



**NURSES AND MIDWIVES BOARD  
OF  
NEW SOUTH WALES**

**RESEARCH  
AND  
DEVELOPMENT  
SCHOLARSHIPS**

**GUIDELINES FOR APPLICANTS**

Effective for applications from November 2007

# **SCHOLARSHIP CATEGORIES AND CLOSING DATES**

## **LATE APPLICATIONS WILL NOT BE CONSIDERED**

**PLEASE NOTE APPLICATIONS MUST BE *RECEIVED* IN THE BOARD'S OFFICE BY THE RELEVANT CLOSING DATE.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.** When the closing date is a Saturday or Sunday the application must be in the Board's office by close of business on the preceding Friday.

### **Category 1 and 2**

**To complete either:**

- **The final year of study leading to an academic award; or**
- **The final year or final semester of study in a recognised / accredited educational program which does not lead to an academic award.**

**Closing dates – Category 1 and 2:**

**30 April** for a period of study commencing in the second semester or courses commencing July – December

**31 December** for a period of study commencing in the first semester or courses commencing January – June

### **Category 3**

**To undertake a study tour / project in a specific nursing or midwifery field**

**Closing dates – Category 3:**

**30 April** for study tour / projects commencing August, September, October and November

**31 August** for study tour / projects commencing December, January, February and March

**31 December** for study tour / projects commencing April, May, June and July

## **Category 4**

**To attend an international, national (Australian) or local (NSW) conference, or seminar, etc.**

**Closing dates – Category 4:**

**30 April** for conferences / seminars commencing August, September, October and November

**31 August** for conferences / seminars commencing December, January, February and March

**31 December** for conferences / seminars commencing April, May, June and July

## **Category 5**

**To undertake research in the discipline of nursing or midwifery**

**Closing date – Category 5:**

**31 October**

## **Category 6**

**To provide a contribution towards financial support for nurses / midwives who are undertaking research studies which are relevant to nursing / midwifery and who wish to devote one year to the writing and completion of a thesis. This thesis could be an honours, masters (research component not less than 6 months FTE) or doctoral thesis.**

**Closing date – Category 6:**

**31 October**

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**POST TO:** THE REGISTRAR  
NURSES AND MIDWIVES BOARD OF NSW  
P O Box K 599  
HAYMARKET NSW 1238

**OR**

**DELIVER BY HAND TO:** THE REGISTRAR  
NURSES AND MIDWIVES BOARD OF NSW  
LEVEL 6 (entry via north wing lifts)  
477 PITT STREET  
SYDNEY NSW 2000

## GENERAL SCHOLARSHIP INFORMATION

1. Applications for scholarships must be made on the form supplied by the Nurses and Midwives Board (NMB). These can be obtained from the NMB, or downloaded from the internet at [www.nmb.nsw.gov.au](http://www.nmb.nsw.gov.au)
2. All applications must be accompanied by the documents listed on the application form. Applications will not normally be considered if all the required information has not been provided. Should extenuating circumstances arise which prevent inclusion of a document, a statement referring to this must be attached. Where it is agreed that such documentation be provided at a later time, then the original and five (5) copies should be supplied.
3. All pages of the application should be numbered, an index provided, and the application form placed on top of all the other documents. This completed 'master' application, including all pages of the application form should then be photocopied to provide five (5) copies of the application and supporting documents for distribution to members of the Committee.
  - **Note: Any photocopied document submitted in the 'master' application must be certified by a Justice of the Peace as being a true copy of the original.**
  - **The 'master' application (including original and certified copies) and five (5) copies of this 'master' application are to be provided.**
4. **Applications must be collated and stapled or clipped in the top LEFT hand corner with the NMB application form on top (no plastic folders or plastic sleeves will be accepted).**
5. Applications must be received in the Board's office by close of business on the closing date (or close of business on the last working day prior to the closing date). Applications made by facsimile will not be accepted unless dispensation has been granted.
6. **A scholarship is awarded to a specific individual and is not transferable.**
7. **Current Registration / Enrolment is required**

Applicants must be currently registered or enrolled with the Nurses and Midwives Board of New South Wales, have been on the register or roll for the two (2) years immediately preceding the application and be current at the time of the scholarship monies being issued.

## 8. Employment requirements

Documentary evidence of this employment is to be supplied in the form of a statement, or statements, from the employer(s).

Applicants must have completed:

- the equivalent of two (2) years full-time employment as a nurse / midwife in NSW, and
- a minimum of two (2) years continuous employment as a registered / enrolled nurse in NSW immediately prior to application, or in the case of Category 1 and 2 applicants, immediately prior to the commencement of a course of study.

## 9. Substantiation of monies requested

**Each individual expense requested must be justified by reference to the page/s within the application where the amount is documented by the organisation / educational body / travel agents.**

**Expenses which are not justified in this manner will not be considered.**

A summary page indicating the total amount of money requested and a list of each individual item of expenditure is to be provided (except for Category 6 applications).

This page must indicate **the total amount requested** and for each item of expenditure:

- the **specific amount of the expenditure** (in \$AUD, or clearly indicate the foreign currency)
- the **page number** within the application where the supporting documentation is located:
  - in the case of residential schools documentation from the education institution about the number, length and location of the residential schools;
  - in the case of travel expenses documentation explaining the reason for the travel supported by information from an educational institution / location of conference (as appropriate) is required as well as:
    - quotes from two (2) travel agents are required for air / train / bus fares or car rental (airfare taxes should be itemised);
    - for car expenses, the size of the car in cc's and number of kilometres to be travelled;
    - quotes from two (2) travel agents are required for accommodation expenses.

## 10. Eligibility (following a previous successful scholarship)

Applicants **will not** be eligible for a scholarship if they have received a Nurses and Midwives Board scholarship of \$5,000 or above within the past three (3) years \*. The time interval is calculated from the date of signing of the Scholarship Agreement. Applicants who have received a Nurses and Midwives Board scholarship of under \$5,000 are eligible to apply for another scholarship once the contractual agreement of that scholarship has been met.

- \* Recipients of a Category 5 or 6 scholarship are eligible to apply for a Category 4 scholarship during the candidature of the Category 5 or 6 scholarship; providing the Category 4 application provides information and justification as to how attendance at the conference will assist the dissemination of the research findings associated with the Category 5 or 6 scholarship.

Applicants must provide details of current applications for scholarships / grants from other sources which relate to this application.

### **11. Applicants must be available for an Interview**

Applicants must be available for interview by the Scholarship Committee, if required, and a contact telephone number must be provided to enable arrangements to be made.

**Applicants unable to be contacted will not be considered.**

### **12. Agreement form must be completed prior to monies being issued**

All successful applicants must complete an agreement form as supplied by the Nurses and Midwives Board prior to receiving scholarship money. Money for scholarships must be paid to the applicant and may not be paid to any other individual or institution.

Scholarship monies of \$12,000 and above will be paid in two (2) instalments, the second instalment to be paid subject to the receipt of documentation of satisfactory progress of the studies, issued by the university. Funding granted for fees in regard to courses which are comprised of a series of modules available over a considerable period of time may also be paid in instalments.

Money for scholarships will be paid in Australian Dollars to an Australian address. If the Registrar receives a request for money to be paid to an overseas address, then the amount of money will be in Australian Dollars determined according to the official currency rates at the date of approval of the scholarship.

Any money of the scholarship, not used by the recipient, must be returned to the Nurses and Midwives Board.

### **13. Illness during the scholarship tenure**

Illness which reduces the effective tenure of the scholarship shall not automatically entitle the recipient to an extension of the original period of the scholarship but the Board may, on application, grant any extension that it thinks fit.

### **14. Inability to undertake the purpose of the scholarship**

In the event of the cancellation of a conference, course, or a component of a study tour / project, or alteration of the focus of research, the recipient of a scholarship must not proceed with an amended program but must notify the Board and await advice.

## **15. Termination / Suspension of the scholarship**

A Scholarship may be suspended or terminated at any time during its currency, either at the recipient's request or, if in the opinion of the Board:

- (i) the recipient's performance is unsatisfactory; or
- (ii) the recipient fails to observe the conditions of the scholarship; or
- (iii) the recipient is guilty of misconduct; or
- (iv) the recipient fails to undertake the course, visits or whatever the scholarship was expected to cover.

If a scholarship is terminated or suspended, monies of the scholarship may be required to be returned within four (4) weeks of the suspension or termination, in accordance with the Scholarship Agreement. Where the conditions under which a scholarship was awarded have not been met and the Board has required that monies be returned, recipients wishing to appeal such a decision of the Board must do so in writing, giving full details of the reasons for the appeal, within four (4) weeks of notification of the decision.

## **16. Travel documents**

Applicants will be responsible for obtaining all necessary passports, visas, and associated requirements for overseas travel.

## **17. Travel advice**

Applicants are advised to check the Department of Foreign Affairs and Trade travel advice at <http://www.dfat.gov.au/consular/advice/index.html> to confirm the status of the destination country.

## **18. Documentation required to complete scholarship requirements**

Successful applicants of **Category 1 / 2** scholarships must provide documentary evidence of completion of the course of study within one (1) month of the issue of results. This document is not just the final semester's results, but a document advising evidence of completion of the study course.

Successful applicants of **Category 4** scholarships must provide two (2) copies of a written report to the Board using the headings listed in the Conference Report Guidelines provided by the Board within three (3) months of the conference.

Successful applicants of **Category 3 and 5** scholarships are required to provide a summary of the process and findings of the study tour / project / research within three (3) months of completion of the category 3 study tour / project or on the date specified on the contract for a category 5 scholarship. When the **Category 5** scholarship is granted for a period greater than a year, an interim summary must be provided at the end of each 12 month period. These reports etc, will be made

available for study by members of the nursing and midwifery profession on application. The Board retains the right to publish or otherwise utilise the material which is furnished as a condition of granting the scholarship. Recipients may be required to present a research or conference report at a seminar or workshop conducted by the Board.

Successful applicants of **Category 6** scholarships are required to provide documentary evidence of submission of the thesis, together with an abstract within one (1) month of submission.

**19. Dissemination of information gained during the scholarship**

It is expected that successful applicants will disseminate information gained through the scholarship to not only the workplace but also, more broadly, the profession in NSW.

**20. Acknowledgement of NMB funding and advice to NMB regarding publication/s**

The funding support from the Board must be acknowledged in all reports, publications, conference papers etc., and the Board advised of publication of such reports, articles, etc.

**21. Board's decision is final**

The Board's decision regarding the awarding of a scholarship is final and no correspondence will be entered into regarding the decision.

**22. Information about taxation advice can be found on the final page of these Guidelines**

### **Category 1 and 2 (specific advice)**

Scholarships are granted in respect of the final year of study leading to an academic award or the final year or final semester of study in a recognised / accredited education program which does not lead to an academic award.

No restriction is placed on the subject of the study course provided that it can be demonstrated to be of relevance to the practice of nursing or midwifery and the nursing or midwifery profession.

Applications are to be supported by a covering letter summarising study and employment plans.

In the case of courses conducted at institutions other than a university, a copy of the course brochure is required.

Applicants will be required to have appropriate qualifications, provide documentary evidence of acceptance to the course from the educational institution and demonstrate the relevance of the course to the practice of nursing or midwifery. The study may be undertaken on a full-time basis or may be concurrent with employment.

Applications will be considered on an individual basis. Consideration will be given to funding for, or towards:

- upfront Higher Education Contribution Scheme (HECS) / study fees for courses, travel and accommodation expenses directly related to an education program undertaken by external mode whilst engaged in employment:
  - Where a request is made for funding in respect of fees, documentary evidence of the amount of such (upfront) fees must be supplied.
  - In the case of requests for travel expenses and / or subsistence for residential schools, evidence from the university / education institution of the dates and numbers of residential schools must be provided.
  - Claims for accommodation and travel by air, rail, bus etc., are to be supported by written quotations from two (2) accredited travel agents.
  - Where these expenses include travel by car, the size of the car engine is required in cc's, together with details of the journey to be undertaken, and the number of kilometres to be travelled. Any contribution for car travel expenses will then be calculated by the Board.

**or**

- a contribution towards subsistence providing it has been demonstrated that the applicant has discontinued full-time employment and is undertaking a full-time study load. A small contribution may also be made towards fees / travel. A recipient of a subsistence grant is permitted to work up to 20 hours per week during semester time, and full-time during semester breaks.
- a contribution towards subsistence is also available for nurses / midwives who discontinue full-time employment for one (1) year to write up and complete a thesis

for a masters degree. These applicants must supply a letter from their supervisor confirming that the thesis can be completed in one (1) year.

It should be noted that funding is not provided for the purchase of textbooks, computers etc.

Where the application is in regard to the final year / semester of a course applicants must provide a copy of the transcript of previous semesters of the course and documentary evidence from the university / education institution to the effect that the course can be completed in the year following the lodgement of this application. This evidence should be in the form of a written statement from an appropriate member of the university staff.

Recipients of scholarships must provide to the Board documentary evidence of completion of the course within one (1) month of the issue of results.

An applicant who fails to complete the degree or study as agreed to in the terms of the scholarship agreement, must notify the Nurses and Midwives Board within one (1) month of discontinuation of the course.

### **Category 3 (specific advice)**

Applications for a study tour / project must include objectives, projected dates of commencement and completion and itemised costing.

The following must be provided:

- objectives outlining what it is intended to obtain from undertaking the study tour / project,
- explanation of the relevance of the objectives to their nursing / midwifery practice,
- explanation of the relevance of the study tour / project to their professional practice goals
- a detailed itinerary stating dates of departure from and return to Australia,
- information regarding each day of the study tour i.e., dates of visits, name of the facility, objectives of the visit and length of time to be spent in that area
- evidence of confirmation of arrangements, such as correspondence from the institutions / persons,
- information as to how the information gained during the scholarship will be disseminated to the nursing / midwifery profession including the workplace and more broadly the profession in NSW

In the case of requests for travel expenses claims for accommodation, travel by air, rail, bus etc., are to be supported by a written quotation from two (2) accredited travel agents. Where expenses include travel by car within Australia, the size of the car engine is required in cc's, together with details of the journey to be undertaken, and the number of kilometres to be travelled. Any contribution for car travel expenses will then be calculated by the Board.

Travel insurance will not be paid by the Nurses and Midwives Board.

**Two (2) copies** of a summary of the process and findings of the study tour / project must be submitted to the Board within three (3) months of completion of the study tour / project.

### **Category 4 (specific advice)**

The Board may advertise Category 4 scholarships from time-to-time independent of other categories. The amount of money for the scholarship will be dependant upon factors including length and location of the conference.

All applicants for funding to attend international conferences, whether held in Australia or elsewhere, must demonstrate prior attendance at relevant national conferences, or where there is no national conference in that field, additional similar level / significant education in the specific field with which the conference is associated.

Applications are to be supported by a covering letter providing an overview of the application, including a summary of travel plans, objectives, plans to disseminate information following attendance, and an explanation of monies requested (explaining any discrepancies between the budget advised and the amount requested, if applicable).

The following must be provided:

- objectives outlining what the applicant intends to obtain by attending the conference,
- explanation of the relevance of these objectives to their nursing / midwifery practice,
- explanation of the relevance of the conference to their professional practice goals
- information as to how the information gained during the scholarship will be disseminated to the nursing / midwifery profession including the workplace and more broadly the profession in NSW

Preference may be given to applicants who are presenting, or co-presenting, a paper, poster or workshop, however nurses / midwives who are not thus involved should not be dissuaded from making an application.

Applications must include an itemised account of costs and proposed expenditure, including conference registration, travel and accommodation costs.

Claims for accommodation, travel by air, rail, bus etc., are to be supported by the inclusion of a written quotation from two (2) accredited travel agents.

Where expenses include travel by car within Australia, the size of the car engine is required in cc's, together with details of the journey to be undertaken, and the number of kilometres to be travelled. Any contribution for car travel expenses will then be calculated by the Board.

Upon request, a contribution towards subsistence may be considered.

Travel insurance will not be paid by the Nurses and Midwives Board.

Applicants who are requesting support for an associated study tour / project must refer to the Specific Advice provided for Category 3 scholarships and provide the required information about the study tour / project.

**Two copies** of a report must be provided to the Board within three (3) months of attending the conference / study tour / project. This should be of a minimum of 1,500 words and include the items listed in the guidelines provided by the Nurses and Midwives Board and a summary of the study tour / project (if undertaken).

### **Category 5 (specific advice)**

One of the prime functions of the Nurses and Midwives Board of NSW is to promote and maintain professional standards of nursing and midwifery practice in New South Wales. In order to do this the Board provides scholarships to:

- improve patient outcomes;
- enhance quality and safety in nursing / midwifery practice; and
- improve service delivery.

Research studies must be achievable within a period of three (3) years of granting of the scholarship. The maximum duration of a grant will be 36 months, non-renewable.

The clarity of the submission and evidence of ability to complete the study tour / project are essential criteria used in the assessment of applications.

Grants will be available to an experienced nurse / midwife researcher working in a mentoring role with at least one (1) inexperienced nurse / midwife researcher in the team.

The experience of the researcher will be judged on, for example:

- publications;
- previous research grants;
- evidence of the researcher's standing in the nursing / midwifery research community;
- previous research supervision.

Scholarships will be available for an amount up to \$30,000. Applications for these grants will be considered at the closing date of 31 October each year.

Although the Board will not fund the purchase of computers, tape recorders, or other equipment, it may fund the rental of such items.

The Board will not generally:

- make funds available for research conducted outside New South Wales;
- provide funds for research consultants.

Applicants may include in the budget a costing for research hours undertaken by the researcher outside of paid employment and may seek remuneration for this at a rate appropriate to that of a research assistant. Applications for this funding will be considered on an individual basis and must be adequately justified in the budget proposal.

The application must provide details of the responsibilities of all members of the research team.

Applications must be accompanied by a detailed research proposal using the format specified on the application form for Category 5 scholarships.

The Board may, at its discretion, seek referee reports on the application and the study tour / project for which funding is sought.

An interim summary must be provided to the Board at the end of each 12 month period.

**Two (2) copies** of the summary of the process and findings of the research must be submitted to the Board on completion of the research.

Where appropriate, a request should be made for an extension of time to submit either an interim summary or the final summary.

Applicants are reminded that in any material provided to the Board, confidentiality must be observed regarding the subjects participating in the research.

The funding support from the Board must be acknowledged in all papers and publications, etc., and the Board advised of the publication of such papers, articles, etc.

### **Category 6 (specific advice)**

Four (4) scholarships are available each year to provide a contribution towards financial support for nurses / midwives who are undertaking research studies which are relevant to nursing / midwifery and who wish to devote one (1) year to the writing and completion of a thesis. This thesis could be an honours, masters (research component not less than 6 months FTE) or doctoral thesis.

These scholarships are for an amount of \$17,500 (as at 2006).

A recipient of this scholarship is permitted to work up to an average of 20 hours per week during the year.

Applicants must provide transcripts of previous and current courses, details of the proposed study, documentary evidence from the university confirming enrolment in the course, a short summary of doctoral / honours / masters studies including the progress made to time of application, date for submission of thesis, and a letter of support from the supervisor(s) of the doctoral / thesis studies. This letter should include the program of studies to date, an assessment of progress and of the applicant's research ability, and an assessment of the value to the applicant of one (1) year full-time application to studies.

Successful applicants are required to forward to the Board documentary evidence of submission of the thesis, together with an abstract, within one (1) month of submission of the thesis.

### Important Taxation Advice

A. Full-Time Students

Scholarships are tax-exempt income for students who are studying full-time at an educational institution.

All full-time students are requested to complete a 'Statement by a Supplier' form as required by the Australian Taxation Office and indicate by ticking the appropriate box, that the payment is for a supply that is exempt from income tax.

B. Applicants Working Full-Time or Part-Time in the Public Sector

Generally, scholarship funding provided to employees, of the Public Sector is not tax-exempt income. However, as long as the scholarship funding is used for non-tax deductible expenses it may be classified as exempt income.

C. Applicants Working Full-Time or Part-Time in the Private Sector

Once again, generally scholarship funding provided to applicants working full-time or part-time in the private sector is not tax-exempt income. However, as long as the scholarship funding is used for non tax-deductible expenses it may be classified as exempt income.

D. Applicants who are Self Employed

Same as above.

Note:

All applicants are required to complete a 'Statement by Supplier' form as required by the Australian Taxation Office, and indicate by ticking the appropriate box, that the payment is exempt from income tax or that the income is not received with reasonable expectation of profit or gain.

A copy of this form is available from the:

- Nurses and Midwives Board;
- Australian Taxation Office website: <http://ato.gov.au/content/downloads/nat3346.pdf>

Scholarship applications will not be considered unless this form is fully completed and returned with the application to the Nurses and Midwives Board.