



# ASMIRT

2020

Australian Society of Medical Imaging and Radiation Therapy

## International Travel Scholarship Guidelines and Application Form

For Early Career Members

Page 1 of 10

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## ASMIRT International Travel Scholarship (Early Career)

### 1. Program Rationale

#### What is the ASMIRT International Travel Scholarship?

The ASMIRT International Travel Scholarship is offered annually to those members who have less than 2 years entry into practice. The aim of the scholarship is to encourage and promote professional development. Up to two scholarships will be awarded annually in the discipline of Medical Imaging / Nuclear Medicine and Radiation Therapy. ASMIRT Nuclear Medicine members are welcome to apply. The recipients of the scholarships will have up to three years following notification from the Board of Directors of ASMIRT of their successful application to use the funding.

Each scholarship is to the value of \$3,500 and can be used by the recipient to assist with covering the cost of overseas travel to participate in education, training and cultural opportunities. The aim of the scholarship is to allow for personal and professional development of the practitioner and to encourage the practitioner upon their return to Australia and contribute to the professional body of knowledge.

#### Who is eligible to apply for an International Travel Scholarship?

The International Travel Scholarships are available to current members of ASMIRT who have less than 2 years entry into practice. This includes those completing their Supervised Practice Year, students who have successfully completed their four year program, and students who have successfully completed the Graduate Diploma in Mammography. All applicants are advised that they need to be in a position to take up the scholarship within the three years. Successful applicants must maintain membership of ASMIRT for the duration of the scholarship.

#### What are the expectations of me when I return to Australia?

Upon return to Australia the successful candidates will be required to submit an article reflecting on their experiences for publication in an ASMIRT publication. Presentations of the participants' experiences would also be welcomed at branch meetings, student paper days or as a formal paper presentation at the national ASMIRT conference, although this is not a requirement.

### 2. Program Framework

#### What can I use the ASMIRT International Travel Scholarship for?

The ASMIRT International Travel Scholarship may be used in a number of modes to assist the recipients to participate in international education, training and cultural opportunities. The modes that you may choose from include, using the scholarship to:

- Gain experience in overseas radiography/nuclear medicine or radiation therapy practices
- Present a paper and/or attend an overseas conference
- Participate in an overseas training or study program that will assist in skill enhancement.

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## Using the scholarship for a career break

Scholarship applicants may wish to use the scholarship to develop an opportunity to gain experience in overseas radiography/nuclear medicine or radiation therapy practice. This application may be with or without the approval of the applicant's employer\*. Please note that it must be the applicant's intent to return to Australia within an appropriate time period.

If you are making an application for the International Travel Scholarship as part of a career break, you will need to include the following information in your application:

- an outline of the applicant's intention to learn or develop specific skills
- the name(s) and contact details of the contact person(s) at the department(s) where you plan to spend time working and learning,
- clearly outline the rationale and benefits of your proposed use of the scholarship.

*\* Please note that in the case of employer supported leave, a letter of support from your employer is required.*

A successful applicant, who has applied to use the scholarship for a career break, prior to receipt of the award, would be required to submit a detailed plan of their travel arrangements. This would need to include:

- certified copies of evidence of registration in the proposed country of employment
- certified copies of offers of employment
- a proposed employment program including dates of employment including an anticipated date of commencement and an anticipated date of return to Australia

## Using the scholarship to present and/or attend an international conference

Applicants may wish to use the scholarship funding to assist them to present a paper at an international conference or to assist them to attend an international conference as a delegate. Attendance at international conferences may also be combined with visits to overseas practices or study tours\*.

If you are making an application to use the International Travel to present or attend an international conference you will need to include the following information in your application:

- a letter of support from your employer,
- details of the conference to be attended and/or the intent to offer a paper for presentation,
- an outline of the conference program (where available),
- clearly outline the rationale and benefits of your proposed use of the scholarship,

*\* Please note that if you plan to include a study tour with your trip you will need to include with your application the details of your planned hospital, departmental or University visits (Please include the name/s and contact details of your overseas contact/s).*

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A successful applicant who has applied to use the scholarship to attend an international conference, prior to receipt of the award would be required to submit a detailed plan of their travel arrangements. This would need to include:

- a certified copy of conference registration(s)
- a certified copy of your abstract and the acceptance of your paper in the conference program
- a proposed travel timetable including anticipated date of departure and an anticipated date of return to Australia
- if a study tour has been planned in conjunction with this activity, certified copies of letters of invitation for hospital, department or University visits are required

## Using the scholarship to participate in an international training program

Applicants may wish to apply for the scholarship funding to assist them to participate in an overseas training/study program for the enhancement of clinical skills. Such training may take

the form of a formal training program and/or study visit to one or several sites to investigate international practice and gain a specific set of skills and knowledge\*

If you are making an application to use the scholarship to participate in an international conference you will need to include the following information in your application:

- a letter of support from your employer,
- an outline of the applicant's intention to learn or develop specific skills,
- an outline of the training program (where available),
- clearly outline the rationale and benefits of your proposed use of the scholarship.

*\* Please note that if you plan to include a study tour with you trip you will need to include with your application the details of your planned hospital, departmental or University visits (Please include the name(s) and contact details of your overseas contact(s))*

A successful applicant who has applied to use the scholarship to attend an international training program, prior to receipt of the award would be required to submit a detailed plan of their travel arrangements this would need to include:

- a certified copy of acceptance in a course/ training program(s)
- a certified copy of the outline(s) of the course/ training or study program(s)
- a proposed travel timetable including anticipated dates of departure and an anticipated date of return to Australia
- if a study tour has been planned in conjunction with this activity certified copies of letters of invitation for hospital, department or University visits are required

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## Application Kit - Part 1

### 3. Information

Applications for the International Travel Scholarship are invited from members who have less than 2 years entry into practice. The aim of the scholarship is to encourage and promote professional development and can be used by the recipient to assist with covering the cost of overseas travel to participate in education, training and cultural opportunities.

Applicants should note that up to two scholarships will be awarded annually in the disciplines of Medical Imaging / Nuclear Medicine and Radiation Therapy.

Detailed information is provided below.

#### 3.1 Criteria

Successful applicants will be required to:

- Have less than 2 years entry into practice in medical imaging, nuclear medicine or radiation therapy.
- Be a financial member of ASMIRT for at least 12 months.
- Provide a report suitable for publication on their international travel experience.

#### 3.2 Applications

Applications in writing, using the attached application form, must be made to the Australian Society of Medical Imaging and Radiation Therapy, marked attention “Chief Executive”.

Applications must include:

- Application Kit, Part 2
- Covering letter
- Brief Curriculum Vitae.
- Employer Letter of Support
- Three (3) written professional referees
- Conference Program Outline
- Proposed travel outline

Applications which are incomplete will not be considered. Applicants will be sent an acknowledgement receipt via email when applications are received. Late applications will not be accepted.

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*Candidates who have been successful previously are eligible to apply again on a yearly basis.*

### 3.3 Financial Assistance Details

International Travel Scholarships are awarded to assist with the costs of overseas travel; flights, travel insurance, accommodation, conference registration & transportation (eg taxis, buses, train tickets), associated with attendance at an international conference / training program/s. The value of the scholarship is \$3,500.00.

### 3.4 When to apply

Applications will open from July each year.

Payments are made post travel, although the initial airfare cost may be reimbursed prior to travel. Ensure that all receipts are retained, so that you will be able to support your claim.

### 3.5 How to apply

Applications can be sent as a hard copy or as an email copy to the email address listed. If you are sending a hardcopy, applicants are advised not to bind or submit applications in display booklets. Please simply affix all supporting documents with a single staple in the top left-hand corner.

Please ensure that all correct information is supplied, including all required documentation.

Forward your completed application form to:

**International Travel Scholarship – Early Career  
Chief Executive  
Australian Society of Medical Imaging and Radiation Therapy  
PO Box 16234  
Collins Street West, VIC, 8007**

Further information can be obtained from ASMIRT:

Telephone: (03) 9419 3336    Facsimile: (03) 9416 0783    Email: [info@asmirt.org](mailto:info@asmirt.org)

Ensure all requirements are complete and all attachments included. All recommended applications are sent to the Board of Directors for ratification.

### **Application Closing Date:**

Last Sunday in September – *27 September 2020*

### 3.6 Notification

Successful applicants will be notified by letter which will be forwarded directly to your nominated address. Applications are reviewed at the November Board meeting, and all applicants will be notified of an outcome mid-December.

### 3.7 Disclaimer

The ASMIRT Board decision will be final and no correspondence will be entered into. The ASMIRT Board does not accept appeals to its decision.

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# It is recommended that successful applicants register their overseas travel on DFAT Smart Traveller

## 3.8 Frequently Asked Questions

### ***What should I do if the conference program is unavailable when making my application?***

If the conference program for an event that you are planning to attend is unavailable when you submit your application, you can forward the program for the current year's event or a recent past conference. It is recognised that sometimes conferences are only biennial.

*Eg: If you are applying to attend UKRC in 2019, and the program was not available, you should forward the program from 2018 with your application as an example of the conference format.*

### ***What evidence should I submit, if I have submitted to present at a conference, and have not had confirmation of abstract acceptance?***

If you have submitted an abstract to a conference for consideration, you will have received an email confirming that your abstract has been uploaded for review. You can print this email and attach to your application or save it as a pdf as part of your emailed application.

### ***What should I do if I am unable to obtain a letter of support from my employer?***

If you do not have confirmed employment with your current employer in the years following your application for this scholarship, you should simply state this in your application cover letter. In this instance, you will not need to include a letter of support from your employer; however, it is still a requirement that you include three professional references with your application.

### ***Does the program that I am planning to attend need to be specifically related to the Medical Radiation Sciences?***

If you were applying for the International Travel Scholarship to attend a conference or a training program that is related to your field of work, but not specifically in medical imaging, nuclear medicine and radiation therapy, your cover letter will need to outline the rationale and benefits of your use of the scholarship.

*Eg: The scholarship may be to assist you to attend / present and participate in a conference that is related to areas within the medical radiation science space such as clinical education, PACS, information technology, health management.*

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## Application Kit - Part 2

Please read Part 1 prior to completing this form

### *PERSONAL DETAILS*

Name:

ASMIRT Membership No.:

Gender:

MALE

FEMALE

Residential Address :

Street & Number:

Suburb:

State:

Postcode:

Postal Address (if different to your Residential Address):

Street & Number:

Suburb:

State:

Postcode:

Contact Details (please provide a number where you may be contacted during business hours):

Home Phone:

Mobile:

Work:

Fax:

Email Address:

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## Checklist for applicant

***These documents MUST be included, or your application WILL NOT be processed. Documentation will not be returned to applicants.***

### ***Application Checklist***

*Application must be accompanied by:*

1. Signed and dated cover letter detailing the rationale and benefits of the proposed use of the scholarship	
2. Current Curriculum Vitae	
3. Employer Letter of Support	
4. Three (3) Written Professional Referees	
5. Conference Program Outline	
6. Proposed Travel timetable	

### **If you are going on a training program, the following must also accompany the application**

A certified copy of acceptance in a course/ training program(s)	
A certified copy of the outline(s) of the course/ training or study program(s)	

### **If you are going on a study tour or sit visit (s), the following must also accompany the application**

Copies of letters of invitation for the hospital, department or University visits.	
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### **Declaration:**

I declare that the information I have supplied in this application is complete and correct. I understand that if I am the successful applicant, I will forward an article on the experience for publication in Spectrum before I receive my final reimbursement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### **OFFICE USE ONLY**

Application Number:

State:

Date Received:

Date Received:

Application Accepted:

YES

NO

Candidate Notified:

YES

Date:

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