

## Background

The CNSA (Cancer Nurses Society of Australia) is committed to promoting excellence in cancer care through the professional contribution of nurses through education, information, leadership, networking and professionalism. As such, the CNSA National and CNSA State Groups, with the support of industry partners, provide grants each year to assist members attend local, national or international conferences or professional development opportunities. CNSA support of Continuing Professional Development (CPD) activities encourages cancer nurses to retain and develop their expertise and to contribute to the advancement of cancer nursing practice.

## Statement of Intent

This document determines the minimum requirements for the administration of CNSA Professional Development and Travel Grants. It promotes a transparent, robust process for assessment and recommendation of professional development and travel grants.

Recommendation by the Education Standing Committee (ESC) to the CNSA Board of an applicant for grant consideration confirms that the applicant has met all eligibility criteria and the minimum standard required to be considered for a professional development or travel grant.

## Scope

### In scope

Applies to all professional development and travel grants administered by the CNSA ESC including but not limited to:

- CNSA Professional Development Grants
- CNSA Novice Cancer Nurses Development Grants
- CNSA State Group Travel Grants
- CNSA Specialist Practice Network Travel Grants
- CNSA Nicole King Memorial Grant (Victorian members only)
- Industry Partnered CNSA Grants

### Out of scope

Grants administered by other CNSA Committees or State Groups including:

- CNSA Research Standing Committee Grants

## Application of the Policy

Applicants are to meet the following eligibility criteria to be considered for a CNSA Professional Development Grant:

- Be a current financial member of the CNSA for a minimum period of 12 months on 1<sup>st</sup> February each year\*.
  - Be a Full member of CNSA
  - Novice cancer nurses are to have  $\leq 5$  years' experience
  - Application is to be signed off by the applicant's line manager
  - Submit a professionally written, completed application by midnight (AEST) on the advertised closing date.
- \* Please note: "Year" refers to the same calendar year of the grant application.

Applicants are to achieve a minimum total score of 15/20 on completion of assessment against the evaluation matrix to be eligible for award of a CNSA professional development or travel grant.

The Chair of the ESC or delegate will coordinate review and assessment of the applications.

## Responsibilities

### CNSA Education Standing Committee (ESC)

# Professional Development Grant Program Policy



- The ESC is responsible for conducting a transparent, unbiased and robust Professional Development Grant assessment and evaluation process.
- The ESC Chair will coordinate the review process and ensure that a record of applications, scores, comments and recommendations is prepared and provided to the CNSA Executive Assistant via [admin@cnsa.org.au](mailto:admin@cnsa.org.au) who will inform the CNSA Executive Officer (EO).
- During the review process, members of the committee are to disclose any personal or professional relationships with applicants. If a conflict of interest is declared by a member of the review committee, the committee member is to recuse themselves from the evaluation of the applicant's grant submission; and
- At the conclusion of the review process, the Chairperson of the ESC will submit recommended grant applications meeting eligibility and assessment criteria to the CNSA Board for consideration.

## Successful applicants

If a successful recipient wishes to make changes to their application/activity after the grant has been awarded, permission must be sought from the Chair of the CNSA Education Committee and the EO must be advised of the permitted changes.

All successful recipients of a CNSA Professional Development Grant are to submit a written report to the CNSA EO within (2) months of completing the supported activity. The report is to be completed using the designated CNSA Professional Development Grant Report Form available on the CNSA website. Non-submission of the report and failure to complete dissemination requirements will incur a penalty of ineligibility for ALL future grants.

The successful recipient must be aware the CNSA, and benefactors are to be acknowledged on all printed material and at all presentations associated with the CNSA Professional Development Grant.

Successful recipients of a CNSA Professional Development Grant are ineligible to apply for another award in this program for (2) years from date of grant submission.

Further information about these grants, can be obtained by contacting the CNSA ESC Chair at [education@cnsa.org.au](mailto:education@cnsa.org.au).

The ESC Chair will advise the Board of recommendations for grant funding by COB 15 March in any given year, by notification to the CNSA EO.

## CNSA Executive Officer (EO)

Prior to commencement of the grant review process, the EO, informed by the Board will:

- Notify the ESC Chair of:
  - The number of available grants to be funded for the review period
  - The number of available grants per category to be administered for the review period; and
  - Any special conditions associated with any available grants i.e. requirements for:
    - Grant monies to be used for the existing grant review period.

Following the ESC grant review process, the EO, will:

- Notify the ESC of:
  - Request by the Board for any recommendations by the committee to be reconsidered post the review completion; and
  - Notification of successful applicants by the Board.
- Decisions by the Board to award grants to applicants who have not met the eligibility criteria and/or the minimum total score of 15/20 post assessment of the application, will be conveyed by the EO to the ESC in writing with rationale for the decision.
- The EO is responsible for ensuring:
  - That the grant recipient provides a written report on the outcome of the proposed activity within (2) months of the activity being completed
  - Providing the ESC Chair with a copy of the report, within 14 days of receipt

- Evidence of expenditure of funds related to the proposed activity, including copies of tax invoices are provided by the grant recipient; and
- The return of any unused money to the CNSA.

## Grant Review Process

1. All applications submitted to the CNSA Office at [admin@cnsa.org.au](mailto:admin@cnsa.org.au) will be subject to the review process. Applications received after the closing date will not be considered.
2. Applications will be forwarded to the Chair of the ESC who will subsequently distribute to the members of the committee for review and evaluation.
3. Applications will be assessed and graded against eligibility criteria by a minimum of (2) members of the CNSA ESC.
4. Assessed applications are to be returned to the Chair of the ESC by the March 8 in each year. Where disparity exists in the grant evaluation, a third committee member will conduct an independent moderation of the grant application.
5. On completion of the review process by the ESC, the applications will be rank ordered by the Chair.
6. The CNSA ESC will determine whether all or part of funds applied for will be awarded.
7. The Chair of the ESC will then forward the committee's recommendations of successful applicants to the Board via submission to the CNSA EO at [executiveofficer@cnsa.org.au](mailto:executiveofficer@cnsa.org.au).
8. Successful applications are determined on the basis of ranked scores. Only applicants who have submitted a high quality application achieving eligibility criteria and the required minimum grading will be recommended to the Board.
9. Applicants will be advised in writing of the outcome of their application by 31 March of each year.
10. Successful applicants will be announced at the Annual CNSA Annual Congress, in the CNSA Newsletter and on the CNSA website.
11. Successful applicants who have applied for a grant to attend the CNSA Annual Congress are expected to make themselves available for presentation to the membership, occurring in the final session of the Annual Congress.

# Professional Development Grant Program Policy



## Appendix 1

### Professional Development and Travel Grant Submission Assessment Matrix

APPLICANT: \_\_\_\_\_ REVIEWER: \_\_\_\_\_

- GRANT:      CNSA Professional Development Grant
- CNSA Novice Cancer Nurses Professional Development Grant
- CNSA Regional Group Travel Grant (please nominate which State)
- CNSA Specialist Practice Network Travel Grant (please nominate which SPN)
- CNSA Nicole King Memorial Grant
- Other (please outline)

CRITERIA	RATING	SCORE
<p><b>Applicant has declared they meet the following essential criteria:</b></p> <ul style="list-style-type: none"> <li>Date member joined CNSA: _____</li> <li>Current financial member of CNSA ≥12months on 1 February in the calendar year of the application.</li> <li>Current Full member of CNSA (registered with AHPRA as a Registered or Enrolled Nurse)</li> <li>Novice cancer nurse ≤ 5 years' experience</li> <li>Signed off by manager</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><b>Achieved / not achieved</b></p>
<b>Comments</b>		
<p><b>Applicant's Contribution to cancer nursing professional activities</b> (<i>mark all that apply – one point per activity up to total score of 4</i>)</p> <ul style="list-style-type: none"> <li>Active committee membership at local, state and or national level</li> <li>Active role in development / delivery of profession development activities in cancer care</li> <li>Active contribution to research / development of knowledge in cancer care</li> <li>Conference / workshop presentation / Other</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<b>Comments</b>		
<p><b>Relevance of proposed activity to CNSA membership</b></p> <ul style="list-style-type: none"> <li>Highly significant to cancer nursing and/or cancer control</li> <li>Significant to cancer nursing and/or cancer control</li> <li>Some significance to cancer nursing and/or cancer control</li> <li>Little significance to cancer nursing and/or cancer control</li> </ul>	<p>4</p> <p>3</p> <p>2</p> <p>1</p>	
<b>Comments</b>		

# Professional Development Grant Program Policy



<p><b>Applicant's contribution to the proposed activity</b></p> <ul style="list-style-type: none"> <li>• Significant (presenting paper +/- participating in associated meetings + networking)</li> <li>• Presenting only at meeting no other activities listed</li> <li>• Minimal (not presenting paper or participating in associated meetings)</li> <li>• Attending meeting to network only</li> </ul>	<p>2 1.5 1 0.5</p>	
<p><b>Comments</b></p>		
<p><b>Objectives for the proposed activity</b></p> <ul style="list-style-type: none"> <li>• Clearly articulated and relate to proposed activity</li> <li>• Well outlined, some issues outstanding</li> <li>• Unclear</li> <li>• Poorly outlined and unrelated to proposed activity</li> </ul>	<p>4 3 2 1</p>	
<p><b>Comments</b></p>		
<p><b>Dissemination of outcomes from proposed activity</b></p> <ul style="list-style-type: none"> <li>• Well outlined strategies to reach wide audience</li> <li>• Strategies outlined to reach smaller audience</li> <li>• Poorly outlined strategies to disseminate information</li> <li>• No strategies outlined to disseminate information</li> </ul>	<p>4 3 2 1</p>	
<p><b>Comments</b></p>		
<p><b>Applicant's summary and contribution to cancer nursing</b> <i>(mark all that apply – one point per activity up to total score of 4)</i></p> <ul style="list-style-type: none"> <li>• Leadership through relevant committee participation and mentoring</li> <li>• Commitment to cancer nurses in local area through contribution to professional development of others</li> <li>• Commitment to research / development of knowledge in cancer care including</li> <li>• Commitment to cancer nurses in a broader context</li> </ul>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>Comments</b></p>		
<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Budget clear and well justified with supporting documentation</li> <li>• Budget unclear and/or not justified</li> </ul>	<p>2 1</p>	

# Professional Development Grant Program Policy



Comments		
<b>TOTAL SCORE</b>	<b>20</b>	

## Comments re evaluation

- Scores  $\geq 15$  to be achieved for grants to be considered
- Comments to be included to justify score selected by professional development or travel grant assessors.

## Appendix 2

### Website information content for members on the CNSA Education Standing Committee Grants

#### CNSA Education Standing Committee Grants

##### Eligibility Criteria

To be eligible for a CNSA grant you will need to meet the criteria set out for the individual grant. For more information on the available CNSA grants click [here](#).

##### Hints for a Successful Submission

To ensure a better chance of success the Education Standing Committee (ESC) has provided the following points as a guide:

- Only applications completed on the [CNSA Professional Development Grant Program Application Form](#) will be considered
- Ensure the application is legible if handwritten
- Clearly outline budget and provide evidence for the amount requested
- Outline clear objectives that are related to attendance at CNSA Annual Congress (or other proposed activity)
- Consider strategies for dissemination of outcomes which will reach a wide audience
- Demonstrate commitment to the advancement of cancer nursing as a specialty
- Demonstrate commitment to improving outcomes for individuals and their families with a diagnosis of cancer
- Demonstrate a beneficial outcome to self and the cancer nursing community as a result of the proposed activity
- If your application is for attendance at the CNSA Annual Congress, consider participation in activities at CNSA Annual Congress which demonstrate active participation in your professional development; and
  - Networking activities
  - Specialist Practice Network meetings
  - Annual General Meeting attendance; and
  - Speaking with exhibitors.
- Outline clearly and succinctly how you have demonstrated a commitment to cancer nursing professional development activities over the last two years.

##### Having Trouble Completing Your Application?

Experienced CNSA members are available to provide assistance to nurses preparing to submit an application for these grants. For assistance or further information please contact the CNSA ESC Chair at [education@cnsa.org.au](mailto:education@cnsa.org.au).

##### What Happens After I Submit My Application?

Sometimes it's not always clear what happens once a grant application has been submitted, that is why the CNSA ESC has put together the following points for your reference.

- The CNSA Chair of the ESC coordinates assessment of applications
- Completed applications are distributed to members of the CNSA ESC for review
- Applications are assessed and graded against eligibility criteria by a minimum of two members of the CNSA ESC. Where discrepancy arise amongst the 2 reviewers, a third reviewer is appointed as a moderator
- Applicants who have submitted an abstract or have a professional commitment at the proposed event will be preferred
- Assessed applications are returned to the Chair and rank ordered
- Successful applications are determined on the basis of ranked scores
- Only applicants who meet all the stipulated eligibility criteria and whose application achieves a minimum grade of 15/20 against the Professional Development Grant Submission Assessment Matrix will be recommended to the CNSA Board for consideration.
- The CNSA ESC will determine whether all or part of funds applied for will be awarded.

# Professional Development Grant Program Policy



- The CNSA Board will review the recommendations of the CNSA ESC and advise the Chair of the ESC of their decision to accept or reject the recommendation of the ESC
- Applicants will be advised in writing of the outcome of their application by the 31<sup>st</sup> of March; and
- Successful applicants will be announced at the Annual CNSA Annual Congress, in the CNSA Newsletter and on the CNSA website.

## **Reporting Requirements**

All successful recipients of a CNSA Professional Development Travel Grant are to submit a written report to the CNSA ESC within two months of completing the supported activity. The report is to be completed using the designated [CNSA Professional Development Travel Grant Report Form](#).