



# Guidelines for Financial Grant Application

## General Guidelines:

1. Applications must be made on application forms supplied by the TNA
2. Applicants must be a current full member of the TNA and have been fully financial for at least two years at the time of application.
3. Applicants are not eligible for funding if they have received TNA funding in the last 3 years.
4. The TNA Board (of Directors) will determine the number of scholarship rounds to be held each year. The TNA Board and State Branch Presidents (or nominated proxies) will review funding requests after the closing date for each scholarship round. The dates for review will be set by the General Executive 1 year in advance. The General Executive decision is final and no discussion will be entered into.
5. The exact amount each individual will be awarded depends on the total funds available as per the National Treasurer's budget.

## Preference Guidelines:

1. Depending on demand, preference will be given to the following applications:
  - Members presenting a paper or poster at a TNA conference;
  - Members presenting a paper or poster at other transplant related conferences;
  - Members attending the National TNA conference;
  - Members attending other transplant related conferences.
2. Preference will be given to active TNA members who have demonstrated one or more of the following:
  - Attendance at state and national meetings;
  - Participation on committees and working parties;
  - Acted as a TNA Hospital representative.

## Application Guidelines:

1. If applying for conference / education grants, the application must include:
  - A copy of the conference program
  - Travel itinerary
  - Estimated cost of flights
  - Two different quotes for accommodation

**Acceptance Guidelines:**

1. The TNA National Secretary will notify successful and unsuccessful applicants following the application review meeting
2. If an applicant is awarded a financial grant/scholarship, they must comply with the conditions agreed to by the TNA. The applicant must sign a contract outlining these conditions at the time of acceptance. Funds will not be issued until the signed contract is received by the TNA.
3. The awardee will be required to make a contribution to the TNA membership in the form of a report or article for the Transplant Journal of Australasia (TJA) within 12 months of the grant award date (this will be detailed in the aforementioned contract).
4. Funding to be awarded in two part payments. 50% of the grant/scholarship to be paid to recipient when signed contract returned. Remainder 50% payment when contract guidelines have been fulfilled. (ie: draft article to TJA editor has been received & accepted). Funding may be terminated or withdrawn by the TNA Board, if the recipient fails to comply with the agreed conditions. Failure to comply with agreed conditions may result in a request for the return of awarded funds to the TNA and the forfeit of any further consideration for future funding.
5. The recipient/s may withdraw application or terminate funding awarded at any time provided funds already allocated are returned in full. If funding is not returned, removal of membership will ensue and legal action for recovery of funds will be taken.

**State Branch Endorsement:**

State branch endorsement will be sought to confirm membership and professional activities within the area of transplantation and the TNA.

**All Applications should be sent to the TNA Board of Directors:**

[info@transplantnurses.org.au](mailto:info@transplantnurses.org.au) by the closing date for each round.