

GEOFF HALL SCHOLARSHIPS

Rules and Regulations

Version 9.0 Dated 04 January 2017

Eligibility of applicants

1. Eligible applicants must be new medical writers: that is, at the time of the submission deadline, they intend to enter the profession or have been employed for no longer than 1 year as a professional medical writer, including freelance work and internships. They need not be current members of EMWA. Previous scholarship holders are not eligible.
2. Applicants must include a short statement declaring what work they do or have been doing and that they meet the eligibility criteria. This statement must include the amount of time that the entrant has worked in the field of medical writing or any similar activity. If an entrant is unsure of their eligibility, they must provide full details of potentially relevant past experience to the EMWA Award Review Board. Failure to do so may lead to withdrawal of the scholarship.

Essay requirements

1. The essay must be in English and not longer than 1000 words, excluding the title and any references, but including any subheadings. Essays may also include tables and figures, but each table or figure will be counted as 250 words. Longer entries will be rejected. Essays must be submitted as a Word document, with the word count clearly stated. The word count will be verified before the essay can be considered eligible.
2. Please submit the short statement regarding eligibility along with the essay to info@emwa.org.
3. The EMWA Award Review Board will judge the entries based on inspiration, originality and logical thought rather than a 'right' or 'wrong' answer or merely a review of current thinking.
4. The EMWA Award Review Board will also judge the editorial standard of the essay. As a guide, the essay must be of a standard fit for publication in EMWA's journal, *Medical Writing*, or another reputable English language journal, with at most only minor copy editing needed to correct language and to adapt the format to the journal's requirements. All entries will be subject to plagiarism-checking software.

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Number of awards per year

1. The EMWA Award Review Board **may award** up to two scholarships in any given year, depending on the quality of entries submitted.
2. If no entries are of sufficient quality, no scholarship will be awarded in that year.
3. The decision of the EMWA Award Review Board is final.
4. If the entries are of sufficient quality and awards are made, the awardee will receive the following:
 - Free membership for 2 years from January of the following year or from the first renewal of membership after the time of the award
 - Free Conference registration (4 conferences) over a maximum of 3 years starting from the time of the award
 - One (1) free Foundation Workshop at the first conference.

Submission of entries and announcement of winning entries

1. The submission deadline for entries is 30 September in any given year. Eligible applicants may re-apply in subsequent years.
2. The winners will be notified by the Chair of the EMWA Award Review Board, as close as possible to the beginning of February of the following year.
3. They will be contacted with a view to attending the EMWA Spring Conference in the following year and being presented the award by the Chair of the EMWA Award Review Board.
4. The winning entry or entries will be subsequently published on the EMWA website and in the next edition of the EMWA journal *Medical Writing*.
5. The winners agree not to disclose publically that they have been awarded a scholarship until the announcement is made by EMWA. EMWA reserves the right to withdraw the award if this rule is broken. The winners will be reminded of this in the email informing them that they have been awarded a scholarship.

Template and Order of Presentation

1. Head Office (HO) will use the scholarship certificate template as the award, which will be presented to the winners after the applicable details have been completed by HO. HO will print the certificate, arrange

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for its presentation in a scroll wrapped with green ribbon, and bring it to the following Spring Conference.