



### 1. Purpose & Scope

This policy governs the awarding of the GSA Pacific Island & South East Asian Travel Grant. The policy covers the application and selection criteria as well as the duration, value, frequency, and conditions of the grant.

### 2. Definitions

Listed here are all key terms and acronyms used in the policy, and their definitions.

<b>Acronym – Key Word</b>	<b>Definition</b>
GSA	General Surgeons Australia
ASM	Annual Scientific Meeting

For the purposes of this policy, Pacific Island nations include:

- Cook Islands
- Federated States of Micronesia
- Fiji
- Kiribati
- Marshall Islands
- Nauru
- Niue
- Palau
- Papua New Guinea
- Samoa
- Solomon Islands
- Tonga
- Tuvalu
- Vanuatu

For the purposes of this policy, South East Asia nations include:

- Brunei
- Myanmar
- Cambodia
- East Timor / Timor Leste
- Indonesia
- Laos
- Malaysia
- Philippines
- Thailand
- Vietnam

### 3. Background

The GSA Pacific Island & South East Asian Travel Grant was established to assist a Pacific Island or South East Asian surgeon or surgical trainee to travel to Australia for the GSA Annual Scientific Meeting (ASM), to obtain further education and training in General Surgery.

### 4. Policy

#### 4.1 Value of the Grant

The Travel Grant consists of up to AUD\$5,000 annually, to be put towards full registration for the GSA Trainees' Day and GSA ASM (excluding associated courses and/or workshops) and may also be put towards economy travel expenses and accommodation.

## **4.2 Duration of the Grant**

The Travel Grant subsists for the duration of the ASM in the year of the grant.

## **4.3 Frequency of the Grant**

The Travel Grant will be awarded annually, subject to sufficient income and suitable applications.

## **4.4 Number of Grants**

Up to three (3) Travel Grants will be awarded in 2019 to outstanding surgeons or surgical trainees in General Surgery.

## **4.5 Eligibility & Selection Criteria**

Applications for the GSA Pacific Island & South East Asian Travel Grant are open to Pacific Island and South East Asian surgeons and surgical trainees in General Surgery, who wish to obtain further education and training in General Surgery.

The applicant must be a permanent resident or citizen of a Pacific Island nation (excluding Australia or New Zealand) or a South East Asian nation (excluding Singapore). Applicants must not have commenced their travels prior to the closing date for applications. Preference will be given to applicants who are not likely to be able to fund their own attendance.

Fellowship of the Royal Australasian College of Surgeons precludes eligibility for the GSA Pacific Island & South East Asian Travel Grant. An individual may only be awarded the Travel Grant on one occasion.

Selection will be made based upon an application submitted for consideration by the GSA Research & Scholarships Committee.

## **4.6 Conditions of the Travel Grant**

1. The successful recipient(s) may submit a poster presentation for display at the GSA ASM. Posters must be AO (1189mmH x 841mmW) in size.
2. The successful recipient(s) may be asked to make a 1 minute poster presentation at the ASM, subject to availability in the program.
3. The successful recipient(s) will be required to complete an evaluation form and to provide a written report at the conclusion of the ASM, regarding their experience at the meeting.

## **5. Procedures**

### **5.1 Call for Nominations**

Prior to the GSA ASM each year, the Executive General Manager will advertise the Pacific Island & South East Asian Travel Grant on the GSA website and in associated GSA ASM promotions and materials.

### **5.2 Application & Selection Process**

Selection will be made based upon an application submitted for consideration by the GSA Research & Scholarships Committee. Each recipient will be selected on the basis of a

score given to their application. Preference will be given to applicants who are not likely to be able to fund their own attendance.

Applications must include:

- Completed Pacific Island & South East Asian Travel Grant application form
- A letter of application, including reasons for application and anticipated benefit
- A brief curriculum vitae
- Two (2) written supporting professional references

The Selection Committee will assess the applications and grant recipient(s) will be advised no less than four (4) weeks prior to the GSA ASM. The name of the grant recipient(s) will be published in the GSA Newsletter and on the GSA website.

Applications can be submitted:

- by mail
  - General Surgeons Australia  
Suite 15  
213 Greenhill Road  
EASTWOOD SA 5063  
AUSTRALIA
- by fax
  - General Surgeons Australia  
+61 8 8373 7032
- by email
  - Karen Liu  
Research & Scholarships Coordinator  
General Surgeons Australia  
karen.liu@generalsurgeons.com.au

For further details, contact General Surgeons Australia on +61 8 8274 3791.

### **5.3 Organisation of Travel**

The GSA Research & Scholarships Coordinator will arrange a return economy airfare on the most direct route from the recipient's home country. Alternatively, the recipient may organise their own return economy airfare and GSA will reimburse them for this cost upon provision of a valid tax invoice or receipt.

### **5.4 Reporting Requirements**

The successful recipient(s) will be required to complete an evaluation form and to provide a written report at the conclusion of the ASM, regarding their experience at the meeting. The report(s) will be included on the subsequent GSA Board of Directors meeting agenda.

## **6. Documents and Forms**

1. Pacific Island & South East Asian Travel Grant Application Form
2. Pacific Island & South East Asian Travel Grant Evaluation Form
3. GSA Travel Booking Form (optional)

## **7. Implementation**

The policy will be available on the GSA website.