



# Scholarships, Awards and Grants Processes

**POLICY 16**

## Purpose

This document gives an overview of the processes including responsibilities for advertising, reviewing and assessment of applications/nominations for scholarships, awards and grants offered by ACNN and external parties.

## Overview

### Scholarships, awards and grants

- Scholarships offered by ACNN are aligned with the Special Interest Groups (SIGs)
- The University of Tasmania (UTas) Scholarship is a fee reduction scholarship for ACNN members and is administered by UTas
- Awards are offered by ACNN and external parties
- Grants may be offered by Branches who are in a financial position to do so
- Advertised on the website, via social media and the ACNN Newsletter
- Applications/nominations are only accepted electronically
- Utilise parent support groups to promote the Neonatal Nurse Family Appreciation Award

### National Executive, Subcommittee and ESO responsibilities

- National Executive
  - determines the amount of funding for scholarships annually as part of the proposed budget put forward by the Treasurer
  - determines the Awards prizes for winner/s and nominee/s annually as part of the proposed budget put forward by the Treasurer
  - reviews the conditions of the scholarships and awards annually and sets closing and assessment dates
  - reviews marketing flyers annually at the first face-to-face meeting in calendar year
- Professional Officer (PO) has overall responsibility for co-ordinating the scholarships and awards
  - Receives scholarship applications
  - Organises assessment panels (see individual scholarship and awards processes below)
  - Informs the National Executive, ESO and applicant/s/nominee/s of the outcome
  - Informs treasurer of awarded amount for payment
  - Prepares for presentation of scholarships and awards at the opening ceremony of the National Conference (e.g., PowerPoint, certificates, plaque)
- Social Media committee (SMC) is responsible for advertising by Facebook, Twitter and Instagram in liaison with the ESO
- Newsletter editor co-ordinates advertising in the newsletter and announcing outcomes
- Executive Support Officer (ESO)
  - receives award nominations, sends email of acknowledgment and thanks to nominators, collates nominations for the PO
  - co-ordinates SIGs to review their respective scholarship annually (January/February) to ensure the scholarship categories remain relevant and current
  - updates documents and website in line with reviews/changes
  - is responsible for advertising via email and announcement of the outcomes

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## Scholarships

The current scholarships available include:

1. Leadership and Management Scholarship – aligned with the Leadership SIG
2. Neonatal Nurse Practitioner Scholarship – aligned with the Neonatal Nurse Practitioner SIG
3. Neo-Skin Scholarship – aligned with the Neo-Skin SIG
4. Neurodevelopmental Care Scholarship – aligned with the Neurodevelopment Care SIG
5. Professional Development Scholarship – aligned with the Education SIG
6. Renee Collisson Scholarship – aligned with the Low Resource Countries SIG
7. Research Scholarship – aligned with the Research SIG
8. Infant Feeding Scholarship – aligned with Infant Feeding SIG
9. Low Resource Setting Nurse Scholarship - This scholarship is aligned with the Low Resource Countries (LRC) SIG, however the process for this scholarship varies from above as the focus of this scholarship is on nurses working with neonates from a neighbouring developing country and not ACNN members. While the award is online, the LRC SIG committee will be proactive in promoting and identifying potential recipients. This includes putting a call out to all ACNN members if they know of a neonatal nurse in a developing country who would be eligible for the award. The LRC SIG committee will co-ordinate the submission and assessment of applications. The LRC SIG committee will co-ordinate communication with the successful applicant and the treasurer.

## Assessment processes

- Scholarship applications will be assessed three times a year
- The assessment panel for each scholarship is to consist of a minimum of 3 people (conflict of interest free), the Professional Officer (unless has a conflict of interest), representative/s from the relevant SIG and an executive member not affiliated closely with the applicant or SIG

## Awards

### Clinical Neonatal Nurse Excellence Award

- Colleague nominated excellence award
- Nominations accepted all year, actively promoted from April to June, assessed in July and publicly announced on International Neonatal Nurses Day – 15 August
- Consider sponsoring a morning/afternoon tea for the winner's unit to celebrate the awardee
- The assessment panel is to consist of a minimum of 3 people (conflict of interest free). The panel will consist of the PO (unless has a conflict of interest), and two members from the National Executive.
- The PO (or delegate) notifies the awardee/s and the respective nominator/s
- The ESO sends all nominees a certificate of nomination electronically to all nominees
- The Treasurer liaises with awardee/s on financial matters

### Neonatal Nurse Family Appreciation Award

- Family nominated excellence award
- Nominations are open all year, actively promoted from August to September assessed October and publicly announced on World Prematurity Day, 17 November
- The assessment panel is to consist of a minimum of 3 people (free of conflict of interest), including the PO, a member from the National Executive and at least one representative from a parent group
- The PO (or delegate) notifies the awardee/s and the respective nominator/s
- The ESO sends all nominees a certificate of nomination electronically to all nominees
- The Treasurer liaises with awardee/s on financial matters

### Mark New Quiet Achiever Award

- This award is \$1000 donated by the New Family, accompanied by a plaque
- Nominations are open all year, actively promoted in May-June, assessed July and announced as part of the awards ceremony at the National Conference and a representative from the New Family presents the award at the National Conference in September
- The PO forms an assessment panel (minimum of 3 members) including a representative from the New family
- The PO (or delegate) notifies the awardee, and all nominees acknowledge with a certificate (sent by ESO)
- The Treasurer liaises with the New family and awardee on financial matters as required

### Presenter's Awards

Members presenters' awards form part of the National Conference and are awarded in four categories (dependent on eligible presenters in each category and if the presentation judged to be given an award): best new presenter, best oral, best poster, and best poster - audience choice.

Branches and SIGs may also offer presenter's awards at **locally organised** face-to-face and virtual events for free abstract papers and posters. For SIGs the paper or poster content must align with the scope/aims of the SIG.

For the National Conference:

- During the abstract submission process, presenters are asked to indicate if they are a new presenter or if they are working towards a postgraduate degree or within 3 years of completing a postgraduate degree. New presenter criteria: not presented at a national or international conference previously (virtually or in person).
- Following assessment of abstracts and confirmation of accepting, the ESO collates presenter's eligibility information – current financial member, presenter status for new presenter award, the presenter is working towards a postgraduate degree or within three (3) years of completing a postgraduate degree and sends this to the PO
- The PO co-ordinates the judging of the awards with a panel of three judges, announcing the recipients of the awards as part of the conference closing ceremony if held face-to-face or shortly after the conference if held virtually

### Fellow of the College Award

See Policy 14: *Conferring membership of the College Fellow*

### Grants

These are administered by the respective branch, who liaise with the Social Media Committee and ESO (for advertising) and the Treasurer (financial matters).