

# Military and Veterans' Psychiatry Training Program (MVPTP) Australasian Military Medicine Association (AMMA) Conference Grant

2023 Guidelines



The Royal Australian & New Zealand College of Psychiatrists

## Military and Veterans' Psychiatry Training Program (MVPTP) Australasian Military Medicine Association (AMMA) Conference

The Royal Australian and New Zealand College of Psychiatrists (RANZCP) has received Australian Government funding under the Military and Veterans' Psychiatry Training Program (MVPTP) to provide funding to attend the 2023 AMMA conference (GST inclusive) for trainees in an MVPTP funded posts.

The objective of this initiative is to increase educational support and opportunities for the RANZCP MVPTP trainees on their pathway to Fellowship. Attendance will also require trainees to spend short period(s) at the RANZCP booth in the exhibition, to explain and promote related psychiatry activities to conference attendees.

### Application process:

- Complete the MVPTP AMMA application form and acknowledge acceptance of these Guidelines.
- The RANZCP will review the application and notify the applicant of the outcome by email.
- If successful, the RANZCP will send a Letter of Agreement confirming the funding amount. If trainees' applications are unsuccessful, they will be notified.
- The successful applicant will be required to return a signed Letter of Agreement for advanced payment to be provided.
- A Letter of Support from your supervisor is essential if the activities you are applying for require you to take leave.

### Key dates:

- The AMMA conference runs in Perth from Thursday 12 to Sunday 15 October 2023.

### Eligibility:

- Funding is available to the RANZCP trainees in an MVPTP funded post.
- Trainees are required to be working for at least 0.5 full-time equivalent.

### Activities eligible for funding include:

*Reasonable costs associated with travel, accommodation and meal expenses (in accordance with the [RANZCP travel policy](#)) for the applicant to access educational activities within Australia are eligible for funding as part of the MVPTP AMMA Conference Grant application.*

Item	Note
Airfare	<i>Can be booked through corporate traveller or you can claim through expenses</i>
Accommodation	<i>Up to 3 nights at \$400 p/night, these can be arranged before the event</i>
Meals	<i>Up to 3 days at \$35 p/day plus a night's dinner at \$88 as per diem, these can be claimed through expenses afterwards</i>
Taxi	<i>Cab charges can be arranged before the event before or claimed through expenses afterwards</i>

AMMA Registration	<i>Full registration including welcome reception and ceremony</i>
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**Activities not eligible for funding include:**

- An activity that has been funded or partially funded through another source or grant.

Please be aware that funding for the conference is limited. Some examples of what would not be considered reasonable include:

- Meals and accommodation that are beyond the purposes of the conference.
- Many hotels include breakfast in their tariff, in which case, the RANZCP would not reimburse breakfast outside of the hotel.

Note: If additional accommodation is listed as an expense in the application, justification should be provided as to why it is required.

In addition, whilst the RANZCP is providing financial support for your conference, please note that you are attending the conference as a personal attendee/delegate. Please consider any potential risks associated with physical attendance at conference which may include the possibility of border closures or other travel restrictions being imposed at short notice by governments, or a requirement to quarantine or self-isolate, and ensure you have received authorisation from your place of employment to attend the Activities in person. The RANZCP will undertake its best endeavours to assist you in such an instance, however, will not be liable for any loss or damages caused by events beyond the RANZCP's control, or for additional costs that you may incur.

*Please also note that Airbnb bookings as well as other short stay platform arrangements must be pre-approved and within the per diem allowance, in accordance with the [Guideline: RANZCP travel and related expenses](#).*

**Assessment of applications:**

The applications will be assessed for eligibility and appropriate funded items.

**How to claim funds:**

Applicants will be eligible to arrange travel through the RANZCP or should they wish to claim these on expenses, funds will be deposited into their nominated bank account following the return of a signed Letter of Agreement.

**Use of Grant:**

- The awardee must attend the AMMA conference.
- The Awardee must maintain and keep financial accounts and records (invoices/receipts) relating to the Activities for a minimum of five years as required by the Australian Taxation Office.
- The Awardee must complete and submit an online evaluation survey (to be provided by the RANZCP) once the conference has been completed.
- The RANZCP may by notice request repayment of any amount of the Grant where it reasonably believes that an Awardee has not complied with the Letter of Agreement.

**Further information**

For further information about other support projects funded through the Department of Veteran Affairs' (DVA), please visit our [website](#). Please contact the MVPTP team on 03 9236 9110 or [mvptp@ranzcp.org](mailto:mvptp@ranzcp.org) should you have any questions.

*The Royal Australian and New Zealand College of Psychiatrists has received Australian Government funding under the Military and Veterans' Psychiatry Program for this initiative.*