



# NZCPHM CPD Travel Scholarship

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## Purpose

The purpose of the Travel Scholarship is to support NZCPHM members who have minimal continuing medical education (CME) allowance to travel to continuing professional development events (including the NZCPHM Annual Scientific Meeting(ASM) and/or Workshop) to develop their competence in public health medicine.

## Background

This Travel Scholarship was first established in 2017 as a strategic initiative within the 2016-2019 Strategic Plan, and will be reviewed annually.

## Funds Available

The total fund for each calendar year will be allocated by the College Council. The total annual fund will be divided equally between the two application rounds. The Council approved \$5,000 for the 2018 financial year (two rounds of \$2,500) for this scholarship.

The maximum amount a member can apply for in any one year is \$2,500.

Applicants may not be awarded the full amount of funds requested, depending on demand.

## Eligibility Criteria

In order to be eligible to apply, applicants must:

- Be a current financial member of NZCPHM
- Provide details of access to other CME/CPD funds (this will be taken into account when considering applications)
- Intend to attend a course/seminar/conference that addresses one or more public health competencies
- Priority will be given to members wishing to attend the NZCPHM ASM and/or Workshop.

## Conditions:

- Travel must be undertaken within one year of the scholarship being granted
- The scholarship is to be used for the following: conference registration fees, travel costs related to attending a CME event (e.g. national or international flights, petrol costs, car hire and parking) and accommodation while attending the event/s)
- The scholarship may not be used for the purposes of undergraduate or postgraduate study or leisure
- The scholarship may not be used to pay for travel costs incurred by any person/s accompanying the applicant.

## Application Process

A call for applications for the Travel Scholarship will be made in the NZCPHM newsletter and by email to NZCPHM members.

Scholarship application is by completion of the NZCPHM Travel Scholarship Application Form and the completed form should be submitted electronically to the [College office](#) as per time frames below.

## Timeframes

The table below sets out an indicative timeline for the process.

Task	Round 1	Round 2
Publish call for applications	Nov/Dec/Feb	April/May/June
Applications close	Last day February	30 June
Selection panel considers applications	2 <sup>nd</sup> week March	2 <sup>nd</sup> week July
Funding decision notified to applicants	3 <sup>rd</sup> week March	3 <sup>rd</sup> week July

Applications may be considered outside these timeframes in special circumstances. In the first instance, please apply in writing to the [College office](#) outlining your special circumstances and the amount you wish to apply for.

## Selection

Applications will be judged based on the merit of the application and scholarships will be awarded at the discretion of the selection panel. The panel will usually consist of the Chair of the Education and Training Committee, the Director of Continuing Professional Development and one other fellow. The decision of the selection panel is final.

Preference will be given to applicants who will be giving a presentation at the CPD event.

Applicants will be notified via email as to whether their application was successful as per the timeframes above.

Priority will be given to applicants who have not received grants or scholarships from the NZCPHM within the previous two years.

## Successful Application

Payment will be made to the nominated bank account of the successful applicant(s) within two weeks of the funding decision.

## Reporting

Successful applicants will be required to provide a written report on the CPD event that they attended. This report will be received by Education and Training Committee and a summary of the report may be included in the monthly NZCPHM newsletter.