

## APPLICATION GUIDANCE NOTES - 2012

*Applicants should use the relevant application form, which will ensure that all the information required by the Selection Committee is before them.*

1. Those in general practice are strongly recommended to seek expert guidance in completing their application forms as the Committee feels that applications from general practitioners have in the past suffered unfairly in comparison with applications from those in other fields.
2. Applicants should give particulars concerning themselves, the position they hold and the type of work in which they are engaged. If the applicant has published at all, then a list of such publications should be included.
3. It is not sufficient merely to state that a visit to a particular country or countries is contemplated. The country, city or cities, and the institution or department or centre should be named and, if possible, the names of the persons whom it is hoped to visit. If the purpose of the visit is to work in a particular laboratory or with a particular individual, then provisional permission for the contemplated visit must first have been obtained.
4. It should be clearly stated in what way the visit is likely to benefit the applicant in regard to his work or research, and the nature of the experience or information sought should be specified.
5. An estimated cost of the visit is essential. The proposed mode of travel and cost, and the proposed manner of living and cost should be given.
6. If the applicant has been able to obtain funds or the promise of financial support from some other source to cover part of the expenses of the tour of study, then the source and amount of such funds should be given, if possible prior to the Selection Committee meeting. This information could affect funding decisions.
7. The names and addresses of two referees (from whom supporting letters will be requested for consideration by the Selection Committee) are required.
8. Applications not properly completed will not be considered: they should be typewritten for copying and circulation to the Selection Committee.

