Office use only	Trainee ID:	Scholarly Project number:	Submission date:
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Scholarly Project submission form

To be completed by trainees submitting a Scholarly Project under the Fellowship Regulations 2012.

Please submit this form to the	ne RANZCP's examination team: scholarly@ranzcp.org
RANZCP ID	
Trainee name	
Contact address* (please inc	dicate) □ Personal □ Business
v	,
Mobile phone*	
Email address*	
	RANZCP database if they don't match the existing records.
Co-author details (if applic	cable)
RANZCP ID	
Trainee name	
Contact address* (please inc	dicate) □ Personal □ Business
Mobile phone*	
Email address*	
Co-authorship statement [†]	☐ Attached
[†] Trainees who co-author a S contributions to the project.	Scholarly Project must submit a signed joint statement detailing their respective
Co-researcher details (if ap	oplicable)
Name	
Position/title, organisation	
Mobile phone	
Email address	
Co-research statement [‡]	☐ Attached
‡Trainees who work with a re	esearcher from another discipline (co-research) must submit a signed statemen

from the principal researcher detailing the trainee's contribution to the project.

	CT INFORMATION	
	CT INFORMATION	
Project	uue	
Project	type <i>(please indicate</i>)
☐ Litera	ture review	
☐ Case	series	
□ Quali	ty assurance full cycle	clinical audit
Original r	esearch	
□ Quali	tative research	
☐ Quan	titative research	
☐ Mixed	I methods research (co	ombines aspects of Qualitative & Quantitative data)
☐ Other	(please specify)	
Word c	ount	
NB-2: A	literature review linked	3,000-5,000 words and a 1,000 word limit in all tables d to a higher degree (PhD, Masters) is considered an exception to the ,000 word limit in all tables
	Please provide Wor	d count:
	Evidence of higher	
	Evidence of intention	n to proceed to higher degree attached.
Submis	sion number	
	First Second	
	Third	
Ethics a	pproval required:	
	Yes; ethics approval a	ttached
	No; letter/statement at	tached

Scholarly Project number:

Submission date:

Office use only

Trainee ID:

Office use only	Trainee ID:	Scholarly Project number:	Submission date:

SCHOLARLY PROJECT SUPERVISOR DECLARATION

I certify that:

- I supervised the trainee(s) listed above for this Scholarly Project
- to the best of my knowledge, the trainee(s) is/are the major author(s) of the Scholarly Project (as defined in the Scholarly Project Policy and Procedure).

Principal supervisor name (print)	
RANZCP ID	
Signature	 Date
Position/title, organisation	
Mobile phone	
Email address	
Co-supervisor name (if applicable)	
RANZCP ID (if applicable)	
Signature	 Date
Position/title, organisation	
Mobile phone	
Email address	

Office use only	Trainee ID:	Scholarly Project number:	Submission date:

PAYMENT DETAILS

The Scholarly Project submission fee must accompany this form. Payment can be made by completing the details below. New Zealand candidates, please use EFT for transactions as credit card payments are temporarily restricted to Australian candidates.

☐ Electronic funds transfer (EFT)				Date of transfer	
Australian EFT payments to:				New Zealand EFT payments to:	
Bank BSB Account No Account name Payment descrip Reference numb		Westpac Bankin 033178 801076 RANZCP [must include su	g Corporation rname and SProject]	Bank Account No Account name Payment description Reference number	Westpac NZ 03-0207-0285242-000 RANZCP [must include surname and SProject]
Credit card p	ayment	□ Visa	☐ MasterCard		
Card no		•••••		Expiry date	
Name					
Signature					
☐ Cheque (n	nade paya	able to RANZC	P)		
Amount	\$			□ AUS	□ NZ
Fees will be deducted within 10 working days of receipt of application. Please ensure that funds are available during this time. Please note: this submission form becomes an invoice once paid. RANZCP examination fees are not subject to GST. Co-author payment details (if applicable) The Scholarly Project submission fee must accompany this form. Payment can be made by completing the					
details below. □ Electronic funds transfer (EFT)				Date of transfer	
Australian EFT payments to:		New Zealand EFT payments to:			
Bank BSB Account No Account name Payment descrip Reference numb		Westpac Bankin 033178 801076 RANZCP [must include su	g Corporation rname and SProject]	Bank Account No Account name Payment description Reference number	Westpac NZ 03-0207-0285242-000 RANZCP [must include surname and SProject]
Credit card p	ayment	□ Visa	☐ MasterCard		
Card no Name Signature				Expiry date	
J	nade paya	able to RANZC	:P)		
J		able to RANZC	,	□ AUS	□ NZ

Please note: this submission form becomes an invoice once paid. RANZCP examination fees are not subject

Scholarly Project submission form v1.1

during this time.

to GST.

CHECKLIST				
I/We have:				
☐ proofread the project				
☐ de-identified the project as app	ropriate			
☐ attached a signed statement acco-supervisor or any third party	knowledging any assistance provided by the supervisor/ (if applicable)			
☐ attached my/our current medica	al registration			
□ attached a joint signed stateme co-authors)	ent detailing our respective contributions to the project (if			
□ attached a signed statement from project (if co-research)	om the principal researcher detailing my contribution to the			
☐ attached evidence of intention t	to proceed to higher degree (if applicable)			
☐ all supporting documents included	ling this form attached as a single pdf			
☐ attached soft copy of the project	et as a word document			
TRAINEE DECLARATION				
I/We hereby certify that:				
 I am a major author of this Scl 	holarly Project (as defined in the policy and procedure)			
 I have appropriately acknowledged any assistance provided by others (signed statement attached) 				
 I understand that this project may be checked for plagiarism using software or othermeans. 				
Please select applicable:				
☐ This project is my/our own independent undertaking.				
☐ This project is part of a major re	esearch project.			
Trainee signature Date				
Co-author (if applicable)				
Trainee signature	Date			
Please Note: The College recognises that the copyright of the Scholarly Project resides with the trainee, however any projects that are published should contain the acknowledgment that "The project was carried out as a part of the RANZCP Fellowship requirement".				
Office use only				
Scholarly Project proposal				
Date submitted (to BTC)				
Date received from BTC				
Co-author proposal	☐ Not applicable			
Date submitted (to BTC)				
Date received from BTC				
Type of Proposal Confirmed				
Title of the Submission checked against the Proposal				

Scholarly Project number:

Submission date:

Office use only

Trainee ID:

Scholarly Project Soft Copy Submission

When submitting your Scholarly Project, you are to email your submission to scholarly@ranzcp.org

As a result of these changes, you are required to submit two (2) separate files:

- 1) Submit your Scholarly Project submission form and all other required documentation indicated in the Scholarly Project Submission form. This is to be one (1) PDF.
- 2) Submit only one (1) soft copy of your Scholarly Project. This is to be one (1) word document.
- 3) The naming convention for each file is to follow this format:

RANZCP ID FAMILY NAME, First Name Forms date of submission.

RANZCP ID_FAMILY NAME, First Name_ ScholarlyProject_date of submission.

For example

12345_KENT, Clarke_Forms_4 March 2022

12345_KENT, Clarke_ScholarlyProject_4 March 2022

- 4) Please include the word count on the first page of your soft copy submission.
- 5) We also ask that you check that the file size is below 25 MB prior to emailing and that attachments are compressed using appropriate software like zip to reduce the file size.
- **6)** Files containing images should not be of high resolution unless required.
- 7) The attachments should be scanned using appropriate Antivirus software
- **8)** Email your submission by the published closing date as per the RANZCP's Examination Timetable.
- The closing time for the acceptance of submissions is 5:00pm AEST/AEDT Melbourne time. Trainees are advised not to wait until the last minute to email their submission, as should there be a queue at the closing time, your submission may not be received until after 5:00pm AEST/AEDT