

Funding Rules: JL Frew Travelling Fellowship 2020

INTRODUCTION

This document serves to outline the funding rules of JL Frew Travelling Fellowship administered by the Office for Research at Melbourne Health.

BACKGROUND

The Frew Scholarship Fund was established following the death of Sir John Frew in 1985. Following discussion with the Frew family, Melbourne Health reinstated this scholarship fund as the JL Frew Travelling Fellowship, a prestigious research opportunity available to Melbourne Health employees.

PURPOSE

The purpose of the JL Frew Travelling Fellowship is to enable successful applicants to gain further knowledge and/or experience 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 and other health services for learning purposes
- » Establishing future collaborations for clinical/research learning
- » Bringing back initiatives that have the potential to improve the quality of patient care at MH

Up to \$10,000 funding support is available annually. One JL Frew Travelling Fellowship will be offered each year.

The 2020 round is open to:

- » Allied Health staff
- » Junior Medical staff
- » Nursing staff

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:

RAO: Angela Magira
 Email: RMHRAO@mh.org.au
 Telephone: +61 3 9342 7950.

1. Submitting an application

All applications must be submitted using Melbourne Health's grant management system. Applicants must register to apply.

When completing this application, refer to the *Advice and Instructions to Applicants JL Frew Travelling Fellowship* which can be found on the RMH website at:

<https://www.thermh.org.au/research/researchers/grants/research-funding-program/jl-frew>.

The application should contain all information necessary for assessment without the need for further written or oral explanation. All details included must be current at the time of application.

Applications must be certified and submitted by the closing date of the funding scheme. Late submissions will not be considered.

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>

2. Outcome of Application

The Office for Research will advise applicants of outcome via email by March 2020 or as early as possible following the review process.

3. Approvals to be Obtained Prior to Funding Commencing

The applicant must obtain relevant Leave approval at the time of application submission.

Part-time employees will be paid Conference Leave on a pro rata basis, i.e. if the applicant is employed 20 hours per week, for the duration of the fellowship the employee will continue to be paid 20 hours per week.

4. Eligibility

Applications to all the Melbourne Health grants and awards are subject to eligibility requirements. To be eligible for the JL Frew Travelling Fellowship, the applicant must:

- » Be a current Melbourne Health employee holding an Allied Health, Junior Medical or Nursing appointment.
- » Have been employed at Melbourne Health for at least three consecutive years. This condition may be reviewed by the judging panel if the applicant's performance and commitment to the hospital is considered exceptional; and
- » Be an Australian citizen or permanent resident.

Applications that do not meet the eligibility requirements may be removed from the assessment process.

Note: 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.

5. Duration of Award

The maximum duration of travel supported by the Fellowship is two weeks.

Refer to *Section 3* of this document regarding Leave Approval requirements.

6. Funding Details

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

The JL Frew Travelling Fellowship will cover the costs of:

- » direct economy flights;
- » accommodation;
- » travel insurance;
- » conference registration; and
- » meals and general expenses (taxi, bus fares, etc.)

The JL Frew Travelling Fellowship will not cover the following:

- » salary recovery for applicant's position
- » passport and visa costs
- » foreign currency

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

7. Consumer and Community Participation

Researchers are encouraged to consider the benefits of actively engaging consumers in their proposed research. Applicants should refer to *The Consumer Health Forum of Australia Inc* and *NHMRC Statement* available at:

<https://www.nhmrc.gov.au/guidelines-publications/r22>

8. Conditions of Award

All grants are offered in accordance with the conditions specified in the *Grant Agreement*. In accepting an 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;
- » Financial Management; and
- » Human Resources

9. Acceptance of a Grant

Successful applicants must accept an offer of award by the date nominated in the Schedule. Recipients who have accepted an offer of award must take up the Fellowship within the following twelve months.

10. Parental Leave

Fellowship recipients who wish to apply for Parental Leave should contact their departmental managers. Once Parental Leave has been approved, inform the RAO in writing, requesting any appropriate amendments to the terms of the award.

11. Varying a Grant

Variations occur when a grant needs modification from the original proposal submitted. This may include changes to activities. Requests to amend a grant or the terms of the conditions must be made in writing to the RAO.

An amendment requesting an extension to defer the uptake of a Fellowship will not be considered. Amendments due to Parental Leave requests may be considered (see section *10. Parental Leave*).

12. Post Fellowship Requirements

The fellow must upon return:

- » Within 2 months, submit a report to the Office for Research outlining how the information and skills accrued during the tour will be disseminated throughout Melbourne Health;
- » Within 3 months, complete an article for the *MH Connect*;
- » Within 6 months, present a report of the tour at a grand round, staff forum or relevant professional meeting.

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

Where an applicant fails to submit satisfactory reports as required, the Office for Research may seek to recover funds awarded. Furthermore, the applicant may not be eligible to apply for any future Melbourne Health grants or fellowships.

13. Review Process

The Office for Research oversees the grant review process. The JL Frew Travelling Fellowship will be reviewed and scored by independent reviewers. Funding will be awarded to the highest scoring application. The sequence of events in the peer review process is as follows:

1. Applications received
2. Applications reviewed for compliance
3. Panel reviews all the applications
4. Grant Review Panel convene and rank applications
5. Applicants advised of outcome

14. Selection Criteria

The JL Frew Travelling Fellowship will be awarded to a researcher or clinician who is committed to:

- » enhancing patient care at Melbourne Health.
- » demonstrating the organisations values of caring, excellence, integrity, respect and unity.

Applications will be judged on the following:

- » Alignment of the proposal with the strategic goals and objectives of the organisation
- » Potential to improve patient care
- » Quality of the proposal
- » Relevance and benefit of the proposal to Melbourne Health.

15. Scoring Matrix

Applications for the JL Frew Travelling Fellowship are assessed in accordance with the criteria below.

CRITERIA	PERCENTAGE
Project Objectives	25%
Relevance and Benefit to Melbourne Health	25%
Proposed Activities	20%
Applicant Background and Experience relevant to Proposed Activities	20%
Knowledge Transfer Plan	10%