

TCRN Conference & Professional Development Grants 2020 Guidelines

THE GRANTS

- A. The **TCRN Conference Grant** is available for international or national conferences where the applicant has been invited to present or has submitted an abstract for presentation. A letter of acceptance or written invitation to present is required. The TCRN will award a grant of **up to \$1,000** for a national conference and **up to \$2,500** for an overseas international conference to help cover eligible expenses.
- B. The **TCRN Professional Development Grant** (for short course or workshop only) is available to enhance the applicant's knowledge and clinical and/or research skills at an international and national workshop or course. The TCRN will award a grant of **up to \$1,000** for a national workshop or course and **up to \$2,500** for an overseas international workshop or course, to help cover eligible expenses. These grants cannot be used to fund tertiary education.

ELIGIBILITY CRITERIA

1. Funding is available for single events (conferences or professional development) that occur between 1 April 2020 and 31 December 2020.
2. The applicant must be on the current existing TCRN Membership list as listed on the TCRN website (see [here](#)).
3. PhD students do not need to be a current TCRN member but their primary supervisor must be a TCRN member as listed on the TCRN website (see [here](#)).
4. The applicant must work predominantly in translational cancer research or in the delivery of cancer services.
5. The TCRN will accept applications for an event that has been partially funded for the same travel from a different funder, but the applicant must disclose the funder and amounts already received or committed.
6. The recipients of the TCRN PhD Scholarship Top-up awards are not eligible if stipend support was provided in their Scholarship Top-up.
7. Please note that any travels that have already commenced or completed before submitting the application will not be considered.

PRIORITY THEMES

For this award, preference will be given to applicants who attend professional development activities or conferences related to:

- Translational research (in its broadest definition)
- TCRN flagships (Hereditary cancer, Continuum of Care, HSA Biobank and Bioinformatics, Clinical Improvements into Practice)
- Evidence into practice, or similar
- Cancer biomarkers and personalised medicine

- Health services research
- Conferences specific to the TCRN's primary site-specific cancers: ovarian cancer, brain tumours, haematological malignancy, gastrointestinal tract malignancy

These priority themes do not apply to nurses, allied health professionals or PhD students.

Applications to attend professional development activities or conferences in other focus areas will be considered, however preference will be given to areas of interest directly relevant to the TCRN and its goals and objectives.

Exclusions

1. In order to ensure all members have access to these funding, recipients of 2019 Round 1 and 2 TCRN Conference & Professional Development Grants are not eligible to apply for this round.
2. Recipients of a TCRN Conference & Professional Development Grant prior to 2019 are eligible to apply, but priority will be given to applicants who have not previously received funding from the TCRN.
3. Recipients of another funding source including Cancer Institute NSW Translational Cancer Research Centre that duplicates the funding awarded by the TCRN for this conference/professional development opportunity are not eligible to apply.
4. These grants are not designed to fund laboratory visits or multiple stops on overseas trips.
5. Senior medical consultants with access to Training Education and Study Leave (TESL) are not eligible to apply for TCRN Conference & Professional Development Grants.
6. Applicants from a private practice are not eligible to apply for full funding but can apply for funding up to \$1,000 to offset their workshop and conference registration fees.

SELECTION CRITERIA

1. Applicants must:
 - Meet the eligibility criteria.
 - Answer ALL relevant questions in the application to demonstrate that the rationale and nominated learning objectives for attending the event is clear, relevant and appropriate to your work or research and stage of professional development.
 - Be prepared to increase the knowledge of the TCRN membership by sharing your experiences with the broader TCRN community.
 - Request only one (1) conference or professional development activity. The TCRN will not fund more than one event or a combination of events.
2. If the applicant fails to travel and attend the conference/course as stated in the application, then the full amount of the award must be returned to the TCRN. It is the responsibility of the successful applicant to notify the TCRN as soon as it is known that attendance will no longer occur. Failure to return the award to the TCRN will result in the applicant being ineligible for ANY and ALL future TCRN funding including the Cancer Challenge of the Year.
3. Successful applicants will be required to sign a letter of acceptance and agree to these conditions in writing.

COST ESTIMATES

Applicants must provide cost estimates for all eligible expenses including vendor details in the application form.

1. Airfares: a reasonable cost of return economy air travel to the conference/course by the most direct route.
2. Accommodation: a reasonable cost of required stay for the conference/course.
3. Ground transfers: these will be covered at flat rate of \$50 for national travel and \$100 for international travel.
4. All values must be in Australian dollars.
5. If the application is successful, the applicant will be awarded a grant of up to \$1,000 for a national conference or course, or up to \$2,500 for an international conference or course.
6. Copies of the original receipts for transportation, accommodation and registration/course fees must be kept by the applicant until 31 Dec 2021. DO NOT send them to the TCRN unless requested.
7. Payment to successful applicants:
 - i. It will take up to 3 weeks from the time the applicant submits the required documents (including the payment request form or an invoice from the applicant's organisation) to the TCRN.
 - ii. Non-UNSW applicants: The grant will be awarded to applicant directly. If expenses will be/have been paid for by the applicant's organisation, it will be the applicant's responsibility to reimburse their organisation accordingly.
 - iii. UNSW applicants:
 - a. If the total travel expenses will be/have been paid from a personal account as out-of-pocket expenses, the grant will be awarded to the applicant's personal account.
 - b. If the total travel expenses have been paid for by UNSW, the grant will be awarded to an appropriate UNSW account.
 - c. If the total travel expenses will be/have been paid for by UNSW AND from a personal account, the grant will be awarded to applicant's personal account first and any remaining balance of the grant will be awarded to an appropriate UNSW account.