**If you would like support in completing your application, or your application reviewed prior to submission**, please contact the Education SIG ([educationsig@acnn.org.au](mailto:educationsig@acnn.org.au)), Research SIG ([researchsig@acnn.org.au](mailto:researchsig@acnn.org.au)) or Leadership SIG ([leadershipsig@acnn.org.au](mailto:leadershipsig@acnn.org.au)) at least 3 weeks before the submission date.

**Important points to note**

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

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

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

**Scholarship Terms and Conditions**

* A financial member of ACNN for 18 consecutive months or more.
* Applications must include a completed checklist, required documents and be submitted as 1 single PDF document.
* An article/report must be written for publication in an ACNN newsletter and should summarise the details, with reference to the category to which the scholarship was awarded and outline a number of outcomes, things learnt, or recommendations for practice for example.
* The article/report must be emailed to [scholarships@acnn.org.au.](mailto:scholarships@acnn.org.au.) within 1 month of conference, seminar, workshop attendance; within 1 month of completing HDR/postgraduate study subjects funded by the scholarship; within 6-months of receiving a scholarship towards a research /QI project. For research/QI project, this is likely to be a summary article/report (study/project commenced; primary/secondary outcomes; what looking into. It does not need to include final results or could be a couple of summary points. The amount of detail should be limited so as not to impact upon peer-reviewed publications.
* For conference, seminar, workshop attendance - only registration, flights and/or accommodation expenses are eligible for funding. T*ravel insurance, cab/uber/train fares, meals, visa’s, other miscellaneous items are not eligible*.
* For HDR and postgraduate study – only subject/course fees are eligible for funding. *Student union fees and other miscellaneous university costs 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 for the project and principal investigator time. *Research assistant/s time and computer/data analysis software are not eligible.*
* Outstanding receipts/documents must be provided prior to the scholarship being paid.
* 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.
* Claim form/s, receipts/documents and article/report to be emailed to [scholarships@acnn.org.au.](mailto:scholarships@acnn.org.au.)
* Scholarship recipients will be announced at the ACNN National Conference and through ACNN media channels (newsletter, emails and social media).
* Awarding of full expenses is not guaranteed and is at the discretion of the scholarship committee panel.

**Checklist**

Absence of, or an incomplete checklist will result in the application not proceeding to assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1: Eligibility Criteria (all must be checked to be eligible 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 areas) |  |  | |
| **Section 2: Previous and Current Funding (does not exclude application)** | **Yes** | **No** | |
| I have received ACNN scholarship funding in the past |  |  | |
| I have received or have applied for other funding related to this application |  |  | |
| I have accessed workplace professional development allowance related to this application |  |  | |
| **Section 3: Cover Letter (all the following items must be addressed in the cover letter)** | **Yes** | **No/N/A** | |
| Stated the category for which I am applying *(e.g., conference attendance, course, post graduate study, research or QI project)* |  |  | |
| Provided comprehensive details of the conference (may wish to attach program to the application), course, post graduate study, research/QI project. For example, *this should include details such as the name of the conference/course, dates, location, University/Institution the study/research is being undertaken.* |  |  | |
| Outlined details of previous and current funding |  |  | |
| Outlined how the scholarship will benefit my professional development and/or career in neonatal nursing. *This should include how you will apply the knowledge/experience gained to your practice.* |  |  | |
| Provided details of how this scholarship will contribute to improving neonatal care in my 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.* |  |  | |
| Detailed my engagement with ACNN *(e.g. conference attendance, SIG/Branch events)* |  |  | |
| **Section 4: Budget (must be presented in table format)** | **Yes** | **No** | |
| A detailed budget has been provided in table format which clearly outlines each item individually, sub-totals and total amount being sought from ACNN. *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.*  **Budget table (example for conference application)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Budget Item | Total Cost | Funding request to ACNN | Other/PD funding received | Contribution by self | | Registration | $830 | **$330** | $500 | $0 | | Airfares | $2500 | **$2000** | $0 | $500 | | Accommodation | $1000 | **$600** | $0 | $400 | | **Total** | $4330 | **$2930** | $500 | $900 |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Budget Item | Total Cost | Funding request to ACNN | Other funding/ support received | Contribution by self | | Subject 1 – Semester 1 | $555 | **$227.50** | $227.50 | $52.65 (SSAF) | | Subject 2 – Semester 2 | $1031 | **$1031** | $0 | $122 (SSAF) | | **Total** | $1586 | **$1258.50** | $227.50 | $174.65 | |  |  | |
| **Section 5: Supporting documents** | **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 for items already paid |  |  | |
| Proof of enrolment in course/subject (must accompany HDR/Uni course application) |  |  | |
| Statement of accounts 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 have read and accept the scholarship terms and conditions |  |  | |
| I consent to my name and the scholarship awarded being announced via ACNN social media channels |  |  | |
| I commit to writing an article/report for the ACNN newsletter as specified in the terms and conditions |  |  | |
| I consent to my name and the scholarship awarded being forwarded to the relevant Special Interest Group |  |  | |
| I have completed all sections of this checklist, and I am required to submit the checklist and all documents as a compiled **s*ingle PDF document.*** |  |  | |
| Signature (electronic or typed) and Date | | | |

Email the single PDF document to [scholarships@acnn.org.au](mailto:scholarships@acnn.org.au) prior to 5pm on the closing date.