

Professional Development Travel Grant Policy



Background

The CNSA (Cancer Nurses Society of Australia) is committed to promoting excellence in cancer care through the professional contribution of nurses through education, information, leadership, networking and professionalism. As such, the CNSA National and CNSA State Groups, with the support of industry partners, provide grants each year to assist members attend local, national or international conferences or professional development opportunities. CNSA support of Continuing Professional Development (CPD) activities encourages cancer nurses to retain and develop their expertise and to contribute to the advancement of cancer nursing practice.

Statement of Intent

This document determines the minimum requirements for the administration of CNSA Professional Development Travel Grants. It promotes a transparent, robust process for assessment and recommendation of professional development and travel grants.

Following guidance and the process outlined in this policy, recommendation by the Education Standing Committee (ESC) to the CNSA Board of an applicant for grant consideration confirms that the applicant has met all eligibility criteria and the minimum standard required to be considered for a professional development or travel grant.

Scope

In scope

All grants relating to professional development and travel are administered by the CNSA ESC.

Out of scope

Grants administered by other CNSA Committees or State Groups including:

- CNSA Research Standing Committee Grants

Grant Eligibility and Terms and Conditions

The Chair of the ESC or delegate will coordinate review and assessment of the applications.

Applicants are to meet the following eligibility criteria to be considered for a CNSA Professional Development Travel Grant:

- Be a current financial member of CNSA for a minimum period of 12 months on 1st February each year*
- Be a Full Member or Early Career Member of CNSA
- Novice cancer nurses are to have less than 5 years' cancer nursing experience
- Application must be endorsed by the applicant's line manager
- Applicants are ineligible if they have previously been awarded this grant within the past 2 years

The following terms and conditions apply to all CNSA Professional Development Grants:

- Applicants will be awarded CNSA Professional Development Grants on a reimbursement basis, to the maximum total of the grant
- Applicants will be reimbursed 75% of total grant activity with the remaining 25% released following completion of all reporting requirements.
- Applicants will be required to provide their bank details and an estimate of total expenses for which they are seeking grant support at the time of application.

The following outlines the requirements for successful grant recipients:

- Participate in all activities requested of grant recipients
- Complete a comprehensive report utilizing supplied template for relevant grant award within two months of activity

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- Recipients may also be required to participate in shared learning opportunities as part of the reporting for specific professional development grants, such as participation in online webinars.

Applicants are to achieve a minimum total score of 15/20 on completion of assessment against the evaluation matrix to be eligible for award of a CNSA Professional Development Travel Grant.

The Chair of the ESC or delegate will coordinate review and assessment of the applications.

Responsibilities

CNSA Chief Executive Officer (CEO)

Prior to commencement of the grant review process, the CEO, will:

- Notify the ESC Chair of:
 - The number of available grants to be funded for the review period
 - The number of available grants per category to be administered for the review period; and
 - Any special conditions associated with any available grants

Following the ESC grant review process, the CEO, will:

- Notify the ESC of:
 - Request by the Board for any recommendations by the committee to be reconsidered post the review completion; and
 - Notification of successful applicants by the Board.
- Decisions by the Board to award grants to applicants who have not met the eligibility criteria and/or the minimum total score of 15/20 post assessment of the application, will be conveyed by the CEO to the ESC in writing with rationale for the decision.

The CEO is responsible for ensuring:

- That the grant recipient provides a written report on the outcome of the proposed activity within (2) months of the activity being completed
- Providing the ESC Chair with a copy of the report, within 14 days of receipt
- Evidence of expenditure of funds related to the proposed activity, including copies of tax invoices are provided by the grant recipient; and
- The return of any unused money to the CNSA.

CNSA Education Standing Committee (ESC)

- The ESC is responsible for conducting a transparent, unbiased and robust Professional Development Grant assessment and evaluation process.
- The ESC Chair will coordinate the review process and ensure that a record of applications, scores, comments and recommendations is prepared and provided to the CNSA via admin@cnsa.org.au
- During the review process, members of the committee are to disclose any personal or professional relationships with applicants. If a conflict of interest is declared by a member of the review committee, the committee member is to recuse themselves from the evaluation of the applicant's grant submission.

Successful applicants

If a successful recipient wishes to make changes to their application/activity after the grant has been awarded, permission must be sought from the ESC Chair and the CEO must be advised of the permitted changes.

All successful recipients of a CNSA Professional Development Grant are to complete reporting requirements as outlined. Failure to complete requirements will result in withholding of portion of grant and ineligibility for future grants.

The successful recipient must be aware CNSA, and benefactors are to be acknowledged in all printed material

and at all presentations associated with the CNSA Professional Development Grant.

The ESC Chair will advise the Board of recommendations for grant funding by COB 15 March in any given year, by notification to the CNSA CEO.

Grant Review Process

1. All applications submitted to CNSA will be subject to the review process. Applications received after the closing date will not be considered.
2. Applications will be forwarded to the Chair of the ESC who will subsequently distribute to the members of the committee for review and evaluation.
3. Applications will be assessed and graded against assessment matrix by a minimum of (2) members of the CNSA ESC.
4. Assessed applications are to be returned to the Chair of the ESC by 8 March each year. Where disparity exists in the grant evaluation, a third committee member will conduct an independent moderation of the grant application.
5. On completion of the review process by the ESC, the applications will be rank ordered by the Chair.
6. The CNSA ESC will determine whether all or part of funds applied for will be awarded.
7. The Chair of the ESC will then forward the committee's recommendations of successful applicants to the Board via submission to the CNSA EO at executiveofficer@cnsa.org.au.
8. Successful applications are determined on the basis of ranked scores. Only applicants who have submitted a high-quality application achieving eligibility criteria and the required minimum grading will be recommended to the Board.
9. Applicants will be advised in writing of the outcome of their application by 31 March of each year.
10. Successful applicants will be announced at the Annual CNSA Annual Congress, in the CNSA Newsletter and on the CNSA website.
11. **Successful applicants who have applied for a grant to attend the CNSA Annual Congress are expected to make themselves available for presentation to the membership, occurring in the final session of the Annual Congress.**

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Appendix 1

The CNSA Professional Development Travel Grant Assessment Matrix is to be completed by each reviewer using the online form at <https://2026-pd-and-travel-grant-assessment-matrix.paperform.co/>

Below is an example of what information is required to be completed.

Professional Development Travel Grant Assessment Matrix

Thank you for agreeing to review the CNSA Professional Development Travel Grant Applications. We ask that you complete the below form to the best of your ability, and we will then total the score based on your evaluation. Each application will be assessed by two reviewers and a median score assigned by the moderator.

Please note:

- Scores $\geq 15/20$ to be achieved for grants to be considered
- Please include comments when you can to help justify your scoring

| | |
|---------------------------------|--|
| REVIEWERS NAME | |
| APPLICANT NUMBER | |
| PLEASE SELECT GRANT APPLIED FOR | <input type="radio"/> CNSA Annual Congress |
| | <input type="radio"/> BPCAQ Travel Grant |

| SELECTION CRITERIA & MATRIX | SCORE |
|---|-------|
| Applicant's Contribution to the Cancer Nursing Profession (4 points) <i>Mark all that apply – one point per activity up to a total score of 4</i> | |
| <input type="checkbox"/> Active committee membership at local, State and/or National level | |
| <input type="checkbox"/> Active role in development/delivery of professional development activities in cancer care | |
| <input type="checkbox"/> Active contribution to research/development of knowledge in cancer care | |
| <input type="checkbox"/> Conference/workshop presentation/other | |
| Reviewer Comments | |
| Relevance of proposed activity to CNSA membership (4 points) <i>Please select <u>one option</u> with 1 being the lowest and 4 being the highest</i> | |
| <input type="checkbox"/> Highly significant to cancer nursing and/or cancer control (4 points) | |
| <input type="checkbox"/> Significant to cancer nursing and/or cancer control (3 points) | |
| <input type="checkbox"/> Some significance to cancer nursing and/or cancer control (2 points) | |
| <input type="checkbox"/> Little significance to cancer nursing and/or cancer control (1 point) | |
| Reviewer Comments | |
| Applicants Contribution to the Proposed Activity (2 points) <i>Please select one option, with 0.5 being the lowest and 2 being the highest.</i> | |
| <input type="checkbox"/> Significant (e.g. presenting paper +/- participating in associated meetings and networking) (2 points) | |
| <input type="checkbox"/> Presenting only at meeting; no other activities listed (1.5 points) | |
| <input type="checkbox"/> Minimal (not presenting paper or participating in associated meetings (1 point) | |
| <input type="checkbox"/> Attending meeting to network only (0.5 points) | |
| Reviewers Comments | |

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|--|--|
| Objectives for the Proposed Activity (4 points) | |
| <i>Please select one option with 1 being the lowest and 4 being the highest.</i> | |
| • Clearly articulated and relates to proposed activity (4 points) | |
| • Well outlined, some issues outstanding (3 points) | |
| • Unclear (2 points) | |
| • Poorly outlined and unrelated to proposed activity (1 point) | |
| Reviewer Comments | |
| Dissemination of outcomes from proposed activity (4 points) | |
| <i>Please select one option with 1 being the lowest and 4 being the highest.</i> | |
| • Well outlined strategies to reach wide audience (4 points) | |
| • Strategies outlined to reach smaller audience (3 points) | |
| • Poorly outlined strategies to disseminate information (2 points) | |
| • No strategies outlined to disseminate information (1 point) | |
| Reviewers Comments | |
| Applicants' summary and contribution to cancer nursing (4 points) | |
| <i>Mark all that apply – one point per activity up to a total score of 4</i> | |
| • Leadership through relevant committee participation and mentoring | |
| • Commitment to cancer nurses in local area through contribution to professional development of others | |
| • Commitment to research/development of knowledge in cancer care including knowledge in cancer care nursing and service delivery | |
| • Commitment to cancer nurses in a broader context | |
| Reviewers Comments | |
| Budget (2 points) | |
| <i>Please select one option with 1 being the lowest and 2 being the highest.</i> | |
| • Budget clear and well justified with supporting documentation | |
| • Budget unclear and/or not justified | |
| Reviewers Comments | |
| TOTAL SCORE (24 points is the top score) | |

Appendix 2

Below is an example of the wording to be placed on the CNSA website.

Advertising for Annual Congress Professional Development Grants to Support Travel

The Cancer Nurses Society of Australia (CNSA) is dedicated to supporting the ongoing professional development of cancer nurses. By encouraging the continual enhancement of knowledge and skills, CNSA aims to foster excellence in cancer nursing practice and contribute to the advancement of the profession.

Six \$2000 CNSA Annual Congress and two \$2000 BPCAQ Travel Grants are available to help subsidise costs associated with attending the 2026 CNSA Annual Congress, [Elevate Cancer Nursing: Innovate. Integrate. Educate. Advocate](#), which is taking place from 17-19 June in Perth, Western Australia.

Thanks to the generous support of the Cancer Nurses Society of Australia (CNSA) State Groups and National Office as well as the Breast & Prostate Cancer Association of QLD (BPCAQ), these grants aim to provide financial assistance to cover associated Congress costs, such as registration, travel, or accommodation.

Please note: the BPCAQ Travel Grant is for Queensland based nurses. Preference will be given to nurses from regional, rural and remote areas.

Below you will find an outline of key information for CNSA Professional Development Travel Grants including eligibility, timelines, application process and requirements for all successful recipients including terms and conditions.

Grant eligibility:

- Applicants must have held financial membership with CNSA for a minimum of 12 months on 1st February each year
- Applicants must be Full Members or Early Career Members of CNSA
- Applicants must have their application endorsed by their line Manager
- Applicants are ineligible if they have previously been awarded this grant within the past 2 years

Grant terms and conditions

- Applicants will be awarded CNSA Travel grants on a reimbursement basis, to the maximum total of \$2000
- Applicants will be reimbursed 75% of total grant prior to attendance at Congress with the remaining 25% released following completion of all reporting requirements 2 months following Congress
- Applicants will be required to provide their bank details and an estimate of total expenses for which they are seeking grant support at the time of application.

Grant application process and timelines:

- Applications open on 2 February 2026. Notifications will be shared on the CNSA website and through CNSA member platforms
- Applicants should apply online via the online form: [2026 CNSA Professional Development Travel Grant Application Form](#)
- All applications are reviewed by the CNSA Education Standing Committee.
- Successful applicants will receive notification by 31 March 2026.
- Successful applicants will receive a letter including recipient responsibilities, grant terms and conditions, as well as helpful tips for attendance at Congress 2026.

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Important tips:

- Ensure you submit a comprehensive application by midnight (AEST) on the advertised closing date. * Please note: "Year" refers to the same calendar year of the grant application.
- Make sure you have discussed your application with your line Manager and have their support and endorsement.
- Ensure you have reviewed all of the requirements for successful recipients and ensure you are able to meet these requirements before applying.

Requirements for successful grant recipients

Please note that the CNSA Professional Development Travel Grant terms and conditions have changed in 2026.

Grant recipients will be required to undertake the following duties as part of the reporting process:

- Meet at Congress on Day 1 for a group photo
- Complete a comprehensive Congress Reflection and Impact report within two months of attending Congress using a provided template
- Participate in a Tune in Tuesday online webinar rapid-fire presentation series in 2026 (max 5 minutes), summarising key learnings from your attendance at Congress guided by your Congress Reflection and Impact report. This is an opportunity to share your experience and provide advice for future CNSA Professional Development Travel Grant applicants.

Have any questions, please contact admin@cnsa.org.au