Office use only Trainee ID: Scholarly Project number: Submission
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Scholarly Project submission form

To be completed by trainees submitting a Scholarly Project under the Fellowship Regulations 2012.

Please submit this form to the	RANZCP's examination team: scholarly@ranzcp.org
RANZCP ID	
Trainee name	
Contact address* (please indic	cate) □ Personal □ Business
Mobile phone*	
Email address*	
*Your details will be updated on the R	ANZCP database if they don't match the existing records.
Co-author details (if applica	ble)
RANZCP ID	
Trainee name	
Contact address* (please indic	cate) □ Personal □ Business
Contact address* (please indic	cate) □ Personal □ Business
Contact address* (please indic	cate) □ Personal □ Business
Contact address* (please indic	cate)
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Mobile phone*	
Mobile phone* Email address* Co-authorship statement [†]	
Mobile phone* Email address* Co-authorship statement† †Trainees who co-author a Sci	□ Attached nolarly Project must submit a signed joint statement detailing their respective
Mobile phone* Email address* Co-authorship statement† †Trainees who co-author a Schoontributions to the project.	□ Attached nolarly Project must submit a signed joint statement detailing their respective
Mobile phone* Email address* Co-authorship statement† †Trainees who co-author a Scicontributions to the project. Co-researcher details (if app	□ Attached nolarly Project must submit a signed joint statement detailing their respective
Mobile phone* Email address* Co-authorship statement† †Trainees who co-author a Scicontributions to the project. Co-researcher details (if app.) Name	□ Attached nolarly Project must submit a signed joint statement detailing their respective
Mobile phone* Email address* Co-authorship statement† †Trainees who co-author a Scicontributions to the project. Co-researcher details (if app.) Name Position/title, organisation	☐ Attached nolarly Project must submit a signed joint statement detailing their respective

[‡]Trainees who work with a researcher from another discipline (co-research) must submit a signed statement from the principal researcher detailing the trainee's contribution to the project.

PROJECT INFORMATION			
•			
Project type (please indicate)			
☐ Quality assurance project or clin	ical audit	☐ Literature review	
☐ Qualitative or quantitative resea	rch	☐ Case series	
☐ Other (please specify)			
Word count*		☐ Evidence of intention that attached.	to proceed to higher degree
*A literature review linked to a highword limit.	ner degree (PhD, Ma	sters) is considered an ex	cception to the 3000-5000
Submission number	First	□ Second	☐ Third
SCHOLARLY PROJECT SUPE I certify that: I supervised the trainee(s) lise to the best of my knowledge, (as defined in the Scholarly Formation of the supervisor name (print)	sted above for this , the trainee(s) is/a Project Policy and l	Scholarly Project re the major author(s) c	of the Scholarly Project
RANZCP ID			
Signature			Date
Position/title, organisation			
Mobile phone			
Email address			
Co-supervisor name (if applicable)			
RANZCP ID (if applicable)			
Signature			Date
Position/title, organisation			
Mobile phone			
Email address			

Scholarly Project number:

Submission date:

Office use only

Trainee ID:

Office use only	Trainee ID:	Scholarly Project number:	Submission date:

PAYMENT DETAILS

The Scholarly Project submission fee must accompany this form. Payment can be made by completing the details below.

☐ Electronic funds transfer (EFT)		Date of transfer	
Australian EFT payments to:		New Zealand EFT payments to:	
Bank BSB Account No Account name Payment description Reference number	Westpac Banking Corporation 033178 801076 RANZCP [must include surname and SProject]	Bank Account No Account name Payment description Reference number	Westpac NZ 03-0207-0285242-000 RANZCP [must include surname and SProject]
Credit card payment	□ Visa □ MasterCard		
Card no		Expiry date	
Signature			
☐ Cheque (made paya	able to RANZCP)		
Amount \$	883.00	□AU	□ NZ
during this time.	ission form becomes an invoice		ese ensure that funds are available P examination fees are not subject
The Scholarly Project s details below.	submission fee must accompany	this form. Payment	can be made by completing the
☐ Electronic funds trar	nsfer (EFT)	Date of transfer	
Australian EFT payments t	to:	New Zealand EFT pay	ments to:
Bank BSB Account No Account name Payment description Reference number	Westpac Banking Corporation 033178 801076 RANZCP [must include surname and SProject]	Bank Account No Account name Payment description Reference number	Westpac NZ 03-0207-0285242-000 RANZCP [must include surname and SProject]
Credit card payment	☐ Visa ☐ MasterCard		
Signature		Expiry date	
☐ Cheque (made paya	able to RANZCP)		
Amount \$		□ AUS	□ NZ
Fees will be deducted	within 10 working days of receip	t of application. Plea	ase ensure that funds are available

Please note: this submission form becomes an invoice once paid. RANZCP examination fees are not subject

during this time.

to GST.

CHECKLIST	
I/We have:	
☐ proofread the project	
☐ de-identified the project as appr	opriate
☐ attached a signed statement acl co-supervisor or any third party	knowledging any assistance provided by the supervisor/ (if applicable)
$\hfill\square$ attached my/our current medica	l registration
☐ attached a joint signed statemen co-authors)	nt detailing our respective contributions to the project (if
☐ attached a signed statement fro project (if co-research)	m the principal researcher detailing my contribution to the
$\hfill\square$ attached evidence of intention to	o proceed to higher degree (if applicable)
$\hfill\square$ all supporting documents includ	ing this form attached as a single pdf
$\hfill\square$ attached soft copy of the project	t as a word document
TRAINEE DECLARATION	
I/We hereby certify that:	
• I am a major author of this Sch	nolarly Project (as defined in the policy and procedure)
•	dged any assistance provided by others (signed statement
,	nay be checked for plagiarism using software or other means.
Please select applicable:	ia, se enecide lei piagianem denig centrale er ethermicane.
☐ This project is my/our own indep	pendent undertaking.
☐ This project is part of a major re	·
Trainee signature	Date
Co-author (if applicable)	
Turing a singulation	Date
Trainee signature	Date
	nat the copyright of the Scholarly Project resides with the trainee, however any in the acknowledgment that "The project was carried out as a part of the
Office use only	
Scholarly Project proposal	
Date submitted (to BTC)	
Date received from BTC	
Co-author proposal	□ Not applicable
Date submitted (to BTC)	
Date received from BTC	
Type of Proposal Confirmed	
Title of the Submission checked against the Proposal	

Scholarly Project number:

Submission date:

Office use only

Trainee ID:

Scholarly Project Soft Copy Submission

When submitting your Scholarly Project, you are to email your submission to scholarly@ranzcp.org

As a result of these changes, you are required to submit two (2) separate files:

- 1) Submit your Scholarly Project submission form and all other required documentation indicated in the <u>Scholarly Project Submission</u> form. **This is to be one (1) PDF.**
- 2) Submit only one (1) soft copy of your Scholarly Project. This is to be one (1) word document.
- 3) The naming convention for each file is to follow this format:

```
RANZCP ID FAMILY NAME, First Name Forms date of submission.
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RANZCP ID FAMILY NAME, First Name ScholarlyProject date of submission.

For example

12345_KENT, Clarke_Forms_4 March 2022

12345_KENT, Clarke_ScholarlyProject_4 March 2022

- 4) Please include the word count on the first page of your soft copy submission.
- 5) We also ask that you check that the file size is below 25 MB prior to emailing and that attachments are compressed using appropriate software like zip to reduce the file size.
- 6) Files containing images should not be of high resolution unless required.
- 7) The attachments should be scanned using appropriate Antivirus software
- **8)** Email your submission by the published closing date as per the RANZCP's Examination Timetable.
- 9) The closing time for the acceptance of submissions is 5:00pm AEST/AEDT Melbourne time. Trainees are advised not to wait until the last minute to email their submission, as should there be a queue at the closing time, your submission may not be received until after 5:00pm AEST/AEDT