A logo with text on it

Description automatically generated

**UDRH VISITING STAFF PROGRAM**

**GUIDELINES**

**About ARHEN**

The Australian Rural Health Education Network (ARHEN) is the national association and peak body for the 19 University Departments of Rural Health (UDRH) across Australia.

The ARHEN Board seeks to foster co-operation, collegiality and collaboration across the UDRH network. The ARHEN Board strives for excellence in rural and remote health education and research and is committed to working together to help build and support the rural and remote health workforce, add value to student outcomes, share knowledge and improve health outcomes for the rural, remote and First Nations communities we serve.

**About the UDRH Visiting Staff Program**

The intent of the UDRH Visiting Staff Program is to support short-term visits by UDRH staff to other UDRHs to undertake a collaborative project or activity that aligns with [ARHEN’s strategic priorities](https://arhen.org.au/about/priorites/) and provides a broader benefit to the UDRH network.

The program is open to all staff employed by the UDRHs (ie: both academic and non-academic staff).

Proposals may involve, for example, visits to one or more UDRHs to:

* strengthen professional networks between UDRH staff;
* undertake collaborative research and achieve scholarly outcomes (eg: publications);
* undertake collaborative teaching projects and enhance educational programs in rural and remote health;
* share or investigate innovative UDRH management practices (eg: community engagement and communication activities);
* or other activities that seek to enhance the reputation and public profile of the UDRHs and ARHEN.

**Funding**

ARHEN will provide up to $5,000 (GST exclusive) to support a UDRH Visiting Staff Program proposal.

ARHEN may decide to fund up to four separate proposals each year up to an aggregate value of $20,000 (GST exclusive).

Proposals are expected to be co-funded by the sponsoring and/or host UDRH. Sponsoring and/or host UDRHs are expected to make a financial and/or in-kind contribution of at least equal value to the funding sought from ARHEN.

Proposals that do not include at least equal funding and/or in-kind contributions will not be considered.

ARHEN funding may be used to support travel, accommodation and approved project activities (such as research/publication expenses).

ARHEN funding may not be used to cover salary, staff replacement costs or be used to fund conference attendance.

ARHEN may seek to negotiate the scope of activities to be funded within the proposal with shortlisted applicants.

**Eligibility**

The program is open to all UDRH staff who have been employed continuously for 12 months or more at their current UDRH and are resident in the region in which their UDRH operates.

The ARHEN Board encourages applications from staff who are committed to developing a career in rural and remote health, as well as Aboriginal and Torres Strait Islander staff.

Individual or team applications will be accepted.

The Directors of UDRHs are not eligible to apply.

**Proposal Requirements**

Applicants will need to submit a detailed program that outlines the objectives, activities, timelines budget and outputs from the project which must be endorsed by the relevant UDRH directors.

1. Proposals must demonstrate alignment with [ARHEN’s strategic priorities](https://arhen.org.au/about/priorites/) and provide a broader benefit to the UDRH network.
2. The sponsoring and/or host UDRHs are expected to make a financial and/or in-kind contribution of at least equal value to the funding sought from ARHEN.
3. Proposals must include physical visits to one or more URDHs, ideally to a UDRH located in a different State or Territory. While there is no time limit for site visits, proposals are expected to demonstrate value for money in terms of travel arrangements.
4. Proposals must be completed within six months of commencement.
5. Proposals for visits from one UDRH to another UDRH within the same university will not be funded.
6. Successful applicants must agree to comply with all relevant university policy and procedures whilst conducting the project.
7. The proposal must include delivery of a written report to ARHEN on completion of the project.

**Application Process**

Proposals are welcome at any time over the course of the calendar year.

Applicants must use the application form and may attach supplementary information to their application.

Applications should be emailed to the ARHEN National Office at [admin@arhen.org.au](mailto:admin@arhen.org.au) and include ‘UDRH Visiting Staff Program’ in the email subject line. The relevant UDRH directors must be cc’ed in the mail as proof of endorsement.

Applications cannot be made on behalf of another person.

**Assessment Criteria**

Applications will be assessed against the following criteria. All criteria are of equal weighting.

1. Extent to which the proposal aligns with ARHEN values and strategic priorities.
2. The expected benefits of the program of activities for the sponsoring and/or host UDRH as well as the wider UDRH network.
3. Capacity of the proponents to successfully deliver the project.
4. Value for money.

**Assessment Panel**

The assessment panel will comprise:

* One member of the ARHEN Executive (or in the event there is a conflict of interest one   
  non-conflicted ARHEN director).
* One member of the ARHEN Board (where there is no conflict of interest)
* One external member.

All members of the assessment panel will be required to declare any conflicts of interest.

The assessment panel will review all applications for eligibility and assess applications on the evidence provided against the assessment criteria.

The assessment panel is able to award the funding based on applications alone but may decide to interview applicants if needed.

The ARHEN Board reserves the right to seek clarification on proposals and to not award the funding in any year.

The ARHEN National Office will provide secretariat support to the assessment panel and arrange for the transfer of funds to the successful applicant/s.

**Obligations**

Funding recipients will be required to provide a short report and presentation on their project at an ARHEN Board meeting and/or a webinar that will be open to all UDRH staff.

The ARHEN National Office reserves the right to publish details of the funding recipient/s and their work on the ARHEN website, social media or via media releases.