Dietitians Australia General Policy and Procedure Manual

Awards

Dietitians Australia International Congress of Dietetics (ICD) 2012 Leadership, Evidence and Advanced Practice (LEAP) Travel Grant

# Background

As an ongoing legacy from the International Congress of Dietetics (ICD) 2012 in Sydney, Dietitians Australia set up a fund to utilise existing funds for the purpose of international conference participation. Dietitians Australia is committed to supporting dietetic research and promoting Australian dietitians in the international arena.

Members who are novice presenters are encouraged to apply for these travel grants to assist and support them to present their work at an international conference overseas – either overseas or in Australia. The term novice does not relate to the time as a practitioner, rather experience as a researcher presenting at an international forum.

Submissions are encouraged from all areas of nutrition and dietetics including clinical, community, industry, education / training, health promotion, private practice, food service, research and public health.

# RAtionale and purpose

Dietitians Australia ICD2012 LEAP (Leadership, Evidence and Advancing Practice) Travel Grant supports a novice researcher member attend an international meeting relevant to the area of research where an abstract has been accepted for oral presentation.

The travel grant is:

1. To provide financial assistance for an individual novice researcher to travel to an international conference to present an oral on their research work.
2. To instil confidence in presenting work in the international arena and inspire further participation in research presentations.
3. To facilitate further sharing of this work via local dissemination of the international experience via board report and newsletter feature article.

# Form of the award

The successful applicant will receive:

* A framed *ICD LEAP Tavel Grant* certificate
* Up to $2,000.00. These funds can be distributed among multiple applicants in any one year.
* Their name and photo published in the Annual Report together with a short outline of the reason for being awarded the scholarship
* Their name listed in the Grants section of the Dietitians Australia website
* Their name promoted through various member communication channels as part of overall award promotions (I.e., social media, Share Plate and/or direct email)

# selection criteria

To be eligible for an ICD LEAP Travel Grant the following criteria must be met.

1. Current Accredited Practising Dietitian (full or provisional)
2. Must be listed as an author of the research paper for presentation
3. Paper must be accepted as an oral on the program for the intended conference
4. Must not have presented an oral presentation at an international conference overseas in the past (the applicant may have presented at an international conference within Australia to still be eligible to apply)
5. Must declare any other sources of funding support for attending the meeting
6. Experienced researchers are not eligible to apply e.g. those with completed doctorates and a history of publications and presentations. Experienced researchers in nutrition and dietetics are supported by Dietitians Australia through a number of other programs, for example, the Fay McDonald Scholarship.
7. Attendance at the conference supports the strategic direction of Dietitians Australia.

# Conditions of Funding

* Dietitians Australia funding support must be acknowledged in all relevant work done during the project and in all presentations and publications.
* The applicant must declare any additional sources of support (financial and in kind) and resources available for the project.
* All applications approved for funding must provide budget details (including GST) and receipts.  
  An article for the Dietitians Australia Newsletter will be made available within 4 weeks of return from the conference.
* Funds are allocated at the discretion of the Dietitians Australia Board. All funds may not be allocated, depending on applications received and some applicants may not receive any funding. All decisions will be made by the Dietitians Australia Board and will be final.

# Application Process

1. Applications must be submitted on the official Application Form (Appendix 1).
2. Applications and supporting documentation must be electronic form and in Word format for the preparation of reports.
3. Save this document in a different name: that of the person applying got the grant  
   (eg: JONES\_Mary – 2023 ICD Leap Travel Grant Application).
4. Declaration with applicant’s name and signature must be completed on the Application Form. Add electronic signature where available. Where not available, a signed copy will need to be scanned and emailed to the Awards Secretariat with the application submission.
5. If by 16 January 2023, you have both been accepted and attended the conference, please provide receipts outlining expenses along with your application. If by 16 January 2023, you have been accepted, but not yet attended, you are still eligible to apply and receipts indicating expenses are required to be submitted within 4 weeks of returning from the conference.
6. Forward receipts to the Award and Recognition Advisory Committee (ARAC) Secretariat [awards@dietitiansaustralia.org.au](mailto:awards@dietitiansaustralia.org.au?subject=2022%20ICD%20Leap%20Travel%20Grant%20Application) to process for payment into nominated bank account as per completed LEAP Travel Grant Application form.

Application documentation as outlined above must be submitted to the ARAC Secretariat, [awards@dietitiansaustralia.org.au](mailto:awards@dietitiansaustralia.org.au?subject=2022%20ICD%20Leap%20Travel%20Grant%20Application) by **COB Monday 16 January 2023**.

**Late applications will not be accepted.**

# Method of Selection

* The ARAC will be responsible for the selection.
* The ARAC will consider applications in accordance with the selection criteria and make its recommendations to the Board.
* Where a conflict of interest occurs between applicant and assessor or research mentor, another ARAC member will be allocated the application.
* The grant can only be received once by a Dietitians Australia member.

# grant notification

* All applicants will receive notification of ARAC’s decisions regarding their particular application outcome in writing, once the assessment process is complete in March 2023.
* The successful applicant will be promoted through various member communication channels as part of overall award promotions (I.e., social media, Share Plate and/or direct email)
* The successful applicant will need to submit a high-resolution professional photo for publishing in Dietitians Australia Annual Report.

## Appendix

1. ICD Leap Travel Grant Application Form

# appendix 1: DIETITIANS AUSTRALIA INTERNATIONAL CONGRESS OF DIETETICS (ICD) 2012 LEAP TRAVEL GRANT application form

# Section 1: Applicant Details

Title and name of applicant:

Contact number: …………………………………………………… Dietitians Australia number: ……………………………..

Address:

Email:

Applicant’s Employer (organisation):

Applicant’s Manager’s Name:

# Section 2: Eligibility Criteria

APD/AN status (full or provisional):

What is the name of the conference your paper has been accepted too?:

Are you listed as an author of the research paper for presentation?:

Are you listed as an author of the research paper for presentation? 🞏 Yes 🞏 No

I am a novice researcher 🞏 Yes 🞏 No

Do you have any other sources of funding support to declare? 🞏 Yes 🞏 No

Please provide details:

# Section 3: Travel grant amount

Please indicate expenses (attach receipts if already paid)

Please attach each of the following to your application form

* Curriculum Vitae, which must specify all professional experience
* Evidence of abstract acceptance as an oral presentation for the conference attending
* Letter of support from research supervisor/manager
* Statement of how the work supports the strategic direction of Dietitians Australia
* Receipts for attended conference expenses to be reimbursed into nominated bank account (please complete bank detail form below)

|  |  |  |
| --- | --- | --- |
| **BANK DETAILS** | | |
| **Name of Bank** |  |
| **Branch Address (Suburb)** |  |
| **BSB** |  |
| **Account Name  (name of account holder)** |  |
| **Account Number** |  |
| **Date** |  |

# Declaration

* I declare that the information supplied by me on this form and supporting documentation is complete, true and correct.
* I authorise Dietitians Australia to obtain any details, records or relevant information from other institutions and authorities at any time.
* I am aware that the provision of false or misleading information in any respect may result in the withdrawal of any offer of an award to me.
* I am aware that if I have not yet attended the conference, I am to forward to Dietitians Australia receipts within 4 weeks of attendance to allow processing of grant funds

# Applicant Declaration

I understand and accept the eligibility requirements.

Applicant printed name:

Applicant signature: ..……………………………………………………………………………………………… Date: ………………..

Email completed application forms to: ARAC Secretariat [awards@dietitiansaustralia.org.au](mailto:awards@dietitiansaustralia.org.au?subject=2022%20ICD%20LEAP%20Travel%20Grant%20Application)

**Completed forms must be received at the National Office by 5pm AEDT Monday 16 January 2023**