



General Nursing Council
(Education) Fund 1983 and
Margaret Callum Rodger
Midwifery Award

General Nursing Council for Scotland (Education)
Fund 1983 and Margaret Callum Rodger Midwifery
Award

Scholarship Information for Applicants

2021-22

ABOUT THE FUND

A. What is the purpose of the Fund?

The General Nursing Council for Scotland (Education) Fund 1983 and Margaret Callum Rodger Midwifery was set up in 1983 from the National Board of Nursing, Midwifery and Health Visiting for Scotland (NBS) using the proceeds from the sale of premises in Edinburgh, owned by the former General Nursing Council for Scotland. Since September 1992, the Fund has been augmented by the Margaret Callum Rodger Midwifery Award, which guarantees that at least one recipient annually will be a midwife. The Fund's Trustees Group and Disbursement Group now sit within NHS Education for Scotland (NES) and ensure, that together, these funds are utilised as a resource for NMC registered nurses and midwives working in different care areas in Scotland for the purpose of gaining knowledge and education to support their practice.

The Fund is available for scholarships to support educational and development opportunities which inform nursing, midwifery or community knowledge and health and social care practice. Current usage of the combined Fund is to provide nurses and midwives with a limited number of awards for the following purposes:

- Educational Development Activity
- Small Scale Project (Research / Non-Research)
- Study Tours

The Fund may also support nurses and midwives to implement evidence in to practice in the form of an initiative that has come from a research project.

A small scale project could include an educational activity linked to quality improvement, evaluation, test of change audit or a pilot research study / part of a larger piece of research. Further information is given under 'Conditions of the Scholarship' note 4.

Applications for scholarships should not exceed £5,000 (£3,000 for study tours).

B. Am I eligible to apply for a scholarship?

The scholarships should demonstrate the underlying principles of person-centred, safe and effective practice.

In addition, you need to ensure that your application is related to the purpose of the Fund, namely educational activities to support nursing and midwifery practice. Your application should be realistic, achievable and must demonstrate the way in which the initiative is intended to inform practice and be of benefit to patients and/or service users.

All publicly funded activities must now by law aim to promote equality and diversity. Will the learning activity you have described in this application help you to have a better understanding of issues relating to equality strands: such as race, disability, gender, age, sexual orientation, religion and belief? Each of these strands is defined in the Equality Act as protected characteristics.

We ask that your application demonstrates a commitment to equality and diversity and inclusive education principles in relation to your educational activity. Within your dissemination section you should be cognisant of inclusivity.

Resources to support your application may be found locally through Equality and Diversity leads within your organisation.

C. How do I get an application form?

Application forms and guidance for completion can be downloaded from the NHS Education for Scotland website at <https://www.nes.scot.nhs.uk/our-work/general-nursing-council/> or requested by email at: GNC@nes.scot.nhs.uk

D. Submitting your application form

Due to new ways of working through COVID-19 when completed and signed, your application should be sent **electronically** to GNC@nes.scot.nhs.uk and include one copy of the following documentation:

- Completed original application form: Part A & Section 1, 2, 3 or 4
- Current CV
- Current CV of supervisor for small scale research projects (where applicable)
- Signed Consent Form

All application documentation should be submitted to GNC@nes.scot.nhs.uk

The deadline for completed applications to be received is the 13th January 2021.

Application forms and personal information are shared only with the GNC project team and members of the GNC Disbursement panel for purposes of assessment of applications against acceptance criteria. All information held within NES for the purposes of the disbursement of the fund comply with [NHS Education for Scotland privacy and data protection guidance](#). All application forms are stored securely in-line with [NHS Education for Scotland information governance policy](#). Applicants are asked to confirm agreement to this within the NES consent forms.

E. How will scholarships be awarded?

Applications will be considered by the Fund Disbursement Group. Applicants will be informed **within 8 weeks of the submission deadline** of the outcome of their application. In the interests of fairness and equity, any applications from NHS Education for Scotland employees will only be reviewed and considered by non-NES members of the GNC Disbursement Panel.

Applications will be judged on the:

- Overall quality of the application
- Links with current policy and potential impact on practice
- Innovation and originality
- Anticipated benefits to patients / individuals
- Realistic timescales
- Evidence of commitment to and integration of equality and diversity good practice.

Please ensure that you complete the application in full and enclose all required documentation. Any incomplete applications will not be considered for funding.

F. What happens if I'm awarded a scholarship?

Successful applicants will be required to provide NES and their employing organisation with a final brief report within six months of completion of their activity. Applicants will be asked to obtain their Line Manager's signature before submitting their report to NES. ***You may be asked to present your learning at a GNC Trustees meeting following submission of your final report.***

A copy of the report template will be made available to successful applicants.

G. Where can I get further information?

If further information is required, please send a request to GNC@nes.scot.nhs.uk and a member of the GNC team will respond.

H. Information to support applicants in completing the application form

Please refer to the Frequently Asked Questions available on the NES website as noted below, alternatively any additional questions can be submitted to GNC@nes.scot.nhs.uk .

<https://www.nes.scot.nhs.uk/our-work/general-nursing-council/>

I. Payment of the Award

Successful applicants will be ordinarily required to pay for all activities upfront and claim for reimbursement by submitting all original documentary evidence and a completed expense claims form. Payments are paid in arrears and applicants should give approximately 6 weeks for payments to be processed.

All expenditure relating to awards must normally be claimed within 12 months of the award being given.

**CONDITIONS OF THE SCHOLARSHIP (FOR SUCCESSFUL CANDIDATES)
INCLUDING GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM**

Note 1	Awards are made in respect of a single applicant and cannot be reassigned.
Note 2	Awards will not be made to any one individual more than once in a 3 year period. Funding is limited to one academic year per academic programme.
Note 3	Title of proposed activity
Note 4	<p>Only one purpose can be selected. Examples of each option are provided below:</p> <p>Educational Development Activity: Supported the completion in one academic year (maximum of 2 modules) in order to obtain a Post-Graduate Diploma in Mindfulness Studies to support mental health recovery in HIV/AIDS community organisations.</p> <p>Small Scale Project (Research / Non-Research): Supported the implementation of a public health midwifery model ensuring that women and families benefit from an evidence based seamless service. Measuring student nurses' knowledge retention following safe transfusion practice education intervention.</p> <p>Study Tour: Support to travel in order to assess the impact of nurse led teams employing Directly Observed Therapy (DOT) on TB treatment completion in Zambia & London to inform service developments across Scotland.</p>
Note 5	The duration of the activity should not exceed 12 months from the start date. For small scale research projects there would need to be need assurance of academic supervision to ensure governance of the project and whether in light of timescales the project could be completed within a year.
Note 6	<p>How do you anticipate that learning from your education activity will inform issues of equality and diversity within your practice? Consider principles of inclusive education within your dissemination.</p> <p>Considering a range of case studies and people's stories and not restricting your case studies to a stereotypical experience is one way you might do this. Involving patients and their families within your learning activities is also likely to mean you will need to actively consider their diverse needs in order to engage in a meaningful manner.</p> <p>Thinking about presentations or dissemination reports that are in printed versions that are accessible to all parties will ensure an inclusive approach. Find out more: http://office.microsoft.com/en-gb/word-help/creating-accessible-word-documents-HA101999993.aspx http://office.microsoft.com/en-gb/powerpoint-help/creating-accessible-powerpoint-presentations-HA102013555.aspx</p> <p>Applicants should seek advice from local Equality and Diversity advisors in order that they can clearly articulate how the educational development / project will ensure that equality, diversity and inclusion are considered.</p>
Note 7	<p>Generic terms and conditions re financial support</p> <ul style="list-style-type: none"> • Recipients of awards are responsible for complying with the rules operated by their employing organisation with regard to the holding of project grants. • All expenditure relating to awards must normally be claimed within 12 months of the award being given. • Any insurance associated with the educational activity should be organised via your employer, and where applicable included in financial support claim. In relation to study tours a copy of insurance documents will be required (personal or employers).

Group funding applications

- Group funding applications will be considered however each member of the group will be required to submit an individual application detailing the activities that they will be responsible for as part of the project.
- Each member of the group submitting an application must ensure that the same title is used on each application when providing the title of the proposed activity.
- Each application will be judged as an individual application and awarded on merit.
- **The Disbursement Group cannot guarantee that each individual application will be successful.**

Amount of financial support required from the GNC Fund

- **Applicants for scholarships should not exceed £5,000 (£3,000 for study tours).** Awards will normally be granted in full, subject to these financial guidelines.

Amount of financial support requested / awarded from other sources

- Applications for part funding are acceptable. Applicants must give full details of other sources of funding sought and evidence of success in obtaining full funding will be required prior to final confirmation of the award. Documentary evidence of such applications should be attached to this application.
- Full costings of a programme of study, such as an MSc, will not be supported by the fund however partial funding may be made available to support the applicant to undertake up to 2 modules in one academic year as part of a Master's programme.

Breakdown of main expenses anticipated

- A detailed breakdown of all items for which funding is sought must be provided. All items which are an estimate should be clearly marked as such. Only the actual costs will be reimbursed to a maximum of the grant awarded.
- Applicants applying for educational activities i.e. course fees should ensure that they obtain written confirmation of the costs from the provider at the time of submission of application.
- Applicants should adhere to employer/organisational guidance for expense claims for travel, accommodation and subsistence.
- Funding for staff salaries, staff backfill or major items of equipment will **NOT** be awarded under the terms and conditions of this Fund.
- For small scale projects, although staff costs will not be accommodated, participant's costs, travel and accommodation will be considered as part of the overall project costs.

Payment of awards

- Successful applicants will be ordinarily required to pay for all activities upfront and claim for reimbursement by submitting an expense claims form.
- Awards will normally be paid upon receipt of original documentary evidence of expenditure, submitted on an expense claims form. **APPLICANTS SHOULD BE AWARE THAT ALL ORIGINAL RECEIPTS ARE REQUIRED FOR ANY EXPENDITURE.**
- Expenses are normally paid in arrears. Applicants should give approximately 6 weeks for payments to be processed. In cases where upfront payment may give rise to difficulties, such as the need for large personal outlays of expenditure, e.g. payment of module fees, travel expenses for study tours, candidates should send all information to GNC@nes.scot.nhs.uk. Any requests will be reviewed by the GNC Fund Disbursement Group on an individual basis.
- All expenditure relating to awards must normally be claimed within 12 months of the award being given.

- For small scale projects completing within a three month period, awards will normally be paid in full in advance of the project commencing. For larger scale projects, funding will normally be phased.
- Successful applicants, who for whatever reason are not able to either complete their project / study tour or do not submit a final report will be required to return any unused part of their award to the Fund.
- Payments of any element of funds for research projects will be subject to confirmed Caldicott, Research & Development and/or Ethical approval.
- Funds awarded will be based on the costs detailed at the time of application and that the applicant on signing/submission is confirming that the costs are accurate and contains all additional costs such as VAT. Any increases in the agreed level of funding will not be paid unless the GNC Trustees, at their discretion, agrees in writing and in advance that such an increase is justified.

Note 8 Please provide the name of the awarding body and the amount awarded.

Note 9 A minimum of 2 key risks associated with the proposed activity should be identified. A management plan detailing how each of the risks will be mitigated requires to be clearly outlined. For further guidance, please refer to your Health Board's risk assessment, terms and conditions and discuss with your Line Manager.

An **example** of a risk assessment is provided below. You are welcome to use the Risk Quantification guidance provided to develop your Risk Assessment.

STEP 1 – outline the risk identified, describing it in the “Risk” column of the Risk Assessment table.

STEP 2 - identify measures which will help mitigate the risk from occurring. Detail each measure of mitigation in the “Measures of Mitigation” column of the Risk Assessment table.

STEP 3 - assess the likelihood of the risk occurring after the mitigation measures have been identified.

LIKELIHOOD of Risk occurring:

LIKELIHOOD	Score	Aids to assessment
Almost certain	5	This is expected to occur frequently / in most circumstances – more likely to occur than not
Likely	4	Strong possibility that this could occur – likely to occur.
Possible	3	May occur occasionally, has happened before on occasions – reasonable chance of occurring.
Unlikely	2	Not expected to happen, but definite potential exists – unlikely to occur.
Rare	1	Can't believe this event would happen – will only happen in exceptional circumstances.

IMPACT of Risk occurring:

LIKELIHOOD	Score	Aids to assessment
Extreme	5	This is expected to have a severe impact.
Major	4	This is expected to have a substantial impact.
Moderate	3	This is expected to have a moderate impact.
Minor	2	This is expected to have a minimal impact.
Negligible	1	This is expected to have a negligible impact.

Risk	Measures of Mitigation	Likelihood	Impact	Action
EXAMPLE 1 Delays are experienced in receiving Ethics Approval for the Research Project. This will prevent the timely initiation of the research project, affecting the timescale for utilising the funds awarded by the GNC Fund.	<ul style="list-style-type: none"> Regular updates requested from Ethics Committee regarding the status of the application review; Application to Ethics Committee submitted well in advance of submitting a request for fund to the GNC Fund initiative; Clear communication channel established with GNC Fund to inform of any delays and identify appropriate way forward. 	2	4	<i>Action 1:</i> Maintain ongoing contact with GNC Fund to inform them of progress with Ethics approval and highlight any issues at an early stage
EXAMPLE 2 The module to be undertaken as part of my Educational Development will require 1.5days a week out of service. This will impact upon service delivery, colleagues and patients	<ul style="list-style-type: none"> Approval from line manager gained to undertake module Dates of module delivery confirmed with educational provider. This is allowing for appropriate cover to be identified and secured in advance for the duration of the module. 	2	3	<i>Action 1:</i> Inform line manager of any changes to module delivery dates

Note 10	<p>A final report will be required from all successful applicants and must be submitted within 6 months of completion of the project or activity.</p> <p>Line Manager Support:</p> <p>The line manager should agree to be copied into any communication regarding the failure to submit said report as the GNC Fund reserves the right to reclaim funding when no final project report or other specified outcome is forthcoming within a reasonable time normally within 18 months of project start date (See note 13). In the event of non-submission of a final report, the manager will be requested to follow this up with the applicant.</p> <p>The final report will be assessed by the Disbursement Group once submitted and shared with the Fund Trustees. Applicants may be invited to share their learning experience with the Fund Trustees.</p> <p>A template will be provided for completion. The final report should:</p> <ul style="list-style-type: none"> Be 4 pages in length Executive summary and contact details Summarise key messages / lessons / findings and conclusions Dissemination Plan Describe the outcomes, benefits, early impact and implications for practice Be signed by your line manager <p>Consent:</p> <p>Successful applicants will be asked to provide consent for reports and contact details to be used as evidence of good practice for General Nursing Council for Scotland (Education) Fund 1983 and Margaret Callum Rodger Midwifery Fund purposes. These reports will be uploaded to the NHS Education for Scotland (NES) website.</p>
Note 11	<p>Applicants may want to seek advice and guidance when completing this application form and you have a number of sources available to you.</p> <ul style="list-style-type: none"> Practice Development Leads Practice Educators Practice Education Facilitators/ Care Home Education Facilitators University Links Research & Development Leads Equality Advisors GNC Website https://www.nes.scot.nhs.uk/our-work/general-nursing-council/

Note 12	By signing this form, you acknowledge that to the best of your knowledge the information provided is correct.
Note 13	Applications will only be considered if signed by the line manager and the Fund will accept electronic signatures. This ensures that, in the event of a successful application, the funding awarded supports the applicant's development towards further supporting their service. Please also see note 10 re non-submission of report.
Note 14	A letter from the educational institution must be submitted with the application as proof of acceptance on the course.
Note 15	Evidence of agreement (i.e. letter on letterhead paper) from the employer / organisation must be submitted with the application. Any research project must be able to be undertaken within the time limit of the award – i.e.: maximum 12 months.
Note 15a	Indicate what stage of the process you are at. Have you received approval? Is your proposal in the process of being reviewed? Does this research project require: <ul style="list-style-type: none"> • Ethical approval? • Research & Development approval? • Caldicott guardian approval? <p>If so, funds awarded by the GNC Fund will not be disbursed until documentary evidence has been submitted for example, Caldicott Guardian approval, Research & Development and/or Ethical approval. There needs to be assurance of academic supervision to ensure governance of the project and whether in light of timescales the project could be completed within a year.</p>
Note 16	Letters of support from the welcoming organisation must be submitted with the application. Any insurance in relation to study tours should be included in financial costs and the Fund will require a copy of the insurance documents prior to tour commencement.

Please note: **Accepting a grant from the GNC Fund implies full acceptance of the terms of the award in their entirety.**