

# TRAVEL GRANT PROCESS



## Travel Grant Process

This document explains the Spinal Research Institute's (SRI) process for advertising, assessing and awarding travel grants.

### Advertising and Application Process

A notification/invitation for travel grant applications is advertised, at a minimum, via:

- Email – to the SRI's newsletter distribution lists for inSCItE and SCoRH
- SRI's social media channels – Facebook, Twitter and LinkedIn
- SRI's website – thesri.org

The travel grant notification provides details of:

- The purpose and objective of the travel grant
- The value (dollar amount) of the travel grant
- Funding guidelines
- Applicant eligibility criteria
- Application instructions

### Application Assessment

Applications are assessed by the SRI's travel grant panel:

- Associate Professor Doug Brown, SRI Executive Director (Australia)
- Dr Marnie Graco, SRI Early Career Researcher Program Coordinator; and Allied Health Research and Translation Lead, Alfred Health (Australia)
- Dr Keith Hayes, Provincial Lead Spinal Cord Injury Research, Ontario Neurotrauma Foundation (Canada)

If a member of the travel grant panel has an association or conflict-of-interest with an application, they will not assess that particular application.

All eligible applications are assessed independently by the travel grant panel members and reviewed against the following criteria:

#### **Feasibility**

- Intentions of the applicant to continue research in the spinal cord injury field (score 1-9)

#### **Track Record**

- Applicant's research track record (score 1-9)

#### **Approach**

- Scientific rigour of abstract or research project (score 1-9)
- Level of collaboration (score 1-9)

#### **Significance**

- Relevance and importance of the research project to the spinal cord injury community (score 1-9)

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### **Awarding of Funding**

Based on assessment results, the travel grant panel selects the successful application(s). The Executive Director is responsible for the final recommendation of selected application(s) and funding to the SRI's Board of Directors.

The SRI will advise applicants of the outcome of their travel grant applications via email.

For successful applicants, the Letter of Offer stipulates the grant conditions and the timing for receipt of reports detailing the travel experience. Applicants are asked to acknowledge acceptance of the offer in writing.

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