papers not yet published. Do not include abstract or papers submitted for publication but not yet accepted.

##### Curriculum Vitae and Referees

Attach a maximum 5-page copy of your Curriculum Vitae (CV). Include the names, addresses and telephone numbers of three professional referees on the last page of your CV.

##### Approved Leave Form

Provide a copy of Leave form approved by your manager/director. Professional Development Leave must be incorporated where applicable.

### PAGE 2: Proposal

#### PROPOSED ITINERARY

##### Summary of Activities

Write a brief summary of activities for which funding is sought (200-word max). Provide information on one or more of the following, as applicable to your proposal:

- » Details of the conference(s) and type of presentations, e.g. invited lecturer;
- » The health facility/hospital and details of the work to be undertaken for training/learning purposes;
- » The proposed collaborations to be established for clinical/research learning;
- » The proposed initiatives you intend to bring back for the improvement to quality of patient care.

### Aims of the Fellowship

Describe the aim(s) for this travelling fellowship. Detail the proposed initiatives you intend to bring back for the improvement to quality of patient care.

### Benefits to Melbourne Health

Describe in detail how your proposal will benefit Melbourne Health? (250-word max)

### Knowledge Transfer Plan

Describe in detail how you propose to implement the acquired learning and/or disseminate the information?

### Broad Research Area

Indicate which area of research most fits your proposal.

### Travel and Leave Details

Enter the anticipated dates of departure and return and the destinations. For international travel, list the cities and countries visiting.

Travel for the JL Frew Fellowship must occur in the 2019 calendar year.

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## Page 5: Certification

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

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

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## Submission Details

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.

Applications must be received by **midnight AEST, Monday, 10 September 2018**.

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

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## Frequently Asked Questions

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

If you need help, an online guide is available at: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

**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 and the current applicant must be an Allied Health, Junior Medical or Nursing staff member.

**Can I submit a late application?**

Applications submitted after midnight **AEST, Monday, 10 September 2018** will not be accepted.

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

We aim to inform you by mid-December 2018.

**My appointment is at 0.6 EFT, can I claim 1.0 EFT for the duration of the Fellowship?**

No. Note that this Fellowship does not provide salary support. You are required to apply for leave at the EFT for which you are employed within your current appointment(s). Applications for leave must be approved by your manager(s), in accordance with Melbourne Health's Human Resources policy.