



# RMH Allied Health

## Single Subject Scholarship Guidelines

### Round 3, 2024

Date guidelines released: 12 April 2024.



**The Royal  
Melbourne  
Hospital**

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# RMH Allied Health Single Subject Scholarship scheme

## Introduction

This document serves to outline the overarching funding rules of the **RMH Allied Health Single Subject Scholarship** for funding in 2024.

Applicants are encouraged to read these guidelines carefully before completing an application.

## Background

The RMH is one of Australia's leading health care providers and a key player in hospital-based research. Allied Health at RMH has a longstanding commitment to research and education. These new scholarships are financially supported by funds provided by the **RMH Foundation** and **HESTA**.

## About the RMH Allied Single Subject Scholarships

At The RMH we're inspired by our vision of *Advancing health for everyone, every day*.

Allied Health research is part of patient care and provides an opportunity for our patients to access new interventions, medical devices, health service changes, innovative models of care, preventative care strategies and more.

These scholarships aim to:

- » support attraction and retention of the Allied Health workforce.
- » invest in the highest quality Allied Health researchers and clinicians.
- » foster health education and research for the benefit of our community.

The RMH Allied Health Single Subject Scholarship supports health staff who are enrolled in an appropriate Master's degree. For the purposes of the application, the student nominates one of their master's subjects to be funded by the Single Subject Scholarship.

### Grant Value

Each RMH Allied Health Single Subject Scholarship is valued at up to \$6,000. The Scholarship is intended to reimburse the student for the cost of the subject fee.

# Funding Rules and Guidelines

## 1. Enquiries and correspondence

Any enquiries regarding the RMH Allied Health Single Subject Scholarship and content should be addressed to:

**Name:** Bronagh McDermott  
Office of the Director Allied Health (DAH)  
**Email:** [AHgrants@mh.org.au](mailto:AHgrants@mh.org.au)  
**Phone:** 9342 7711

## 2. Application process

All applications must be submitted electronically using SmartyGrants, an online grant management system. Applicants who are not yet registered must do so before they commence their application.

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

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

Help on how to complete the online application form can be found on the SmartyGrants website at: <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>

## 3. Opening date

Applications open 12:00 PM AEST Friday 12 April 2024.

## 4. Closing date and time

Applications close 11.59 PM AEST Sunday 5<sup>th</sup> May 2024.

## 5. Outcome of applications

The Director of Allied Health (DAH) aims to advise applicants of the outcome in June.

## 6. Eligibility

Applications are subject to meeting all the following eligibility requirements.

Applicants must:

- » Be a current, permanent part-time or full-time RMH employee in an Allied Health role or employed in an Allied Health classification. Staff who only hold honorary appointments with RMH are not eligible to apply.
- » Have been employed at RMH for a minimum of 1 year.
- » Be an Australian Citizen or Permanent Resident or hold an appropriate working Visa that allows the applicant time and opportunity to complete the study.
- » Be undertaking subject/s as part of a Master's degree during 2024/2025.
- » Have the endorsement of their Manager to apply for the Scholarship.

Applications are open to Allied Health staff employed at RMH including RMH Mental Health Services.

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

If an applicant is awarded the scholarship and the proposal is found to be contrary to this eligibility criterion, the scholarship will be terminated, and all funding must be repaid.

Scholarship recipients are required to participate in events and/or promotional material in relation to this award.

## 7. Acceptance of Award

Successful applicants must accept an offer of the scholarship within one month of receipt of the offer. (Receipt is defined as the date the offer was emailed to the applicant).

To accept an offer of award, grant recipients need to sign the *RMH Grant Recipient Agreement*.

## 8. Conditions of award

All grants are offered in accordance with the conditions specified in the *RMH Grant Recipient Agreement*.

In signing an *RMH Grant Recipient Agreement*, the applicant is agreeing to abide by all the conditions

including, but not limited to, the following policies of RMH:

- » Research (MH18); and
- » Financial Management Policy (MH08); and
- » People and Culture Policy (MH09).

## 9. Use of Funds

The funding is a reimbursement of the Master's subject fee valued at up to \$6,000 to successful candidates.

Reimbursement will be provided upon evidence of payment for the subject.

It is the student's choice as to whether they pay up front or defer payment (i.e., through FEE-HELP) for the subject.

Should the successful student not complete the subject, all funding paid to the student must be returned to the RMH.

## 10. Duration of Award

The single subject must be undertaken in 2024-2025.

## 11. Evidence of Enrolment

Evidence of enrolment in the Master's Degree subject must be provided with the application to support reimbursement of the subject fee.

## 12. Varying a Grant

Extensions or changes in the subject that was chosen for the scholarship will only be considered in exceptional circumstances, with a maximum extension of 12 months. Amendments due to Parental Leave requests may differ (see [14. Parental Leave](#)).

Requests to amend a grant or the terms of the conditions must be made in writing by email to the Office of the DAH.

## 13. Reporting

Successful applicants must provide evidence to the DAH of satisfactory completion of the subject. Where an applicant fails to provide this, the DAH may refuse reimbursement or request the funds provided are returned.

## 14. Parental Leave

Recipients of the scholarship who wish to defer the subject due to Parental Leave should contact their departmental managers. Once Parental Leave has been approved, inform the DAH in writing requesting a Grant Variation form.

The variation may include a request to extend the completion of the subject for up to 12 months.

## 15. Review Process

A review process will be used to determine the successful applicants. Applications are required to meet eligibility requirements as set out in these guidelines and are assessed against the assessment criteria.

Applications will be independently reviewed and scored by a RMH Scholarship Review Panel. These will be ranked and successful applicants finalised by the RMH Scholarship Review Panel. The Review Panel will comprise of:

- » A Chair that holds Allied Health research and education credentials
- » RMH managers/directors from other professions and services

Funding will be awarded to the highest-ranking applications.

## 16. Conflict of Interest

Review Panel participants must disclose interests, perceived or actual. Review Panel members determined to have a high level of conflict of interest will not participate in the review of that application.

This approach seeks to ensure that objectivity, impartiality and integrity are maintained throughout the assessment process.

## 17. The Assessment Criteria

This scholarship program supports applicants where their study demonstrates they are committed to enhancing patient care; are innovative and demonstrate RMH's values of *People First, Lead with Kindness, and Excellence together*.

The proposed degree should aim to enhance the body of Allied Health knowledge at RMH and directly impact patient care outcomes.

Applications will be assessed by the panel who will assess applications to the extent to which they

address the assessment criteria in the [Scoring Matrix](#) in Appendix A.

# How to apply

## Advice and instructions to applicants

### General information

The application should contain all information necessary for assessment without further written or oral explanation or reference to additional documents.

Incomplete or non-compliant applications may be assessed as ineligible.

### Starting a New Application

To start your application, visit the [RMH Allied Health Scholarship](#) page on the RMH website and click on the link to start your application.

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 4 sections to be completed in the application:

- 1: Master's Degree Details
- 2: Applicant Details
- 3: Internal Support and Clearances
- 4: Certification

### Section 1: Master's Degree Details

#### Master's title and required subjects

Enter the title of the Master's Degree, university, year of commencement and expected completion date of Master's Degree.

Enter the subject that you are applying to be funded through this Scholarship and the expected date of commencement of the subject.

### Section 2: Applicant Details

Complete the applicant details and provide information in the text boxes regarding research experience, career achievements and professional/academic activities.

Attach a Cover Letter and current Curriculum Vitae in a single PDF document.

### Components of the Cover Letter

The Cover Letter needs to address the following questions:

- » Why have you chosen to undertake postgraduate study?
- » Why you have chosen to study the Master's degree that you have selected, including if it is research or coursework
- » The relevance of the course to your role and to the RMH
- » How you intend to translate this into your work at RMH
- » Future career plans

The cover letter may not exceed 2 pages.

### Section 3: Internal Support

#### Referee Report

Provide the name of your Manager as referee and append their referee report in support of your application.

Referees are asked to consider the following in their report (no more than one page):

- » Postgraduate potential of the applicant
- » Benefit of the Master's Degree to health outcomes
- » Benefit of the Master's degree to The Royal Melbourne Hospital

The letter must be provided on official letterhead and uploaded to your application.

## Section 4: Clearances

Indicate which ethics clearances are required for your subject and whether you currently hold those clearances. If so, please scan the approval certificates into one PDF file and upload to your application.

If ethics clearances are required but have not yet been obtained, you must confirm that you will gain approval.

Applicants are expected to have obtained ethics and governance approval by commencement of the subject.

## Section 5: Certification

Complete the Applicant Certification section. Confirm your certification by ticking each box.

## Submission Details

When you are confident that all the information is correct and you have uploaded all necessary attachments, submit your form.

After you have submitted the application form, you will receive an email confirming receipt. It is recommended you save a copy of your application for your records.

Applications must be received by 11.59 PM AEST Sunday 5<sup>th</sup> May 2024.

## Frequently Asked Questions

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

SmartyGrants, the online grant application service is easy to use. If you need help, an online guide is available at:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>.

You can also contact Angela Magira for assistance on 03 9342 7950.

*Can I submit a late application?*

No. The online application is automated and late applications will not be accepted.

*Can I use this scholarship for a subject in a Graduate Certificate or Graduate Diploma or PhD?*

No, this scholarship is only applicable to a subject (unit) that is undertaken as part of a Master's degree by coursework or research at an accredited university.

*Am I able to undertake a Master's in a different area/field, for example a Master of Business Administration?*

The guidelines do not prescribe what is an appropriate Master's degree or subject, however, it is the responsibility of the applicant to justify the relevance and significance of the Master's degree, and this will be scored by the review panel.

*I am already enrolled in a Master's degree and have already paid for my subjects for next year. Can I still apply?*

Yes, but if you are successful, you will still have to provide all the necessary information including completion report for reimbursement of your nominated subject.

*If I'm successful in my application and then however, I withdraw from the Master's Degree after I've finished the subject/unit will I have to repay the scholarship?*

Where the Master's subject that has been funded by the Scholarship is not completed, the applicant is expected to repay the funding provided.

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

Applicants should be notified by email in June 2024.

*My project requires ethics approval. Am I still able to submit an application without an approval?*

Yes, however funding will only be released after all necessary ethics approvals have been gained and provided to the DAH.

*I am a casual staff member. Can I apply?*

Only part-time and full-time staff with ongoing appointments are eligible and there is a requirement to have been employed at RMH for a minimum of 1 year.

*Can I apply more than once?*

An applicant may only receive one RMH Allied Health Single Subject Scholarship.

*Are the scholarships for senior allied health grades only?*

The scholarships are open to any grade of allied health practitioner however support from the Manager is required.

*Can I apply if I have a temporary/fixed term position?*

No. The applicant must be in a permanent role at RMH.

*Is the scholarship open to Allied Health Assistants?*

Yes, if the applicant is enrolled in a Master's degree with relevance to their role, their application will be considered.

*Is the scholarship open to other allied health staff in RMH (eg. specialist units/RMH Mental Health)?*

No, this scholarship is for staff employed in the Allied Health cost centres listed in Appendix B.

*I have received a MEW Grant in the past. Can I apply for this scholarship?*

Yes. Previous funding and grants do not preclude an applicant from being successful.

*If I am successful for a scholarship, am I obligated to continue working with RMH?*

Successful applicants will be a RMH employee while they undertake their study. Please refer to eligibility criteria.

*If I am successful, what happens if I take an extended period of leave i.e., unplanned persons leave, parental leave, unpaid leave?*

For parental leave and requests to vary a grant, please refer to the guidelines.

*Why do I have to attach a CV?*

The Scholarship Review Panel will use detail and data from your CV and cover letter in assessing your motivation for studying, commitment to RMH, relevance of the course and future plans.



# APPENDIX A: Scoring Matrix

Criteria	%
Clearly identified aim for undertaking Master's degree	30%
Relevance of Master's degree to current and future roles at RMH	30%
Potential impact of Master's degree on patients and staff at RMH (improved health or health systems, services, policy, programs or clinical practice and impact on health or wellbeing of RMH patients/staff)	30%
Capacity for the Master's subject to allow translation to practice	10%

## APPENDIX B: Eligible Allied Health Cost Centres

MRM.C1502 Prosthetist Serv
MRM.N2002 Allied Health Administration
MRM.N2009 Network Allied Health-Rmh
MRM.N2011 Music Therapy
MRM.N2252 Allied Health Podiatry
MRM.N2502 Allied Health Dietetics
MRM.N2503 Allied Health Home Enteral Nutrition
MRM.N2602 Allied Health Interpreters
MRM.N2702 Allied Health Occupational Therapy
MRM.N2952 Allied Health Patient Appl Centre
MRM.N3002 Allied Health Physiotherapy
MRM.N3302 Allied Health Social Work & Welfare Services
MRM.N8502 Family Safety
MRM.P0052 Chaplaincy
MRM.Y3050 RMH - Allied Health
MRM.Y3051 Clinical School Nutrition
MRM.Y3052 Physiotherapy Travelling Fellowship
MRM.Y3094 Podiatry SPF
MRM.Y3152 Social Work Samaritan Fund
MRM.Y7781 Clin Pastoral Educ-Chapel
MRP.F0654 Prosthetics & Orthotics
MRP.N2302 Allied Health Clinical Psychology
MRP.N3352 Allied Health Speech Therapy
MRP.Y3088 Music Therapy
MRP.Y3089 Prosthetics Dept Fund
MRP.Y3091 Occupational Therapy Royal Park
MRP.Y3092 Speech Pathology-Royal Park
MRP.Y3093 AH Student Placements
MRM.N2028 MH Admin



The Royal  
Melbourne  
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