

**Research Dissemination Fund Application Guidelines & Form**

**The Purpose of the Fund**

The purpose of this fund is to foster the dissemination of completed research project findings and/or leading practice findings, which will be of benefit to CDANZ members generally.

Funding may be granted for attending conferences, symposia and/or professional development workshops, provided that the applicant is offering a paper/workshop/seminar/keynote that has been accepted and reflects the applicant’s research findings/leading practice.

**Professional Members Only**

This fund is available only to Professional Members.

**Required Documentation**

Fund applicants for the dissemination of research findings/leading practice fund must include:

1. **Details of the project** – a copy of your completed research/leading practice report is expected which will describe:
   1. The research questions/leading practice scenario(s)
   2. Participants of the research, ie. how many clients/groups relevant to leading practice
   3. The methodology (eg. interview, questionnaire)
   4. Significant issue(s) and findings which are either generalisable, or of sufficient significance to potentially influence NZ practice
2. **Details of the conference/symposium** you are attending – please include **confirmation of acceptance of your paper**
3. If not already supplied, a **copy of the paper being presented**
4. **Quotes** as detailed in the form following.

**Conditions of Support**

All successful applicants must sign a Disclaimer & Indemnity Policy and agree to comply with the provisions of the Privacy Act 1993.

All successful applicants will have supplied the required documentation.

All successful applicants must commit to share their research findings and/or leading practice with CDANZ members either regionally or nationally, and to make available their reports/conference papers/conference presentations for the CDANZ website, within 24 months of the award of funding.

Travel and related expenses associated with this obligation will be eligible for full or partial refund, at the discretion of the CDANZ Executive, in accordance with available funds.

Applicants must pay their presentation costs directly to suppliers, and if successful in this application CDANZ will reimburse those costs to the approved level of funding.

**Research Dissemination Fund Application Form**

Please supply your details:

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name: | Click here to enter text. | CDANZ Membership Number: | Click here to enter text. |

Please supply **financial** details about the event (include quotes please):

|  |  |
| --- | --- |
| Conference/Symposium fees (earlybird where applicable): | Click here to enter text. |
| Airfares (provide quotes): | Click here to enter text. |
| Accommodation (provide quotes detailing room rate & nights): | Click here to enter text. |
| Other Transport (eg personal mileage or estimation of taxis): | Click here to enter text. |
| **Total estimated fund applied for (including GST):** | Click here to enter text. |

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| --- | --- |
| Other Funding (please provide details separately): | Click here to enter text. |
| Personal contribution(please provide details separately): | Click here to enter text. |
| **Total contribution (including GST):** | Click here to enter text. |

Please tell us:

|  |  |
| --- | --- |
| Why this is important to you & your professional development: | Click here to enter text. |
| How this will benefit CDANZ: | Click here to enter text. |

Please tell us how you will share research findings and/or best practice findings with CDANZ members:

|  |  |  |  |
| --- | --- | --- | --- |
| CDANZ Symposium: |  | Other (please detail): | Click here to enter text. |
| Standalone sessions: |  | To which Branches: | Click here to enter text. |

By submitting this form, I agree to abide by all of the funding support conditions; I have read and signed the Research Grant Disclaimer & Indemnity Agreement; and will comply with the provisions of the Privacy Act 1993.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant  e-Signature: |  | Date: | Click here to enter text. |

Please email to: CDANZ Research Committee - admin@cdanz.org.nz

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| **Office Use  CDANZ Research Committee:** |  | Date: | Click here to enter text. |