

Travel Award

Conditions of Award – 2018

Part A – Introduction

1. General

- a) Biological Psychiatry Australia (BPA) is a society for professionals interested in the advancement of biological research in psychiatry.
- b) Biological Psychiatry Australia – Early Career Researcher Network (BPA-ECRN) is a newly formed branch of BPA with the aim of providing early career researchers (ECR) with a forum to collaborate and connect with other professionals in the field of biological research.
- c) BPA-ECRN in conjunction with BPA provides funding support to ECRs wishing to visit other research institutions where they may present research, form collaborations, conduct experiments and produce tangible research outcomes with other professionals in the field of biological research.
- d) By signing these Conditions of Award, the awardee acknowledges that funding will be issued by way of reimbursement. The awardee also acknowledges that funds must be used exclusively for expenses directly related to travel or collaborative experiments with the host institute, as explicitly agreed with BPA-ECRN. To be eligible for travel awards, applicants must be an ECR and a paid member of BPA.

2. Review of Travel Award Applications

Applications will be evaluated against the following criteria:

- Scientific excellence of the research to be presented or carried out
- Benefit of the funding to the individual, i.e. the potential for the travel fund to enhance the applicant's career prospects and research CV.
- Potential for applicant to establish new or continue existing collaborations and create tangible research outcomes.

3. Application of Conditions

These conditions shall apply to all BPA-ECRN travel awards. The awardee shall abide by the conditions contained herein.

4. Definitions

In these conditions, unless the contrary intention appears

'Early Career Researcher (ECR)' means an individual currently undertaking an honours, Masters or PhD degree, or otherwise postdoctoral researchers within 5 years of attaining their PhD. 'Early Career Researcher (ECR)' may also refer to research assistants or clinicians being within 5 years of receiving their speciality.

'Host institution' refers to the research institution hosting the successful applicant. The host institution will be an institution approved by BPA-ECRN. In addition, the host institution will have a designated host representative who will be a participating member of the BPA-ECRN committee. The host representative will coordinate with the applicant and host institution to maximise visit outcomes.

5. Eligibility for ECR Travel Awards

a) Applicants shall:

Be graduate students currently enrolled in a masters or PhD degree

OR

Postdoctoral Researchers within 5 years of receiving their doctorate

OR

Clinicians undertaking research in the field of biological psychiatry within 5 years of receiving their general medical degree (MBBS/MD)

OR

Research assistants currently employed at a research institution

b) Travel funds shall be tenable within Australia, and only used for travel to a host institution approved by BPA-ECRN, and/or used to fund experiments while at a host institution.

c) Travel funds are intended for the original award recipient only and may not be used by another scholar/individual.

6. Travel Award

a) To be awarded travel funding it is necessary for the applicant to submit the following documents

- Proof of BPA membership
- Signed agreement to these Conditions of Award

b) Applicants must advise of expected date of visit to other institution

c) Applicants must redeem the travel award within 12 months from the date it was awarded.

Part B – Financial Administration

7. Time of Payment of Travel Award

a) Payment of funds in respect to the travel award shall be made upon the terms and conditions and upon receiving proof of travel expenses.

8. Application of Travel Award

a) Funding may only be utilised to support costs associated with travel and accommodation to a host institution supported by BPA-ECRN. Funding may also be used to support the cost of consumables required for research projects carried out at a host institution.

b) Funding of up to \$1000.00 AU dollars will be reimbursed to applicants from BPA-ECRN upon receiving proof of purchases/quotes/expenses from the applicant. If deemed necessary by BPA-ECRN, the applicant will be required to submit an itemised budget within 4 weeks after the travel date.

c) Funds unspent or uncommitted, should the scholar relinquish the award, shall be returned to BPA-ECRN, unless otherwise approved by BPA-ECRN in special circumstances.

9. Certification of expenditure

a) The applicant is responsible for the expenditure of the award, and maintaining supporting records of receipts and expenditures.

10. Termination of Travel Award

a) BPA-ECRN exercises its power to terminate an award or refrain from reimbursing applicants, if the travel award is not used exclusively as outlined in the Conditions of Award set above.

Part C – Acknowledgement of BPA and BPA-ECRN Support

11. Scientific publications – Papers and Conference Abstracts

a) Applicants preparing manuscripts or conference abstracts describing BPA and BPA-ECRN funded research of which they are either primary or co-author must list 'BPA' and 'BPA-ECRN' as affiliations. Collaborating institutions must be listed.

12. Conference Presentations

a) All posters or conference presentations describing BPA and BPA-ECRN funded research of which the applicant is the primary author, must list 'BPA' and 'BPA-ECRN' as affiliations and must include a BPA logo.

Part C – Agreement Statement

I _____ confirm that:

- I have read the Conditions of Award for BPA-ECRN travel awards.
- I understand and agree to abide by these conditions.
- I will provide the reporting items/commitments requested

Applicant Signature

Print Name

Date