

Research For Life

WELLINGTON MEDICAL
RESEARCH FOUNDATION

Travel Grant Application Information Statement and Administrative Agreement

Published March 2021

Travel Grants are designed to assist rather than fully-fund travel **or other costs such as registration fees for in person or online conferences** to present the results of medical research at appropriate scientific meetings.

Applications should reach the Secretary on or before the advertised closing date and be in Word format. Send by email to the Research For Life Secretary along with the signed Administrative Agreement to office.researchforlife@gmail.com

Applicants must provide the following information under the following headings:

1. **Personal Data:** Include your full name, qualifications, position, address, email and contact telephone numbers.
2. **Purpose and potential significance of the proposed travel**
3. **Objective(s)**
4. **Travel plans/itinerary**
5. **Budget**
6. **Assistance Required:** indicate the nature of the assistance requested with justification. Please detail the amounts required inclusive of GST. Sometimes it may only be possible to assist in part, therefore applicants should list priorities.
7. **Letter of support:** where applicable, a letter of support from the relevant head of the research group or department.
8. **Curriculum Vitae:** an abbreviated CV (limited to two pages).
9. **100 word media summary understandable to a lay reader and a high-resolution recent photo in jpeg format preferably showing you at work**, which may be published on our website, in our annual reports, and in other Research For Life media.

This is an example of what we are looking for in a media summary:

Kendall Stevenson, a PhD student at the Department of Obstetrics and Gynaecology at the Wellington School of Medicine, received a travel grant of \$1,500 to present her research findings at Academy Health's annual research meeting in Boston this year. Kendall's research interest lies in indigenous maternal and infant health with a particular focus on Maori. Her intention is to reduce disparities between Maori and non-Maori and to reduce the number of poor health outcomes currently associated with Maori around childbirth.

You may be contacted by Board Member Rob McGregor about media activity. Rob looks after Research For Life's public relations.

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The Applicant understands and agrees that:

- a) Any grant received as a result of this application is subject to the conditions of Research For Life as set out in this Information Statement, and the funds will only be expended for the purpose described in the application.

- b) Successful recipients are required to provide a report of their attendance at the scientific meeting beginning with a 100-200 word media summary, and noting any publications and presentations arising from it. Your report or the summary will be included in the Annual Report, the next Research Review, and on the Research For Life website.

_____ **Print your name:**
Signed (Applicant)

Date:

Where applicable, the Institution understands and agrees that grant claims should be in full in arrears of expenditure by the Institution.

The Institution approves this application and supports the proposed travel.

_____ **Print your name:**
Signed (Institution Representative)

Date:

Host Institution Name: _____