**patient and public Involvement (PPI) travel award – Application form**

We would like to invite people affected by dementia to be part of the Forum. In particular, NNIDR invites people with dementia, carers or former carers, or family members who have been involved in research to talk about their experience of working with a research team, and to apply for this Travel Fellowship. Successful applicants will be offered either an oral presentation or poster in the ADF 2018 Program alongside international speakers and leading Australian Researchers.

Consistent with the ADF 2018 theme of *Cooperation, Collaboration and International Connections*, we are particularly interested to hear from people affected by dementia who are able to offer insight into how cooperation and collaboration between them and researchers could result in better research and/or translational outcomes.

Up to fifteen (15) Awards will be made, in accordance with the schedule of payments below. PPI Travel Award recipients will also be expected to attend the two hour NNIDR Public Involvement Research Forum to be held on Wednesday morning, 6 June 2018.

We encourage applicants to seek the support of their research teams in completing this application.

**How to Apply:**

* Applicants must complete the Application Form (below) and supply the supporting documentation
* Applications will close at the same time as the Call for Abstracts close - **midnight 23 March 2018**
* Your abstract must be an original work and submitted by you as the presenting Author. A person with dementia and their carer may be joint presenting authors if appropriate.
* Your application must be jointly authored by, or presented with the assistance of, at least one lead research investigator with whom you have worked
* Your abstract should be 750 words or less (titles, presenter names and biography information are not part of the word count)
* Applicants must be able to provide evidence of how cooperation and collaboration on the team aims to or has improved research and/or translational outcomes
* Applicants must be able to travel at the time of the conference. Support for an accompanying person will be available if needed and this may be for a joint presentation or to allow for carer expenses

International applicants are welcome to apply.

**APPLICANT’S NAME/S**

**COLLABORATING RESEARCHER’S NAME**

**First Name:**

**Last Name:**

**Position:**

**Organisation:**

**Centre or Institute (if applicable):**

**Address:**

**Country:**

**Email:**

**Telephone:**

**Mobile:**

**First Name:**

**Last Name:**

**Address:**

**Country:**

**Email:**

**Telephone:**

**Mobile:**

**ADMINISTERING ORGANISATION DETAILS**Applicants may receive the funding associated with the Award directly or they may wish to have the funds managed by their research team’s administering organisation if appropriate. Please provide a contact person and organisational details for the Australian Administering Organisation that will manage this Award if appropriate.

International applicants must either receive the Award directly or have their funding administered by their collaborating research group at an Australian Administering Organisation. A list of eligible Australian Administering Organisations can be found on the National Health & Medical Research Council [website](https://www.nhmrc.gov.au/grants-funding-administering-grants).

**Contact Officer First Name:**

**Contact Officer Last Name:**

**Position:**

**Organisation:**

**Administering Organisation Centre or Institute (if applicable):**

**Address:**

**Email:**

**Telephone:**

**Mobile:**

**APPLICANT BIOGRAPHICAL NOTES**

Please provide a brief description of your background(s), including any particular research interests if you wish, for use in ADF 2018 promotional materials. (Up to 250 words – please type directly into the box below)

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**PROPOSAL DETAILS**

**Proposal Short Title:**

**Proposal Summary** (for use across NNIDR media channels – up to 250 words – please type directly into the box below):

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**Proposed Amount of Award (please refer to Schedule below): $........... AUD plus GST, with amount to be applied for to be determined by the origin of travel.**

All recipients will receive a registration waiver. Awards reflect approximate travel and accommodation costs, incidentals and transfers by region, and will be awarded at the discretion of the Program Committee.

The Australian Taxation Office Guidelines have provided the reference point for determining these Awards. We understand people with dementia and their carers travel together. In keeping with Dementia Australia policy, costs of both parties will be covered at the above level (i.e. in these circumstances, two Awards will be provided).

Awards will be provided in a single payment before the conference and travel arrangements will be the responsibility of the awardee. Unexpended funds must be reimbursed only if the awardee is unable to attend.

**Schedule**

Sydney: $500 (for ground travel)
Regional NSW, ACT, Queensland, Victoria, South Australia and Tasmania: $1,350
Western Australia: $1,900
Northern Territory: $2,200
International: $2,200

**Description of your presentation or poster theme, including key observations and outcomes relevant to the theme** *Cooperation, Collaboration and International Connections* (maximum 750 words):

The ADF2018 theme is *Cooperation, Collaboration and International Connections* and we are particularly interested to hear from people affected by dementia, who are able to offer insight into how cooperation and collaboration between them and researchers could result in better research and/or translational outcomes (please type directly into the box below).

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**NNIDR Priority Area (indicate the main priority addressed by the Proposal):**

If your application addresses more than one priority area, please number in order of priority.

Prevention
Assessment and Diagnosis
Intervention and Treatment
Living with Dementia
Care

**Please provide a brief summary of the key benefits that you believe have arisen as a result of your involvement with and advice to your research team.**

This information will be used to promote the benefits of patient and public involvement in research (please type directly into the box below)**.**

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**Describe your travel plan (including approximate dates) and budget for the use of the Award funds.** Please refer to the Award documentation for guidance in this regard.

We will use this information as a guide only, and request actual expenditure details as part of your Final Report. Note that unexpended funds will need to be returned only if you are unable to travel to ADF 2018 due to unforeseen circumstances (please type directly into the box below)**.**

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**List any additional sources of financial support** (i.e. matching funds from sponsoring organisation; other support).

Note that the financial support from other sources may be cash or in-kind and you are not required to seek this support. Information will be used for the purposes of reporting ADF 2018 outcomes only (please type directly into the box below).

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**ATTACHMENTS:**

* **Please include in the one word document a Letter of Support from your collaborating researcher** (on the letter head of their Organisation).
* Should you wish to use an administering organisation for receipt and management of funds, please also include a **Letter of Support from the Australian administering organisation, indicating they will accept and manage the Award on your behalf.**

If you require assistance completing or submitting your Travel Award application, please email us at adf2018@dcconferences.com.au.