



ARROW TRAVEL CONFERENCE SCHOLARSHIP

1.0 Introduction

The Arrow Travel Conference Scholarship supports the professional development of nurses, allied health professionals, scientists, data managers and other staff working in haematology. It provides financial assistance for travel and registration costs to attend educational and training events, such as conferences, workshops, and short courses focussing on haemopoietic stem cell transplant or haemato-oncology.

The scholarship offers up to \$2,500 for Australian conferences and \$4,000 for international conferences.

2.0 Eligibility criteria

- 2.1 **Employment Status:** Applicants must be employed by an Australian transplant centre hospital or work significantly with bone marrow or stem cell transplant patients
- 2.2 **Experience Requirement:** Applicants must have at least one year in their current role and commit to remain in the role for at least one more year
- 2.3 **Citizenship / Residency:** Applicants must be Australian citizens or Permanent Residents
- 2.4 **Funding Disclosure:** Applicants must disclose if they have received or plan to seek other funding for the same conference
- 2.5 **Recent financial support:** Applicants must not have received similar funding in the past 12 months
- 2.6 **Previous recipients:** Individuals who have received an Arrow scholarship in the last two years can not apply again unless exceptional circumstances are approved by Arrow Board.
- 2.7 **Priority:** Priority will be given to applicants working towards a higher qualification or with an accepted abstract at the conference
- 2.8 **Acknowledgement:** Recipients must acknowledge the Arrow Bone Marrow Transplant Foundation in all oral and written presentations.
- 2.9 **Reporting Requirement:** Recipients must submit a newsletter story, photo, conference summary, and present an in service for colleagues within 1 month of returning from the event
- 2.10 **Repayment Condition:** Recipients must repay the scholarship (in part of full) if they do not attend the event

3.0 Approval process

- 3.1 **Application Submission:** Submit the written application form at least 3 months before the intended conference or training course and by the scholarship deadline
- 3.2 **Assessment:** The Arrow Programs Committee will assess applications based on merit, prioritise them, and make the final decision
- 3.3 **Competitiveness:** Scholarships are competitive, and the number of scholarships awarded is at Arrow's discretion
- 3.4 **Funding:** Scholarship amounts are determined by the Arrow Programs Committee based on available funds, scholarship limits, and the applicant's budget justification
- 3.5 **Notification and acceptance:** Successful applicants will be notified by email and must confirm acceptance of the scholarship terms. Applicants are responsible for conference registration and travel arrangements. Funds will be paid directly to the applicant upon receipt of invoices and proof of payment.

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Created by: Richelle Koller	Reviewed by: CEO	Page 1 of 4

4.0 Application requirements

- 4.1 **Application Form:** Complete the attached application form
- 4.2 **Cover Letter:** Provide a cover letter detailing your experience, reasons for attending, and motivation for applying
- 4.3 **Current resume:** Submit an updated resume
- 4.4 **Letter of Support:** Include a signed letter of support from your Department Head or Nurse Unit Manager on official letterhead confirming your employment and role in Bone Marrow Transplant (BMT) and explaining why the support your application
- 4.5 **Abstract:** Include a copy of your proposed / accepted abstract if applicable
- 4.6 **Conference details:** Provide supporting documentation for the conference or training course (eg. Webpage, flyer)
- 4.7 **Proof of Citizenship / Residency:** Submit a copy of your Australian birth certificate, Australian passport, or Permanent Residency visa



ARROW TRAVEL CONFERENCE SCHOLARSHIP APPLICATION FORM

As the applicant you consent to allowing the information provided on your application to be used for the purposes of 1. Assessment of your application and 2. By Arrow Bone Marrow Transplant Foundation (employees, board, and partner agencies) for program evaluation and corporate governance. By providing your details you are consenting to being added to our mailing list for promotional and fundraising purposes. Should you not wish to be a part of our mailing list you may opt-out at any time. For further details on how Arrow uses your personal information refer to our Privacy Policy on our website www.arrow.org.au

Applicant Details	
Given Name	
Last Name	
Date of Birth	
Gender	
Address	
Phone Number	
Email address	
Social media handles (if applicable)	
Employment Details	
Position	
Hospital	
Department	
Area of employment	
Length of employment in above area	
% of workload spent on haemato-oncological disease	
Conference details	
Training course / conference name	
Date of training course / conference	
Location of training course / conference	
Brief description of the anticipated benefit to the hospital and patients with haemato-oncology diseases this education / training will provide	
Abstracts	
Do you intend to present a paper at the conference?	
Have you submitted your paper to the conference organisers?	
What is the status of your paper submission?	



ARROW TRAVEL CONFERENCE SCHOLARSHIP APPLICATION FORM

Expenses (attach supporting documentation)	
Registration or course fees	
Accommodation	
Airfares	
Funding	
Have you attended a conference / training course in the last 12 months? If yes, please provide details and funding source (s)	
Have you sought or do you intend to seek funds from any other source(s) for this application?	
Have you previously received funding from Arrow? If so, please provide details.	
Scholarship Requirements	
Do you agree to provide a written report to Arrow on the conference or training course you attended and share your knowledge with your wider staffing team?	
Do you agree to provide images and items for Arrow's website and newsletter and other digital communications?	
Is it your intention to continue working in haematology and BMT for the next 12 months?	

Submission Checklist:

- Application form
- Cover letter
- Resume
- Letter of support
- Abstract (if applicable)
- Conference details eg) weblink, flyer
- Australian birth certificate / Passport / Permanent Residency visa

Please return completed form to Janna Gibbs jgibbs@arrow.org.au and email or call us on (02) 8398 8149 if you have any questions.