

Earle Travel Fellowship in Technology - Example

The **Richard and Mary Earle Travel Fellowship in Technology** is an annual grant of up to \$15,000 that helps fund overseas travel for young engineers, food technologists and food scientists, creating an opportunity for them to increase their professional knowledge and innovative skills through study or practical experience relevant to either:

- product development and innovation management, or
- process development in bio-processing or food processing

It is envisaged that the skills gained, and the contacts made, through visiting overseas research and development institutes, and attending international conferences will enable successful candidates to contribute to improving technology in New Zealand.

The development of creativity and the generation of new product or process ideas for practical application are important elements of this fellowship and should be given due weight by candidates in their application.

Applicants must be:

- a) New Zealand citizens or permanent residents with at least three years proven residence in New Zealand immediately preceding the year of selection
- b) members of a professional organisation recognised by the Earle Technology Trust Board, [Engineering New Zealand, New Zealand Institute of Food Science and Technology, Institution of Chemical Engineers in New Zealand, or Product Development & Management Association]
- c) aged less than 40 years but with a preference given to candidates under 35 years
- d) employed in one of New Zealand's technological industries (products or services), or an associated research organisation. Note that students undertaking postgraduate study are not eligible for the fellowship. [The Dick and Mary Earle Scholarship in Technology](#) administered by Universities New Zealand supports postgraduate research into aspects of technology.

Selection criteria include:

- a) practical relevance of the proposed programme to New Zealand technological industries (products and services) including potential outcomes for innovative technologies and exports
- b) ability and previous experience of the candidate
- c) creativity and innovative ability demonstrated by the candidate
- d) support by the applicant's employer for the proposed trip.

Fellowship Conditions

The Fellow will:

- a) undertake travel overseas for a period of up to 3 months within 12 months of the fellowship being awarded,
- b) apply the fellowship money solely for travel, accommodation and associated costs, and fees associated with the intended professional development activities,
- c) return to New Zealand after completion of travel and work in New Zealand for at least one year, and
- d) provide a written report.

See below for the application form or contact: wendy@nzfst.org.nz

PREVIOUS FELLOWS:

2024	<i>Not awarded</i>
2023	Hannah Calderon
2022	Ben Exton
2021*	Ophir Karon
2020	<i>Not awarded</i>
2019	Daniel Burgess
2018	Brooke Clark
2017	Aaron Low
2016	Yi-Chern Lee
2015	Anthony Stubbs
2014	Hannah Wood
2013	<i>Not awarded</i>
2012	<i>Not awarded</i>
2011	Kirin Harrison
2010	<i>Not awarded</i>
2009	Hamish Conway & Jonathan Cox
2008	Rebecca Macdonald
2007	John Rutland
2006	Neil Betteridge

* Due to Covid-19, the award was restricted to travel within New Zealand

PDF Applications close: Example

Send to:

SURNAME

(block capitals)

Richard and Mary Earle Technology Trust

Earle Travel Fellowship in Technology

Application Form

Name in Full
(Last Name) (First Names)

Address
.....

Telephone (Day) (Evening) (Mobile)

E-mail Date of birth.....

Are you a New Zealand citizen?..... Permanent resident? Residing in NZ for past 3 years? (Please attach evidence)

University/Polytechnic from which you graduated. Name..... Year.....

Degree(s)

Membership of: ☐ NZIFST ☐ EngineeringNZ ☐ IChemE ☐ PDMA

Type of Membership: Date..... (Please attach certification)

PRESENT EMPLOYMENT:

Company/organisation.....

Type of technological industry.....

Name and address of employer who will forward a written assessment of your achievement, potential and suitability for the award. If you are self-employed, please ask an executive of another company to be your referee.

Name Position

Address

E-mail address..... Telephone

Name and address of second referee: Company/organisation.....

Name Position

Address

E-mail address..... Telephone

EMPLOYMENT HISTORY as relevant to the present application:

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.....
.....
.....

(Please attach detailed information which you think necessary, on a separate sheet – Do NOT send a CV)

OVERSEAS TRIP

Brief outline – its purpose, general description, relation to aims of Fellowship. Use a separate sheet expand this.

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Countries to be visited.....

Companies / Organisations / Academic Institutions to be visited; conferences / workshops to attend.

Place to be Visited	Person /Activity eg workshop, research, course, conference	Expected Outcome
.....		
.....		
.....		
.....		

Timing of trip: **Duration** **Start date**..... **Return date**.....

Note that the maximum length is 3 months and must be taken during the 12 months after Fellowship granted.

BUDGET - FUNDS REQUIRED

Airfares	NZ\$.....
Travel	NZ\$.....
Living expenses (accommodation, medical insurance, meals etc.)	NZ\$.....
Conference/Workshop fees	NZ\$.....
Course tuition fees/ books	NZ\$.....
Bench fees/ equipment use	NZ\$.....
Other expenses (please specify) _____	NZ\$.....
_____	NZ\$.....
Total Budget/Funds Required	NZ\$.....

FUNDS FROM OTHER SOURCES

	ALREADY GAINED	APPLIED FOR
Company/organisation employing	NZ\$.....	NZ\$.....
Other expenses: _____	NZ\$.....	NZ\$.....
Scholarships or other support: _____	NZ\$.....	NZ\$.....
Other: _____	NZ\$.....	NZ\$.....
Total Funds Gained	NZ\$.....	NZ\$.....

At the selection interview we may request updated information.

THUS: FUNDING REQUESTED FROM EARLE TECHNOLOGY TRUST **NZ\$**

Note funding is available for only 12 months following the granting of the Fellowship.

STATEMENT OF EMPLOYER

I support this person being granted an Earle Travel Fellowship in Technology to travel overseas to attend conference / workshop or to attend a course or to visit companies / research centres as outlined in this application.

Signature: Date.....

Print name:

Company Position

DECLARATION OF APPLICANT

I have read and understood the regulations of the Earle Travel Fellowship and agree to abide by them.

Signature Date

SUBMISSION:

1. Please forward the attached referee's report form to the referees listed, together with a copy of the completed application, and ask the referees to complete their forms and email them directly to NZIFST by due date.
2. Please combine this application form and all scanned documents into one PDF file and email to NZIFST by due date.

PRIVACY FORM

The information requested in this application form and your academic record will be used for the purposes of assessing your application for the Fellowship for which you are applying. Personal information contained in this application will be made available to members of the Selection Committee for this award. The Committee will use references from third parties designated by yourself in assessing your application.

The Earle Technology Trust undertakes to store your application in a secure place in the event that you are successful in gaining a Fellowship or are selected as a reserve candidate for an award, and to destroy your application to preserve its confidentiality in the event that you are unsuccessful in gaining an award.

Should you have reason to believe that information held about you in either your application or your experience record is incorrect, you have the right of access to, and correction of, that information.

Personal references from the persons you have named are obtained on the strict understanding that they are confidential, and you may not have access to those reports through the Earle Technology Trust.

Applicants shall agree to cooperate with any publicity for the scholarship for which they have applied. Such publicity may include material provided with your application, photographs and interviews with Fellowship recipients.

I agree to the above conditions in respect of this Fellowship application.

Signed..... Date.....

ADVICE TO APPLICANTS

Applications must arrive by email by 5pm on the date shown on application form. No undertaking is given to accept late applications.

References

It is your responsibility to contact your referees and ask them to send their reports to NZIFST by the due date. Referees should **not** be asked to send their reports to you, as they must have the opportunity to be completely frank.

References **MUST** be clearly marked with your full name and the name of the Fellowship for which you are applying.

Documents

- A scanned copy of your passport **MUST** be included in the application.
- All other documents should be scanned (e.g., birth certificates)
- When reviewing applications, we may request copies that have been certified by a JP, a solicitor, or other appropriate person.
- Please do **NOT** send a CV unless this is specifically requested.

The Earle Technology Trust accepts no responsibility to return any documents.

Please combine the completed application form and all your supporting documents into one PDF file.

Further enquiries can be made to Wendy Bayliss, Executive Manager, The New Zealand Institute of Food Science & Technology Inc (NZIFST), wendy@nzifst.org.nz, phone 022 549 8483

The Earle Travel Fellowship in Technology
Referee Report Form

Applicant's Name

Please comment below on the significance of the travel study tour (as described in the application form completed by the applicant) and on the applicant's ability to carry it out and to apply the new knowledge on their return. If you are the applicant's employer, please state the company support for the study tour.

Referee's Name.....

Company

Position

Contact e-mail

Telephone

Signature

Date