



Purpose

To provide financial assistance to members of the Australasian Rehabilitation Nurses Association Inc (ARNA) to participate in relevant education programs and international, national or local conferences and symposia

Eligibility

The applicant must be a voting member of ARNA and have been a financial member for a minimum of two consecutive years prior to scholarship application. There will be a period of two years between successful applications. A Report must have been submitted following previous scholarship/s.

Processes

- The Treasurer will advise the National Committee of the total amount available for scholarships each year.
- The amount offered to individual applicants will depend on total annual amount and number of applicants.
- The maximum funds offered to individual applicants will be \$1000.
- The scholarship money may be used to cover registration fees, travel and accommodation costs.
- Scholarship funds offered by ARNA Chapters may differ from the National Committee. Refer to your Chapter Treasurer for amounts available annually.
- The closing dates for applications are 31 July and 28 February.
- Applications must adhere to the *Application Guidelines*, otherwise they will not be considered..
- Assessment of applications will be undertaken by the holder of the Scholarships portfolio, plus at least one other member of the National Committee, who will forward recommendations to the National Committee. The decisions of the National Committee will be final.
- Applications for ARNA Chapter scholarship funds will be assessed by the relevant Chapter.
- Applicants will be notified of outcomes within six weeks of the closing date.
- Successful applicants must provide feedback to ARNA in the form of a written report for publication in JARNA as per the *Report Guidelines*.
- All Education Scholarship applications will be emailed as an attachment to the ARNA office, arna@pams.org.au, by 4pm on the due date. Type 'Education Scholarship Application' in the email header. Applicant must indicate whether a National or Chapter scholarship is sought. ARNA office will forward applications to relevant office bearers.

Selection Criteria

- Only applications that meet the eligibility criteria and adhere to the *Application Guidelines* will be considered.
- Applications to participate in education programs, and international, national, and local conferences and symposia, relevant to rehabilitation nursing, will be considered.
- Applications will be judged on their relevance for rehabilitation nursing, their potential to enhance knowledge, their potential to improve the processes and outcomes of patient care, and their potential to showcase rehabilitation nursing research, practice and theory.
- Applications will be judged on overall quality.
- Applicants presenting an oral paper or poster at a conference or symposium will be given preference.
- Preference *may* be given to applicants who have not previously received scholarship funding.

ARNA Education Scholarship Fund

Application Guidelines

To be considered for evaluation, Applications must comply with the following instructions.

Applications are to be submitted as a Word document, along with any necessary Attachments. Use Arial font, size 12, and single spacing. Provide information in the following order (identified by a,b,c, 1,2,3, etc.)

Cover Page

- a. Name:
- b. Address:
- c. Email:
- d. Contact numbers (home, work, mobile):
- e. Qualifications and when awarded:
- f. Position held:
- g. Organisation:
- h. Financial member of ARNA since:
- i. Have you previously held ARNA scholarship/s? If so, when? Did you submit a Report?
- j. Identify application for consideration of a National Scholarship or Chapter Scholarship (nominate your Chapter)
- k. Total funds requested:
- l. Details of any other funding sought for this event:

Following Pages

1. Details of education program, conference or symposium for which funds are sought. If a brief flier is available, include as an *Attachment 1* with this application. If a website is available for further information, provide here. (Information about the event will assist the committee to determine quality and relevance.)
2. Provide an estimate of registration, travel and accommodation costs to you, and nominate amount requested for consideration by ARNA.
3. If you have submitted an Abstract to present at the conference or symposium, include as an *Attachment 2* with your application.
4. If your paper or poster has been accepted for presentation, please provide evidence (e.g., copy acceptance notification into this application or include as an *Attachment 3*)
5. Provide a short overview of why you wish to participate in the event (max 250 words)
6. Identify a minimum of three expected outcomes of participation in your nominated event
7. Provide a brief curriculum vitae (CV). Highlight positions held in the last five years; conference presentations, publications and grants in the past three years; conference and symposia attended in the past three years; participation in education and in-service in the past two years.
8. Provide the following statement: "If granted ARNA Education Scholarship funds, I undertake to provide a written report as per the *Report Guidelines* for publication in JARNA"

Submit

Education Scholarship applications will be emailed as an attachment (along with any other attached documents identified above) to the ARNA office, arna@pams.org.au, by 4pm on the due date. Type 'Education Scholarship Application' in the email header. Applicant must indicate whether a National or Chapter scholarship is sought.

ARNA Education Scholarship Fund Recipient Report Guidelines

The terms of your ARNA Education Scholarship require you to submit a Report to share with colleagues by publishing in JARNA.

Please use the following guidelines. The Report must be sent to the President of ARNA (National Scholarship) or the relevant Chapter President (Chapter Scholarship) within six weeks of your participation in the program for which you received funds. Submit to the ARNA office, arna@pams.org.au. Type 'Education Scholarship Report' in the email header.

Name:

Qualifications:

Position:

Organisation:

Address:

Email:

Name of education program, conference or symposium:

Dates:

Venue;

Title of your presentation (if applicable):

Expected outcomes:

List your expected outcomes (as per scholarship application) and comment on how adequately they were met.

Evaluation:

Comment on the relevance of the program for rehabilitation nurses in terms of content, quality, networking opportunities, value for money.

Resources:

Provide an outline or summary of any aspects of the program (e.g., useful papers, information, new ideas, websites) that you think might have particular relevance for other nurses to follow-up.

Implementation:

Comment on how you have been or will be able to use knowledge, skills or contacts from this educational program.