



GUIDELINES (Updated 5th February 2021):

RESEARCHER EXCHANGE, TRAINING AND TRAVEL AWARD FUNDING ASSISTANCE, INCLUDING JD SMYTH POSTGRADUATE STUDENT TRAVEL AWARD FOR MEMBERS OF THE AUSTRALIAN SOCIETY FOR PARASITOLOGY INC.

APPLICATION FOR ASSISTANCE

Download and complete the Application form for Funding Assistance www.parasite.org.au

This document details the Guidelines for Funding Assistance available to members of the Australian Society for Parasitology Inc. (ASP) for Researcher Exchanges, Training Courses, Visiting International Lectureships, Workshops and Grant Writing Retreats.

The ASP aims to: promote and facilitate interaction between colleagues, peers and potential research partners; communicate the scientific achievements of its members; and create professional development opportunities for them, in particular for postgraduate students and early career postdoctoral fellows. Therefore, the ASP provides funding assistance for its members to undertake important, relevant travel. This may include exchanges between laboratories (ranging from a few weeks up to a year); or training courses (like the annual Biology of Parasitism Course at Woods Hole but not including the ASP Concepts in Parasitology Course, which is already subsidised by the Society); or to finance lecture tours by esteemed international scientists; or to organise and host workshops and/or grant writing retreats that promote or foster significant collaboration between ASP members (*e.g.*, for Centres of Excellence and other similarly large scale research undertakings). **This award scheme does not support travel to attend conferences, with the exception of the JD Smyth Postgraduate Student Travel Award.**

Guidelines for the distribution of funds are summarised below:

1. Applicants must be current members of the Australian Society for Parasitology Inc. and current employees or students in an Australian

institution.

2. Applicants who wish to be considered for the **J.D. Smyth Postgraduate Travel Award** must be full-time postgraduate student members of at least 6 months standing who are enrolled at a recognised Australian University.
3. Applicants need approval from their institution for their planned travel and must adhere to their institution's travel policies.
4. Applications for funding must be received by the Committee prior to the applicant commencing the travel.
5. Applicants must clearly describe the purpose of the travel, together with a convincing justification of the benefits to the individual and the ASP.
6. Applications will be considered by an assessment committee and must be submitted on the Funding Assistance Application Form provided, together with all requested supporting documentation (download form from ASP website www.parasite.org.au).
7. In each round, the selection committee will select the most meritorious application by an eligible student to be awarded a J.D. Smyth Postgraduate Student Travel Award.
8. See the ASP website www.parasite.org.au for application deadlines.
9. Applicants must list the actual or estimated cost of fees, accommodation, travel etc.
10. The amount of assistance to be provided will depend on the number of worthy applications received each year, with due regard to the budget limitations of the fund and previous history of funding of any individual. Awards will generally be in the range of \$2,000 to \$10,000 but higher amounts may be considered under exceptional and particularly well explained and justified circumstances.
11. Applicants need to complete the travel before they are awarded the ASP grant money.
12. The Travel Award funding can only be used for the purposes agreed upon by the Travel Award assessment committee. If the funded exchange/training/retreat *etc.* does not occur then the ASP grant will be rescinded and any funds that have already been paid will need to be repaid to the Society.
13. The ASP is not responsible for costs incurred due to disruption to travel due to an outbreak of an epidemic or pandemic including any future outbreak of the novel coronavirus (COVID-19) or where governmental travel restrictions are imposed due to an epidemic or a pandemic, political unrest, or other

reasons. The ASP grant cannot be used for costs resulting from such restrictions. For example, the ASP grant cannot be used for travel insurance costs, health costs, cost of cancellation, rebooking or extension of travel, additional accommodation, extra meals or for the costs of mandatory quarantine.

14. Payment will be made upon receipt of a tax invoice from the applicant's home institution. It will be the responsibility of the applicant's home institution to keep records (including all relevant receipts) of the expenses paid from the ASP grant.
15. Applicants are strongly encouraged to also seek funds from other sources to, wherever possible, augment ASP funding except for applications for travel wholly within Australia where the funds requested are less than \$2000. In the case of Researcher Exchanges, whilst the ASP will provide funds towards travel, accommodation and subsistence, it is expected that the collaborating laboratories will furnish the costs for the research.
16. Successful applicants are expected to promote the ASP during their activities; this may include using the ASP logo on presentations, and acknowledging the ASP support in any publications resulting from the funded activity. Logos and wording to acknowledge the ASP support will be supplied to awardees.
17. Successful applicants are under an obligation to report back to the ASP, with a written report to the ASP Secretary, within one month of completion of the proposed program. The written report will contain:
 - i. Name of researcher(s);
 - ii. Any outcomes linked to the program (e.g., publications, professional reports, new collaborations or new lines of inquiry resulting from the program, grant applications, new skills developed etc);
 - iii. A financial report (including receipts).

The length of this report need not exceed two pages but failure to comply with the above will lead to disqualification from future consideration in relation to this fund. The information may be used to publicise ASP Newsletter and on the website.

Failure to provide a report within one month of completion of the approved exchange/training/retreat *etc.* will result in an obligation to repay the Award funding to the ASP.