

**NEW ZEALAND  
MANIPULATIVE PHYSIOTHERAPISTS'  
ASSOCIATION INC**

*NZMPA SCHOLARSHIP FUND*

**Guidelines for Applicants**

## **NZMPA Scholarship Fund**

### **Guidelines for Applicants**

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## **1.0 NZMPA Scholarship Fund**

The *New Zealand Manipulative Physiotherapists' Association (NZMPA) Scholarship Fund* was introduced in 2000 to financially assist physiotherapists to further their education and provide increased research opportunities.

Applicants must be a current New Zealand Registered Physiotherapist.

Funding will have a priority to *research* however may be used to support physiotherapists in the areas of: Travel assistance

Funding of Conferences / Conference Speakers and Courses

The Scholarship Committee of the NZMPA reserves the right to determine whether or not a particular application fits the criteria, whether any or a modified number of scholarships/grants will be awarded, or whether it considers a particular application deserves support in relation to any criteria it may determine from time to time.

The Scholarship Committee, consisting of 4 representatives from the NZMPA Educational Trust, a member of the Executive of the NZMPA, a representative of the School of Physiotherapy, Auckland University of Technology or the University of Otago, will be responsible for the selection process.

## **2.0 Dates for consideration**

Applications for funding must be made on the NZMPA Application Form and be in the hands of the Scholarship Committee by the due date specified in the NZMPA newsletter for each financial year.

The Guidelines for Applicants together with Application Forms are available **ONLY** on written request from:

Scholarship Committee

NZMPA

P O Box 35 602

Browns Bay

Auckland 0753

Email: [admin@nzmpa.org.nz](mailto:admin@nzmpa.org.nz), Facsimile: (09) 476 5354

**One hard copy** of the application should be forwarded to the above postal address.

It takes approximately 10 weeks for applications to be processed. Applications will only be accepted on the designated and properly completed Application Form, supported by the required documents.

Applications are not considered for late or retrospective activities.

### **3.0**                    **Who can help and give advice**

Scholarship Committee  
NZMPA  
P O Box 35 602  
Browns Bay, Auckland, 0753  
Phone: (09) 476 5353    Fax: (09) 476 5354  
Email: admin@nzmpa.org.nz

### **4.0**                    **Application Procedures**

Guidelines for Applicants should be read before the application process commences. The Scholarship Application Form is appended.

Applications will only be accepted on the designated and properly completed Application Form, supported by the required documents, and with the necessary signatures.

It is the responsibility of the applicant to ensure that all necessary administrative procedures are addressed and provided by the closing date.

A current curriculum vitae must be provided along with the application.

*In all cases the names and contact information (telephone, facsimile and postal) for two professional referees capable of providing the committee with comment on the proposal must be provided.*

### **5.0**                    **General Conditions**

Awards not taken up within the agreed time will be deemed to have lapsed.

No awards will be made for projects which are purely intended as profit making ventures.

No awards will be made for the purchase of equipment only

Successful applicants will be sent a formal acceptance notice requiring them to subscribe to the terms laid down by the Scholarship Committee. This must be returned completed to the satisfaction of the Association prior to funds becoming available.

Publications or other presentations that result from the Scholarship are encouraged. Any publications or presentations resulting from work done during the tenure of a Scholarship shall include an acknowledgment of financial support provided by the NZMPA by way of a suitable statement of acknowledgment.

All information supplied will be treated in confidence. Only: the names, topic of the award, the year for which the award was taken up, and the amount of the Award will be published.

Applications for travel and costs must include a copy of the presentation to be given or a detailed abstract.

Any successful applicant for funding must agree to present their research, or the conference proceedings, to the next NZMPA Conference.

## **6.0**                    **Reports**

Reports on progress may be requested by the NZMPA at any time, but in any case, the Applicant shall submit to the NZMPA a final written report on the work/use of the scholarship and receipts where applicable.

There must be a breakdown of the budget at the completion of the project complete with receipts.

Any unused funds must be returned.

Any presentations or publications that occur as a result of our funding must be acknowledged. A copy of any written publications should be forwarded to the office.

## **7.0**                    **Disputes and Appeals**

In the event of a dispute concerning the administration or other matters pertaining to an application or scholarship the Scholarship Committee will establish an appeal procedure which will incorporate:

- a) Provision for a request to the Committee to formally reconsider the matter in question (in the case of a declined application this would be normally at the time of the next application round)
- b) Provision for a formal interview, at their own expense, with the applicant or Scholarship holder at which the applicant will be able to present other material relevant to the matter in question.

If the decision of the Scholarship Committee stands their decision is final and no further review procedure is possible.