**SINGAPORE SOCIETY OF RADIOGRAPHER (SSR) SPONSORSHIP AWARD**

**1 APPLICATION PROCESS & APPROVAL**

* 1. Applicants must be current SSR members.

1.2 Applicants are required to fill up the SSR Sponsorship Award Application Form (Appendix 1).

1.3 Applicants must ensure to inform their respective Reporting Officer/Manager/Direct Supervisor/HOD prior to submission. This is to ensure that the selected course or conference is supported.

1.4 The completed form, together with the following documents, is to be submitted to the SSR Secretariat.

1.5 The applicant will be informed of the application outcome via email.

1.6 Successful applicants are not allowed to accept sponsorship from another department/institution to attend the same conference/course.

1.7 For virtual conferences and courses, financial sponsorship will cover registration fees for the conference/course (excluding membership fees).

**2 CESSATION OF SPONSORSHIP**

2.1 SSR shall terminate the sponsorship and/or revoke all or part of the sponsorship upon the occurrence of any of the following events:

* If the applicant has not paid their SSR membership up-to-date
* If the applicant withdraws from or refuses to attend, continue with or complete the conference/course

**3 TRAINING COMPLETION**

3.1 Within 3 months upon programme completion, participants are to submit a training reflection report using SSR Self Reflection Form (<https://www.ssr.org.sg/CPD-forms-and-downloads>) and email to SSR Secretariat. Failure to do so, will result in full conference fees charges.

4 ENQUIRY

4.1 For enquiry, please contact:

SSR Secretariat: [academic@ssr.org.sg](mailto:academic@ssr.org.sg)

#### SSR Sponsorship Award Application Form Appendix 1

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| **1) To Be Completed By Applicant** |
| **Name**  :  **Designation**  :  **Institution / Dept** :  **Contact No**. :  **Email**  :  **Course/Conference Title :**  4th Singapore Society of Radiographers Annual Scientific Meeting 2021  **Course/Conference Date :** 27 March 2021  **Course/Conference Venue (please indicate “NA” for virtual course/conference) :**  NA. Virtual Conference with access to recorded sessions till 28 Feb 2022  **Registration Fees**: $100 |
| Undertaking By Applicant I understand that approval of funding is conditional and subject to approval by the SSR Executive Committee.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name /Signature (E signature is allowed) Date |
| 2) To Be Completed By Approving Personnel (Official Use) |
| Approved ( )  Not Approved ( )    Reasons : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Academic Chair, SSR  Signature / Date |