

SINGAPORE RADIOLOGICAL SOCIETY TRUST FUND

VISITING FELLOWSHIPS / TRAVEL GRANTS

GUIDELINES FOR SUBMISSION OF APPLICATION.

The application for Visiting Fellowships or Travel Grants should include the following:

1. Applicant

A brief curriculum vitae and a summary of past research experience and relevant publications. Details of involvement in radiology activities may also be stated.

2. Abstract of the proposal

This should be limited to one page and should contain sufficient details for evaluation of the proposed visiting fellowship or travel grant

3. Detailed description of the proposal

This should include:

- a) statement of objectives, the importance of this project and justification as a worthwhile radiological project.
- b) reason for visiting fellowship with details of work planned and in principle acceptance by the host institution. For travel grants details of the meeting to be attended and whether or not a scientific paper or poster has been accepted by the organizers for presentation
- c) duration of planned visiting fellowship and details of itinerary and sites to be visited.
- d) budget estimate with details of the amount for travel, registration fees or visiting fellowship fees and estimates of hotel accommodation. There will be no funding for living expenses or daily honorariums.

4. Support from Department Head and Institution

The applicant should have the support of the Head of Department and approval of his institution.

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VISITOR FELLOWSHIP OR/ & TRAVEL GRANTS

1. PERSONAL PARTICULARS

Name: _____
Family Name First Name

Date & Country of birth: _____ Citizenship _____

Gender: Male Female Marital Status: Single Married

Home Address: _____

Postal Code: _____

Contact No(s): _____ (H) _____ (Pager) Fax: _____

2. Academic & Professional Qualifications

Degree	Institution	Year Obtained
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Present Appointment

Designation/Department: _____ Date joined: _____

Institution / Address : _____

Postal Code: _____

Telephone: _____ (O) _____ (H) Fax: _____

4. Previous Clinical & Research Experience

Appointment	Institution	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Proposed Visiting Fellowship/Travel Grant Plan

(See attached instructions. Furnish details on separate sheets.)

Title: _____

Type of research/meeting : Diagnostic Radiology
 Therapeutic Radiology
 Nuclear Medicine
 Others (please specify): _____

Name of paper or research project to be presented: _____

Accepted by meeting organizer or in principle approval from head of department of institution to be visited

Yes/No Attach relevant correspondence

Estimated amount of grant requested: _____

Details of financial support from other institutions, if any, to be submitted on separate sheet

6. Publications (list relevant ones only)

I declare that the particulars stated in this application are true to the best of my knowledge and belief, and that any wilfully suppressed fact would deem the application ineligible. I have also read and understood the conditions of the grant and if the grant is approved, I will abide by the conditions.

Date

Signature of Applicant

FOR OFFICIAL USE ONLY : Approved Not approved KIV

SINGAPORE RADIOLOGICAL SOCIETY TRUST FUND

CONDITIONS OF USE OF VISITING FELLOWSHIP / TRAVEL GRANTS.

1. The applicant as stated in the application will be the one responsible for complying to all conditions set out below
2. The applicant is not to receive any other funding e.g. from his employer or own institution for this travel grant. Any other funding received must be declared to the Trustees.
3. Grant/Award recipients must use the grants/awards given for the specific project as stated in the application.
4. Grants/Awards may not be used for purposes not stated in the project application such as personal expenses, entertainment, etc.
5. The applicant is responsible for submitting a report within 3 months of his return from the visiting fellowship/travel grant to the Trustees of the Trust Fund. The report of his/her visiting fellowship/travel grant is for the Singapore Radiological Society's use, either in newsletters or other publications. Please submit the report on MS Word format. This may include pictures and photographs.
6. Due acknowledgements must be given to the Singapore Radiological Society Trust Fund as the sponsor when publications of any sort are being made as the result of research arising from the grant given. (For example: "This research project is made possible by a research/travel grant from the Singapore Radiological Society Trust Fund").
7. The grant recipient may be required, where requested, to attend grant/award presentation ceremonies, give interviews to the press and magazines and make presentations of their visit/travel at conferences sponsored by the Singapore Radiological Society.
8. The grants/awards approved will be disbursed in a number of instalments deemed suitable by the Trustees.
9. In the event that the visiting fellowship/travel grant is discontinued - whether temporarily or permanently - it is the responsibility of the applicant to inform the Trustees in writing, stating the reason(s). The balance of the research grant/award must also be refunded to the Singapore Radiological Society Trust Fund.
10. All grant recipients are reminded that the Singapore Radiological Society Trust Fund is a charity and as such, every effort must be made to use the funds prudently.

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