

## Steps to maximise your success when applying for a HETI Award in Psychiatry and Mental Health Psychiatry Special Training Award

### \*Mandatory requirements

Timing	Steps	Things to consider and suggestions
Now	<ul style="list-style-type: none"> <li>Develop an idea for an Award</li> <li>Consider who might be an available supervisor for the Award period.</li> <li>Discuss with supervisor the feasibility of the idea</li> </ul>	<ul style="list-style-type: none"> <li>Seek advice from past Award holders</li> <li>Look at website and check the criteria <a href="https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/mental-health-awards">https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/mental-health-awards</a></li> <li>Create a draft proposal (dot points) for use in discussion with supervisor.</li> </ul>
In parallel	Discussion with Director of Training (DoT/DoTs)	<ul style="list-style-type: none"> <li>If proposal involves moving out of your current network/LHD identify which DoT will be responsible for the duration of the Award*</li> <li>Contact DoT in the appropriate network*</li> <li>Discuss implications of being situated in another Network and responsibility for ensuring that secondments or other arrangements are in place to support you during the duration of the Award*</li> <li>Clarify if your submission needs to go to the Network Governance Committee (NGC) prior to submission to HETI*</li> </ul>
	Discussion with Director of Advanced Training (DoAT)	<ul style="list-style-type: none"> <li>Discuss with DoAT how your proposal will fit with your AT plan.</li> <li>Discuss with DoAT that proposed position can be supported for accreditation of Advanced Training*</li> </ul>
Prior to submission	Contact HETI	Advise intention of submitting an application and check that you understand the process for submission of an application. HETI will not provide feedback on your proposal.
	Develop proposal	<ul style="list-style-type: none"> <li>Ensure that you have read the Guidelines for the Award and your proposal addresses the criteria.</li> <li>Collate all the necessary supporting documentation</li> <li>Ensure that your supervisor is involved in the development of your proposal.</li> </ul>

Timing	Steps	Things to consider and suggestions
	Proposal presented to DoT(s) and DoAT <b>one month prior</b> to the closing date of 15 August 2022	Check with DoT if approval from NGC is required before submission to HETI*.
10 July 2023	Applications open	<ul style="list-style-type: none"> <li>• Finalise proposal</li> <li>• Ensure all letters of support have been received.</li> <li>• If proposal involves moving out of your current network/LHD then a letter of support needs to be received from both DoTs*</li> </ul>
18 August 2023	Applications close	Submit application. Please note that incomplete or late applications will not be accepted.