



APPLICATION FORM – PUBLISHED PAPER

1. TRAINEE INFORMATION

Trainee Name:

ACEM ID:

2. TYPE OF PAPER FOR WHICH CONSIDERATION IS SOUGHT (NOTE THAT CASE REPORTS AND CASE SERIES ARE NOT ELIGIBLE FOR CONSIDERATION)

- ☐ A paper previously published in a peer-reviewed journal within 10 years of application date.
- ☐ A paper accepted for publication in a peer-reviewed journal, provided that:
 - a) it has been unconditionally accepted for publication;
 - b) it is in its final form with no further editing or revision of any kind to be completed.
- ☐ A higher degree by research thesis awarded within 10 years of application date, either:
 - a) PhD thesis awarded from an Australasian (Australian or NZ) institution OR
 - b) Higher degree by Research thesis (at Masters level or higher) awarded from an Australasian institution, with the thesis to be based on at least 50% research.

For all theses awarded outside Australia/New Zealand, the following certified documentation is required:

- English translation (if necessary) by an official translation service
 - Assessment advice certificate from a [State or Federal Australasian Body](#) detailing the equivalency level

3. REQUIRED DOCUMENTATION

Please provide the following documents to the College with this application:

- ☐ A full copy of the publication including:

If published paper:

- **Published paper:** the copy must clearly identify the journal and its references; or
- **Paper accepted for publication:** the copy must be the accepted final version or the publisher's proof.
 - **Paper accepted for publication** must also include a certified copy of the letter from the journal in question verifying that the paper has been accepted for publication and is in its final form. Evidence of the publication date should be clearly stated in the application.

If thesis:

- a certified photocopy of the degree to evidence award of the qualification in respect of which the thesis was written. Evidence of the award date should be clearly stated in the degree.

AND (for ALL projects)

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- ☐ Supervisor's Confirmation Form completed by the DEMENT/SUPervisor of the project addressing the following:

- study design & planning
- data analysis
- study work
- writing up

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- ☐ Ethics approval

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- ☐ Any additional documents as applicable to the paper

- Any tables or figures as relevant

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- ☐ EQUATOR checklist – a fully completed checklist from the [EQUATOR Network](#) must be supplied. Each study type has specific guidelines and research projects should be reported in accordance with the relevant guidelines.

The checklist must include a statement clearly demonstrating how the research work meets each item of the relevant Equator checklist. A simple citation of the page number against each component of the checklist will not be accepted.

Should any of the items on the checklist be marked as not applicable, please provide a statement e.g. a Word document, describing the reasons why that component does not apply to the research work, alternative options that may have been considered, and possible biases that might have been encountered during the research process.

Please do not check a box as completed if it is missing, as the reviewers will send the submission back for clarification. A note explaining why specific work was not undertaken is preferable to incorrectly indicating it was completed.

Adjudicators will use this checklist as one of the ways to confirm you have followed the criteria when assessing your project

4. ACKNOWLEDGEMENT & SIGNATURE

- ☐ I have read the document 'Research Project Assessment Form' and understand that my TRP must meet all of the listed criteria for it to pass at adjudication.

Submit this application form in one of the following ways:

- Email to trainee.research@acem.org.au
- Mail to College postal address – 34 Jeffcott Street, West Melbourne VIC 3003

Faxes will not be accepted. Please allow up to 8 weeks for an assessment outcome to be emailed to you.

Signature: **Date:**