



ACADEMY OF MEDICINE, SINGAPORE

PATRON: PRESIDENT OF THE REPUBLIC OF SINGAPORE

GUIDELINES FOR THE APPLICATION FOR TRAVEL ASSISTANCE

1. Only Local Fellows (i.e. those who pay full local rate) of the Academy of Medicine, Singapore are eligible for consideration for travel assistance from the Common Fund for Advancement of Medicine. Applicants must be Fellows with the Academy for at least 3 years. Applicants should settle any subscription fees in arrears and unpaid monies due by him to the Academy before application can be considered.
2. Applications should be made on forms obtainable from the Academy office and submitted to the Board of Censors at least one month before the date of the meeting. Applications received less than one month prior to the meeting will not be considered. Applications can be made at the time of submission of paper to a meeting.
3. No applicant will be considered for financial support for more than one trip in two financial years from 1st January to 31st December of the following year except under special circumstances at the time of usage.
4. Meetings attended by applicants should generally be of an international or regional character or sponsored by the Academy or its equivalent bodies eg. Royal Colleges.
5. Only those presenting a paper at major scientific meetings are eligible for financial assistance.
6. Applicants should first apply to their employing institutions for support before approaching the Academy of Medicine, Singapore.
7. Such awardees cannot be recipients of funds from any other sources without the written agreement of Council. Infringement of this regulation may result in the withdrawal by Council of the financial assistance.
8. Financial assistance may include part or full return airfare and registration fee in part or in whole (if applicable). The Academy's Common Fund for Advancement of Medicine supports successful applicants up to a maximum of S\$2,000 and S\$1,000 for meetings held in countries outside the ASEAN region and the ASEAN countries respectively.
9. Applicants are required to submit the following documents for reimbursement: (a) Abstract of the paper/presentation; (b) Certificate of Attendance; and (c) Proof of air ticket purchase.
10. The Council may grant up to five (5) awards per financial year from 1st January to 31st December, based on a first-come-first-served basis.
11. The decision of the Board of Censors is final.