



Application Form

Introduction

1. The MCS Educational Grant aims to promote and advance the field of Advanced Heart Failure and MCS in Singapore among Medical Trainees and Ancillary MCS staff.
2. This sponsorship provides sponsorship for overseas and local conference/meeting.
3. The category of participation and the total number of sponsorships given out is as follows, **up to \$15,000 per calendar year**:

Category Of Participation	Type Of Sponsorships	
	Overseas	Local
<ul style="list-style-type: none"> • Presenter of a paper (Presenting a poster (including oral poster presentation and electronic poster with Open Forum Stage Presentation) or • Conference Participant 	Up to 2 per calendar year	Up to 6 per calendar year

4. Eligible staff may apply for ONE sponsorship per calendar year, subject to review and approval.



Application Form

Eligibility Criteria

1. The application is open to all Medical Trainees and Ancillary staff who are involved in MCS.

2. Application for sponsorship will only be considered if all criteria below are met:
 - i. The research paper or poster accepted for presentation must not have been presented in other conferences/meetings by the applicants or co-authors. Should the research paper have multiple authors, the sponsorship will only be provided to one author and preference will be given to the first or main author
 - ii. Applicant is currently employed with at least two consecutive calendar years of continued service to the date of grant call

3. The approved conference must commence within the same calendar year.

Application for Conference/Meeting

1. The Chapter of Cardiothoracic Surgeons will launch the grant call to all MCS programmes twice a year through coordinating institutions, NHCS and NUHCS. The schedule is as follows:

1 st Grant Call	Review	Validity
15 th Jul – 31 st Jul	1 st Aug – 15 th Aug	15 th Sep - 14 th Mar

2 nd Grant Call	Review	Validity
1 st Jan – 15 th Jan	16 th Jan – 31 st Jan	15 th Mar – 14 th Sep



Application Form

2. The application form needs to be endorsed by Head of Department prior to submission. Incomplete form will be rejected.
3. All applications will be assessed and reviewed by an independent evaluation panel based on the three main criteria as below:
 - i. Relevance – The relevancy of the programme of the conference/meeting to the job scope
 - ii. Building Services – The programme of the conference/meeting helps to build, upgrade and expand Heart Failure and MCS services
 - iii. Authorship – Priority will be given if the applicant is the 1st author of the research paper
4. Please submit the application form and supporting documents which include the following to the coordinating institutions, who will then collate the form to the Approval Committee.
 - i. Application form which is duly endorsed and completed (to type out details)
 - ii. Programme brochure with clear indication of registration fees, programme duration, etc.
 - iii. Abstract write-up
 - iv. Abstract or poster acceptance letter/email from the conference/meeting provider
 - v. Travel itinerary and air ticket quotation
5. Chapter of Cardiothoracic Surgeons will notify successful applications through email.
6. For overseas conference/meeting, the financial sponsorship will cover the following items:
 - i. Return economy airfare based on the most direct route to the country of training as per institution travel policy. For stopovers that the awardee may wish to make on his/her own, he/she will have to bear any additional costs, inclusive of airport taxes and visa fees, incurred



Application Form

- ii. Subsistence allowance for the actual duration of the conference/meeting, plus 1 additional day, based on the institution's prevailing overseas per diem allowance. This allowance is to cover accommodation, meals, transportation and all other incidental expenses
 - iii. Registration fee for the main meeting (excludes registration fees for pre/post/intra-conference/meeting and membership fees, unless the membership fee plus the registration fee is lesser than the non-member registration fee)
 - iv. Visa application fees, if applicable
7. For local conference/meeting, financial sponsorship will only cover the registration fee.

Claiming For Expenses

1. Awardee has to submit original supporting documents (e.g. invoices/receipts, credit card statements to support foreign currency payment reimbursement) to the Chapter of Cardiothoracic Surgeons within 6 weeks upon conference/meeting completion and also attach the certificate of attendance. Reimbursement by Chapter of Cardiothoracic Surgeons to the awardee will be made after receiving the finalised claim summary.
2. In the event that the awardee fails to proceed to the conference/meeting after accepting the sponsorship, no ad-hoc replacement is allowed. Chapter of cardiothoracic Surgeons will require the staff to make a full reimbursement for whatever expenses that have been incurred.

Training Completion

1. A post training report must be submitted within 1 month of completion of the conference/meeting to the Chapter of Cardiothoracic Surgeons.
2. The awardee maybe required to share his/her learning experience during in-service talk.



Application Form

MCS EDUCATIONAL GRANT APPLICATION

Part I: Applicant Details	
Name of Applicant:	
Designation:	
Department/Institution:	
Contact No:	
Submission Date:	
Part II: Details Of Conference/Meeting	
Title:	
Organiser/ Sponsor:	
Venue/Country:	
Website Link:	
Date:	
Category of Participation:	Oral presenter / Poster presenter / Conference Participant* (<i>*To delete as appropriate</i>)



Application Form

Part III: Learning Objectives

Blank area for entering Learning Objectives.

Part IV: Justifications For Request *(Please indicate the usefulness of the conference to yourself and MCS in Singapore)*

Blank area for entering Justifications For Request.



Application Form

Part V: Details Of Presentation (If Applicable)	
Title of Paper(s) /Poster(s):	
Date(s) of Presentation:	
<p>Has paper been accepted for conference presentation? Yes / No</p> <p>I confirm that I/other co-authors <u>have / have not*</u> presented the above paper(s)/poster(s) at any local or overseas conference before. Yes / No</p> <p><i>(*To delete as appropriate)</i></p>	
Remarks (if any)	



Application Form

Part VI: Budget Breakdown		
Sponsorship Items	Amount in SGD	Calculations/Remarks (e.g. amount in foreign currency)
1. Return Economy Airfare		
<p>2. Fixed Subsistence Allowance*</p> <p>(*Note that rates of subsistence allowance are subjected to changes by Public Service Division. 30% per diem rate will be disbursed if accommodation is covered by the organiser.)</p> <ul style="list-style-type: none"> The subsistence allowance is to be used to cover accommodation, meals, transportation and all other incidental expenses. For overseas conference, awardee may allow to include <u>maximum 1 day before the programme</u>. Awardee is required to submit supporting documents that indicate the need to arrive 1 day earlier (e.g. flight itinerary). Do refer the latest rates of subsistence allowance from your institution HR. Do attach a softcopy with this application form. 		
3. Registration fees		
4. Visa (If applicable)		
<p>5. Total Required Amount (Sum of item No. 1 – 5)</p> <ul style="list-style-type: none"> Do attach the copy of all the above quotation. 		



Application Form

Part VII: Declaration

I confirm that the information furnished above is true and correct to the best of my knowledge and I will inform Chapter of cardiothoracic Surgeons of any changes therein, immediately.

Signature & Date:

Part VIII: Endorsed By Applicant's Respective Head of Department

Supported Not Supported

Name (Mr/Mrs/Mdm/Ms):

Designation:

Department/Institution:

Signature & Date: