



AUSTRALIAN & NEW ZEALAND SOCIETY OF RESPIRATORY SCIENCE INC.

(www.anzsrs.org.au)

Leading Respiratory Science in Australasia through the 21st Century

ANZSRS 2006 ASM Travel Grant Guidelines And Application Form

Key Dates:

Closing Dates for all Applications: 25th November 2005

Notification Date: 23rd December 2005

The ANZSRS has established a scheme to assist members to attend and preferably present work at the Society's Annual Scientific Meeting. The Executive will set the amount of funding so the total amount available may vary from year to year.

The eligibility criteria for applicants are:

1. The applicant must be a financial member of the Society.
2. There will be no specific age limit; however the grants are intended primarily for junior members and those Society members without access to departmental funding.
3. The scientist or senior medical staff member in charge of the laboratory where the applicant is employed, must support the application
4. Successful applicants must register prior to the early bird registration final date or forfeit their travel grant.

Selection Priorities (In order of Merit):

- Presenting
- Junior Members
- Members without access to departmental funding
- Member charged with official Society responsibilities
- Local organising committee can ask for additional funding for any applicant on merit

Grants:

- Non-Presenting Members
A maximum* equivalent to the cheapest available airfare only.
- Presenting Members
A maximum* equivalent to the cheapest available airfare plus \$200 towards accommodation and travel incidentals[#].

* Maximum is the amount determined by the Executive to assist in maximising the number of travel grants available.

[#] Incidentals include other transport costs and meals (excludes beverages).

Protocol:

- Please complete the application form at the end of these guidelines (available from the ANZSRS website, Secretary or Treasurer).
- Completed forms are to be forwarded to the ANZSRS Treasurer.
- All ASM travel grant applications close on the abstract closing date (this date is determined by the Scientific and Conference sub-committee).



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- All applications will be reviewed by the Executive. Applicants for a grant understand that final approval is at the discretion of the Executive.
Note: The Scientific and Conference sub-committee may be consulted in regards to Presenting Members applications.
- Successful applicants will be notified by the Executive (refer to Key Dates).
- Successful applicants will be reimbursed upon the Executive receiving receipts – up to and including the value of the grant. However, applicants may request funding in advance, where special circumstances exist.

Conditions:

- Receipts to be supplied as proof of travel and for tax audits.
- Grants will only be paid on provision of appropriate receipts:
 - Non- presenters – Travel receipts only.
 - Presenters – Travel receipts plus accommodation and incidental receipts (accommodation & incidentals – up to \$200).
- If applicants are paid in advance and then fail to attend, ALL monies advanced must be refunded to ANZSRS. (Receipts are still required to be lodged immediately following the ASM).
- Successful applicants are encouraged to contribute to ANZSRS through either the website, or by a presentation at a local meeting.
- All claims for travel grants are to be made prior to the end of the financial year in which they were awarded.
- Grants offered for one year are not transferable to a following year or any other event.
- If an application is successful but is unable to attend the ASM, then the grant is not transferable to another member.
- Preference will be given to members who haven't received ANZSRS travel assistance to the previous ASM.

Please Note: If you are successful in applying for a travel grant and fail to utilise it, you have potentially stopped another member from having access to those funds.



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ANZSRS 2006 ASM Travel Grant Application

Closing date: 25th November 2005

Name: _____

Address: _____

Email: _____

Phone: _____ Membership #: _____

Title of Abstract: _____

(If applicable)

Authors: _____

(If applicable)

Applicant status (please tick one):

- Speaker/Presenter
- Junior Member
- Member charged with official Society responsibilities
- Member attending meeting
- Other _____

I assert that I will adhere to the conditions of the grant.

Signature: _____ Date: _____

Supported by Scientific Head of Laboratory

I support this application for a travel grant to the Annual Scientific Meeting of the ANZSRS.

Name (print): _____

Date: _____ Signature: _____

Institution: _____

Please forward completed application forms before the closing date to:

Derek Figurski
Hon. Treasurer, ANZSRS
Dept of Thoracic Medicine
The Canberra Hospital
PO Box 11
Woden ACT 2606
Fax: +61 (2) 6244 2604
Email: derek.figurski@act.gov.au

Office Use Only:

Date Application received: _____ by _____

Application considered at Exec meeting of : _____ Approved: Yes / No

Notification sent on: _____ by _____

Allowance sent on: _____ Rec #: _____