

**AUSTRALIAN SOCIETY OF POST ANAESTHESIA & ANAESTHESIA NURSES (ASPAAN)  
(Inc.) ABN 46 942 030 874**

PO Box 134, Burnley. Vic. 3121.

EDUCATION AND RESEARCH FUND REGULATIONS FOR THE AWARD OF FUNDS

**1. Aim of the Grants**

ASPAAN offers grants for education and research, to promote the highest standards of clinical, administration and educational practice directly and indirectly related to anaesthesia and post anaesthesia nursing by supporting (i) the professional development of anaesthesia and post anaesthesia nurses and (ii) anaesthesia and post anaesthesia nursing research.

**2. Educational Grants**

**2.1 Nature of Grant**

The educational grant may relate to a programme of study, a scientific/continuing education meeting, or a conference presentation. The activity must have content that is relevant to the nursing care of the patient in an anaesthesia and/or post anaesthesia nursing setting. It may relate to one or more of the following areas; education; clinical practice; or administration.

**2.2 Requirements and Conditions of Grants**

- i. The applicant must be a current financial member of ASPAAN and have had a minimum of 1 years' immediate past membership of ASPAAN. Membership of ASPAAN must be maintained during the period that the grant applies.
- ii. Applications must be submitted on the prescribed form.
- iii. The size of the grant is variable, and will depend upon the nature of the activity and available funds.
- iv. Successful applicants will be required to supply a report suitable for publication in the ASPAAN newsletter. This report must be submitted within 45 days of the completion of the activity.
- v. In any presentation, whether verbal, written, or by other means, the acknowledgement of ASPAAN's support must be given.

**3. Research Grants**

**3.1 Research Project**

The research project proposed must have aims that are pertinent to the nursing care of the patient in an anaesthesia and/or post anaesthesia nursing setting, and may be clinical, educational or administrative in focus.

### **3.2 Requirements and Conditions of Grants**

- i The principal researcher must be a current financial member of ASPAAN and have had a minimum of 12 months' immediate past membership of ASPAAN. Membership of ASPAAN must be maintained during the period of the grant.
- ii Applications must be submitted on the prescribed form.
- iii Applications must be accompanied by evidence of approval from a relevant research and/or institutional ethics committee.
- iv The size of the grant is variable, and will depend upon the nature of the project and available funds.
- v Reports (in any form) on projects supported by ASPAAN, will acknowledge the ASPAAN grant and support.
- vi Successful applicants will submit a written report on the project within two months of completion of the project to ASPAAN.

## **4. Research & Education Fund Advisory Committee (REFAC)**

### **4.1 Membership**

Chairperson ASPAAN Management Committee  
Treasurer ASPAAN Management Committee  
One other member of the ASPAAN Management Committee  
Three invited persons with recognised expertise in education and/or research at least one of whom is a registered nurse.

Length of appointment to REFAC will normally be two years.

### **4.2 Terms of Reference**

The terms of reference of the Research and Educational Fund Advisory committee shall be to;

- a) report at least six monthly to the ASPAAN Management Committee
- b) make recommendations to the ASPAAN Management Committee regarding the allocation of grants and funds
- c) develop and review annually the application forms
- d) develop and review annually the selection criteria and procedures
- e) carry out any other business related to REFAC activities
- f) make recommendation to the ASPAAN Management Committee for co-opted members as required
- g) to meet at least twice yearly.

Ratified by ASPAAN Executive Committee Nov. 2000.

For further information, please contact;

Chairperson, ASPAAN  
P.O. Box 134  
Burnley. Vic. 3121.

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APPLICATION FOR EDUCATIONAL GRANT

**SECTION A:** ALL SECTIONS OF THIS FORM MUST BE COMPLETED.

NAME IN FULL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_

TELEPHONE: HOME (\_\_\_\_) \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_

MOBILE \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

WORKPLACE: \_\_\_\_\_

WARD/DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_

PLEASE STATE THE LENGTH OF TIME YOU HAVE BEEN AN ASPAAN MEMBER: \_\_\_\_\_

**SECTION B:** NATURE OF THE EDUCATIONAL GRANT.

ACTIVITY: (e.g. CONFERENCE, SEMINAR, ETC.) \_\_\_\_\_

TITLE: \_\_\_\_\_

ORGANISERS: \_\_\_\_\_ DATES \_\_\_\_\_

VENUE: \_\_\_\_\_

A COPY OF THE PROGRAM AND THE REGISTRATION FORM MUST BE ATTACHED TO THIS APPLICATION.

**SECTION C:** EDUCATIONAL GRANT DISBURSEMENT

EXPENSE	COST (\$A)	AMOUNT YOU ARE FUNDING YOURSELF	AMOUNT YOU ARE SEEKING FROM ASPAAN
REGISTRATION			
ACCOMMODATION			
AIRFARE			
SURFACE TRAVEL			
MEALS			
OTHER (SPECIFY):			
TOTAL			

Are you receiving any funding or assistance from any other source:

YES/NO. IF YES THEN PLEASE PROVIDE DETAILS;

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Is your attendance at this activity dependent upon ASPAAN funding: Yes/No.

Why do you say that?

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**SECTION D: ITINERARY**

Please provide a projected itinerary giving all details such as dates, travel details such as flight departure and arrival etc.

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**SECTION E: STATEMENTS SUPPORTING APPLICATION**

Please attach to this application a statement of the purpose for seeking this educational grant, and include in your statement, the benefits that you expect to accrue to yourself and the profession from your attendance at this activity. This statement should not exceed 300 words.

Please state how you plan to disseminate or implement the information that you will gain from your attendance at this activity.

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If successful in this application for an educational grant, I acknowledge that I am bound to supply a report suitable for publication in the ASPAAN newsletter. This report must be submitted within 45 days of the completion of the activity.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Please return this form and the accompanying documentation to:

Chairperson, ASPAAN  
P.O. Box 134  
Burnley. Vic. 3121.