Dietitians Australia General Policy & Procedure Manual

Awards

Dietitians Australia Health Care Professional Program Travel Grant

# RATIONALE AND PURPOSE OF AWARD

The Health Care Professional Program Travel Grant is designed to support an individual Accredited Practising Dietitian (APD) Dietitians Australia member with their travel and accommodation costs, to present their research in human nutrition via an oral presentation at Australian-based conferences whose target audience is health care professionals.

The goals of this grant are to:

* Increase awareness of APDs and their role within a multi-disciplinary team
* Demonstrate the expertise, training, skills and knowledge of the dietetic profession to the broader health care professional community
* Further engagement and networking between APDs and Health Care Professionals
* Increase referrals from Health Care Professionals, to APDs

# Form of the award

The successful applicant will receive:

* A framed *Health Care Professional Program Travel Grant* certificate
* The total funding available for this grant is $3000.00, which will be distributed amongst multiple applicants. The maximum amount that can be granted to an applicant is $750.00.
* The award may only be received once annually by an APD member.
* 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)

# POLICY GUIDELINES

APD members are encouraged to apply for this travel grant to provide financial assistance for travel and accommodation to attend and present their work orally at a Health Care Professional Conference in Australia.

Submissions are encouraged from all areas of nutrition and dietetics relevant to Health Care Professionals, including clinical, community, industry, health promotion, private practice, food service, research and public health. Applications are assessed by the calendar year in which the conference is attended. APD Members are encouraged to apply even if their abstract is pending acceptance.

# SELECTION CRITERIA

Applications will be reviewed and assessed as per the following eligibility criteria:

1. The applicant is an Accredited Practising Dietitian (full or provisional) and a current Dietitians Australia member.
2. The APD is listed as an author of the research paper for presentation.
3. The paper is accepted as an oral presentation on the program for the intended conference.
4. The presentation is held at a conference located within Australia with the exception of joint Australian and New Zealand conferences, which will be considered even if held in New Zealand.
5. The conference at which the abstract is accepted is targeted towards a health care professional audience. Some examples of eligible conferences may be seen in the weekly email, however abstract submissions to all conferences will be approved by the Member Services team.
6. The applicant declares all sources of funding support for attending the conference.
7. Unfunded, invited speakers must submit an abstract summarising their presentation to be eligible for the grant.
8. The applicant provides all related documents as per the submission requirements.

Applications will be ineligible, if:

* The research will be presented as a poster presentation.
* The presentation is at a conference outside of Australia (unless as outlined in the eligibility criteria).
* The presentation is at a conference where dietitians are the target audience in attendance.

# SUBMISSION REQUIREMENTS

All applicants must complete the application form and provide the documents outlined in the list below. The supporting documents must also address the selection criteria.

* 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 travel and accommodation expenses (provided at the time of applications if available or submitted within 4 weeks of returning from the conference). Receipts will help to inform the level of funding provided to the applicant.

# Conditions of Funding

* Funds are allocated at the discretion of Dietitians Australia’s Executive Team. 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 Executive Team and will be final.
* Due to the potential for some applicants needing to provide receipts after closing date, 16 January 2023, funding will be distributed after all applicants have attended their conferences.
* If successful in receiving the Grant, the applicant must:
* Acknowledge Dietitians Australia’s funding support in all relevant work done during the project and in all presentations and publications.
* The applicant must write a short article (no more than 400 words) about their presentation and experience at the conference for Dietitians Australia communications within 4 weeks of return from the conference. Applicants are encouraged to include the following details in their article:
* Exposure (number and variety of other healthcare professionals in attendance at presentation)
* Promotion (via print, digital and social media communications)
* Interest (opportunities gained through the experience such as referrals, collaborations etc.)

# Application Process

1. Applications must be submitted on the official Application Form (Appendix 1).
2. Applicants are required to read the Dietitians Australia Health Care Professional Program Travel Grant Policy, complete the application form, and provide the documents as per the submission requirements:
* 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 travel and accommodation expenses (provided at the time of applications if available or submitted within 4 weeks of returning from the conference). Receipts will help to inform the level of funding provided to the applicant.
1. As per the Policy submission requirements, if receipts are not available at the time of the application, these must be submitted to the Award and Recognition Advisory Committee (ARAC) Secretariat awards@dietitiansaustralia.org.au as soon as available or within 4 weeks of returning from the conference.
2. Applications and supporting documentation must be in 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 HCP Travel Grant Application).
4. Declaration with applicant’s name and signature must be completed on the Application Form.
5. Add electronic signature where available. Where not available, a signed copy will need to be scanned and emailed to the ARAC Secretariat with the application submission.

Application documentation as outlined about must be submitted to the ARAC Secretariat awards@dietitiansaustralia.org.au by **COB Monday 16 January 2023.**

**Late applications will not be accepted.**

# Assessment Process

* The ARAC will be responsible for the selection.
* The ARAC will consider applications in accordance with the selection criteria.
* Where a conflict of interest occurs between applicant and assessor or research mentor, another ARAC member will be allocated the application.

# 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. Health Care Professional Program Travel Grant Application Form

# APPENDIX 1: health care professional program TRAVEL GRANT Application Form

# Applicant Details

Title and name of applicant:

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

Address:

Email:

Applicant’s Employer (organisation):

Applicant’s Manager’s Name:

# Attachments

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 if already attended the conference

# 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.

I am aware I am required to write an article for Dietitians Australia communications on my presentation and experience at the conference, due to staff within 4 weeks of attendance.

# Applicant Declaration

I understand and accept the eligibility requirements.

Applicant printed name:

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

Email completed application forms to: Awards Secretariat awards@dietitiansaustralia.org.au

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