



**MeDUSA**

# MeDUSA & School of Medicine

## Travel Conference and Support Scheme

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### Background

Both MeDUSA and the School of Medicine appreciate the benefit of conference attendance for professional and personal development, networking and growth in the areas of academia and leadership.

### Position Statement

We wish to provide financial support for students to attend conferences that will enhance their experience at medical school and into their career. The following policy for travel and conference support has been developed in consultation with the School of Medicine to provide subsidies in a fair and equitable manner.

## 1. Background

### 1.1. Number of grants available

- 1.1.1. Round 1: At least 3 grants of no more than \$500 each, and not exceeding a cumulative total of \$1500
- 1.1.2. Round 2: At least 5 grants of no more than \$500 each, and not exceeding a cumulative total of \$2500
- 1.1.3. Round 3: At least 6 grants of no more than \$500 each, and not exceeding a cumulative total of \$3000
- 1.1.4. Round 4: At least 2 grants of no more than \$500 each, and not exceeding a cumulative total of \$1000

### 1.2. Rollover of funds

- 1.2.1. The amount of funding not utilised at the end of a round of funding will be utilised in the subsequent round of funding.
  - 1.2.1.1. For example, if a total of \$1000 of the \$1500 available in round 1 of funding is utilised, then \$500 will roll over to be utilised round 2.
- 1.2.2. Funds can continue to rollover within a calendar year, but not from one calendar year to the next.

## **2. Funding**

### 2.1. Total funding

2.1.1. If the total approved cost of conference attendance exceeds \$1,000, the recipient will receive \$500

2.1.2. If the total approved cost of conference attendance is less than \$1,000, the recipient will receive 50% of the total cost

### 2.2. The total cost includes registration, travel to and from the conference and/or accommodation as required

2.2.1. Travel costs to and from the conference should reflect the most cost effective method of travel, such as least expensive flights for given travel dates and times. Other gross travel costs will be calculated as:

2.2.1.1. \$0.20 per kilometre if travelling by car

2.2.1.2. Most cost effective means of public transport

2.2.2. If accommodation costs exceed \$100 per night, the rate of subsidy will be capped at \$50 per night

### 2.3. Any other reasonable costs associated with the conference that are not specified here may be included in TCCS application. The decision of whether funding is granted for these costs is at the discretion of the MeDUSA Executive Committee

## **3. Eligibility**

### 3.1. Eligible persons must fulfil the following;

3.1.1. Currently enrolled in the Bachelor of Medicine/Bachelor of Surgery at Deakin University

3.1.2. MeDUSA member

3.1.3. Be attending a conference of relevance to the study and/or practice of medicine

### 3.2. Students may apply for more than one conference support grant throughout the year

3.2.1. Students will only be approved for one conference support grant per calendar year

### 3.3. Students are not eligible for this scheme if funding support obtained from another source covers the entire cost of attendance

### 3.4. Students who are presenting at the conference will be given higher consideration

### 3.5. Grants will not be provided for attendance at AMSA National Convention

3.5.1. An exemption to clause 2.5 will be made if a student has been accepted to present original research as part of the Academic Program at AMSA National Convention

## 4. Application

4.1. Applications will open four times per calendar year (refer to Appendix 1).

Round 1: Conferences occurring 1st November (preceding year) - 30th April

Round 1 applications open at 9am 1<sup>st</sup> February and close at 11:59pm 14<sup>th</sup> February

Round 2: Conferences occurring 1st February - 31st July

Round 2 applications open at 9am 1<sup>st</sup> May and close at 11:59pm 14<sup>th</sup> May

Round 3: Conferences occurring 1st May - 31st October

Round 3 applications open at 9am 1<sup>st</sup> August and close 11:59pm 14<sup>th</sup> August

Round 4: Conferences occurring 1st August - 31st January (subsequent year)

Round 4 applications open at 9am 1<sup>st</sup> November and close 11:59pm 14<sup>th</sup> November

4.2. Any student wishing to apply for the TCSS must complete the application form found on the TCSS section of the MeDUSA website

4.3. Applications may be made prospectively *and* retrospectively for a given round

4.4. All applications will be reviewed by the MeDUSA General Committee. Decisions are final and non-negotiable

4.5. Successful applicants will be notified by email including the amount that has been approved for contribution towards conference attendance. Applicants are responsible for the cost of any unforeseen or under-estimated expenses

4.6. Successful applicants must provide evidence of conference registration, including receipts for registration, accommodation and travel costs

4.6.1. Evidence of conference registration is mandatory

4.6.2. Should the total cost of the conference amount to less than was estimated in an application, as evidenced by receipts, the amount of funding provided by the TCSS shall be adjusted in accordance with section 2

4.7. Unsuccessful applicants will be notified by email and are eligible to apply in a subsequent round of applications

4.8. Unsuccessful applicants applying prospectively for funding may apply retrospectively in the subsequent round

4.9. Unsuccessful applicants who have registered for a conference prior to their application remain responsible for the full cost of registration, travel and/or accommodation

## 5. Selection

5.1. Applications will have names and grant values de-identified by a member of the executive and

presented at a MeDUSA General Committee meeting for consideration

- 5.2. If the sum total of grant applications exceeds the amount available in a given round, the applications will be ranked in order of committee voting. The maximum number of grants will be awarded without exceeding the amount of funding available in that particular round
- 5.3. Should the member of the executive apply for a TCSS grant, they are required to defer the de-identification process to another member of the Executive who has not applied in that round
- 5.4. Any applicant who is a member of the General Committee, and present at the meeting during which applications are considered, is required to declare a conflict of interest and remove himself/herself from the meeting during the consideration process
- 5.5. Should the number of applicants exceed the number of grants available, voting will occur in accordance with Rule 34 of the Rules of Association WVMSA Inc. (MeDUSA)

## **6. Conditions**

- 6.1. Funds are to be spent on registration costs, travel expenses, accommodation and/or specifically approved other costs. Recipients will be required to complete a MeDUSA Payment Request Form including provision of receipts to the Treasurer within 2 months of the conference date. If the Payment Request form is received after this time period, the applicant is no longer eligible to receive the funding
- 6.2. Payment request forms for successful applicants will only be processed once all relevant proof of payment documents have been submitted for expenses that are being claimed for
- 6.3. Recipients of a TCSS grant will be required to provide a 300 word report +/- photos of their experience, within two months of attending, and gives permission for MeDUSA to publish this report. Receipt of funds is subject to providing this report
- 6.4. The recipient is responsible for negotiating leave from scheduled classes and assessments with the School of Medicine and the grant is dependent on the approval of the School for exemption from such scheduled classes
- 6.5. Money must be returned if the student is unable to attend the conference or in the event of cancellation of the conference
- 6.6. By submitting an application form for TCSS funding, the applicant agrees to be bound to the terms outlined in this document
- 6.7. If funding is received from another source, the amount received via the TCSS will be determined per section 2. The 'total cost' will be calculated based on the total expenses minus other subsidies received

Adopted 2013

*Reviewed by Tess Langmaid (Vice President) 2015*

*Reviewed by Alexandra Drucker (Vice President) and Tess Langmaid (President) 2016*

*Reviewed by Tom Vu (Vice President) and Tom Garry (President) 2017*

Associated Documents

- *Rules of Association WVMSA Inc (MeDUSA) (Revised 2011.07.18)*
- *MeDUSA AMSA Council Payment Policy*

**Appendix 1 - Visual Representation of Application Rounds Timing**

