



ABN 46 942 030 874 ✉ PO Box 5134 Burnley, VIC 3121

## **GUIDELINES FOR THE AWARD OF EDUCATION AND RESEARCH GRANTS**

### **Aim of the Grants**

ASPAAN offers grants for education and research, to promote the highest standards of clinical, administrative and educational practice directly and indirectly related to anaesthesia and post anaesthesia nursing by supporting

- (i) The professional development of anaesthesia and post anaesthesia nurses
- (ii) Anaesthesia and post anaesthesia nursing research and education

### **Funding of Grants**

Funds allocated to Grants to a total of \$12,000 per annum, with each Grant Category allocated a pool of funds. Unused Grant Monies will not “rollover” to future years, until such time that donations of grant monies can be achieved. The Funding year will be the calendar year.

Approved Grant funds will be made available to successful applicants within seven days, upon submission of receipts via email to the Aspaan National Treasurer to [treasurer@aspaan.org.au](mailto:treasurer@aspaan.org.au)

### **Eligibility For Grants**

All Financial Members with two years concurrent membership are eligible.

## **Types Of Grant**

### **National Conference Attendance Grants**

#### **(a) National Conference Attendance Grants for ASPAAN General Members**

- (i) Total Funds allocated per annum \$6,000. Maximum per grant \$500.
- (ii) Grant applications accepted until – July 1<sup>st</sup>. Grant applicants will be notified of success or rejection of their application by email by August 14<sup>th</sup> after Ratification at National committee meeting in August.
- (iii) A Maximum of two Conference Attendance Grants will be awarded per State/Territory.
- (iv) Grant allocation will be determined by a process of a ballot, if more than two eligible applications are received for any State/Territory.
- (v) Grants will be distributed nationwide by the following criteria.

If the conference is being held in your state/territory then two grants for Conference fees only (early bird rate) are allocated. If there is a valid request for this grant to include additional travel/accommodation costs then this application should be submitted and will be considered by the sub-committee on merit.

If the conference is interstate then two grants for each of the States/Territories will be allocated toward conference fees, travel and/or accommodation expenses.

#### **(b) National Conference Attendance Grants for State Committee Members.**

- (i) Two registrations (early bird) will be allocated to each active State/Territory Committee for attendance at the National Conference. They are to be allocated within the State committee by that committee.
- (ii) Applications for grants for accommodation and/or travel expenses from State/Territory Committee members must be submitted as per general member grant requests and will be entered into the ballot process.

#### **(c) National Conference Attendance for National Committee Members**

These grants are to be funded separately from those for ASPAAN general members.

National Committee Members are required to attend the National Conference and thus will be funded for attendance at the National Conference provided eligibility criteria are met.

Funding will include conference fees/ travel/ accommodation and daily allowance for up to two days as determined by the location of the National Conference.

Funding will be approved reliant on the following criteria:

- (i) Minimum attendance at 80% of National Committee meetings.
- (ii) Fulfilling committee roles and responsibilities
- (iii) Action list Job's completed
- (iv) All committee members will be allocated tasks at each National Committee meeting to be completed by next meeting.

The National Secretary will provide monthly reports to the National Committee as part of their duties - recording the attendance, contribution and tasks completed by National Committee members (to be documented on National Conference Eligibility Record), to assist in determining the award of funding for the National Conference.

## **Other Educational & Research Grants**

These grants may relate to a programme of study, a scientific and/or continuing education meeting, research project, or conference presentation. The activity must have content that is relevant to the nursing care of the patient in an anaesthesia and/or post anaesthesia nursing setting. It may relate to perianaesthesia education or clinical practice.

- (i) Total funds allocated \$6,000 per annum. The size of the grant is variable, and will depend upon the nature of the activity, available funds, and be up to a maximum of \$2,000 per grant.
- (ii) Applications will be accepted until April 30<sup>th</sup>. Grant applicants will be notified of success or rejection of their application by email by May 14<sup>th</sup> after Ratification at National committee meeting in May.

## **Requirements and Conditions of Grants**

- (i) The applicant must be a current financial member of ASPAAN and have had a minimum of 2 years concurrent membership of ASPAAN.
- (ii) Membership of ASPAAN must be maintained during the period of the grant.
- (iii) Applications must be submitted on the attached form.
- (iv) For research grants only, applications must be accompanied by evidence of approval from a relevant research and/or institutional ethics committee.
- (v) In reports (in any form) on projects or presentations supported by ASPAAN, acknowledgement of ASPAAN's support must be given.

- (vi) Successful applicants will be required to supply a report/poster presentation suitable for publication in the ASPAAN newsletter and/or presentation at a State Seminar or National Conference. This report must be submitted within six weeks of the completion of the activity. Failure to do so will result in disqualification from receiving further grants from Aspaan.

## **Educational Grant sub-committee**

### **Membership**

Secretary ASPAAN National Committee

Treasurer ASPAAN National Committee

At least two other members of the ASPAAN National Committee

Length of appointment to Grant sub-committee will normally be two years for general committee members.

The Grant sub-committee must:

- a) Report at least six monthly to the ASPAAN National Committee meetings and make recommendations to the ASPAAN National Committee regarding the allocation of grant funds.
- b) Develop and review annually the grant application forms
- c) Develop and review annually the selection criteria and procedures
- d) Carry out any other business related to sub-committee activities
- e) Make recommendation to the ASPAAN National Committee for co-opted members as required
- f) Meet at least twice yearly.

For further information, please contact;

The Secretary, ASPAAN at [info@aspaan.com.au](mailto:info@aspaan.com.au)



## APPLICATION FOR ASPAAN GRANT

ALL SECTIONS OF THIS FORM MUST BE COMPLETED.

### SECTION A: PERSONAL DETAILS

NAME IN FULL:	
HOME ADDRESS:	
E-MAIL:	
WORKPLACE:	
WARD/DEPARTMENT:	
POSITION:	
LENGTH OF ASPAAN MEMBERSHIP:	

**SECTION B: GRANT APPLICATION**

GRANT APPLIED FOR:
(OTHER GRANT ONLY) REASON FOR GRANT (INCLUDE TITLE, ORGANISER, DATES, VENUE & COPY OF RESEARCH PROPOSAL, CONFERENCE PROGRAM, STUDY PROGRAM ETC)

## SECTION C: STATEMENTS SUPPORTING APPLICATION

STATEMENT OF THE PURPOSE FOR SEEKING GRANT, AND INCLUDE IN YOUR STATEMENT THE BENEFITS THAT YOU EXPECT TO ACCRUE TO YOURSELF AND THE PROFESSION FROM THIS ACTIVITY. THIS STATEMENT SHOULD NOT EXCEED 300 WORDS

PLEASE STATE HOW YOU PLAN TO DISSEMINATE OR IMPLEMENT THE INFORMATION THAT YOU WILL GAIN FROM YOUR ATTENDANCE AT THIS ACTIVITY.

## SECTION D: FUNDS SORT

ITEM	SELF FUNDED	OTHER SOURCE OF FUNDING	ASPAAN FUNDING SORT
CONFERENCE REGISTRATION COSTS	\$	\$	\$
TRAVEL	\$	\$	\$
ACCOMMODATION	\$	\$	\$
PER DIEM ALLOWANCE	\$	\$	\$
UNIVERSITY/ COLLEGE FEE	\$	\$	\$
OTHER (SPECIFY)	\$	\$	\$
TOTAL	\$	\$	\$

## SECTION E: ITINERARY

Please attach receipts or a projected itinerary with approximate costing's giving all details such as dates of travel, flight information, accommodation bookings, program of study invoice etc.

## SECTION F: DECLARATION

If successful in this application for an education or research grant, I acknowledge that I am bound to supply a report suitable for publication in the ASPAAN newsletter or presentation at a State Seminar or National Conference. This report must be submitted within three months of the completion of the activity.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Please return this form and accompanying documentation to:

The Secretary, ASPAAN at

[info@aspaan.org.au](mailto:info@aspaan.org.au)

Or

PO Box 5134,  
Burnley VIC 3121