



VICTORIAN CONTINENCE RESOURCE CENTRE

## Continence Foundation of Australia (Victorian Branch)

### Michael Murray Award 2018 Application Guidelines

*Excellence in Continence Practice*

**Please note:  
The closing date  
for applications  
is 31 March 2018**

#### 1. PURPOSE

The purpose of this Award is to recognise excellence in continence practice. Projects that will be considered for this award must fall within one of the following categories:

- Professional development
- Continence promotion in the community
- Research or quality clinical improvement

#### 2. ELIGIBILITY

The applicant must be a current member of the Continence Foundation of Australia Vic Branch Inc.

#### 3. CONDITIONS OF THE AWARD

**3.1** The award will generally not be given to individuals who have received grants from CFA Victoria in the previous 3 years, although this will be at the committee's discretion.

**3.2** Applications must be made on the CFA Victoria Michael Murray Award Application Cover Sheet and be received by the closing date of 31<sup>st</sup> March each year. Late applications will not be considered.

**3.3** The project submitted for the award must be completed within 12 months from the time of the application. All final projects must acknowledge VCRC, CFA Vic Branch for grant funding incorporating VCRC logo.

**3.4** The winning applicant will be announced at the Victorian State Conference in May.

**3.5** A summary of the report will be delivered as a PowerPoint presentation by the recipient of the Award at the Victorian state conference and relevant peer education days.

**3.6** A summary of the Award will be provided for publication in the relevant peer newsletters such as CoNSA VicTas Branch or CFA Vic Branch Physio Group & VCRC Website.

**3.7** Develop a timeline of objectives in conjunction with the Executive Officer (EO) of CFA Vic Branch at the commencement of the Award. Completion of each objective will be discussed via teleconference.

**3.8** Meet face to face with the EO of VCRC three times over the 12 month period to discuss progress and access assistance as required.

#### 4. SELECTION

Assessment and selection of the applications will be performed by members of CFA Vic Branch board. This will occur within one (1) month of the closing date for applications. All applicants will be informed in writing of the outcome of their application. The Board reserves the right to select by secret ballot if necessary and the decision of this board will be final.

#### 5. APPLICATIONS

Applications for this Award should be made using the application cover sheet which is available from the VCRC website at <http://continencevictoria.org.au/641/> or by contacting the Victorian Continence Resource Centre on (03) 9816 8266.

The application should be accompanied by a project synopsis of no more than 1,000 words that addresses the following criteria:

<b>Project overview:</b>	Provide a summary of the background to the project, the scope and aims of the project.
<b>Aims:</b>	Outline specific measurable objectives for the project.
<b>Description of the project and strategies:</b>	Describe the project and the strategies used to achieve the objectives of the project.
<b>Evaluation and recommendations:</b>	For completed projects, detail the outcomes achieved and recommendations for the future sustainability of the project. For planned projects, describe how the project will be evaluated and sustained.

***Please note:***

Applications must be type-written, double spaced, and single-sided. Three (3) copies of the synopsis of the project must be submitted with the completed application cover sheet. A cover letter is not necessary. Fax copies will not be accepted.

#### 6. FURTHER INFORMATION

For further information, contact: Lisa Wragg on 03 9816 8266

#### 7. SUBMISSION OF APPLICATIONS

Post completed applications to:  
Lisa Wragg, CFA Victoria c/o Victorian Continence Resource Centre, 16 Martin Street,  
Heidelberg, Victoria, 3084