**ROYAL COLLEGE OF PSYCHIATRISTS**

**North West Division**

**Medical Student, Foundation Doctor, Trainee and SAS Doctor Competitions**

**GUIDANCE FOR COMPLETING APPLICATIONS**

1. Application forms must be completed fully. If there are details missing, the form will be returned to the applicant.
2. Applications must be typed and returned by email. Handwritten applications will not be accepted under any circumstances.
3. Applications must reach the Division Office on or before the due date. Late applications will not be accepted under any circumstances.
4. Applicants must state **ALL** authors and **ALL** contributors. If there is a potential conflict of interest, then this should be highlighted when applying. If applicants are unclear on this aspect – staff in the Division office will be happy to offer advice.
5. Abstracts of work must be kept brief, to the point and be no more than 250 words long. Any abstract exceeding this limit will be returned.
6. To give assessors a clear picture of the work carried out, applicants should ensure that their abstract clearly states:
* Background
* Methods/Settings
* Results
* Conclusions/Lessons Learnt
1. Applications will not be accepted relating to work where results/conclusions/outcomes are not available at the time of applying. It is not acceptable to state that further information will be presented at the Conference and to omit these from the abstract. Abstracts with no results/conclusions/outcomes will be rejected. The minimum acceptable is inclusion of the main results/conclusions/outcomes that will be presented at the meeting, although the presentation may go into more detail.
2. Applicants must be based within the North West Division. The Division covers the following regions: Cheshire, Cumbria, Greater Manchester, Lancashire and Merseyside. Applications from outside this area will not be accepted.

**PLEASE NOTE THAT POSTAL COPIES OR FAX COPIES WILL NOT BE ACCEPTED**

Please submit all abstract entries via email to: northwest@rcpsych.ac.uk

For telephone enquiries: 0208 618 4196

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