



**Transplant  
Nurses'  
Association**

Incorporated under NSW Incorporations Act 1984

**Astellas Practice Development Travel Award 2018.**

**Guidelines for Financial Grant Application**

**Closing Date: Friday 2<sup>nd</sup> March 2018.**

**General Guidelines**

**1. Submission of Application:** Detailed documents as per Application guidelines below must be submitted by email to National Executive: [info@tna.asn.au](mailto:info@tna.asn.au) by the closing date.

**2. Membership Status:** Applicants must be a current full member of the TNA Inc., and have been fully financial for at least **three (3)** years at the time of application.

**3. Previous Scholarship Awards:** Applicants are not eligible for funding if they have received TNA Inc. funding in the last **two (2)** years.

**4. Awarding of the Astellas Practice Development Travel Grant:** The National Executive will review grant applications at a designated National Executive meeting (which will include the State President Representatives of each state branch or nominated representative) and a successful applicant will be appointed. The decision is final and no discussion will be entered into. Applications will be discussed at meeting Thursday 8<sup>th</sup> March 2018. Applicants will be notified of decision via email Wednesday 14<sup>th</sup> March 2018.

**5. Nature of the Project:** The Astellas Practice Development Travel Award has been developed to support member/s in the attendance/presentation at an International Conference relevant to the field of transplantation and visitation of international transplant units.

**6. Number of Awardees:** the numbers of grant recipients is at the discretion of the National Executive. The exact amount each individual will be awarded is dependent on the amount of financial assistance requested and the merit of the application.

**7. Amount of grant:** The sum total of the Astellas Practice Development Travel Award is to the amount of \$10,000.

**8. Travel between conference and transplant unit:** The international transplant unit/s selected for visitation must be within the same country/geographical area as the country hosting the selected conference (i.e. Switzerland and France).

**Preference Guidelines**

1. The travel award will allow the successful applicant to:
  - a. Attend an International Conference as either delegate or presenter. With preference being given to presenters.



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- b. Organise practice development visit to at least one transplant unit at hospital near the conference centre. (As per point 8 above).
2. Preference will be given to active TNA members who have demonstrated one or more of the following;
  - a. Attendance at national meetings/conferences
  - b. Participation on committees (TNA or other relevant Transplant related committees & organisations).
  - c. Presentation at state education days or national conference
3. In the event of two or more applications of similar merits, preference will be given to those attending a conference as a presenter.

### **Application Guidelines**

Application letter must outline information regarding conference and in detail practice development visit, with intended hospital /transplant unit and contact people to support visit.

1. Application Guidelines
  - a. A copy of the conference program & registration costs
  - b. Abstract entry if applicable or presentation/poster acceptance letter
  - c. Travel itinerary
  - d. Cost of air flights; (two different quotes to be provided)
  - e. Accommodation (two different quotes for accommodation.)
  - f. Other transport requirements with travel destination that applies to practice development visit.
  - g. Curriculum Vitae including professional references (minimum one professional reference required)
2. Applications Requirements post travel award
  - a. Successful Recipient **will** present at next TNA conference (Sydney NSW October 2018) with a summary of conference including specific learnings & transplant unit visit experiences or their accepted conference paper.
  - b. Attendance at this TNA conference for presentation will be at the recipients **own expense.**
  - c. Successful recipient **must** write journal article for TJA within 12 months of the visit.



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### **Contract**

The award of the Astellas Practice Development Travel Award is subject to awardees agreeing to be bound by the conditions laid down in a Contract document signed between the Transplant Nurses Association and the awardees.

Reimbursement cannot commence until the Transplant Nurses Association receives an executed copy of the Contract document from the successful applicant/s.

### **Acceptance Guidelines**

1. The TNA National Secretary will notify successful and unsuccessful applicants following the application review meeting by email.
2. The successful applicant/s will be required to make a contribution to the TNA as outlined above in the application guidelines.
3. 50% of payment of Travel Grant Award will be paid on acceptance of the signed contract. The remaining balance will be paid on completion of contract (Conference presentation & TJA Article). If contract requirements are not fulfilled, any funds awarded to applicant must be returned to the TNA in full. All receipts from conference and unit visit must be submitted in full to National Treasurer.
4. The recipient/s may withdraw application or terminate funding awarded at any time provided funds already allocated are to be returned in full. If funding is not returned, removal of membership will ensue and legal action for recovery of funds will be taken.
5. State branch endorsement will be sought to confirm membership and professional activities within the area of transplantation and the TNA Inc.
6. The TNA National Executive reserves the right to withdraw financial support at any time if contract guidelines have been breached.

