



## 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](mailto:scholarly@ranzcp.org)

RANZCP ID .....

Trainee name .....

Contact address\* (please indicate)  Personal  Business

.....  
 .....  
 .....

Mobile phone\* .....

Email address\* .....

\*Your details will be updated on the RANZCP database if they don't match the existing records.

**Co-author details (if applicable)**

RANZCP ID .....

Trainee name .....

Contact address\* (please indicate)  Personal  Business

.....  
 .....  
 .....

Mobile phone\* .....

Email address\* .....

Co-authorship statement<sup>†</sup>  Attached

<sup>†</sup>Trainees who co-author a Scholarly Project must submit a signed joint statement detailing their respective contributions to the project.

**Co-researcher details (if applicable)**

Name .....

Position/title, organisation .....

Mobile phone .....

Email address .....

Co-research statement<sup>‡</sup>  Attached

<sup>‡</sup>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**

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Project title .....

.....

**Project type (please indicate)**

- Literature review
- Case series
- Quality assurance full cycle clinical audit

**Original research**

- Qualitative research
- Quantitative research
- Mixed methods research (combines aspects of Qualitative & Quantitative data)
- Other (please specify).....

**Word count**

**NB-1:** Word count is limited to 3,000-5,000 words and a 1,000 word limit in all tables

**NB-2:** A literature review linked to a higher degree (PhD, Masters) is considered an exception to the 3,000- 5,000 word limit and a 1,000 word limit in all tables

- Please provide Word count: .....
- Evidence of higher degree is attached.
- Evidence of intention to proceed to higher degree attached.

**Submission number**

- First
- Second
- Third

**Ethics approval required:**

- Yes; ethics approval attached
- No; letter/statement attached

**SCHOLARLY PROJECT SUPERVISOR DECLARATION**

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I certify that:

- I supervised the trainee(s) listed above for this Scholarly Project
- to the best of my knowledge, the trainee(s) is/are the major author(s) of the Scholarly Project (as defined in the Scholarly Project Policy and Procedure).

Principal supervisor name (print) .....

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 .....

## PAYMENT DETAILS

The Scholarly Project submission fee must accompany this form. Payment can be made by completing the details below. ***New Zealand candidates, please use EFT for transactions as credit card payments are temporarily restricted to Australian candidates.***

Electronic funds transfer (EFT) Date of transfer .....

<b>Australian EFT payments to:</b>		<b>New Zealand EFT payments to:</b>	
Bank	Westpac Banking Corporation	Bank	Westpac NZ
BSB	033178	Account No	03-0207-0285242-000
Account No	801076	Account name	RANZCP
Account name	RANZCP	Payment description	[must include surname and SProject]
Payment description	[must include surname and SProject]	Reference number	
Reference number			

Credit card payment  Visa  MasterCard

Card no ..... Expiry date .....

Signature .....

Cheque (made payable to RANZCP)

**Amount** \$.....  **AUS**  **NZ**

Fees will be deducted within 10 working days of receipt of application. Please ensure that funds are available during this time.

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

### Co-author payment details (if applicable)

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 .....

<b>Australian EFT payments to:</b>		<b>New Zealand EFT payments to:</b>	
Bank	Westpac Banking Corporation	Bank	Westpac NZ
BSB	033178	Account No	03-0207-0285242-000
Account No	801076	Account name	RANZCP
Account name	RANZCP	Payment description	[must include surname and SProject]
Payment description	[must include surname and SProject]	Reference number	
Reference number			

Credit card payment  Visa  MasterCard

Card no ..... Expiry date .....

Signature .....

Cheque (made payable to RANZCP)

**Amount** \$.....  **AUS**  **NZ**

Fees will be deducted within 10 working days of receipt of application. Please ensure that funds are available during this time.

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

**CHECKLIST**

I/We have:

- proofread the project
- de-identified the project as appropriate
- attached a signed statement acknowledging any assistance provided by the supervisor/ co-supervisor or any third party (if applicable)
- attached my/our current medical registration
- attached a joint signed statement detailing our respective contributions to the project (if co-authors)
- attached a signed statement from the principal researcher detailing my contribution to the project (if co-research)
- attached evidence of intention to proceed to higher degree (if applicable)
- all supporting documents including this form attached as a single pdf
- attached soft copy of the project as a word document

**TRAINEE DECLARATION**

I/We hereby certify that:

- I am a major author of this Scholarly Project (as defined in the policy and procedure)
- I have appropriately acknowledged any assistance provided by others (signed statement attached)
- I understand that this project may be checked for plagiarism using software or other means.

*Please select applicable:*

- This project is my/our own independent undertaking.
- This project is part of a major research project.

Trainee signature ..... Date .....

**Co-author (if applicable)**

Trainee signature ..... Date .....

**Please Note:** The College recognises that the copyright of the Scholarly Project resides with the trainee, however any projects that are published should contain the acknowledgment that "The project was carried out as a part of the RANZCP Fellowship requirement".

*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 Soft Copy Submission

When submitting your Scholarly Project, you are to email your submission to [scholarly@ranzcp.org](mailto: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 [Scholarly Project Submission](#) 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.  
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