



**MULTIPLE SCLEROSIS RESEARCH AUSTRALIA**

**IAN BALLARD TRAVEL FELLOWSHIP AWARD  
CONDITIONS OF AWARD AND FUNDING POLICY**

## Preface:

This document outlines the eligibility, selection and assessment criteria for appointment to this award and which must be met or addressed by all applicants.

### 1. Aims and purpose of the MSRA Ian Ballard Travel Fellowship Award

- The goals of the Award are to give a young scientist the opportunity to:
  - Meet and deliberate with research leaders in their research specialty
  - Learn new techniques that can be brought back to Australia
  - Establish relationships with key scientists that may spur new international collaborations
- The award also allows for attendance at an international conference associated with the MS field but this is not the purpose of the award. It can be included within the Travel Programme.
- It is expected that there will be a direct correlation between the applicant's research plan and the research sites chosen to visit and any conference attended.

### 2. Conditions of Award

- The award must be taken up within 6 months of being awarded. (The closing date for your application is July 15 2009) It should follow the travel programme detailed in the application.
- The amount awarded is paid in advance.
- Economy class only international airfares and train fares to be purchased.
- The successful applicant will be required to tender receipts for major items of travel such as international economy class airfares or international rail journeys within 30 days of the travel programme being completed. These should be addressed to MSRA by email to [alin@msra.org.au](mailto:alin@msra.org.au)
- A financial statement will be required from the administering institution breaking down the expenses of the travel programme against the monies awarded. Any unspent monies must be returned by cheque to MSRA Head office within 60 days of the travel programme being completed.
- The successful applicant is expected to provide a trip report for inclusion on the MSRA website providing details of research observed at each of the locations visited and conferences attended within 30 days of the travel programme completing. The email address to send the report to is [sumsr@iinet.net.au](mailto:sumsr@iinet.net.au). A report template to be used will be sent to the successful candidate near the time of Travel Programme completion.
- The successful applicant will be required to submit a full progress report to the MSRA Research Management Council sub-committee for evaluation. Template and timing as above. Email address [sumsr@iinet.net.au](mailto:sumsr@iinet.net.au)
- It is a condition of the award that the successful applicant should be available at various times to talk about their research as required. Funds must only be used according to the research objectives outlined in your application

### **3. Eligibility for award**

- The MSRA Ian Ballard Travel Fellowship award is available to researchers in MS from both the applied and pure research field
- Applicants are expected to hold a postgraduate qualification at a minimum and have Australian Citizenship or residency at the time of taking up the award.
- The successful applicant will have created, arranged in principal, and provisionally costed a travel programme directly relating to the area of research in the application form.

### **4. Ian Ballard Travel Fellowship award Package**

- The value of the package is to a large extent dependant upon the available monies that MSRA hold and the travel programme devised by the successful applicant. MSRA may award two (2) smaller awards in some cases.
- The value of the award is up to \$30,000.
- The total package will be paid two months in advance of the commencement of the Travel Programme. The administering institution is to submit an invoice for the award amount to MSRA. Please address to [alin@msra.org.au](mailto:alin@msra.org.au)
- The successful applicant is expected to purchase international economy travel airfares and provide receipts of this and other major international local travel back to MSRA within 30 days of the completion of the Travel Programme.
- A Per Diem of \$400.00 per day will be granted for the duration of the Travel Programme including travel days. The Per Diem covers all accommodation and living expenses except travel.
- Applicants should be mindful that the amount paid will be in Australian dollars (AUD\$) only. Accordingly, applicants should take into consideration possible AUD\$ fluctuations when preparing the travel programme.

### **5. Tenure**

The Fellowship is expected to be taken within six (6) months of being granted. The Award covers up to eight (8) weeks (56 days including weekends). The weeks do not need to be consecutive. Anything outside the approved time of the Fellowship will be at the recipient's expense

### **6. Report on the Fellowship**

The successful candidate will be required to submit a detailed report within three months of his/her return. This report may be published on the MSRA website. The successful applicant will also be required to present their report at Multiple Sclerosis Research Australia (MSRA) supported events

### **7. Assessment Criteria.**

In ranking applicants who fit within the aims of the award, the following criteria will be taken into account. :

- The research plan
- The current and proposed funding scenario of the applicant.

- The track record of the applicant in terms of research output and publications
- The relevance and status of the host sites outlined in the travel programme to the applicant's Research.
- The nature and quality of any conference to be attended and the relationship of the conference to The research plan of the applicant.
- Evidence that the host organisation has been contacted in advance as to the applicant's desire to visit their organisation and their willingness to be support the duration and intention of the visit.
- The perceived reputations of the host organisation in regard to research outcomes and fit with applicant's research path. This includes the quality of the research environment, including the extent of facilities and infrastructure, which will be available to support the proposed research activities.

## **8. Peer Review Process**

- Applications are assessed and evaluated through a peer review process conducted by MSRA.
- The MSRA Research Management Council (RMC), members of with whom a conflict of interest does not reside, will examine all applications and evaluate them with reference to the aims of the Ian Ballard Research Travel award Scheme
- The selection criteria above will be used with the following assessment and ranking applying as in section 7.

## **9. Assessment and Ranking**

Using an international basis of comparison, ranking will be based on the following categories:

1 = Outstanding	Top 5% internationally
2 = Excellent	Top 10% internationally
3 = Very good	But not top 10% internationally
4 = Good	Worth consideration, but some reservations
5 = Fair	Not appointable, some major reservations

## **10. Finalisation of Recommendations**

The Chair of the RMC will prepare a final ranking list of applicants. The chair of the RMC will seek the approval of the Executive Director and, through the Executive Director, approval of the MSRA Board for the award appointment in accordance with MSRA objectives and funding available.

## 11. Application outcome communication

Applicants and their administering institutions will be advised about the outcome of their application. The provisional timescale is August/September 2009. The communication will be by email from the chair of the RMC Research Committees email address [sumsr@iinet.net.au](mailto:sumsr@iinet.net.au)

The successful applicant and their administering institution will be required to sign an MSRA Acceptance form. This should be returned to the [sumsr@iinet.net.au](mailto:sumsr@iinet.net.au) email address as a PDF. This confirms acceptance and enables the MSRA Sydney Head Office to set up an accounting profile for receipt and payment of invoices and the annual financial statement from the applicant.

## 12. How to Apply

The application form for the Ian Ballard Travel Fellowship award, and the Guide to Applicants for support commencing in 2010 can be downloaded at: <http://www.msra.org.au>. Please Submit to [sumsr@iinet.net.au](mailto:sumsr@iinet.net.au)

Applicants are reminded that they should address the aims of the scheme, and be able to demonstrate that the research associated with the Ian Ballard Research Travel award is designed to maximise application or transfer of outputs into practice for people with MS. They are also reminded that external assessors will be asked to comment on the relevance of the application to the aims of the Ian Ballard Research Travel award Scheme.

## 13. Withdrawal of Application

Applicants may withdraw an application at any time.

## 14. Objections and Complaints

Applicants may contact MSRA seeking clarification on the outcome of their application for Ian Ballard Travel Fellowship award funding, or to state an objection to that outcome. The objection must be lodged in writing through the Administering Institution's Research Office and be received within 28 days of the date on the letter notifying the outcome of the application.

The objection should be directed to Chief Executive Director MSRA in the first instance.

All complaints must be addressed to the Executive Director at:

MS Research Australia

PO Box 1246

Chatswood 2057

Or via email to: [info@msra.org.au](mailto:info@msra.org.au)

MSRA will provide a written response to all objections.

## NOTES FOR ALL APPLICANTS.

- Incomplete, False or Misleading Information

Once submitted to MSRA, the application will be considered final and no changes will be permitted. The application is the primary source of information available for assessment. As such it must contain all the information necessary for assessment without the need for further written or oral explanation, or reference to additional documents. All details in the application, particularly concerning any awarded grants, must be current and accurate at the time of application.

Applications must not include omissions or misleading information; examples:

Providing fictitious track records, omitting advice of publications, which have been retracted or are to be considered for retraction, and/or falsifying claims in publications records (such as describing a paper as accepted for publication when it has only been submitted).

- Confidentiality

Information contained in applications is regarded as confidential, unless otherwise stated, and will be received and treated as confidential by MSRA. It is a legislated responsibility of all MSRA panel members, and persons assisting these panels, not to disclose any personal confidential information to which they become privy as a result of exercising of their responsibilities to MSRA. Information, which may properly be regarded as confidential commercial information, should be designated accordingly.

Information comprising the names of successful grant applicants and their administering institutions, together with the title of the project and the funding awarded, are published in reports and are available through MSRA's website. MSRA may also release information about the areas of research of the grant and a brief description of the grant provided by the applicant.

- Privacy

Documents containing personal information are handled and protected in accordance with the provisions of the Privacy Act 1998, which sets standards for the collection, storage, use and disclosure of, and access to, personal information. Personal information is disclosed only with permission of the individual to whom it relates or where the Act allows.