



**NSW  
Physiotherapists  
Registration Board**

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**INFORMATION ABOUT  
APPLYING FOR  
THE  
IAN COLLIER MEMORIAL  
SCHOLARSHIP**

Level 6, 477 Pitt Street, SYDNEY, 2000. PO BOX K599, HAYMARKET, 1238  
Tel: (02) 9219 0255 Fax: (02) 9211 9318 E-mail: [physioreg@hprb.health.nsw.gov.au](mailto:physioreg@hprb.health.nsw.gov.au)  
Internet: <http://www.physioreg.health.nsw.gov.au>

## **Contents:**

### **Information about:**

- < NSW Physiotherapists Registration Board
- < Ian Collier Memorial Scholarship
- < Funding
- < Eligibility
- < Application and notification processes
- < Acknowledgments

### **Application guidelines and documentation required for application**

### **Conditions and reporting requirements for successful applicants**

### **Application form**

# **INFORMATION ABOUT APPLYING FOR THE NSW PHYSIOTHERAPISTS REGISTRATION BOARD IAN COLLIER MEMORIAL SCHOLARSHIP**

## **NSW Physiotherapists Registration Board**

The NSW Physiotherapists Registration Board (PRB) has a primary responsibility of protecting the interests of the public through competent administration of the provisions of the Physiotherapists Registration Act.

## **Ian Collier Memorial Scholarship**

The annual Ian Collier Memorial Scholarship was established by the Board in 1998 with the aim of improving physiotherapy practice for the benefit of the community. The Ian Collier Memorial Scholarship provides funding to assist beginning researchers who may not be eligible for funding from other funding bodies. Alternatively, it may assist physiotherapists to further their expertise in their given area of practice or who need assistance to access further education because they reside in a non metropolitan setting. Mr Ian Collier was a committed physiotherapist and active member of the NSW Physiotherapists Registration Board from 1989 until 1997.

## **Scholarship Categories**

There are three scholarship categories:

1. Assistance to publish clinical research activity or other completed research projects
2. Study project in the field of physiotherapy
3. Distance learning program for non metropolitan physiotherapists

## **Suggestions for Ian Collier Memorial Scholarship applications**

The Ian Collier Memorial Scholarship was established in 1998. Since that time 15 scholarships have been awarded. Some examples of the type of applications that have been funded are briefly described below.

### **Category 1**

- < Assistance to publish research activity in relation to the PEDro database.
- < Other examples of suitable projects might include assistance to publish a study from an honours thesis or other completed research projects.

### **Category 2**

- < Assistance to conduct a research project as part of a higher degree (x2)
- < Funding to provide staff to assist with research in a public hospital
- < A study project to collect data as part of a PhD in an overseas research institution, funding was awarded for accommodation and part travel costs.
- < A study tour to present at a conference and make site visits for the purpose of exchanging information relating to a home based pulmonary rehabilitation program

### Category 3

- < Funding to travel to a block component of a distance learning program in a post graduate degree (eg Sports Physiotherapy and acupuncture).
- < Travel for appointments with PhD supervisor from remote setting to an institution in another State that offered PhD to people in remote areas.

### Funding

A maximum of \$10,000 is available for the scholarship annually. Scholarships of up to \$10,000 may be awarded to a single applicant or more than one scholarship may be awarded with a maximum of \$10,000 divided amongst the successful applicants. Funding may be granted for a project that extends beyond a 12 month period.

### Eligibility:

The following criteria will apply however the Board may take other factors into consideration

- < Applicants must be currently registered to practise physiotherapy in NSW.
- < **Applicants must demonstrate how the results of their work will benefit the NSW community** . That is, how might the results of the project impact on the health and safety of the NSW community. How will knowledge gained from the project influence the practice of physiotherapy in the community?
- < Applicants must have worked in NSW as a physiotherapist for a minimum of two years full time practice, or equivalent, within the last five years.
- < Applicants must not have received a NSW Physiotherapists Registration Board scholarship in the last five years or been part of a team who received a scholarship.
- < Applicants must not be currently serving as Board members.

## **Application and Notification Processes**

The timing of the application and notification processes each year is as follows:

<b>April</b>	Call for applications.
<b>July</b>	Closing date end of July.
<b>July to August</b>	Acknowledgment of receipt of application. If an acknowledgment is not received within four weeks of submission of a proposal applicants are advised to contact the Board to make sure the application has been received.
<b>September</b>	Assessment of applications. A Review Committee, in consultation with the Registrar of the Physiotherapists Registration Board, will undertake assessment of applications. Independent external advice will be sought if necessary.
<b>October</b>	Recommendations to NSW Physiotherapists Registration Board. Applicants notified about scholarship awards.
<b>November</b>	Successful applicants provide to the Physiotherapists Registration Board written acceptance of offer of scholarship and associated conditions and details of payments required.
<b>December</b>	Initial payment available subject to the conditions of the scholarship award.

## **Acknowledgments**

The generosity of the NSW Nurses Registration Board in allowing access to and use of information about the Nurses Registration Board Scholarship programs is gratefully acknowledged.

## Application Guidelines and Documentation Required for Application

**Note : All guidelines must be adhered to in order to assess the application**

### General:

- < Applicants must complete the application form and provide additional documentation indicated as required and relevant to the scholarship category. Applications will only be considered if all the required information is provided at the time of application. Should extenuating circumstances arise where required documentation cannot be submitted on time, a statement of explanation must be provided by the applicant.
- < **Relevance to the practice of physiotherapy and its benefit to the NSW community must be made clear in the application for all categories.**
- < That is, how might the results of the project impact on the health and safety of the NSW community. How will knowledge gained from the project influence the practice of physiotherapy in the community?

### Documentation Required by all applicants:

- < Application Form (attached to this information brochure).
- < Curriculum Vitae showing professional and academic qualifications and experience.
- < Documentation confirming work in NSW as a physiotherapist for a minimum of two years full time practice, or equivalent, within the last five years. eg. Statement from employer.
- < Written confirmation of arrangements with other organisations where the involvement of other organisations is necessary for the project to be undertaken. This should be signed and dated by the organisation.
- < Covering letter by the applicant summarising study and employment plans in support of the application.
- < Government charges on airline tickets within the application will be seen as legitimate expenses and will be included when calculating amount payable.
- < Budget details, including projected cash flow for the project term. Budget details must identify what funds need to be spent and when. Note that a minimum of two payments is stipulated where advance or progress payments are required. A minimum of 25% of approved scholarship funds is reserved for a final payment after satisfactory completion of the activity. Details contributing to the total budget costs must be clearly stated and justified with appropriate quotes attached. The GST components of costs must be identified, included in costings. Applicants must provide details as to the entity to be paid if successful. Funding will not be made available for university administration fees. Salaries for the scholarship (where applicable) will be paid in accordance with the NSW Health Service Professionals (State) Award or the relevant University award.
- < Research administrative levies of Institutions will not be funded. The Board will not generally consider funding equipment related to a Masters or a PhD project, nor the funding of research assistants for Masters and PhD projects.
- < A detailed proposal covering the items in the relevant scholarship category as follows:

## **Category 1 - Assistance to Publish Physiotherapy Research Activity**

1.1 Applications should also include a detailed research proposal incorporating the following:

- Aims.
- Justification.
- Methodology.
- Budget as stated above.
- Timetable.

1.2 Applicants must provide evidence of ethical approval for the project to be undertaken.

1.3 Applicants must supply evidence of the agreement with collaborating agencies that they are willing to support the research project.

1.4 Applicants must submit evidence of data collection and preliminary analysis.

## **Category 2 - Study Project in the Field of Physiotherapy**

2.1 Applications for a study project must also include the following:

- < Objectives.
- < Projected dates of commencement and completion.
- < How outcome of study project will be applied to the practice of physiotherapy.

If this study project is part of a higher degree, please identify the type of qualification, university and supervisor.

2.2 If the project includes a study tour the following must be supplied:

- < Objectives of the tour.
- < A detailed itinerary stating departure and return dates and information regarding each day of the tour eg dates of visits to facilities.
- < Details of location(s) and facility (ies) included in study tour.
- < Purpose of the visit to each facility and length of time to be spent in each area.
- < Evidence of confirmation of arrangements, such as correspondence from the institutions.
- < In case of requests for travel expenses claims for accommodation and travel by air, rail, bus etc are to be supported by the inclusion of two written quotations from accredited travel agents. Where expenses include travel by car, the size of the car engine is required in cc, together with details of the journey to be undertaken, and the number of kilometres to be travelled.
- < Travel insurance will not be paid by the Registration Board.

### **Category 3 - Distance Learning Program for non metropolitan Physiotherapists**

- 3.1 Applications for distance learning programs should include:
- < Reasons for selection of the proposed course.
  - < Proposed dates of commencement and completion.
- 3.2 Applicants must provide evidence of difficulty in accessing the course to be undertaken.
- 3.3 Applicants should provide justification as to how completion of the course would benefit the rural community.
- 3.4 Applicants must provide documentary evidence of enrolment or acceptance to the course and of the length of the course, mode of study and fees charged. If a course brochure is produced then this, or a copy, should be included in the application.
- 3.5 In the case of requests for travel expenses and/or subsistence for residential schools (or equivalent), dates and number of residential schools must be provided. Claims for travel by air, rail, bus etc are to be supported by a written quotation from two (2) accredited travel agents. Where expenses include travel by car, the size of the car engine is required in cc, together with details of the journey to be undertaken, and the number of kilometres to be travelled. The Board will fund reasonable expenses for subsistence to a maximum of \$50.00 per day.
- 3.6 Funding for the purchase of textbooks will not be provided.
- 3.7 Funding will be dependent upon successful completion of previous semesters of study. Funding will be in two instalments and the second instalment will be paid on successful completion (evidence provided) of the first half of the scholarship period.
- 3.8 The Board will not provide funding for course fees.

#### **Applicants should adhere to the following guidelines when preparing an application:**

- < Pages of the application to be numbered and an index provided.
- < Photocopies of documents submitted in support of the application must be certified by a Justice of the Peace as being true copies of the originals.
- < Applicants should provide the original application and supporting documents plus three copies of each document for distribution to members of the Review Committee. An original plus three copies of documentation should also be provided where it has been agreed that required attachments to the application form may be provided at a later time. These must be collated and stapled.
- < Applications must be received by the NSW Physiotherapists Registration Board's office by the due date. Applications made by facsimile will not be accepted unless this has been specifically approved.
- < Applicants should provide information in their application to show how the project's objectives will be met.
- < Applicants must provide details as to the entity to be paid if successful.

## Conditions and Reporting Requirements for Successful Applicants

Special conditions may be set by the NSW Physiotherapists Registration Board to apply to specific projects. However all successful applicants in accepting an offer of Scholarship must comply with the following standard conditions. Scholarship holders are required to:

1. Adhere to the administrative processes agreed to with the Board.
2. Provide appropriate progress reports and a final written report to the Board. These reports will be available to registered Physiotherapists for information on application to the Registration Board.
3. Provide an evaluation of how the project objectives were met.
4. Promote their new learning to the Physiotherapy profession. This includes disseminating information gained through the Scholarship via appropriate channels, with approval from the Board.
5. Appropriately acknowledge the funding support from the Board, including acknowledgment in all reports, publications, conference papers etc. The Board should be advised of publications and presentation arising from the Scholarship activity.
6. Agree that the Board retains the right to publish information about Scholarship activity undertaken by successful applicants or otherwise utilise the material provided to the Board by Scholarship holders in the interests of promoting the better practice of Physiotherapy. Recipients may be required to present a research or conference report at a seminar or workshop conducted by the Board.

In addition:

**Scholarship holders in Category 1** will be expected to submit a clinical research paper for publication within six months of completion of the project.

**Scholarship holders in Category 2** must provide the NSW Physiotherapists Registration Board with a report of at least 1500 words on the outcome of the study project within three (3) months of completion of the project.

**Scholarship holders in Category 3** must provide the NSW Physiotherapist's Registration Board with documentary evidence of completion of the course within one (1) month of the issue of results. An applicant who fails to complete the degree or study as agreed to in the terms of the scholarship contract must notify the NSW Physiotherapist's Registration Board within one (1) month of discontinuation of the course.

**NSW PHYSIOTHERAPISTS REGISTRATION BOARD  
IAN COLLIER MEMORIAL SCHOLARSHIP**

**Application form**

- Category 1 - Assistance to publish clinical research activity
- Category 2 - Study project in the field of physiotherapy
- Category 3 - Distance learning program for non metropolitan physiotherapists

**Applicant:**

Surname: \_\_\_\_\_

Given names: \_\_\_\_\_

Business Address: \_\_\_\_\_

Private Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (business) \_\_\_\_\_ (private)

Physiotherapy Practice Experience: (Number of years and location)  
\_\_\_\_\_

Physiotherapist registration number: \_\_\_\_\_

Present position: \_\_\_\_\_

Current employer's name: \_\_\_\_\_

Total length of physiotherapy practice: \_\_\_\_\_

Length of physiotherapy practice in NSW: \_\_\_\_\_

Have you worked continuously in physiotherapy in NSW for the last 2 years?

yes

no

**Scholarship assistance:**

Have you received a Physiotherapists Registration Board scholarship before?

Yes

No

If so please provide details \_\_\_\_\_

Have you applied for any other scholarship or assistance in regard to this project?

Yes

No

If so please provide details \_\_\_\_\_

**Project Details:**

Project/course name \_\_\_\_\_

Scholarship funding sought \_\_\_\_\_

Timing of project/course \_\_\_\_\_

**Agreements:**

I am fully aware of the terms and conditions of the scholarship and hereby undertake if successful in my application to:

- ◆ Abide by the terms and conditions of the scholarship
- ◆ Sign a copy of the letter of offer as a scholarship agreement
- ◆ Return any advanced monies not used for the purpose of the scholarship
- ◆ Supply to the Board evidence of completion or, as applicable, summary of process and findings of the project which will become the property of the Board to use as a source of information for publication purposes if it so wishes.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return to:**           or

The Registrar  
NSW Physiotherapists  
Registration Board  
PO Box K599  
HAYMARKET NSW 1238

**Deliver by hand to:**

The Registrar  
NSW Physiotherapists  
Registration Board  
Level 6, 477 Pitt Street  
SYDNEY NSW 2000

**Office use:**

Date application received \_\_\_\_\_

Acknowledgement sent \_\_\_\_\_

## Checklist for the Ian Collier Scholarship Application

**Before submitting your application, please check the following for inclusion in your submission.**

I am currently registered to practise physiotherapy in NSW	YES/NO
My application demonstrates how the results of my work will benefit the NSW community.	YES/NO
I have not received a NSW Physiotherapists Registration Board scholarship in the last 5 years.	YES/NO
I have worked in NSW as a physiotherapist for a minimum of two years full time practice, or equivalent, within the last 5 years. Documentation is provided.	YES/NO
My CV is included.	YES/NO
I have included a covering letter.	YES/NO
Budget details and timeline of expenditure are included.	YES/NO
A detailed proposal relevant to the scholarship category is included.	YES/NO
Where appropriate, written confirmation of arrangements with other organisations is included.	YES/NO

**If you answered NO to any of the above your application is not ready for submission. Please review.**