**Important points to note**

Please ensure you meet the eligibility requirements for the scholarship application – see Section 1 of the checklist.

The scholarship rounds are competitive; therefore, applications should be of a high quality and follow the guidance provided in this document. The checklist *must* be complete and submitted as part of the application.

Incomplete applications/checklists or applications submitted after the round closing date and time will not be assessed. Applications received after the closing date will need to be resubmitted by the applicant for the next round.

**Scholarship Terms and Conditions**

* A financial member of ACNN for 18 consecutive months or more.
* Applications must be submitted as single PDF; including the completed checklist and required documents.
* For conference, seminar, workshop attendance - only registration, flights and/or accommodation expenses are eligible for funding. *Travel insurance, cab/Uber/train fares, meals, visas, and other miscellaneous items are not eligible*.
* For HDR and postgraduate study – only subject/course fees completed are eligible for funding. Subjects must be completed and evidence of results awarded (passed) must accompany the application. *Student Services fees (SSAF) and other miscellaneous university costs are not eligible.* *Human resource costs (e.g. offline time) to undertake aspects of the HRD are not eligible.*
* For research and quality improvement (QI) projects – the research/QI project protocol must accompany the application. HREC approval letter must be provided prior to payment of the scholarship. Items eligible for funding include equipment/consumables required by the applicant for the project. *Human resource costs (e.g. PI time, RA time, and backfilling)* *are not eligible.*
* Awarding of full expenses is not guaranteed and is at the discretion of the scholarship committee.
* Scholarship recipients will be announced at the ACNN National Conference and through ACNN media channels (newsletter, emails and social media).

**If you are awarded a Scholarship**

* You will need to: 1) write an article to be published in an ACNN newsletter or 2) to create a social media post summarising the details, with reference to the category to which the scholarship was awarded and outlining, for example, several outcomes, lessons learnt, or recommendations for practice.
* The article should be emailed to scholarships@acnn.org.au. within one month of conference, seminar, workshop attendance; within one month of completing HDR/postgraduate study subjects funded by the scholarship, and; within six months of receiving a scholarship towards a research /QI project.
* For a research/QI project, this is likely to be a summary article (e.g., the study/project commenced, primary/secondary outcomes, and area under investigation). It does not need to include results but could include a couple of summary points. The amount of detail should be limited so as not to impact upon peer-reviewed publications.
* Scholarships are paid in two instalments, and the amount of each instalment will be determined by the scholarship committee. The first instalment will be paid on receiving the scholarship claim form and any outstanding receipts/documents. The second instalment will be paid on receipt of the article/report for publication in the newsletter.
* Outstanding receipts/documents must be provided prior to the scholarship being paid. Claim form/s, receipts/documents and article or email stating you will be liaising with social media should be emailed to scholarships@acnn.org.au.
* If the scholarship is towards HDR and postgraduate study we also request a receipt/notification from the ATO following this voluntary payment towards your HECS-Help loan.

**Checklist**

Please review, complete and include the checklist within the single PDF file. Please ensure each point is answered and that the checklist is signed and dated. An incomplete checklist will result in the application not proceeding to assessment.

Email the single PDF document to scholarships@acnn.org.au prior to 5pm on the closing date.

**Checklist**

|  |  |  |
| --- | --- | --- |
| **Section 1: Eligibility Criteria - all MUST be YES to apply** | **Yes** | **No** |
| I have been a financial member for 18 consecutive months or more | [ ]  |[ ]
| I am currently registered with AHPRA as a nurse or midwife | [ ]  |[ ]
| I currently work in neonatal nursing (clinical/education/research/management) |[ ] [ ]
| **Section 2: Previous and Current Funding (does not exclude application)** | **Yes** | **No** |
| I have received ACNN scholarship funding in the past. *If tick yes, please provide details within the cover letter* |[ ] [ ]
| I have applied for or have received part funding from other sources related to this application  |[ ]  [ ]  |
| I have utilised workplace professional development allowance for other activities and/or this application. *If tick yes, please provide details within the cover letter*  |[ ] [ ]
| **Section 3: Cover Letter MUST detail the following items** | **Yes** |
| Concisely and comprehensively detailed the category being applied for including name, place of the conference, course, where the research/QI project will be conducted etc. *Please include supporting documents including but not limited to conference program/confirmation of abstract accepted, research/QI protocol, postgraduate course information.* |[ ]
| Concisely and comprehensively detailed how the scholarship benefits your professional development and/or career in neonatal nursing. *This should include how you will apply the knowledge/experience gained to your practice.* |[ ]
| Detailed how this scholarship will contribute to improving neonatal care in your work area for neonates, families and/or neonatal nurses. *For research or QI projects, please highlight if your work has potential to influence neonatal care nationally and/or internationally.* |[ ]
| Concisely detailed engagement with ACNN *(e.g. conference attendance, SIG/Branch events)* |[ ]
| **Section 4: Budget MUST be included in application**  | **Yes** | **No** |
| I have selected one of the three budget templates below and included a copy of the one that aligns with my application as a separate item in the cover letter. Do not complete the template within this checklist). *Note: If no funding contributed by other or self, please DO NOT delete the column, instead please list as $0.*Budget items should be detailed and supported by receipts or screen shots of actual items. For example, ‘Airfares’ – should detail the airline; ‘Accommodation’ should include place and number of nights. Receipt/screen shot of pricing should be provided and situated below the table. For research/QI project the budget could include details of other funding and the amount sought from ACNN. This will assist the assessment panel in determining if the project can be reasonably completed with the funding from ACNN. **Template 1: Conference/Seminar/Workshop Budget Template** (examples shown below**)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Item | Total Cost | *Funding request* *to ACNN* | Other/PD funding received | Contribution by self |
| Registration | $830 | ***$330*** | $500 | $0 |
| Airfares (Airline) | $2500 | ***$2000*** | $0 | $500 |
| Accommodation (place & # of nights) | $1000 | ***$600*** | $0 | $400 |
| **Total** | $4330 | ***$2930*** | $500 | $900 |

**Template 2: University/Course Budget Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Item | Total Cost | Funding request to ACNN | Other funding/ support received | Contribution by self |
| Detail - Subject Number/Unit code etc | $555 | **$227.50** | $227.50 | $52.65 (SSAF) |
| Detail - Subject Number/Unit code etc | $1031 | **$1031** | $0 | $122 (SSAF) |
| **Total** | $1586 | **$1258.50** | $227.50 | $174.65 |

**Template 3: Research/QI Project Budget Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item | Total Cost | Funding request to ACNN | Other funding/ in-kind support received |
| Consumables | $1000 | **$500** | $500 |
| Equipment | $1000 | **$1000** | $0 |
| Human Resources (please outline hours/timeframe etc) | $3000 | **$3000** | $0 |
| **Total** | $5000 | **$4500** | $500 |

 |[ ] [ ]
| **Section 5: Supporting documents submitted with application** | **Yes** | **No-N/A** |
| Current curriculum vitae: 2-3 pages in length with relevant information that supports the scholarship application. *Must include the contact details of two professional referees.* |[ ] [ ]
| Receipts AND/OR screen shots of actual/anticipated prices for budget items |[ ] [ ]
| Proof of enrolment in course/subject (must accompany HDR/Uni course application) |[ ] [ ]
| Statement of accounts which indicated fees have been paid from the education institution (must accompany HDR/Uni course application) |[ ] [ ]
| Research/QI protocol (must accompany research/QI project application) |[ ] [ ]
| HREC approval letter (may be included or provided at a later date) |[ ] [ ]
| **Section 6: Agreement to terms and conditions** |  |  |
| I agree to remain a financial member of ACNN for a minimum of 12 months after receiving the scholarship  |[ ] [ ]
| I consent to my name and the scholarship awarded being announced via ACNN social media  |[ ] [ ]
| I commit to writing an article for the ACNN newsletter or undertaking a post for ACNN social media as specified in the email/payment terms and conditions |[ ] [ ]
| I have checked that all sections of this checklist are complete, and compiled the checklist, cover letter and supporting documents into a **s*ingle PDF document.*** |[ ] [ ]
| I have read and agree to the above terms and conditions.Signature (electronic or typed) and Date |

Email the single PDF document to scholarships@acnn.org.au prior to 5pm on the closing date.