



School of Medicine Student Travel & Conference Grants Committee

Mission Statement:

The School of Medicine and student groups affiliated with this committee value student experiences external to Flinders University as a part of their educational development as health care workers and professionals. To achieve this goal, the School of Medicine and student organizations distribute funding to subsidize student experiences.

Aim:

The aim of this committee is to centralize and coordinate the application process for student grants for the entire School of Medicine. The grants committee is intended to be representative of the SOM and student groups involved in issuing grants as well as the student body as a whole.

Council Members:

- 2 Faculty Representatives (Assistant Dean of Student Affairs & Assistant Dean of Higher Degree Students)
- 1 FMSS Council Representative
- 1 FURHS Council Representative
- 2 FMSS Council's 3rd and 4th year Representatives
- 3 Three nominated representatives who are not medical students.
- 1 Grad Student in the School of Medicine
- 1 Moderator (who prepares the applications for council viewing and does not vote)

It is up to the various GEMP Clubs to choose their representative on the council, however it is advised that the treasurer for the groups be the member of the council.

The moderator position will initially be assigned to the FMSS Assistant Treasurer, as this 1st year GEMP student is guaranteed to be the FMSS Treasurer the following year and thus will sit on the Grant Committee the following year. Having this person as the Moderator ensures that a person familiar with the committee and the process will be present as each new committee forms. All 2nd year members of the grants committee are eligible to be elected as moderator by simple majority.

The selection process for the School of Medicine positions is to be determined once a dialogue is established with these disciplines. Ideally all 3 of these positions will go to people from 3 different programs and they will have been elected by their peers.

At the first meeting of the year, a chair will be elected by a vote. It is advisable that a moderator is chosen for the next academic year at the last meeting of the current academic year.

Grant Committee Regulations:

Last Edited on 18/5/2010



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The Cross Disciplinary Grants Committee will meet four times a year (April, July, October, January). The meetings will have to occur once classes have finished for all those on the committee (either 5:00pm or in evenings). It is the duty of the Moderator to schedule a time when all of the committee members are capable of attending. In the event that a member of the committee is unable to attend due to being overseas for an elective then in conjunction with the student group that this representative represents, a replacement can be nominated for that particular grants committee meeting.

The April meeting shall review applications for conferences, electives or events that commenced in between the 1st of January and the 31st of March, and these applications must have been submitted by the 1st of April of that year.

The July meeting shall review applications for conferences, electives or events that commenced in between the 1st of April and the 30th of June, and these applications must have been submitted by the 1st of July of that year.

The October meeting shall review applications for conferences, electives or events that commenced in between the 1st of July and the 30th of September, and these applications must have been submitted by the 1st of October of that year.

The January meeting shall review applications for conferences, electives or events that commenced in between the 1st of October and the 31st of December, and these applications must have been submitted by the 15th of January the following year.

Roughly one quarter of the annually available funds shall be available to allocate at each meeting. If there is a disproportionately large number of grant applications for one particular grant committee meeting then it is at the council's discretion to allocate an amount of money greater than one quarter of the total available funds. Similarly the committee must not allocate the total one quarter of funds available at every meeting if there is a particular meeting with a small number of applications. In such a case, the left over money would carry over to the following grant committee meeting.

The moderator is responsible for removing any parts of an applicant's application which may identify them to their classmates to avoid bias. This includes removing the applicant's name and email address from their application before it is presented to the committee.

The moderator is also responsible for communicating with the applicants and arranging delivery of approved grant funds (ie. Notifying successful applicants and posting cheques once the receipts and articles have been collected).

Grants are paid once the person has returned from their conference/elective and can provide receipts for either accommodation, registration or travel (depending on the grant type they applied for). Also, every individual allocated a grant must submit a typed article, of at least one page in length, detailing their experience at their conference/elective. This article may then be published in any newsletter or magazine prepared by any of the student groups involved with this cross disciplinary grants committee.

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****The money is delivered to the applicant as a cheque only once their article and receipts have been received and verified.****

Grant Types:

Grants will be divided into two major categories

1. Travel Expenses
2. Other Expenses (such as Registration/Accommodation)

Under no circumstances will a student receive a grant, or multiple grants, totaling more than \$500 dollars from one of the two above categories in one academic year (Jan 1st to Dec 31st). Hence, the most amount of money a student can be allocated in one academic year is \$1000 (\$500 from each of the two main categories). An applicant who attends multiple conferences may apply for funds each time, however the sum of money they are allocated over the course of the entire academic year may not exceed \$1000.

Money from the FMSS will be sub-divided into different categories. Similarly, the contribution from the School of Medicine is also to be sub-divided. Students are to select from this list of categories, which grant types best apply to them (ie. Developing world elective grant vs a conference grant).

HHRG: The Health Equity Action Together Small Grants Scheme (HEAT) is a one-time \$2000 fund allocation towards a student run project targeting improved health outcomes in a community, in Australia or overseas. Suitable projects may be associated with a medical elective. It goes towards buying supplies and equipment for the project, as opposed to a particular person's accommodation or flight expenses. As such this grant will continued to be allocated by the HHRG council and their 3rd party advisors in the future, and the individual awarded this grant will still be eligible for receiving a grant from the School of Medicine Grants Committee.

FURHS: Funding for FURHS Grants tend to be on a needs basis. As such, the FURHS committee does not have a set amount of money that they allocate as grants. The FURHS grant application is to be incorporated into the School of Medicine Grants Committee application and then people who apply for FURHS grants will have their applications forwarded by the SOM Grants committee to the FURHS council. The FURHS council shall meet to allocate grants prior to the SOM Grants Committee Meetings such that the identities of grant recipients as well as the amount that they receive shall be known by the SOM Grants Committee and these details will be factored into the decision as to how much additional funding the individual shall receive from the SOM Grants Committee.



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At the end of every Academic Year, the Moderator will prepare a spreadsheet that contains the names, projects, conferences and amounts of all the grants allocated by the School of Medicine Grants Committee, FUHRS, and HHRG and submit that to the Dean of the School of Medicine.

Fund Allocations:

The money contributed by the FMSS is to be sub-divided as follows:

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| • Conference attendance | \$4000 |
| • Projects | \$2000 |
| • Developing World 4 th Year Electives | \$4000 |

From the School of Medicine the following funds and categories have been proposed:

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| • IFMSA | \$2000 |
| • Asian Medical Students' Conference | \$2000 |
| • Network | \$2000 |
| • Other grants | \$4000 |

In the event that the funds devoted to a particular conference are not fully allocated, the remainder of the funds in that category are to be transferred to the 'Other grants' pool of funds to be distributed as the Grants committee deems appropriate.

Grants Application:

At the opening of each previously mentioned grant periods, the Moderator will send out an email to all SOM students calling for applications prior to the deadline 3 months later. A reminder email is to be sent out two full weeks prior to the grant application deadline for each period. Applications need not be sent prior to a student's participation in the conference or elective. The application must however be submitted for the grants committee meeting that applies to the timing of the conference/elective as detailed above. Hence an application received by the 1st of October (and after the 1st of July) must pertain to a conference or elective that commenced in between the 1st of July and the 30th of September. If the elective/conference commenced before the 1st of July this application will be discarded. If the conference/elective commences after the 30th of September then this application shall carry over to the next grant committee meeting (in either case the applicant must be notified).

Every applicant will need to submit an application by the web form (which shall be made available on both the FMSS website and the School of Medicine website) to be eligible to receive a grant. An incomplete or hand written application will not be considered for a grant and the applicant will be notified and be allowed to re-submit an application if the deadline for submissions has not passed.



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It is the duty of the Moderator to organize these applications as well as confirm to applicants that their applications were received and are complete.

The inaugural grant committee shall accept all the applications received by the SOM and the different student groups. This committee shall develop a single more general grant application form that is applicable for all grant types such that the SOM and student groups may distribute this application the following year. The grant application form may be amended by future grant committees if they deem changes appropriate by way of a vote.

Grant Selections:

Grants shall be allocated based on:

i) Quality of the application

Therefore 2 people who went to the same conference should not necessarily be allocated the same grant amount. It is the discretion of the committee to ascertain which grant applications merit greater grants.

ii) Need

As opposed to asking students whether or not they could attend the conference or conduct the elective without receiving a grant, focus for this criteria should be based on the projected travel expenses, accommodation expenses and registration fees. An applicant who is travelling to Africa for an elective demonstrates greater need for travel funding than someone going to Melbourne for a conference. Similarly, registration and accommodation fees should be considered.

iii) Relevance

In their essays, the applicants must convey the relevance of the conference/elective to their future as a health care professional. Included in this is detailing their motives for attending the conference.

iv) Return to the School of Medicine

In their essays, the applicants should detail how they intend to represent Flinders University at the conference or elective they are undertaking. It is important that applicants realize that at these events they are representing the Flinders University School of Medicine and behave accordingly. Successful applicants will be required to submit an article (including photographs if possible) to the School of Medicine Grant Committee detailing their experiences. This article will then be available for publication in the various SOM publications as well as for posting on the SOM website.

Students demonstrating exceptional initiative may be allocated additional funds. For instance if a student is representing Flinders University by presenting at a conference then they are an exceptional applicant and may be awarded a greater grant.