# Dietitians Australia General Policy & Procedure Manual

Awards

External Conference “Dietitians Australia Dietetic Research Prize”
for Interest Groups

# Introduction

Dietitians Australia strongly supports evidence-based practice and high-quality research. It’s recognised that members often present their research at practice specific external conferences. To encourage and support high quality evidence-based research, Dietitians Australia is offering Dietitians Australia Interest Groups (IG) the opportunity to apply to access funds for the purpose of offering a dietetic research prize at an external conference – the “Dietitians Australia Dietetic Research Prize”.

# Policy Statement

* Only conferences held within Australia (International or Australian conferences) will be considered. External conferences outside of Australia will not be considered.
* Up to five $300 external conference prizes will be awarded annually totalling $1500.
* Applications are open to all Dietitians Australia IG’s annually, one prize per year for one IG practice area to the maximum of $300 per prize is allowed.
* The conference must be of relevance to dietitians in the IG’s practice area.
* The IG must have support from the external conference organisers for their application (so that the prize and presentation is supported by the conference).
* The application must be signed off by the IG convener.
* The organisation must be one that offers membership to dietitians.
* External conference prize applications will be assessed based on:
	+ Demonstrated alignment of hosting organisation with the Dietitians Australia Code of Professional Conduct/Statement of Ethical Practice
	+ Demonstrated alignment of the conference program/theme with the Dietitians Australia Definition of Dietetic Practice
	+ In support of the current existing Dietitians Australia Strategic Plan
	+ External conference organisers display a formalised nomination and winner selection process (policy and procedure) – displaying transparency and equity
	+ Demonstrated evidentiary written support from the conference organising committee to manage application, selection process and presentation of prize
* Minimum prize recipient selection criteria must be met for consideration of the prize, and this includes:
	+ Must be confirmed on the program as a presenter (either oral or workshop)
	+ Research must be evidence based
	+ Recipient must be an APD or Dietitians Australia student member
	+ Recipient must be presenting their own research at the nominated conference.
* The IG in conjunction with the external conference organisers will determine full selection criteria for selecting the prize recipient.
* The IG manages the prize winner nomination and selection process (in conjunction with the external conference organisers – who must have representation on the selection committee), there is no involvement or obligation of Dietitians Australia staff, any Dietitians Australia committee nor the Dietitians Australia Board to be part of the selection process. The IG must report the outcome back to Dietitians Australia staff so that the winners can be promoted via Dietitians Australia channels.
* The prize recipient must be presented the “Dietitians Australia Dietetic Research Prize” in a public section of the external conference program.

# Application process

* IG convenors should electronically submit the application (Appendix 1) to the Awards Support Officer via awards@dietitiansaustralia.org.au by **31 October in the year prior to the conference**.
* A panel consisting of the Dietitians Australia General Managers will review the applications, score the applications, and select the successful external conference IG application. Advice will go to the November Board meeting and outcomes will be advised by mid-December.
	1. Where an IG has been the recipient of the funds previously, this does not guarantee funds will be awarded in subsequent years – even for the same conference and under the same conditions.
	2. Each annual application round is assessed independently of previous years’ applications and is assessed against the applicants received that year.
	3. The Dietitians Australia Board will ensure equity and access to these funds and reserve the right to make the final decision on who will receive the funds at each application each round. No correspondence will be entered into.
	4. If the IG are a recipient of funds and the award does not proceed at the conference for which the funds were awarded, the funds must be returned to Dietitians Australia within 1 month of this decision being made.

## Appendix

1. External Conference Dietitians Australia Dietetic Research Prize Application Form

# Appendix 1: External Conference Dietitians Australia Dietetic Research Prize Application Form

**This form is to apply for one $300 conference prize for the purposes of presentation at an external conference.**

Interest Group:

Interest group convener:

IG contact person name: Phone:

Date of application:

Name of External conference:

Conference location:

Conference date:

Approximate number of delegates:

Approximate number of dietitian delegates:

Can Dietitians be members of this association:

If yes, approximate number of dietitians who are members:

### Statement of support

Briefly explain why the conference prize should be offered at this conference.

Please outline how the philosophy of the organisation (hosting the conference) is in keeping the Dietitians Australia Code of Professional Conduct/Statement of Ethical Practice.

Please outline how the conference program aligns with the Dietitians Australia Definition of Dietetic Practice.

Please outline how Dietitians Australia’s support of a prize at this conference is in keeping with the Dietitians Australia Strategic Plan.

Please outline your conference prize nomination and selection process including who will be on the selection committee and how it will be promoted to Dietitians presenting at the conference (NB minimum selection criteria listed in the policy)

Has the IG been supported previously to award the Dietitians Australia Dietetic Research Prize at the conference this application is referring to?

* Yes
* No

### Application supported by the IG convenor

Name:

Signed: Date:

### Application supported by the external conference organisers

As organiser of the [name of organisation hosting the conference] [name of conference] I support the [name of Dietitians Australia IG] IG application for a $300 external conference prize. I agree that we will present the prize in a public session within the program and will acknowledge Dietitians Australia support for the prize.

Name:

Signed: Date:

Email completed application form to: Awards Support Officer awards@dietitiansaustralia.org.au

**Completed form must be received at the National Office by 5pm AEDT 31 October 2023**