

Application Guide – Postgraduate Nursing Scholarship Program – Mid-Year 2024



This application guide outlines:

- Application process for the RMH Postgraduate Nursing Scholarship Program
- Frequently asked questions
- Supporting Documents for application

RMH Postgraduate Nursing Scholarship Program

Investing in our nursing workforce and providing support for ongoing education and professional development is a key priority for RMH and we are delighted to announce that applications for the RMH 2024 Postgraduate Nursing Scholarship Program are now open.

We are pleased to offer funding for RMH nurses who are enrolled in Postgraduate study in 2024. The scholarship program is supported by generous donations from The Royal Melbourne Foundation. All RMH Registered nurses who meet the selection criteria are encouraged to apply.

To be eligible for the 2024 RMH Postgraduate Nursing scholarship you must meet the following criteria;

- Registered Nurse, registered with AHPRA.
- Employed at RMH whilst completing your postgraduate study and enrolled in a postgraduate nursing program at an Australian University in 2024. Those who are not currently employed at RMH but have accepted a position at RMH for Postgraduate study in 2024 are welcome to apply.
- NWMH nursing staff are ineligible for this program.
- Not previously awarded any other RMH Postgraduate scholarship funding for a different program in 2024.
- Required to disclose CSP (Commonwealth Supported Position) or other scholarship funding on your application.
- Agree to complete the postgraduate course working a minimum of 0.6EFT and then work in the target area of practice (for which the scholarship was awarded) at the Royal Melbourne Hospital for a period of one year at a minimum of 0.6EFT pro rata, following completion of the postgraduate course. The 'scholarship conditions form' must be signed acknowledging this condition of the program.

How do I apply?

Applicants apply by completing the online application form and uploading relevant documents via RedCap. Please complete the following forms in preparation for your application, these can be found at the end of this document.

- RMH scholarship conditions form (page 6)
- RMH scholarship staff Reimbursement Claim Form (page 7,8)

You will also need to prepare the following documents:

- CV
- Cover letter explaining your motivation for studying, commitment to RMH, relevance of course and future work professional plans
- Evidence of confirmation of course enrolment
- Evidence of invoice for Semester 1 (if you have not yet applied and received funding for this) & Semester 2 2024, or trimesters (or fee estimator if unable to obtain invoice) 2024.
**Some universities will not have sent invoicing before the application closing date. If this applies to you, please upload a document to show the expected date of invoice receipt. We will contact you after this date to request a copy.*
- You can only apply for funding for study undertaken in 2024. This can be for Semester 1 subjects already completed if you have not already received funding for same subjects.

Please note that it is a requirement of the RMH PGNS program to complete and submit the forms listed above. Applicant allocated funding will be determined by quality of application and eligibility. Not all applicants are guaranteed funding.

Scholarship Selection & Key Dates

Applicants applying for the RMH 2024 Postgraduate nursing scholarship will be reviewed and selected by the RMH Postgraduate Nursing Scholarship Panel. Applicants will be notified if their application has been successful by Friday the 30th August 2024 and funds will be awarded in early- mid September 2024

Applications for all non-clinically supported postgraduate program scholarships will open on **Wednesday 17th July** and close on **Wednesday 31st of July 2024**.

Frequently Asked Questions

1. What is the definition of 'postgraduate nursing study' that would meet eligibility requirements of the RMH PGNS program?

Postgraduate nursing study refers to an education course that leads to an award qualification at Graduate Certificate, Graduate Diploma, Masters (including Masters of Nurse Practitioner) or Doctoral degree, provided by an accredited higher education provider. The course enrolment must be related to nursing and supported by hiring manager.

2. Where do I find the application form?

The online application form is available as a REDCAP survey. Please click on the below link to apply.

<https://redcap.link/RMHPostgraduateScholarship2024>

3. When do applications close?

Applications will close on **Wednesday 31st July** at 2355 hrs. Late applications are unable to be accepted unless a prior discussion has been had with either Hollie Prescott or Kate Dell'oro Assistant Directors of Nursing – Postgraduate Programs. (Hollie.Prescott@mh.org.au or Kate.Delloro@mh.org.au)

4. When will I hear of the outcome of my application?

All applicants will be notified of their outcome by Friday 30th August 2024.

5. Can I apply for retrospective funding?

Retrospective funding for postgraduate studies undertaken in 2023 or years prior will not be considered.

Nurses who are undertaking study in 2024 ARE eligible and encouraged to apply.

6. Will there be further opportunities to apply for a Postgraduate Nursing scholarship in 2024?

No, there will not be further opportunity to apply for funding in 2024.

7. Will I receive funding for subjects undertaken in 2025 if I start a mid-year course in 2024?

Funding available in this scholarship program is only for study undertaken in 2024. RMH is hopeful we will be able to offer a 2025 Postgraduate Nursing Scholarship Program.

8. What amount of funding can I expect to receive?

Scholarship funding awarded will be proportional to the quality of the application, and the fee statement evidence provided for 2024. The fee statement is provided to postgraduate students from the affiliated University. Scholarship funding will not be awarded for associated costs (e.g. text books, laptops, home office set up) or student services fees (SAS fees).

Supporting Documents for Application

9. Why do I need to upload a CV and cover letter?

The scholarship review panel will use detail and data from your CV and cover letter to assess your motivation for studying, commitment to RMH and relevance of course.

10. How do I complete the 'RMH scholarship Staff Reimbursement Claim Form'?

- Please complete all cells highlighted in yellow.
- You can view an example of the form [here](#).
- Enter your personal details at the top of the form (including the clinical area you are currently working within, your RMH email address and a contact number)
- Please sign at the bottom of the first page. Do not enter any \$ amount into the form, or change the 'details of expense including account code'.
- Please leave 'Approved by' and 'Approver Signature' blank. This does not need to be signed by your direct line Manager.
- Please enter your bank details and account name on the second page
- Please enter your name and sign under 'Expense Payment Declaration'
- Upload the document to RedCap in a word, excel or PDF format.

11. What evidence can I submit for my University invoice/ course cost?

Please provide one of the following:

- An official student tax invoice
- A statement of account
- Receipt of payment/proof of payment/copy of HECS/FEE HELP statement

12. Who do I contact if am having trouble with the online application form?

Please email rmhpostgraduatenursing@mh.org.au for assistance with the online application form. Please note this form does not work overseas.

13. I have a question that is not covered on this page, who can help me?

Please email rmhpostgraduatenursing@mh.org.au with any further questions.