



Health Professional Cancer Network

Cancer Council Queensland

Application Package

**Travel Grant to attend the
Cancer Nursing Society of
Australia (CNSA)
Annual Congress
12 – 14 May 2016 CAIRNS**

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***Applications close at 5PM on Tuesday 1 March 2016
Applications will not be accepted after this time.***

Introduction

Cancer Council Queensland supports the ongoing professional development of health professionals working in cancer control. Through the annual program of travel grants, funding is provided for health professionals working and/or resident in Queensland, Australia to attend conferences to learn about best practice in the field of cancer control. Upon their return, this experience will contribute to and lead best practice in cancer control in Queensland.

Cancer Council Queensland's Scholarship and Travel Program aims to:

- Enhance the expertise and knowledge of successful applicants
- Enable dissemination of expertise and knowledge to the cancer control workforce
- Promote best practice in cancer control
- Build the reputation of cancer control as a field progressing best practice across all professions.

The Cancer Council Queensland Travel Grant for the CNSA Annual Congress 2016

Applications are sought from nurses caring for people affected by cancer to attend the Cancer Nursing Society of Australia (CNSA) Annual Congress 2016. Cancer Council Queensland will support the successful applicant with travel, living expenses and conference registration through an initial one-off grant valued up to \$1500 AUS (including GST). The amount of the grant, or grants, will be determined on the basis of the needs of the application submitted. The grant will not, however, exceed a maximum of \$1500. Grants will be allocated on a competitive basis. Successful grant recipients will make their own travel arrangements. Reimbursement will be provided upon the successful applicant's submission to Cancer Council Queensland of tax invoices and conference report.

Selection Criteria

The successful applicant will:

1. Be a qualified nurse (registered with the Australian Health Practitioner Regulation Agency) residing and working in Queensland
2. Demonstrate substantial ability in their field and as a potential leader, evidenced by:
 - Commitment to cancer care
 - Clinical skills
 - Empathy and understanding of the patient's perspective and
 - The ability to effectively share information
3. Justify attendance at the conference with reference to:
 - The relevance of the skills and knowledge gained to the position and service in which they are employed.

Please note:

Nurses who have received a Cancer Council Queensland Bursary, Scholarship or Travel Grant to attend a similar event in the past three years are not eligible to apply.

Evidence to establish capacity to meet selection criteria

1. Applicants should provide personal details:
 - Name
 - Address
 - Australian Health Practitioner Regulation Agency Registration Number
 - Evidence of membership of applicable professional body/bodies.
2. Applicants should provide evidence of ability through:
 - Curriculum Vitae (maximum 2 pages).
3. Details of:
 - Learning outcomes for attending the conference
 - Applicability of learning outcomes to clinical practice
 - Confirmation from current employer that the successful applicant will be released to travel
 - Itemisation and justification of the budget
 - Declaration of any potential or actual additional funding sources
 - Declaration of any conflict of interest
 - Signed Declaration (final page of this document).
4. Detail how the information gathered will be used to influence cancer care in Queensland including:
 - Confirmation of capacity to provide a report describing knowledge gained and relevance of best practice to cancer care delivery in Queensland
 - Outline of the report which will be provided to Cancer Council Queensland
 - The forums through which the information gathered will be distributed.

Developing a Proposal

All proposals are to address the selection criteria detailed above and supply supporting documentation including:

- Curriculum Vitae (maximum 2 pages)
- Evidence from current employer that the successful applicant will be released to travel (Email confirmation will be sufficient)
- Itemised and justified budget to a maximum of \$1500 (GST inclusive)
- Signed declaration (see final page of this document).

Applications must be submitted electronically to: E: healthpros@cancerqld.org.au

Use of Funds

Cancer Council Queensland will support the successful applicant with travel, living and conference registration expenses through an initial one-off grant valued up to \$1500 AUS (including GST) which can include:

- Return economy airfares from Queensland to Cairns
- Conference registration
- Accommodation in Cairns
- Airport transfers

Successful grant recipients are to make their own travel arrangements. Reimbursement will be provided upon receipt at Cancer Council Queensland of tax invoices and conference report.

Reporting Requirements

The successful applicant will be required to submit a report within 4 weeks of the successful completion of the bursary describing:

- The extent to which the benefits of the conference have been realised
- Knowledge gained and the relevance to best practice in cancer care delivery in Queensland
- The method and timetable for dissemination of knowledge gained during the travel grant, to other relevant health professionals

Reports must be submitted electronically to Cancer Council Queensland, attention Health Professional Education and Engagement Co-ordinator at E: healthpros@cancerqld.org.au . Cancer Council Queensland may use information provided in the form of reports in newsletters, publications, on the website and other sources to support and enhance organisational objectives.

Selection Process

Upon receipt, applications will be reviewed for completeness and adherence to submission requirements. Applications will be reviewed through a competitive process. Cancer Council Queensland's Travel Grant Selection Committee, comprising independent experts in their field, will meet to evaluate submitted applications. Proposals will be reviewed and scored against the selection criteria. Applications will be ranked in order of priority. Cancer Council Queensland's Travel Grant Selection Committee may call for additional information in order to reach a final outcome. Each applicant will be notified in writing of the outcome.

Submitting an Application

1. Individual applicants are responsible for submitting the application
2. **Completed applications should be submitted electronically to:**
healthpros@cancerqld.org.au.
3. Receipt of application will be acknowledged by return Email within two working days. It is the applicant's responsibility to ensure that the application has been received at Cancer Council Queensland
4. Applications must be received at Cancer Council Queensland
by **5pm Tuesday 1 March 2016**.
5. Faxed, hand delivered, incomplete or late submissions will not be accepted.

Application Schedule

Monday February 15, 2016	Call for applications
Tuesday 1 March 2016, 5PM	Applications close
Wednesday 16 March 2016	Cancer Council Queensland selection and approval process
Thursday 23 March 2016	Applicants notified of outcome
Thursday 12 – Saturday 14 May 2016	CNSA Annual Conference Cairns
Monday 13 June 2016, 5pm	Travel Grant Report Due

Further information

For further information contact:
Health Professional Education and Engagement Team, Cancer Council Queensland
E: healthpros@cancerqld.org.au

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DECLARATION (please include with application):

I, (Name of applicant: please print) _____

hereby make formal application to Cancer Council Queensland for a travel grant to attend the CNSA Congress 12 – 14 May 2016, Cairns.

Should this application be successful, I undertake to submit to Cancer Council Queensland a written report within four (4) weeks of completion of the conference, describing:

- The extent to which the benefits of the conference have been realised
- Knowledge gained and the relevance to best practice in cancer care delivery in Queensland
- The method and timetable for dissemination of knowledge gained during the travel grant, to other relevant health professionals

Do you identify as Aboriginal or Torres Strait Islander Yes ☐ No ☐

Applicant's signature _____

Name (print) _____

Date _____

To be submitted with application.