

# **SINGAPORE RADIOLOGICAL SOCIETY TRUST FUND**

## **VISITING FELLOWSHIPS / TRAVEL GRANTS**

### **GUIDELINES FOR SUBMISSION OF APPLICATION**

The application for Visiting Fellowships or Travel Grants should include the following:

- 1. Applicant**  
A brief curriculum vitae and a summary of past research experience and relevant publications. Details of involvement in radiology activities may also be stated.
- 2. Abstract of the proposal**  
This should be limited to one page and should contain sufficient details for evaluation of the proposed visiting fellowship or travel grant
- 3. Detailed description of the proposal**  
This should include:
  - a) statement of objectives, the importance of this project and justification as a worthwhile radiological project.
  - b) reason for visiting fellowship with details of work planned and in principle acceptance by the host institution. For travel grants details of the meeting to be attended and whether or not a scientific paper or poster has been accepted by the organizers for presentation
  - c) duration of planned visiting fellowship and details of itinerary and sites to be visited.
  - d) budget estimate with details of the amount for travel, registration fees or visiting fellowship fees and estimates of cost of living expenses.
- 4. Support from Department Head and Institution**  
The applicant should have the support of the Head of Department and approval of his institution.

# SINGAPORE RADIOLOGICAL SOCIETY TRUST FUND

## VISITOR FELLOWSHIP / TRAVEL GRANT APPLICATION FORM

### 1. PERSONAL PARTICULARS

Name: \_\_\_\_\_

Family Name

First Name

Date & Country of birth: \_\_\_\_\_ Citizenship \_\_\_\_\_

Gender:  Male  Female

Marital Status:  Single  Married

Home Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact No(s): \_\_\_\_\_ (H) \_\_\_\_\_ (Pager) Fax: \_\_\_\_\_

### 2. Academic & Professional Qualifications

Degree	Institution	Year Obtained
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 3. Present Appointment

Designation/Department: \_\_\_\_\_ Date joined: \_\_\_\_\_

Institution / Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ (O) \_\_\_\_\_ (H) Fax: \_\_\_\_\_

**4. Previous Clinical & Research Experience**

Appointment	Institution	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**5. Proposed Visiting Fellowship/Travel Grant Plan**

(See attached instructions. Furnish details on separate sheets.)

Title: \_\_\_\_\_

- Type of research/meeting:
- Diagnostic Radiology
  - Therapeutic Radiology
  - Nuclear Medicine
  - Others (please specify): \_\_\_\_\_

Name of paper or research project to be presented: \_\_\_\_\_

Accepted by meeting organizer or in principle approval from head of department of institution to be visited

- Yes/No      Attach relevant correspondence

Estimated amount of grant requested: \_\_\_\_\_

Details of financial support from any other institutions, if any, should be given on a separate sheet

**6. Publications** (list relevant ones only)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I declare that the particulars stated in this application are true to the best of my knowledge and belief, and that any willfully suppressed fact would deem the application ineligible.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## **SINGAPORE RADIOLOGICAL SOCIETY TRUST FUND**

### **CONDITIONS OF USE OF VISITING FELLOWSHIPS / TRAVEL GRANTS**

1. The applicant as stated in the application will be the one responsible for complying to all conditions set out in this annex.
2. Grant/Award recipients must use the grants/awards given for the specific project as stated in the application.
3. Grants/Awards may not be used for purposes not stated in the project application such as personal expenses, entertainment, etc.
4. The applicant is responsible for submitting a report within 3 months of his return from the visiting fellowship/travel grant to the Trustees of the Trust Fund.
5. Due acknowledgements must be given to the Singapore Radiological Society Trust Fund as the sponsor when publications of any sort are being made as the result of research arising from the grant given. (For example: "This research project is made possible by a research grant from the Singapore Radiological Society Trust Fund").
6. Upon request by the Singapore Radiological Society, the principal investigator will submit write-ups of his/her visiting fellowship/travel grant for the Singapore Radiological Society's use, either in newsletters or other publications.
7. The grant recipient, where requested, to attend grant/award presentation ceremonies, give interviews to the press and magazines and make presentations of their visit/travel at conferences sponsored by the Singapore Radiological Society.
8. The grants/awards approved will be disbursed in a number of installments deemed suitable by the Trustees.
9. In the event that the visiting fellowship/travel grant is discontinued - whether temporarily or permanently - it is the responsibility of the applicant to inform the Trustees in writing, stating the reason(s). The balance of the research grant/award must also be refunded to the Singapore Radiological Society Trust Fund.
10. All grant recipients are reminded that the Singapore Radiological Society Trust Fund is a charity and as such, every effort must be made to use the funds prudently.