



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

GUIDELINES FOR THE AWARD OF EDUCATION AND RESEARCH GRANTS

AIM OF THE GRANTS

ACPAN 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 \$18,000 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 ACPAN National Treasurer to treasurer@ACPAN.edu.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 ACPAN General Members

- (i) Total Funds allocated per annum \$6,000. Maximum per grant \$500.
- (ii) Grant applications accepted until – September 1st. Grant applicants will be notified of success or rejection of their application by email by September 14th after ratification at Board meeting in September.
- (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 to the maximum of \$500.

(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 College Board Members

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

College Board 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 per diem 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 College Board meetings.
- (ii) Fulfilling Board roles and responsibilities
- (iii) Action list Job's completed
- (iv) All Board members will be allocated tasks at each College Board meeting to be completed by next meeting.

The Secretary will provide monthly reports to the College Board as part of their duties - recording the attendance, contribution and tasks completed by College Board 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 \$12,000 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 three times a year with a maximum of \$4000 in each cycle. Application close dates: January 20th, May 20th, and October 20th. Grant applicants will be notified of success or rejection of their application by email by within 14th days of ratification at the College Board meeting held on the 1st Wednesday of the month following application.

REQUIREMENTS AND CONDITIONS OF GRANTS

- (i) The applicant must be a current financial member of ACPAN and have had a minimum of 2 years concurrent membership of ACPAN.
- (ii) Membership of ACPAN must be maintained during the period of the grant.
- (iii) Applications must be submitted on the attached form, scanned and emailed to info@acpan.edu.au
- (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 ACPAN, acknowledgement of ACPAN's support must be given.
- (vi) Successful applicants will be required to supply a report/poster presentation suitable for publication in the ACPAN 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 ACPAN.

EDUCATIONAL GRANT SUB-COMMITTEE

Membership

Secretary ACPAN College Board

Treasurer ACPAN College Board

At least two other members of the ACPAN College Board

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 ACPAN College Board meetings and make recommendations to the ACPAN College Board 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 ACPAN College Board for co-opted members as required
- f) Meet at least twice yearly.

For further information, please contact the Secretary, ACPAN at info@ACPAN.com.au

APPLICATION FOR ACPAN 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 ACPAN 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	ACPAN 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 ACPAN 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 your scanned copy of this form and accompanying documentation to:

The Secretary, ACPAN at info@acpan.edu.au