



JL Frew Travelling Fellowship

RMH Research Funding Program

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The Royal
Melbourne
Hospital

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JL Frew Travelling Fellowship

Introduction

This document serves to outline the funding rules of **JL Frew Travelling Fellowship** scheme offered within the **Royal Melbourne Hospital Research Funding Program (RFP)** administered by the Office for Research (OFR) for the 2023 funding round.

Background

The Frew Scholarship Fund was established following the passing of Sir John Frew in 1985. In 2010, the Frew family renewed the Frew Scholarship Fund proposing the JL Frew Travelling Fellowship, a prestigious travel grant providing opportunity for Royal Melbourne Hospital (RMH) employees to gather knowledge and gain experience to benefit the health care of patients at RMH.

The Fellowship is open to RMH 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 successful applicants to gain further knowledge and/or experience either within Australia or overseas. This may be accomplished through travel for the combined purposes of:

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

Grant value

Each Frew Fellowship is valued at up to \$10,000 funding support. Two (2) JL Frew Travelling Fellowship will be offered in the 2023 grant round for travel in April to December 2024.

Funding Rules and Guidelines

Enquires and correspondence

All grants are administered by the Office for Research (OFR). Any enquiries regarding the administration of grants, or about the content of guidelines should be addressed to:

Name: Angela Magira
Manager, Office for Research
Email: RMHRAO@mh.org.au
Phone: +61 3 9342 7950

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/>

Opening date

Applications open 12:00 PM Monday, 27 November 2023.

Closing date and time

Applications close Midnight (end of day), Friday 19 January 2024.

Outcome of applications

The Office for Research aims to advise applicants of the outcome by March 2024.

Eligibility

Applications to all RMH grants and awards are subject to eligibility requirements. To be eligible for

the JL Frew Travelling Fellowship, the applicant must:

- » be a current RMH employee holding an **Allied Health, Junior Medical or Nursing appointment**.
- » have been employed at RMH 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.

The successful applicant must be employed by RMH at the time of the proposed travel. This prize can only be awarded to and expended by an RMH employee.

Duration of Award

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

Refer to *Section 8* of this document regarding leave approval requirements.

Approvals to be obtained prior to release of funding

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.

Consumer and community participation

Applicants are advised to consider the benefits of actively engaging consumers in their proposed project. Applicants should refer to the NHMRC and Consumer Health Forum of Australia Ltd *Statement on Consumer and Community Involvement in Health and Medical Research* which can be found on the NHMRC website at: <https://www.nhmrc.gov.au/about-us/consumer-and-community-engagement>.

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
- » credit card currency conversion fees if applicable

The JL Frew Travelling Fellowship will not cover the following:

- » salary recovery for applicant's position
- » passport costs

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

Acceptance of Award

Successful applicants must accept an offer of award within one month upon receipt of the offer. Receipt meaning date offer was emailed to the applicant.

To accept an offer of award, grant recipients need to sign an Agreement.

Conditions of award

All grants are offered in accordance with the conditions specified in the Agreement.

In signing an Agreement, the applicant is agreeing to abide by all the conditions including, but not limited to, the following RMH policies:

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

Intellectual Property

Where Intellectual Property (IP) generated as a result of this activity, the RMH will apply the organisation's policy on IP (MH12).

Parental Leave

Recipients of grants who wish to apply for Parental Leave should contact their departmental

managers. Once Parental Leave has been approved, inform the OFR in writing requesting a Grant Variation form.

The variation may include a request to extend the duration of the project for up to 12 months in the first instance.

Reporting

Successful applicants must, upon return:

- » Within two months, submit a report to the Office for Research outlining how the information and skills accrued during the tour will be disseminated throughout RMH;
- » Within six 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 RMH 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 RMH grants or fellowships.

In addition, an applicant who fails to submit satisfactory reports may not be eligible to apply for any future funding rounds.

Varying a Grant

Variations occur when a grant needs modification from the original proposal submitted.

Requests to amend the terms of the award need to be made in writing. Applicants are asked to email to the OFR requesting a Grant Variation Form.

Review Process

The OFR oversees the RFP and employs a grant review process with external representation. Applications are required to meet eligibility requirements as set out in these guidelines and are assessed against the assessment criteria.

Applications will be reviewed and scored by Peer Reviewers. High scoring applications will then be ranked by the Grant Review Panel. The Grant Review Panel will comprise of an external clinician-

researchers, one of whom will Chair the panel and a consumer representative.

The sequence of events in the peer review process is as follows:

1. Applications received
2. Reviewed for compliance
3. Applications sent out and assessed by Peer Reviewers
4. Returned assessments sent with respective applications to the Grant Review Panel for adjudication.
5. Funding recommendations of the Grant Review Panel will be ratified by the Research Grant Funding Committee.
6. Advice to applicants

Conflict of Interest

The OFR requires Peer Review participants to disclose interests, perceived or actual. Peer Reviewers determined to have a high level of conflict of interest will not participate in the review of that application.

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

The Assessment Criteria

Research is a pillar of the RMH strategy and the Research Funding Program is keen to support activities that are committed to enhancing patient care; are innovative and significant and demonstrate “the Melbourne Way”:

- » People First,
- » Lead with Kindness, and
- » Excellence together.

The JL Frew Travelling Fellowship will be awarded to a researcher or clinician who demonstrates that the proposed activities complement these values.

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 RMH.

Scoring Matrix

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

<i>Criteria</i>	<i>Percentage</i>
Project Objectives Consider how the proposed activities meet the project objectives	30%
Relevance to stakeholders & beneficiaries » Who are the beneficiaries? » How will they benefit? » Describe the model of consumer and community engagement?	30%
Applicant background and experience relevant to the project objectives » Is the applicant the best person to inform/action the objectives	20%
Knowledge Transfer Plan » Provide details on how the learnings will be shared with the appropriate stakeholders	20%

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.

Applications must comply with all content and formatting requirements.

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

Starting a New Application

To start your application, visit the [JL Frew Travelling Fellowship](#) page on the RMH website, read the essential documentation, then submit your application via the link.

Each application will be assigned a unique application identification number. Use this ID number in any correspondence when referring to your application.

There are three 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 RMH Employee ID Number and Citizenship status.

TRACK RECORD

Appointment(s)

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

To be eligible for this award, you must have been employed by RMH for at least three years.

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 five-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: Proposed Activities

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.

Related Experience

Provide a summary of any related relevant research or other experience and activities that shows your capacity to undertake the activities and then translate to change practice. (300 word max)

Benefits to the RMH

Describe in detail how your proposal will benefit any or all of RMH's stakeholders? (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 may occur anytime from April 2024 to December 2024.

Page 3: Certification

Applicant can certify the application online. In addition, the applicant's head of department/unit must sign the certification form if they intend to support your application. Applications without head of department/unit certification will not proceed to the review stage.

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 **23:59PM AEST, Friday 19 January 2024.**

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

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://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>

I work in the hospital, but I am not an RMH employee – can I still apply?

No. This award is for employees of RMH and the current applicant must be an Allied Health, Junior Medical or Nursing staff member.

Can I submit a late application?

Applications submitted after the deadline will not be accepted.

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

The OFR will email the outcome of this round in March 2024.

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 RMH People and Culture policy.



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