



## **NCEPH Early Career Researcher Travel Award**

### **CONDITIONS OF AWARD**

#### **1. INTRODUCTION**

Twice a year the National Centre for Epidemiology and Population Health (NCEPH) may offer an award known as the NCEPH Early Career Researcher Travel Award (“the Grant”).

The objective of the award is to assist Early Career Researchers (ECRs) currently employed as academic staff members at NCEPH, ANU, to undertake national or international travel in pursuit of their academic goals.

#### **2. BENEFITS**

The value of the Grant will be up to \$2000. The Grant will be paid in one instalment.

#### **3. ELIGIBILITY**

To be eligible for consideration, the applicant must be an Early Career Academic (Level A or Level B) currently employed as an academic staff member at NCEPH and is expected to be employed at NCEPH at the time of travel. Preference will be given to ECRs who have not previously received an NCEPH Early Career Researcher Travel Grant.

When applying, applicants need to confirm that they plan to be employed at NCEPH at the time the travel will be undertaken. Applicants will also need to state in their application (budget section) how any shortfall in funding between the Grant granted and the costs of travel will be covered.

Previously successful applicants are only eligible to apply again 3 years after they received the Grant. Only in exceptional circumstances is a successful ECR Candidate eligible to apply again within less than 3 years, for example, if the previously successful HDR Candidate’s original awarded trip was forgone.

#### **4. APPLICATION**

Due to the difficulty of planning conference travel in advance, and to ensure the grant best supports the needs of ECRs, two rounds of applications will open each year – the first round will open in April and the second round will open in October. The Chair of the NCEPH scholarships committee will advise when applications are open and will determine an appropriate closing date. The Head of NCEPH will advise students accordingly of the outcome of their application.

Application is by email to the NCEPH Scholarships Committee  
[scholarships.committee.nceph@anu.edu.au](mailto:scholarships.committee.nceph@anu.edu.au).

Applicants should provide:

- A completed application form
- A 1-page (maximum) covering letter outlining the proposed activity for which funding is sought, including the proposed travel itinerary and costings (please describe how any shortfall in funding will be covered)
- A 2-page (maximum) CV

## **5. SELECTION**

The NCEPH Scholarships Committee will make recommendations to the Head of NCEPH on the basis of the following selection criteria (as outlined in the application form):

- The academic merit of the proposal
- The benefit of the proposed activity to the individual
- The benefit of the proposed activity to NCEPH

Only one award will be granted each application round (maximum two per year). The NCEPH Scholarships committee and the Head of NCEPH reserves the right to make no award if they consider there is no applicant of sufficient merit.

## **6. CONCURRENT HOLDING OF AWARDS**

A recipient of the NCEPH Early Career Travel Grant is permitted to concurrently hold other scholarships, awards, grants and bursaries subject to the terms of the corresponding section in the conditions of award of the other scholarship/award/grant/bursary that they are holding.

## **7. DEFERMENT**

The Grant funds must be used for travel within twelve months of receiving the Grant, whilst the awardee is employed at the ANU. If the recipient is unable to make the trip for which the Grant was awarded, the Head of NCEPH has the discretion to approve that the funds awarded be:

- Held for use by the recipient for a similar trip, to be taken within twelve months of the award being made; or
- Forgone, and possibly awarded to the next person on the reserve list, as recommended by the NCEPH Scholarships committee.

## **8. REPAYMENT OF FUNDS**

Funding must be expended in accordance with the purpose for which the award was granted. If not, the Head of NCEPH will request that the payment be refunded in part or in full. Any unspent funds must be returned.

## **9. PROVIDING FALSE OR MISLEADING INFORMATION**

The granting of this award is based on the information provided by the applicant. An award may be withdrawn at any stage if incorrect, false or misleading information is provided or

relevant information is withheld. This includes circumstances where the false information is unrelated to the assessment in awarding the scholarship/grant.

#### **10. VARIATION TO CONDITIONS OF AWARD**

In exceptional circumstances and on a case-by-case basis, Sections 5,6,7 and 8 of these conditions of award may be varied by the Head of NCEPH.

#### **11. PUBLICITY**

The recipient may be requested to participate in publicity for the award from time to time. This may include publicity in the state or territory of residence or of schooling. Recipients may be contacted for an interview and photograph. The University may also publicise the award by publishing the names of the recipients. Arrangements for such publicity will be made through the ANU College of Health & Medicine or Strategic Communications and Public Affairs Office of the University or via the NCEPH Head in regards to publishing information on the NCEPH website.

## 12. CONTACT WITH THE COLLEGE

All enquiries regarding the award and changes, issues, or further information after acceptance should be made to:

<i>Name of Centre</i>	<i>National Centre for Epidemiology and Population health</i>
<i>Name of School</i>	<i>Research School of Population Health</i>
<i>College Name</i>	<i>College of Health &amp; Medicine</i>
<i>Email:</i>	<a href="mailto:scholarships.committee.nceph@anu.edu.au">scholarships.committee.nceph@anu.edu.au</a> .

## 13. DISCLAIMER

The recipient of this award is subject to *The Australian National University Act 1991* as amended, and to the Statutes, Rules, Regulations and Resolutions of the University.

The award of a scholarship/grant does not carry any commitment by the University for future employment.

These conditions of award should be read in conjunction with the University's Coursework Scholarships Policy & Procedures available from the ANU website.

## 14. RELATED POLICIES, PROCEDURES & RULES

ANU Academic Misconduct Rule - <https://www.legislation.gov.au/Details/F2015L02025>

ANU Discipline Rule - <https://www.legislation.gov.au/Details/F2015L02046>



**The Australian National University  
NCEPH Early Career Researcher Travel Grant**

I \_\_\_\_\_(print name) hereby accept the offer of the NCEPH Early Career Researcher Travel Grant on the conditions set out in your letter of \_\_\_\_\_(date) and in the *NCEPH Early Career Researcher Travel Grant - Conditions of Award*.

I have read and understood the conditions of award and agree to be bound by them. I acknowledge that no undertakings regarding the award beyond the terms of this letter and the Conditions of Award are authorised or will be binding on the University unless they are contained in an official letter from the Student Administration and Records Office, Division of Student Administration.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
ANU Staff ID

\_\_\_\_\_  
Date