

**NCPTS SCHOLARSHIP APPLICATION INFORMATION  
for  
AUSTRALASIAN AND INTERNATIONAL SCHOLARSHIPS**

**Applications OPEN 1st July 2018**

**Applications CLOSE Friday 28th September 2018**

The NCPTS offers a scholarship programme to scientific and technical staff working in New Zealand laboratories providing reporting services to the NCSP. The awards are to assist with costs incurred in attending courses and conferences in Australasia and further afield internationally.

The scholarships are awarded annually, to be taken up in the following calendar year. The NCSP funds the scholarships and the NCPTS administers the awards with professional oversight provided by the NCPTS National Training Committee. The selection panel includes an independent Chair to oversee allocation of the awards. The number of scholarships available may vary from year to year, depending on funding availability.

**2018 NCPTS Scholarships available for courses or conferences in 2019 are:**

- 7 scholarships of \$2,000 (including GST where applicable) to cover costs of attending conferences or courses in Australasia
- 2 scholarships of \$4,000 (including GST where applicable) to cover costs of attending an international conference or course outside Australasia

**ELIGIBILITY CRITERIA**

1. Applicants must be practising in a New Zealand laboratory providing services to the NCSP, in at least one of the following roles:

- i. A cytoscientist or cytotechnician reporting gynaecological cytology. Cytotechnicians are eligible to apply for the Australasian scholarships but must have at least 5 years of full-time (or equivalent part-time) post-qualification experience to be eligible for an international scholarship.
- ii. A histoscientist involved in processing histology specimens relating to gynaecological histology
- iii. A molecular scientist performing HrHPV Testing

2. Applicants must be fully registered with the Medical Sciences Council at the time of application.

3. Individuals who were awarded an Australasian or International scholarship in 2016 and received funding (in 2017) are **not eligible** to apply for an award in 2018.

Individuals who were awarded a scholarship to attend the NZIMLS ASM in 2016 **are eligible** to apply for an Australasian or International scholarship in 2018.

## REQUIREMENTS FOR PROPOSALS

A proposal to attend a specific course or conference is required and must be of an acceptable professional standard. Applicants who give several conference/course options will not be considered. It is appreciated that detailed costs will not be available until bookings are confirmed. The proposal should include:

### 1. Your details:

- i. Name and contact details (email address, postal address, phone number)
- ii. Current employment position including specific roles and responsibilities in your department, e.g. in education, quality assurance, management
- iii. Brief professional biography

### 2. Proposed use of funds:

- i. The course/conference you propose to attend.
- ii. The proportion of your proposed course/conference that relates directly to cervical/vaginal cytology and histology and/or hrHPV Testing.
- iii. Approximate costs.
- iv. Whether you are submitting a poster or paper for consideration for the course/conference.

### 3. Value of the course/conference:

- i. The value of the course/conference to your current workplace situation ie. what you expect to gain from attendance at the proposed course/conference
- ii. Whether you intend to make a contribution to an education programme either within or external to your own laboratory after attendance.

### 4. Previous educational activities: please provide details of

- i. Courses and conferences that you have attended in the past 5 years, **at locations outside your own laboratory**. Do not include details of your attendance at in-house training programmes or courses run by external tutors on-site at your laboratory, as these will not be considered in evaluating your proposal.
- ii. Your contribution to educational and professional activities in the past 5 years. For this section, please **do include your contributions to education in your own laboratory** as well as those at professional meetings, as any contributions you have made to education will be taken into consideration.

### 5. One nominated referee: who can verify

- i. Your eligibility and suitability for a scholarship award
- ii. That your declaration of the courses and conferences you have attended in the previous 5 years is a true and complete record

### 6. Please include your Curriculum Vitae with your proposal.

**7. Applicants for Australasian awards:** Please provide a **statement confirming** that your employer is aware of your application and **that leave will be available** if the funding is approved.

**Applicants for International awards:** Please arrange for your **laboratory manager to sign and date your statement confirming the availability of sufficient leave.**

## SELECTION CRITERIA

Criteria considered in allocating the scholarships will be:

<b><i>Criteria Evaluated</i></b>	<b><i>Favoured</i></b>
1. Proportion of the course/conference that relates directly to cervical/vaginal cytology or histology, or HrHPV Testing.	A high proportion of the course/conference is relevant
2. Value of the course/conference to you in your workforce setting	High value to applicant
3. A contribution to the course/conference by submitting a Poster or Paper.	Poster or Paper offered
4. Your attendance at external courses/conferences in the previous five years.	Few previous courses/conferences
5. Your past and proposed contribution to education within and beyond your laboratory.	A past and continuing contribution to education. An educational output is planned after the course/conference

### Notes:

- Where there are proposals of equal merit after scoring, applicants will be selected at the discretion of the selection team to attain a balance of awards across different laboratories and geographic regions.
- A minimum number of scholarships may be reserved for specific sector groups at the discretion of the Selection Panel.
- Because of the value of the international scholarships, the Selection Panel reserves the right to exercise discretion in addition to the scoring system when determining the international scholarship awards.
- The Selection Committee reserves the right not to award all scholarships if insufficient suitable applications are received.

## APPLICATION PROCESS

Applications can be made by submitting a proposal to Melinda Paterson, NCPTS Administrator at [ncpts@medlabsouth.co.nz](mailto:ncpts@medlabsouth.co.nz)

No late applications will be considered. The successful applicants will be listed in the annual NCPTS December newsletter.

The time frame for the application process is:

1. Call for applications: 1<sup>st</sup> July to 28<sup>th</sup> September 2018

**2. APPLICATIONS CLOSE 28th SEPTEMBER 2018**

3. Selection Panel meets mid-October

4. All applicants notified of outcome by 31<sup>st</sup> October 2018

Questions relating to administrative matters should be directed to Melinda Paterson, NCPTS Administrator at 03 3431407. Questions regarding the Scholarship Programme should be directed to Dr Margaret Sage, NCPTS Training Team Coordinator at 022 697 5159.