

MSN Education Grant for Neurotechnologists

Malaysian Society of Neurosciences (MSN) Education Grant

1.0 Background

The Malaysian Society of Neurosciences (MSN) firmly supports **Continuous Professional Development (CPD) and Continuous Medical Education (CME)** activities among its members. In the year 2019, the MSN has awarded a sum of RM 10,000 to support activities of the neurotechnologists who are members of MSN. The grant serves to promote attendance & participation as well as provide partial financial support for those deserving members, attending clinical or basic neurosciences events, either locally or abroad. At the end of the calendar year, should the sum of money allocated not be utilized by a subspecialty council / chapter or there be any leftover of fund allocated, the monies will not roll-over in the respective chapters/councils. Instead this shall be returned to the MSN main account.

As the amount of allocation is limited, the subcommittee for the Neurotechnologist within the Clinical Neurophysiology and Neuromuscular Section (CNNS) drawn up the criteria for the allocation of the grant in a given year.

2.0 Eligibility

The applicant who is an allied health personnel (eg. medical laboratory technologist, medical assistant, nurses) and practicing neurophysiology (thereafter called “neurotechnologist”) must be an active member of MSN (Associate Members, Ordinary Members or Life Members) and has updated his or her membership profile through the MSN website. Applicants with expired membership must apply for a renewal of MSN membership and are only eligible to apply for education grant once the new membership applications have been approved. Please note that new MSN membership application may take up to 6 weeks to be approved.

This education grant aims to support participation in medical education and/or professional development activities that are considered important and relevant neurology/neuroscience events.

This include local or international conferences / meetings / seminars / workshops and short-term (<3 weeks) attachment to laboratories / training centres.

Applicants must complete and submit the online grant application form at least two months prior to event. Interested applicant should log into his/her MSN member account on MSN website (Link: www.neuro.org.my) and click on the “Grant Application” tab. All applicants must submit the following documents or information via the online link :

- A completed Application Form (mandatory)
- An updated Curriculum Vitae (CV) (mandatory)
- Copy of the program with venue & duration (mandatory)
- Copy of the abstract submitted to the event, if applicable
- Evidence of abstract acceptance, if applicable
- Contact details of 2 referees, one of which must be a senior neurotechnologist and 1 neurologist/physician. In situations where no senior neurotechnologist is available, then 2 neurologists/physicians can be the referees.

Each applicant is **entitled to receive to a maximum total of RM5,000 in MSN Education Grant in any one year.**

3.0 Terms and Conditions

This education grant will cover partially costs associated with attending the activity including registration fees, economy-class flight, ground transfers and accommodation. Meals will not be covered.

Applicants who have received an MSN education grant amounting to RM3,000 and above in the previous year would not be given a priority for MSN education grant in the following year.

All applicants must declare the type and amount of financial support that has been received for the activity in application. If additional financial support is confirmed after the approval of the education grant, the applicant must inform MSN EXCO in writing to the secretariat email

(msneurosci.web@gmail.com). Applicants who failed to declare additional financial support for the activity in application will be blacklisted for future education grant applications.

For participation at an international level

- The grant will support up to (maximum) RM5,000 if the applicant has an abstract accepted (or other active participation, e.g., case presentation)
- The grant will support up to (maximum) RM2,000 if the applicant is attending as a participant only

For participation at a local level

- The grant will support up to (maximum) RM2,000 if the applicant has an abstract accepted (or other active participation, e.g., case presentation)
- The grant will support up to (maximum) RM1,000 if the applicant is attending as a participant only

4.0 Evaluation Criteria

Each application will be evaluated by the Neurotechnologist Committee within the CNNS-MSN. The following applicants will be given a higher priority in grant consideration (must fulfill a minimum of 3 criteria).

- The applicant is currently practicing neurophysiology for at least 2 years.
 - The applicant has a good quality abstract (if applicable)
 - The applicant has a good professional track record
 - The applicant did not receive MSN education grant in the previous year
 - The applicant did not receive commercial support for the current activity
 - The applicant has shown contribution towards MSN/chapter/council related activities
- One mark for each point, minimum of 3 marks to be eligible. Applicants with higher

marks will be given a priority.

5.0 Decision Process

All applications will be evaluated by the Neurotechnologist Committee within 2 weeks of receiving such applications. Decisions will be made known, via e-mail, to the applicant within 6 weeks of initial submission.

All decisions made by the respective chapter/council are final. No appeal will be entertained.

Upon receiving notification of education grants' approval, successful applicants should indicate through the online portal **whether he or she accepts the education grant offered within one month**. Failure to do so will result in a delay in reimbursement and/or cancellation of education grant offer. An applicant can decline an education grant offer and this will not affect future education grant applications.

6.0 Reimbursement Process

The Education Grant is in the form of monetary assistance and will be awarded, after the successful applicant has attended or participated in the event and provided proof of participation. The awardee must complete the online Grant Disbursement Form within one month of completion of event, with all the relevant supporting documents (payment receipts and proof of participation).

For reimbursement, applicants are required to provide one of the following documents as **proof of participation** in the event:

- Local conferences / meetings / seminars / workshops – a copy of certificate of participation / attendance
- International conferences / meetings / seminars / workshops – a copy of certificate of participation / attendance
- Clinical Centre / Laboratory attachment – official letter of acceptance or letter of invitation – written report on completion of attachment by supervisor

Online bank transfer will be executed when ALL documents have been received and validated, and the reimbursement process will take up to 60 days to be completed.

Reimbursement will be done based on the amount of receipts received to the maximum of approved grant amount.

7.0 Declaration of other sources of funding

As this Education Grant only provides partial support for the event, applicants can apply for external source of funding.

However, applicants must declare all external sources of funding obtained for the event during the application. In the event that the external funding has been confirmed after approval of the education grant, the applicant should inform the MSN secretariat to declare this funding via email to msneurosci.web@gmail.com.

8.0 Further information

Any additional information regarding the Education Grant or application procedure can be directed to the MSN secretariat at msneurosci.web@gmail.com