International Activity Award – application form 2024

Please read the guidance notes and refer to the marking schedule before completing this form. They can be found in the funding section of the [CPD@RCOT webpage](https://www.rcot.co.uk/cpd-rcot).

Office use only

|  |  |
| --- | --- |
| Application reference number:  | Date received:  |
| Acknowledgement:  | Eligibility screening:  |

|  |
| --- |
| Section one: activity |
| Title of activity:  |  |
| Activity start date:  |  | Activity end date:  |  |
| 1. Provide brief details of the planned activity e.g., conference title, venue and or host organisations (if appropriate) (100 words max).
 |
|  |
| Word count:  |  |
| 1. Ethics: outline the ethical issues related to this activity even if formal ethical approval is not required, and include any relevant permissions required to undertake the activity (250 words max).
 |
|  |
| Word count:  |  |
| 1. Is ethical approval required?
 |  Yes/No (delete as appropriate) |
| If yes, please give application reference number and provide a copy of the confirmation if already granted, or indicate when approval is expected. |
|  |

|  |
| --- |
| Section two: supporting statementProvide a supporting statement in the space below (do not append a separate document) |
| 1. State the purpose of the overseas physical or virtual activity and give details of the place/s involved and the programme of activities/contacts (200 words max).
 |
|  |
| Word count:  |  |
| 1. Describe the overall aim of the activity (what you intend to achieve, learn, develop) and up to three objectives (how you will achieve the aim) (100 words max).
 |
|  |
| Word count:  |  |
| 1. Describe your role in the planned activity (100 words max).
 |
|  |
| Word count:  |  |
| 1. Explain how participation in the planned activity will benefit the host country including local professionals and people who access occupational therapy services/carers AND explain how participation in the planned activity might impact on the wider occupational therapy community (200 words max).
 |
|  |
| Word count:  |  |
| 1. Include the main outcomes expected from the proposed activity and how you expect to implement and/or share any findings (100 words max).
 |
|  |
| Word count:  |  |
| 1. Provide details of how you will disseminate the outcomes of your activity to the profession and wider, and the timeframe for this (100 words max).
 |
|  |
| Word count  |  |
| 1. Explain how the activity contributes to your continuing professional development demonstrating how it will enhance your future practice (100 words).
 |
|  |
| Word count  |  |
| 1. Other information relevant to the application (research, publications, education, experience) (200 words max).
 |
|  |
| Word count  |  |

|  |
| --- |
| Section three: financial assistance |
| 1. What is the anticipated overall cost of the activity?
 | £ |
| 1. Give a breakdown of the financial support requested from the International Activity Award. These must be actual costs expected to incur. Total sum requested should not exceed the award sum available (£750 per award).
 |
|  |
| Total:  | £  |
| 1. If the activity is being supported or considered for support by any other organisations, including RCOT, please provide details below:
 |
| Applied to: |  |
| Amount of funding sought: |  |
| Amount of funding received/promised: |  |
| 1. Please give details of any other sources of funding not covered above:
 |
|  |

**Supporting evidence**

Please attach with your application form documentary evidence confirming your participation in the planned activity (refer to the award specific guidance notes), and ethics approval(s) if relevant. List your attachment(s) below:

1.

2.

**Declaration**

I have read the guidance notes, including the award specific guidance relevant to this award application: Yes/No(delete as appropriate)

I have completed the application form myself: Yes/No (delete as appropriate)

|  |  |
| --- | --- |
| Signature/name of applicant: |  |
| Date |  |

|  |
| --- |
| Section four: personal details |
| Title: |  |
| Surname: |  | Forenames: |  |
| Daytime contact number: |  |
| Email: |  |
| BAOT No: |  |
| Date (month and year) BAOT membership commenced: |  |
| **Brief curriculum vitae**Provide the information requested in the spaces below. Do not append a separate CV.  |
| Give details of professional and academic qualifications (degrees, diplomas), including type/name of qualification, subject area, institution/awarding body and dates. (200 words max) |
|  |
| Word count:  |  |
| Award information source (where did you hear about this award?) |  |
| Where is this application being submitted from:  | England/Scotland/Wales/Northern Ireland (delete as appropriate) |