



RMH Allied Health

Professional Development Scholarship Guidelines

April 2026

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**The Royal
Melbourne
Hospital**

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RMH Allied Health Professional Development Scholarship Program

Introduction

This document serves to outline the overarching funding rules of the **RMH Allied Health Professional Development Scholarships**.

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 scholarships are financially supported by funds provided by the **RMH Foundation** and **HESTA**.

About the RMH Allied Health Professional Development Scholarships

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

Allied Health professional development and research are 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 clinicians and researchers.
- » foster health education and research for the benefit of our community.

The RMH Allied Health Professional Development Scholarship supports health staff to undertake professional development that can have a broad impact on patients and other members of the Allied Health workforce.

Grant Value

Each RMH Allied Health Professional Development Scholarship is valued at up to \$1,000. The Scholarship is intended to provide a partial/full reimbursement of a professional development activity, with the expectation that learning can be shared and disseminated within RMH Allied Health.

Funding Rules and Guidelines

1. Enquiries and correspondence

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

Name: Office of the Director Allied Health (DAH)
Email: sally.cunningham@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 3rd April 2026.

4. Closing date and time

Applications close 11.59 PM AEST Sunday 26th April 2026.

5. Outcome of applications

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

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.
- » Have the endorsement of their Manager to apply for the Scholarship
- » Be intending on undertaking a professional development activity during 2026 or 2027 that can be in the form of a:
 - course (not postgraduate degree)
 - seminar
 - conference
 - workshop
 - forum
- » Ensure learnings from the professional development activity can be shared and disseminated. The activity can be:
 - Specific to an Allied Health profession at RMH
 - Specific to a clinical area/clinical cohort that involves multiple Allied Health professionals at RMH
 - Relevant to a number of the RMH Allied Health workforce
- » Not be a previous recipient of the RMH Postgraduate or Professional Development Scholarships.

Applications are open to Allied Health staff employed at RMH in Allied Health cost centres.

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 partial/full reimbursement for a relevant professional development activity valued at up to \$1,000 to successful candidates. Funding is not provided for other associated costs including travel or accommodation.

Reimbursement will be provided upon evidence of payment.

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

10. Duration of Award

The professional development activity must be undertaken in 2026 or 2027.

11. Evidence of Enrolment/Registration

Evidence of enrolment or registration in the professional development activity must be provided with the application to support reimbursement.

12. Varying a Grant

Extensions or changes 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 professional development activity upon request. 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 professional development 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 professional development 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, scored and ranked by a RMH Allied Health Scholarship Review Panel. The Review Panel will comprise of:

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

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 professional development 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 professional development activity should aim to enhance the body of Allied Health knowledge at RMH and directly impact patient care outcomes.

Applications will be assessed against 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: Professional development details
- 2: Applicant details
- 3: Internal support and clearances
- 4: Certification

Section 1: Professional Development Details

Enter the title of the professional development, institution and expected date of completion.

Section 2: Applicant Details

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

Attach a Cover Letter and brief, 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 the professional development activity
- » The relevance of the activity to your role and to the RMH
- » How you intend to translate this into your work at RMH
- » Why this professional development is relevant to others in Allied Health
- » The plan for how you would disseminate the knowledge gained during the activity and who would be involved
- » 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 Manager Certification Report from the template attached to these Guidelines.

The Manager Certification Report includes considerations for Managers in supporting the application.

Applicants should provide information regarding any other financial support received from RMH for this course.

Section 4: 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 26th April 2026.

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 is intended for professional development that is not part of one of those degrees.

Am I able to undertake professional development in a different area/field, for example, leadership.

The guidelines do not specifically prescribe what is an appropriate area of study, however, it is the responsibility of the applicant to justify the relevance, significance and dissemination potential and this will be scored by the review panel.

I am already enrolled in upcoming professional development. Can I still apply?

Yes, but if you are successful, you will still have to provide all the necessary information reimbursement of your nominated activity.

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 Postgraduate Scholarship. If you are a previous recipient of a RMH Allied Health Postgraduate Scholarship or RMH Allied Health Professional Development Scholarship your application will not be accepted.

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.

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.

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 professional development. Please refer to eligibility criteria.

please refer to the guidelines.

APPENDIX A: Scoring Matrix

Criteria	%
Clearly identified aim for undertaking professional development and plan for dissemination of learnings	30%
Relevance of professional development to current and future roles at RMH	30%
Potential impact of professional development on Allied Health staff and their patients at RMH (improved health or health systems, services, policy, programs or clinical practice and impact on health or wellbeing of RMH staff/patients)	30%
Capacity for the professional development 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.N2028 Director Allied Health
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



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