

2023



ASMIRT

GUIDELINES

DOROTHY LORIMER BURSARY

Your profession. Your future.

There are a number of protected titles for medical radiation practice. They include:

Medical Radiation Practitioner (MRP)

Diagnostic Radiographer (DR)

Medical Imaging Technologist (MIT)

Radiographer

Nuclear Medicine Scientist (NMS)

Nuclear Medicine Technologist (NMT)

Radiation Therapist (RT).

For the purposes of our documentation we use the broad descriptor Medical Radiation Practitioner (MRP) recognising that it covers a range of areas of practice.



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ASMIRT DOROTHY LORIMER BURSARY GUIDELINES



1. Bursary Background

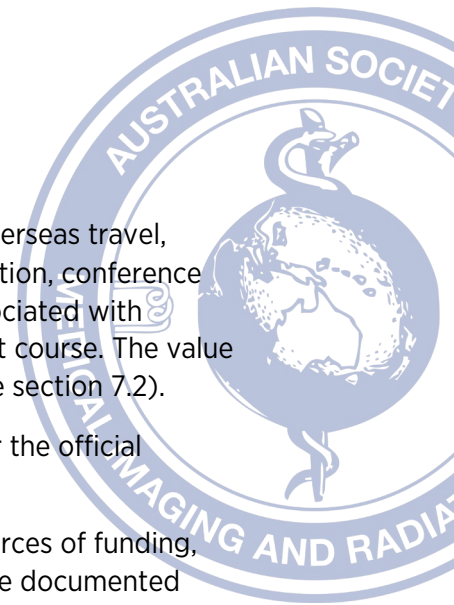
- Dorothy Lorimer was the Chief Radiographer at The Alfred Hospital in Melbourne for almost 30 years, and a much-loved mentor, colleague, and friend to ASMIRT. Dorothy's legacy will benefit future generations of Australian Medical Radiation Practitioners (MRP) as her bequest left monies "the capital and income of which may be used to assist persons domiciled in Australia to study Radiography* overseas".
- The aim of the Dorothy Lorimer Bursary is to provide an opportunity for MRPs to bring substantive international knowledge to Australian practice. The Recipient is expected to travel, learn deeply and upon return comprehensively convey practical learnings. Exploring a project overseas will enhance the Recipient's skills and knowledge and advance the profession and their career.
- It also aims to reward MRPs who possess drive and a commitment to make a difference in Australian society.

2. Bursary Details

- Applicants are required to design their own global project to explore international best practice and innovation that can be applied in Australia. The topic of the proposed project is limitless and must provide evidence of benefit to Australian MRPs and patients/clients. Applicants must demonstrate a willingness to share findings with the Australian MRP community.
- The Dorothy Lorimer Bursary may cover projects that include, but not limited to:
 - Gaining knowledge through an immersive experience at overseas radiography, radiation therapy or nuclear medicine departments and practices.
 - Gaining insight by attending an overseas conference, in conjunction with a global project.
 - Participating in an overseas training program/short course that will assist in professional practice development and enhancement of the medical radiations' profession.
- The Dorothy Lorimer Bursary is offered annually, with one successful Recipient per year.

*Includes all Medication Radiation Practitioners that fulfill the eligibility criteria.





3. Funding Details

The Dorothy Lorimer Bursary will be awarded to assist with the costs of overseas travel, including flights, compulsory comprehensive travel insurance, accommodation, conference registration and transport expenses (e.g., taxis, bus, and train tickets), associated with attendance at an international site visit/conference/training program/short course. The value of the Bursary is up to \$50,000 (inclusive of overseas travel allowance; see section 7.2).

Bursary funding will not be paid retrospectively. Funding commences after the official successful outcome letter date.

Where the Applicant has applied for and/or successfully secured other sources of funding, details of this funding must be identified in the application with appropriate documented evidence.

4. Eligibility Criteria

ASMIRT Membership –

- 4.1 To be eligible for this Bursary, the Applicant must be a current financial ASMIRT full voting member with continuous full voting membership for a minimum of five (5) years.
- 4.2 The Recipient must remain an ASMIRT full voting member for at least five (5) years post Bursary.

5. General Guidelines

- 5.1 **Tertiary Qualifications.** The Bursary is NOT to enable the Recipient to obtain/complete tertiary qualifications.
- 5.2 **Nature of Project.** The Bursary is solely for the purpose of pursuing an overseas investigative project or professional development experience of a kind that is not available in Australia and is mutually beneficial to both the individual and the medical radiation profession.
- 5.3 **Joint and Multiple Applications.** Bursary is for individual Applicants only and for individual projects only. An Applicant can only lodge one application per year.
- 5.4 **Amount of Award.** The value of every Bursary will be different as it is calculated based on (but not limited to) the number of countries to be visited, the duration of the approved project, an estimated airfare, accommodation and approved out-of-pocket expenses. The Bursary will not exceed \$50,000; any additional costs will be incurred by the Recipient.
- 5.5 **Duration of Bursary.** The duration of the Bursary is determined by the project aim and the length of time needed overseas to achieve this aim. A longer itinerary can be applied for, provided this is justified and necessary to achieve the project aim. Additional time outside of the approved project itinerary will be at the Recipient's own expense.





- 5.6 **Travel Plans and Budget.** All travel plans must be fully outlined in the application and included within the proposed budget.
- 5.7 **Timeframe.** The Recipient of the Bursary will have up to eighteen (18) months following notification from the Board of Directors of ASMIRT of their successful application to use the funding.
- 5.8 **Comprehensive Travel Insurance.** It is compulsory that the Recipient take out comprehensive travel insurance at the time the booking is made. This will be reimbursed upon receipt of a reimbursement form.
- 5.9 **Passport.** The Recipient must hold a current passport, with at least six (6) months validity remaining (beyond planned travel). The Bursary does not cover costs for a new/updated passport.
- 5.10 **Visas.** It is the responsibility of the Recipient to ensure any applicable visas are issued prior to departure. The ASMIRT will cover the costs of any applicable visas so long as all costs are included and approved in the budget. The ASMIRT will not cover any costs incurred should the Recipient be refused a visa or denied entry.
- 5.11 **Travel Vaccinations and Medical Requirements.** It is the responsibility of the Recipient to identify any medical or vaccination requirements for each destination country prior to departure. Ensure that all associated costs are included and approved in the budget.
- 5.12 **Disclaimer.** If the Recipient engages in any untoward behaviour in an international country, or breaks any rules inadvertently, the ASMIRT will not be responsible for any associated costs.

6. Conditions of Bursary

- 6.1 **Contract.** The award of a Dorothy Lorimer Bursary is subject to the Recipient agreeing to be bound by the conditions laid down in a Contract document signed between the ASMIRT and the Recipient. A Bursary cannot commence until the ASMIRT receives an executed copy of the Contract document from the Recipient.
- 6.2 **Intellectual Property Rights.** The successful Recipient must declare any potential financial gain from the project work.

Intellectual property includes, but is not limited to, literary and scientific works, inventions in all fields of human endeavour, scientific discoveries, industrial designs, trademarks, service marks, and commercial names and designations, and all other rights resulting from intellectual activity in the industrial, scientific, literary, or artistic fields developed during this project.

The intellectual property implications need to be addressed with ASMIRT upfront and negotiated prior to application approval.

The Recipient shall defend, indemnify, and hold harmless ASMIRT, its affiliates, officers, directors, employees, and agents from and against any and all third-party claims and liabilities, assessments, losses, costs, and damages resulting from or arising



out of Applicant's (a) Failure to comply with this Policy; or (b) Infringement or violation of any intellectual property, privacy or other rights of a third party.

7. Bursary Travel, Accommodation and Overseas Travel Allowances

Travel and basic allowances are granted as follows:

- 7.1 Bursary Travel.** It is recommended that ASMIRT book all travel and accommodation upfront. Variations can be discussed on an individual basis. The Recipient must complete a Travel Request Form. The ASMIRT will pay for all approved travel and, whenever possible, arrange for tickets to be issued to the Recipient before departure. All travel and accommodation costs cover the Recipient only. Any additional costs incurred for extra travel companions will be at the expense of the Recipient.
- **Major Travel.** All major air travel will be by economy class. Travel will begin and terminate at the major airport nearest to the Recipient's home address. The route and/or sequence of places to be visited may be varied to reduce costs.
 - **Supplementary Travel.** Surface travel (i.e., travel by road, train, or ship) may be authorised to supplement air travel.
 - **Internal Travel Within Destination Country.** Travel expenses will be reimbursed after receipt of ASMIRT reimbursement form and tax invoice if it is not possible to pre-purchase tickets to cover all travel.
 - **Accommodation.** Accommodation is booked based on a single occupant and breakfast is included. The Recipient will be responsible for any additional room charges and/or incidentals.
- 7.2 Bursary Allowance.** The ASMIRT will pay in advance, as per conditions of the Contract:
- **Overseas Travel Allowance.** A variable allowance to assist with an Recipient's living expenses while overseas as per current Australian Taxation Office (ATO) [Tax Determination \(TD 2023/3\) Income tax: what are reasonable travel and overtime meal allowance expense amounts for the 2023-24 income year?](#)

8. Supplementary Bursary Allowances

The following allowances may also be granted:

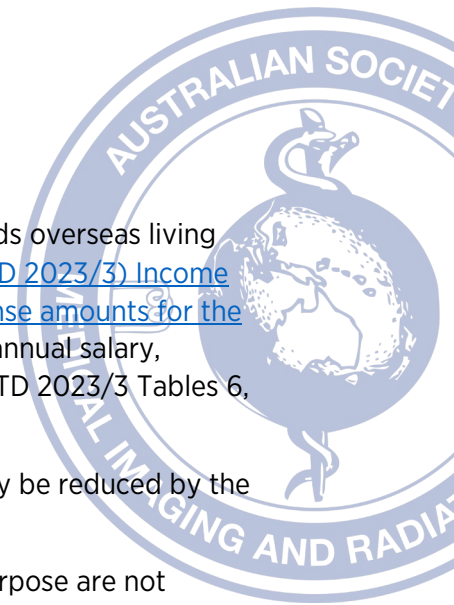
- **Fee Request Allowance.** Financial support may be provided to cover the cost of tuition or a specific course. Financial support may be provided to attend a conference applicable to your project.

9. Calculation and Payment of Allowances

Allowances are calculated and paid on the following basis:

- **Income.** No account is taken of a Recipient's family income in calculating any allowances.
- **Amount.** Allowances are calculated based on the number of days of the approved





Bursary.

- **Overseas Travel Allowance.** An allowance as a contribution towards overseas living costs will be paid and will vary as per current [Tax Determination \(TD 2023/3\) Income tax: what are reasonable travel and overtime meal allowance expense amounts for the 2023-24 income year?](#) The allowance depends on the Recipient's annual salary, destination country/countries and length of stay in days (see ATO TD 2023/3 Tables 6, 7, 8 and 9).
- **Deductions.** The allowances paid to a Recipient by the ASMIRT may be reduced by the amount received under a Bursary from another source.
- **Savings.** Unexpended amounts of an allowance granted for one purpose are not transferable to another purpose.
- **Payment.** Allowances will be paid after approval of the final program or 2-4 weeks before the Recipient's departure date, whichever is the latter, as per the conditions set out in the Contract. Allowance will be paid up to the total amount granted upon presentation to the ASMIRT of appropriate receipts, or the account will be paid directly by the ASMIRT, on presentation of a formal invoice.

10. Tax Implications

The liability of a Recipient for Income Tax is a matter for decision by the Commissioner of Taxation and the ASMIRT has no responsibility or authority in the matter. Any allowances paid to Recipients are likely to be treated as assessable income. The ASMIRT recommends that Recipients keep receipts for all expenditure during their Bursary and seek independent advice with respect to their eligibility for claiming tax deductions.

11. Application Procedure

To ensure the appropriateness of the proposed project, a brief Expression of Interest (EOI) form must be submitted and approved by the Education Committee, prior to the completion of the application. Completed applications will only be considered following approval of the EOI form.

Completed applications will be assessed and ranked by the ASMIRT Education Committee against the scoring matrix. The ASMIRT Education Committee will make recommendations to the ASMIRT Board of Directors for awarding of the Dorothy Lorimer Bursary.

The ASMIRT Education Committee will ensure that the proposed project meets the assessment and selection criteria and that the applications are of an appropriate high standard. The ASMIRT Education Committee may recommend to the ASMIRT Board of Directors that no application is suitable for awarding the Bursary if not of a high standard.

Applications which are incomplete will not be considered. Applicants will be sent an acknowledgment receipt via email when applications are received. Late applications will not be accepted.

Applicants who have been successful previously are ineligible to reapply again.



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12. Assessment Criteria

There are two important aspects of your application that will be assessed.

Firstly, in relation to your project:

- The need for your project in Australia at either a community, state/territory, or national level.
- The benefits to Australian healthcare at all levels.
- The itinerary and places internationally you have selected.
- The necessity for the project to be conducted overseas and why it is not achievable in Australia.
- The achievability of your project.
- Identification of anticipated outcomes, timeline of achievements, and project milestones.

Secondly, in relation to you personally:

- Your ability to maximise the benefit of this professional opportunity (your current standing and experience in the field, and your skills and/or expertise).
- Your commitment to make a difference after you complete your project, such as ongoing involvement in the field, leadership qualities, a strategic approach, and networks that you have identified.
- Your plans to share your project knowledge and expertise, and widely disseminate findings.

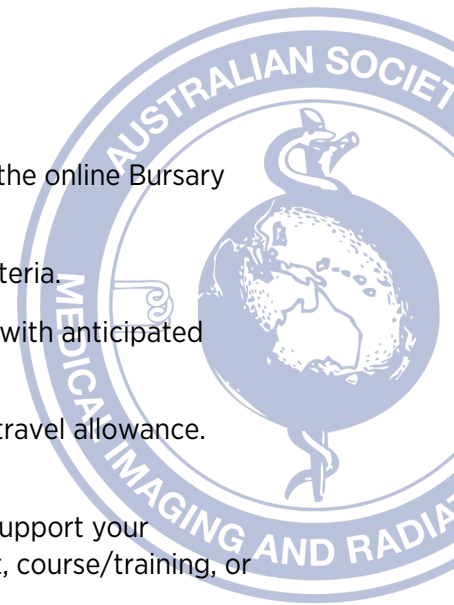
13. Selection Criteria

- 13.1 Detail the relationship between the proposed project, your current discipline of practice and how it will address an identified gap in the Australian healthcare delivery landscape.
- 13.2 Demonstrate how the proposed project will enhance your current skills and knowledge within your current discipline of practice.
- 13.3 Demonstrate how the proposed project will improve your workforce, the medical radiations community, and health outcomes of the Australian people. Demonstrate how the proposed project supports the development and/or implementation of new, innovative, and service-evolving practice for Australian health care. Explain how the proposed project will directly create improvements to patient care in Australia.
- 13.4 Detail why the proposed project needs to be conducted overseas and why it is not achievable in Australia.
- 13.5 Explain how you will disseminate this information into the medical radiations' community.

14. Application Process

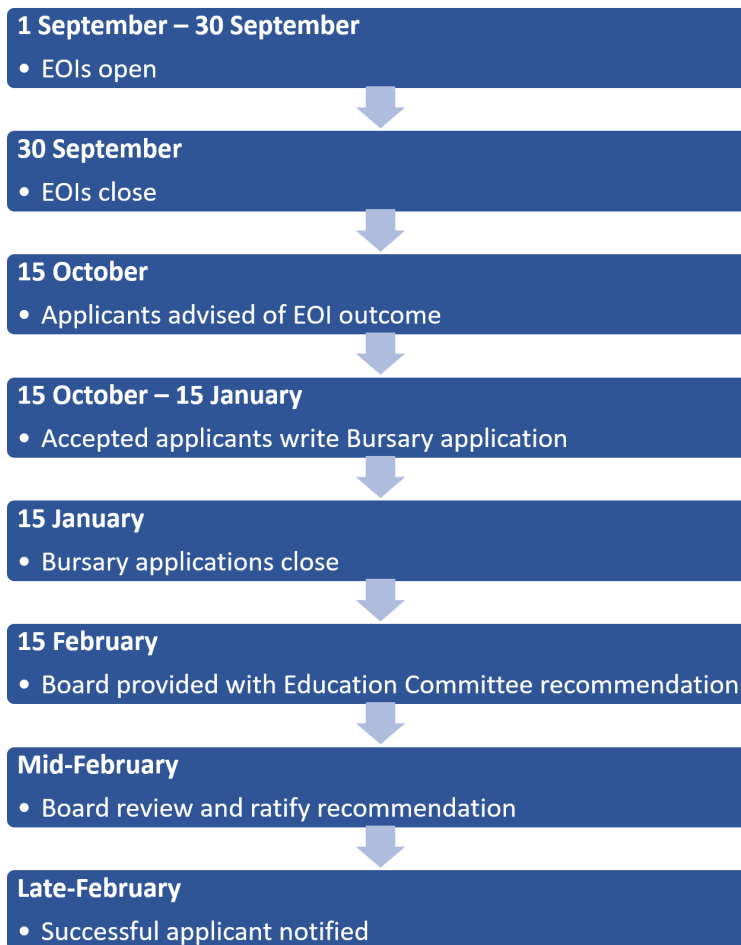
- Complete online Expression of Interest form.





- Once approval of Expression of Interest form is granted, complete the online Bursary application form.
- Complete statements addressing the Assessment and Selection Criteria.
- Provide proposed timeline of project, including a detailed itinerary with anticipated date of departure and anticipated date of return to Australia.
- Provide a proposed budget for the project, including the overseas travel allowance. (See 19. Appendix – Budget Example)
- Outline full details of proposed project, including any evidence to support your application such as conference program, contact details of site visit, course/training, or study program.
- Include a current resume.
- Provide a letter of support from employer, if applicable.
- Provide two (2) written professional references for your application. It is recommended that you identify your referees and make your requests for references early in the application process to allow sufficient time for your referees to write the references prior to the closing date.

15. Application Timeline



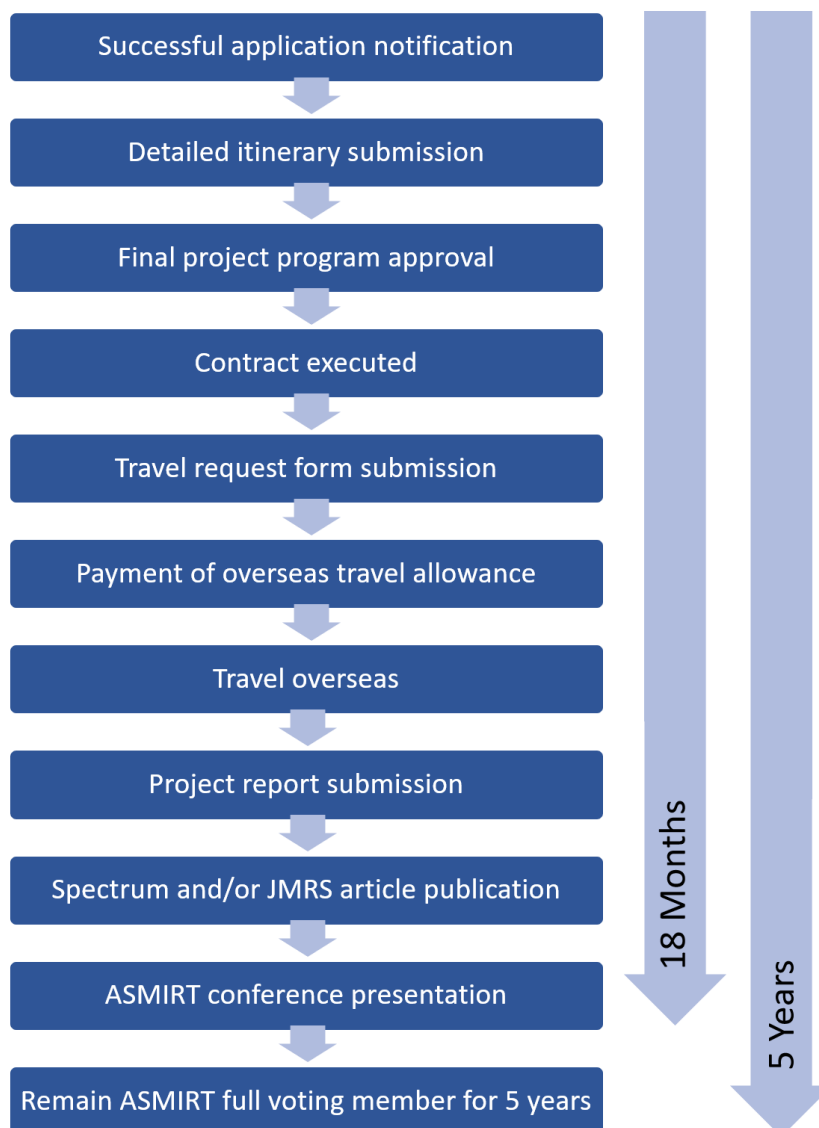


16. Bursary Outcome

The successful Recipient will be required to provide a Project Report to the ASMIRT Board, provide a keynote address at the following ASMIRT national conference and publish an article in Spectrum and/or Journal of Medical Radiation Science (JMRS).

- **Project Report**
The successful Recipient will be required to provide a significant Project Report. The written report (minimum 3,000 and maximum of 10,000 words) will include but not be limited to; the project undertaken, key learnings and how these will benefit the profession and our patients/clients, how these have been incorporated into practice and enhanced the service delivery to their discipline and local community.
- The successful Recipient must remain an ASMIRT full voting member for at least five (5) years post Bursary.
- It is an expectation that successful Recipients will mentor future applicants.

17. Bursary Timeline





18. Disclaimer

The ASMIRT Board decision is final, and no correspondence will be entered into. The ASMIRT Board does not accept appeals to its decision.

19. Further Assistance

Further assistance and information can be obtained from the ASMIRT CPD Team:

Telephone: (03) 9419 3336

Email: cpd@asmirt.org



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19. Appendix – Budget Example

Flights	Amount AUD	Comments
Melbourne to Glasgow (Scotland)	\$2,000	Emirates Economy
Glasgow (Scotland) to London	\$280	British Airways
London to Manchester	\$120	British Airways
Manchester to Melbourne	\$2,000	Emirates Economy
Internal Travel	Amount	Comments
Taxi to and from site visit	\$50	Beatson West of Scotland Cancer Centre Site Visit
Taxi to and from site visit	\$50	The Royal Marsden Site Visit, Chelsea
Taxi to and from training course	\$50	The Institute of Cancer Research, Sutton
Taxi to and from site visit	\$30	The Christie Site Visit, Manchester
Taxi to and from site visit	\$30	Manchester Cancer Research Centre Site Visit, Manchester
Taxi to and from home to airport	\$200	
Taxis to and from Glasgow airport to hotel	\$100	
Taxis to and from London airport to hotel	\$300	
Taxis to and from Manchester airport to hotel	\$100	
Accommodation	Amount	Comments
1 Super King Bed Standard	\$2,425	Crowne Plaza Glasgow £184 GBP per night for 7 nights = \$2,425 AUD
1 Deluxe Room	\$4,480	Millennium Gloucester Hotel London Kensington, London, \$320 AUD per night for 14 nights = \$4,480 AUD
1 Standard Room	\$1,270	Manchester West Didsbury hotel, £672 GBP for 7 nights = \$1,270
Training Course	Amount	Comments
Registration fee Magnetic Resonance Image Guided Radiotherapy (MRIgRT)	\$589	The Institute of Cancer Research Sutton, England
MRI Safety Matters	\$1,580	£700 + VAT = £840
Conference	Amount	Comments
Registration fee	\$1,789	ESTRO – non-member, late rate Glasgow, Scotland
Contouring Workshop	\$512	ESTRO – non-member, late rate
Comprehensive Travel Insurance	Amount	Comments
Cover-more Travel Insurance	\$264	International Comprehensive - \$0 Excess
Overseas Travel Allowance	Amount	Comments
Overseas travel expenses based on ATO Reasonable Travel Allowance document	\$6,720	UK Cost Group 5 = \$240 per day for 28 days = \$5,040 (Employee annual salary \$138,790 and below)
Other	Amount	Comments
Total (AUD)	\$24,939	**Max. claim for this Bursary is up to \$50,000 (including GST) **

