

# The Henry and Rachael Ackman Travelling Scholarships



## For early career researchers and graduate research students

### 2019 Guidelines

#### Background

As a result of a generous bequest to the University of Melbourne, the Faculty of Medicine, Dentistry and Health Sciences is able to offer research travel awards, known as *The Henry and Rachael Ackman Travelling Scholarships*, to eligible early career researchers (ECR) and graduate research students (GR) from the Department of Paediatrics and the Department of Obstetrics & Gynaecology.

#### Aims & Eligibility

This scheme supports *overseas* research travel only (i.e. outside of Australia). The types of activities that are eligible for funding under this scheme include conference travel (airfare, registration and accommodation), research training and study tours at prominent overseas institutions, and other international research career development opportunities. Priority will be given to applicants who have relatively firm travel arrangements in place and are able to commence these travel activities before the end of 2019.

Two different categories of award will be offered:

1. *Graduate Research (GR) students (previously termed RHD / Research Higher Degree students)*
2. *Early Career Researchers (ECRs)*

GR awards are designed to support single-year travel projects (i.e. travel activities that commence and conclude within a period of 12 months). This travel should relate directly to the GR project and commence within 12 months of notification of award. ECR awards can support either single or multi-year travel projects of up to 3 years' duration. For ECR awards, a major component of the travel activities should occur within 12 months of notification of award.

Applicants from the Department of Paediatrics may only ever be awarded *one* Ackman Travelling Scholarship *within each category* – that is, an individual may only receive one GR award and one ECR award. Previous recipients of an Ackman Travelling Scholarship are ineligible to reapply within the same category in which they were previously awarded funding. Only one application can be submitted per individual per year. Note GR is updated terminology for previously used Research Higher Degree (RHD) terminology and is not representative of a new category. Applicants from the Department of Obstetrics and Gynaecology may be eligible to re-apply if they have already been successful in a category, but priority will be given to applicants who have not previously received an award.

*Please note: While the maximum value that can be requested for a single award (in either category) is outlined below, each Department has the right – based upon their priorities and the number of applications they receive – to award less funding than what was originally requested in the application.*

#### GR Applicants

GR applicants must be enrolled in a course in either the Department of Paediatrics or the Department of Obstetrics & Gynaecology *at the time of application* and must undertake their travels *within the period of their candidature (prior to Thesis submission)*. Normally, GR applicants would be expected to request funding to cover research travel costs up to a maximum value of \$4,000 AUD per individual applicant, however higher requested levels of funding may be considered on a case by case basis. It is anticipated that GR applicants will have passed confirmation and be in the mid to later stages of their research study program and thus in a position to have an abstract / poster accepted at an international conference in their field. It is expected that applications within this category will be for single-year projects to be undertaken within 12 months following award date of application for this scholarship.

## **ECR Applicants**

ECR applicants must hold a salaried academic appointment of at least 0.5 full-time equivalent (FTE) at Level A, B or C in either the Department of Paediatrics or the Department of Obstetrics & Gynaecology. ECR applicants must hold or have reasonable expectation (at the time of application) of holding, an appointment until 31 December 2020.

ECR applicants must have been awarded a PhD within the last 5 years (on or after 22 March 2014 (1) and before submission of an Ackman Travelling Scholarship application. However, applicants who have held their PhD for longer than 5 years but have, following the award of their PhD can make a claim for eligibility if their full time equivalent (FTE) research opportunity since award of PhD equates to 5 years or less:

1. *experienced one or more significant periods of career disruption, and/or*
2. *worked in non-research positions in industry or outside of the higher education sector*

Applicants in these circumstances must provide an eligibility exemption statement as an attachment to their application. Consideration of these cases will be modelled on the NHMRC's Career Disruption policy (see 6.2.1. of the NHMRC Funding Rules) and equivalent ARC framework.

For the purposes of this scheme, special cases that qualify for career disruption include circumstances (since award of PhD) where one's research career has been significantly interrupted or affected by lengthy serious illness, child bearing or child rearing, primary care-giving for a family member or working with industry or outside of the higher education sector where research was not the primary focus of the employment.

Applicants wishing to claim periods of career disruption (including periods of non-research employment) should clearly quantify how much equivalent full time (EFT) – in years and months – can be accounted for by the career disruption so that the time since award of PhD falls within the 5 year time frame specified above.

ECR applicant should demonstrate in their application that they have the basic infrastructure resources at their planned destination(s) and the time available – within the context of existing research, teaching and higher degree supervision responsibilities – to pursue the research travel proposed. Research-only staff whose salary is sourced externally must demonstrate to their Department that the nature of their appointment means that they are allowed, and have the time available, to pursue additional research activities.

ECR applicants can request funding for single or multi-year projects up to a combined maximum value of \$20,000 provided that they hold, or have a reasonable expectation of holding, an appointment that covers the duration of their proposed project. For multi-year projects, it is expected that a significant portion of travel will be undertaken within 12 months following award. Higher requested levels of funding may be considered on a case by case basis. For multi-year projects, where ongoing appointment cannot be confirmed at the time of application, additional years of funding will be contingent upon the re-appointment of the recipient within their respective Department. Additional years of funding will also be contingent upon the recipient providing annual progress reports to [mdhs-grants@unimelb.edu.au](mailto:mdhs-grants@unimelb.edu.au) to demonstrate the value of the research travel activities undertaken through their project to date.

## **Assessment Process and Conditions of Award**

Applications will be assessed by each Department.

By accepting the award, recipients agree to the following:

### **The Minnie Ackman Lecture**

As a condition of accepting funding through the Ackman Travelling Scholarship, each recipient must present a full account of the overseas research activities that were supported through this travel award. This report is to be known as 'The Minnie Ackman Lecture'. The respective Departments may help to coordinate or identify an appropriate forum for the delivery of this Lecture, which should be presented in a format befitting the recipient's level of experience and the scale of the research activities undertaken. This must occur prior to completion of your course of study.

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1 The award of the PhD is defined as the date of the official notification letter or, for those awarded PhDs where the institution does not supply such letters, the date that the applicant has completed all the required steps to be eligible to graduate with a PhD. Submission of a PhD for examination is not an indication that all steps have been completed.

## Annual Report

Each recipient of an Ackman Travelling Scholarship will also be required to provide to [mdhs-grants@unimelb.edu.au](mailto:mdhs-grants@unimelb.edu.au) an annual report of no more than 500 words. These reports should outline the international travel arrangements made possible through the scholarship, what has been gained from the experience thus far and what follow on activities and outcomes are anticipated as a result of the travel.

## Acknowledgment of support

This award is the result of a generous bequest by the late Emanuel Percy Ackman.

The Ackman Trust reference UTR6.170

MDHS graduate research trust scholarships are funded from trust funds established through the generosity of alumni, former staff and other benefactors as well as philanthropic foundations. Recipients of MDHS graduate research trust scholarships are required to acknowledge the support of the donor or trust on publications and in the thesis, provide a progress report so that donors may understand the use to which the funds are being put, or be asked to attend thank you, award, prize-giving or other ceremonies to acknowledge the generous support that has made the scholarship possible.

## Conditions of Payment

### GR Recipients

1. Ensure you have accepted your course offer and completed all enrolment requirements. Once you have completed these via the Student Portal <https://my.unimelb.edu.au>, enter your banking details via the 'Admin' tab
2. Recipients are to apply for Graduate Research Study Away, as per graduate policy (<https://staff.unimelb.edu.au/students-teaching/graduate-research/candidature-management/study-away-field-work,-conference> )
3. Payment will be processed on receipt of approved Graduate Research Study Away approval notification and supporting document (including evidence of a paid deposit for your flight overseas) provided to [mdhs-grants@unimelb.edu.au](mailto:mdhs-grants@unimelb.edu.au)
4. Upon purchase of research travel activities (flights, accommodation etc) with the scholarship funds, supporting documentation must be submitted no later than 1 month prior to travel

### ECR Recipients

1. Recipients will be provided with a Research Grant Acceptance Form (RGAF) which lists the relevant Themis string for *The Henry and Rachael Ackman Travelling Scholarships*, to charge the travel expenses to.
2. Travel expenses such as flights must be booked through the UOM Travel Portal (Reference Employee Travel Policy (MPF1300) : Policy)
3. Other expenses have to be processed through **Themis – UOM Staff Self-Service – iExpenses** using the Themis string and must strictly be filled out using the following - **\*Purpose** on the first tab for 'Create Expense Report' MUST include: **RECIPIENTS FULL NAME** and **ACKMAN** and **YEAR of AWARD**.

Example: "NIKKI FISHER\_ ACKMAN TRUST 2019".

## Closing Date for Applications:

Round 1: 5 April 2019

Round 2: 30 August 2019

**Please do not attach these Guidelines to your application**

# The Henry and Rachael Ackman Travelling Scholarships

## 2019 Application Form



**Closing Date: Round 1 – Close 11.55pm Friday 5 April 2019**

### IMPORTANT

Please adhere to all word and page limits for each question. Use Arial 11 point font (or equivalent). Do not adjust these page margins, which are set to 1 cm (left, right, top and bottom), and utilise these same margin, font and size specifications for all additional attachments.

Submit the **signed application** with **curriculum vitae** and a fully signed (applicant and Head of Department) **certification page** as a single high quality PDF (not including the guidelines) to Nikki Fisher at: [mdhs-grants@unimelb.edu.au](mailto:mdhs-grants@unimelb.edu.au) with the following file name: **SURNAME\_First name\_Ackman\_2019\_R1.pdf**

Please ensure you have read the scheme guidelines.

## PERSONAL DETAILS

Surname:

Given Name(s):

Email:

Phone:

Have you previously received a Henry and Rachel Ackman Travelling Scholarship?

NO

YES

If YES, please indicate the department, type and year awarded

Department:

Type:

Year Awarded:

Please select the type of applicant you are and then complete the corresponding questions:

GR – Graduate Research student – please go to page 2

ECR - Early Career Researcher – please go to page 3

# Henry and Rachael Ackman Travelling Scholarships

## Application section for completion by Graduate Research (GR) students

Department	
Type of Post-Graduate Course (e.g. PhD)	
Student ID	
Month & Year of Course Commencement	
Expected Date of Completion	
Full Time Equivalent (FTE)	
Name of Primary Supervisor	

**Outline the overseas research travel activities you propose to undertake.** Please include the location, dates and conference title where applicable. Where specific details cannot be confirmed (e.g. locations and dates), provide as much information as possible and give estimations where applicable. Provide budget details for the funding you request to support this activity (normally requests will be up to a maximum of \$4,000 AUD). Include in the budget details the separate expenses involved, e.g. return flights, conference registration, accommodation, etc. (150 word limit).

### Budget Details

Description	Cost (AUD)
Return Flights	
Conference registration	
Accommodation	
Other – specify	
Other – specify	
Other – specify	
<b>Total Expenditure</b>	<b>\$</b>

For conference travel, has your abstract been accepted for presentation?	Yes or No
If yes, is this for an oral or a poster presentation?	Oral or Poster
Have you applied for other financial support for this travel?	Yes or No
If yes, please provide details of where (e.g. MCRI) and amount requested and/or awarded?	Where? \$ requested \$ awarded

**Outline what this travel opportunity would allow you to do – i.e. how it would benefit your research program and enhance your prospects for career development** (150 word limit).

- Attach a brief, one-page CV including details on education and training, awards and prizes, publications, conferences, clinical / vocational experience, professional memberships, etc.
- Please sign the Certification section (page 6), arrange Supervisor and Head of Department signing and attach.
- Please remove the guidelines and ECR section before submitting.

# Henry and Rachael Ackman Travelling Scholarships

## Application section for completion by Early Career Researchers (ECR) students

Department	
Current Academic Position	
End Date of Current Position	
Current Academic Level	
Full Time Equivalent (FTE)	
Date of Award of PhD	

**Outline the overseas research travel activities you propose to undertake and indicate if these will occur in one year or several years.** Where possible, name specific institutions and collaborators involved in your plans. Where specific details cannot be confirmed (e.g. locations and dates), provide as much information as possible and give estimations where applicable (250 word limit). Please include the location, dates and conference titles where applicable.

**Provide a brief statement explaining that you will have the basic infrastructure resources required for your project at your planned international travel destination(s) and the time available – within the context of your existing research, teaching and GR supervision responsibilities – to pursue the research travel proposed.** Research-only staff whose salary is sourced externally must demonstrate to their Department that the nature of their appointment means that they are allowed, and have time available, to pursue these additional research activities (100 word limit).

**Provide budget details for the funding you request to support your international research travel.** Note: normally funds should be requested up to a maximum value of \$20,000 AUD across all project years. Include in your budget an itemised list of the major separate expenses involved in the activity, e.g. return flights, conference registration, accommodation, etc. Add additional rows as required.

**Year 1**

Description	Cost (AUD)
<b>Total Year 1</b>	<b>\$</b>

**Year 2**

Description	Cost (AUD)
<b>Total Year 2</b>	<b>\$</b>

**Year 3**

Description	Cost (AUD)
<b>Total Year 3</b>	<b>\$</b>

**Total Research Travel Grant Expenditure =**

**Outline what this travel opportunity would allow you to do** – i.e. how it would benefit your overall research program, enable the growth and development of your international research networks and enhance your prospects for career development (200-word limit).

Please attach to this application a concise, two-page CV including relevant details on the following. CVs can be modelled on the NHMRC requirements for Early Career Fellowship (ECF). As the ECF scheme is now discontinued, the following notes for each section have been inserted from the 2018 NHMRC ECF Scheme Specific Advice and Instructions available on GrantConnect. If you have already entered this information into RGMS, CV Snapshots generated from RGMS will also be accepted. Refer to RGMS Instructions on Requesting a CV Snapshot.

- **Qualifications, awards and prizes**

- *Generally, an award is recognition of an achievement with no associated remuneration, whereas a prize is recognition of an achievement, with a form of remuneration.*
- *Note, paid fellowships or scholarships should appear in research funding, however unpaid fellowships are to be entered here as an award*

- **Employment history**

- *Employer, job title, employment type and start / end date (if applicable). Part time positions should be included.*

- **Appointments**

- *Include any honorary appointments, government appointments, boards, committees, university, institute and professional responsibilities*

- **Record of grant funding / Research Funding**

- *Any previous and/or current funding, including offers received for future funding*
- *Provide sufficient details about the funding to make clear what the funding was intended for, what you achieved and your role within these grants. You are strongly advised to ensure your role is clearly defined on each grant, so assessors can readily identify your contribution to the grant.*

- **Top five publications**

- *Comment on up to five of your most significant publications, papers, reports and other contributions over the course of your career. The reason for including these should be outlined. Applicants can highlight the number of citations for their most significant publications however impact factors must not be included.*

- **Conference participation**

- *Provide details such as conference title, country, your role at the conference and the year the conference took place. Keynote Speakers and Plenary Speaker are interchangeable terms and refer to stand alone presentations by a single featured speaker. Keynote, Plenary and Invited speakers are generally invited personally by the organisers of the conference and do not require a submission of paper or abstract for selection. If you were an invited speaker presenting on behalf of your supervisor or other member of your team, please reference this in Conference Presentation Summary.*

- **Supervision and mentoring**

- *Provide details of your supervision and mentoring role, the start year and number of students.*

- **Collaborations**

- *Provide past and current collaboration details. Including your role and any resulting outcomes (e.g. publications, patents, translation into policy or practice, primary health outcomes).*

- **Professional memberships**

- *Any current or previous professional memberships and/or registrations you hold. Provide the organisation name, start / end dates.*

- **Community engagement and participation**

- *You may wish to consult the Statement on Consumer and Community Participation in Health and Medical Research (the Statement) which has been developed to recognise the contribution that consumers can make to health and medical research and their right to do so.*

- **Translation into policy/practice**

- *Provide details of any research that has resulted in changes to organisational or government policy/practice. Include: a relevant short name for the impact of your research on policy or practice; Research - provide a brief description of your research that lead to this impact on policy or practice and the resulting outcomes; Indicate the year of the research results and your role; Funding Source; Details of Research Impact - Provide details of the organisation, government department etc. that benefited from the research; select the geographical extent of this impact on policy or practice; indicate the year the change was translated/implemented and provide a brief description of the impact of the change.*



Applicants seeking consideration for Career Disruption in order to meet eligibility requirements of this scheme must attach to this application a concise statement (300-word limit) on a single A4 page. Consideration for these cases will be modelled on the NHMRC's Career Disruption policy (see 6.2.1. of the NHMRC Funding Rules) and equivalent ARC framework.

*For how to quantify this, applicants can reference NHMRC Sample Career Disruption Template and [WISPP Career Disruption](#)*

All applicants must sign the Certification section (page 6), arrange for Head of Department signing and attach to this application.

Please remove the guidelines and GR section before submitting.

# Certification

## Certification by the Applicant

I certify that all details given in this application are correct, and that if successful, I will hold the Ackman Travelling Scholarship in accordance with the scheme guidelines.

(For students) I certify that, if this application is successful, I will hold the Ackman Travelling Scholarship in accordance with my current conditions of candidature.

Signature	Date

## Certification by Supervisor (for student applications only)

I support the application and consider that the research activities outlined therein will benefit the development of the student's research career.

Name	Department/School
Signature	Date

## Certification by the Applicant's Head of Department

I certify that the applicant has the time and resources available to pursue the international research activities outlined in the application. I support the application and consider that the research activities outlined therein will benefit the development of the applicant's research career.

Name	Department/School
Signature	Date

## Report Template

# Henry and Rachael Ackman Travelling Scholarships

## Annual / Progress Report (including Financial Summary)

Name:	
Department:	
ECR or GR:	<i>If GR, please provide student ID:</i>
Single Award:	<i>Date of travel:</i>
Multi Year Award:	<i>No of Years:            YY Start:            YY End:</i>
Round and Date / Year Awarded:	

Complete and return to [mdhs-grants@unimelb.edu.au](mailto:mdhs-grants@unimelb.edu.au) by the annual anniversary of your award date

As a condition of accepting funding through the Ackman Travelling Scholarship, each recipient must present a full account of the overseas research activities that were supported through this travel award. This report is to be known as 'The Minnie Ackman Lecture'. The respective Departments may help to coordinate or identify an appropriate forum for the delivery of this Lecture, which should be presented in a format befitting the recipient's level of experience and the scale of the research activities undertaken. This

Minnie Ackman Lecture presentation date:	<i>This can be marked TBC if during a multi-year award, however a date must be indicated in the final year report.</i>
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must occur upon completion of your course of study.

Each recipient of an Ackman Travelling Scholarship will also be required to provide to their Department an annual progress and/or final written report of no more than 500 words. These reports should outline the international travel arrangements made possible through the scholarship, what has been gained from the experience thus far and what follow on activities and outcomes are

Annual (for multi year award) or Final report (for single year award):	
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anticipated as a result of the travel.

### Financial Summary

*It is up to the recipient to retain financial records relating to this award in order to complete this section.*

What was the total funding amount awarded?	\$			
Indicate which year you are currently in with an * and indicate how much has been spent in each year	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
	\$	\$	\$	\$
What is the balance (total funding awarded minus total that has been spent so far)	\$			
Have there been any extenuating circumstances that have resulted in funds not being spent? If yes, please indicate here				
If this is the final report, are there any unspent funds?				