



# AUSTRALIAN & NEW ZEALAND SOCIETY OF RESPIRATORY SCIENCE INC.

([www.anzsrs.org.au](http://www.anzsrs.org.au))

*Leading Respiratory Science in Australasia through the 21st Century*

## **ANZSRS ASM Travel Grant Guidelines**

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\* of \$500.
- Presenting Members  
A maximum\* of \$700.

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

### **Protocol:**

- Complete the application (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).
- All applications will be reviewed by the Executive. The Executive may vary the amount of the grant awarded if the recipient has received other funding. Applicants for a grant understand that final approval is at the discretion of the Executive.

Dated: August 2008

For Review: 2010

File name: 2009 ASM travelgrant guidelines

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**Note:** The Scientific and Conference sub-committee may be consulted in regards to Presenting Members applications.

- Successful applicants will be notified by the Executive.
- Successful applicants will be reimbursed upon the Treasurer 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).
- 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.
- Preference will be given to members who cannot access other forms of funding to attend the 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.