



SHEPHERD FOUNDATION

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Information for Research Grant Applicants

Thank you for your inquiry about the research grants which are available from the Shepherd Foundation Trust. The Trustees welcome grant applications from Victorian health professionals or research teams working in clinical, medical or scientific fields. Grants are provided for research projects in all aspects of preventive medicine and/or occupational medicine. Over the last ten years, individual grants have ranged from \$5,000 to \$150,000.

The following information is intended to serve as a guide to assist you in your decision to apply for a Shepherd Foundation Research Grant. Applications must be received on the Shepherd Foundation website before the 15th September each year.

Guide to Applicants

The Shepherd Foundation was established by the late George Shepherd and his wife Mary in 1970, as a non-profit charitable trust to provide preventative medical services in the Victorian community. Mr Shepherd was the inventor of the world famous Shepherd Furniture Ball Castor.

In 1987, the clinical activities of the Trust were transferred to HBA Limited as a result of the withdrawal of Medicare benefits for health screening services. However, the Shepherd Foundation Trust continues to provide funds for medical research primarily in preventative and occupational health.

The Board of Trustees has access to advice on research funding from its Consultative Panel of Specialists. This panel is broadly representative of all disciplines involved in preventative and occupational health practice, particularly general practice. Applicants may be required to attend for an interview to clarify details of their written application.

Funding is for the period from 1st January to the 31st December each year. Applicants may apply for funding for one, two or three years. The amount requested for each of those years may be varied to suit the needs of the project. Grants are reviewed annually. This review includes projects for which provisional forward commitments have been made in previous years.

NB! A report of the funded project and a renewal application must be submitted by the 15th September of the year in which the grant is made if funding is requested for the following year. In all cases, there is an obligation on successful applicants to write a short abstract (approximately 300 words), which can be understood by an informed layman.

This abstract will be included in the Medical Director's Research Report to the Trustees, and should be forwarded with a list of work published or accepted for publication before the 31st December each year.

Application for Research Grants

The closing date for applications is 15th September annually. The application must be made on the Shepherd Foundation's Research Application Form, which can be obtained from the Shepherd Foundation website, and can be uploaded to the website or may be sent by mail to the address above.

A BRIEF Curriculum Vitae is required, as well as references to research work that has been accepted or published in refereed journals in the last three years. Do not quote abstracts, chapters of books, conference proceedings or other publications. Highlight with an asterisk three of your own papers and three of other workers papers that are of particular significance to the project for which financial support is sought.

The Trustees will favour applications which:

- **State objectives clearly,**
- **Have a strong focus on preventative/occupational medicine,**
- **Provide relevant background information,**
- **Give a concise research plan, and**
- **A realistic assessment of the actual work, which will be done during the tenure of the grant**

The areas, which require financial support, should be divided into:

- i) **personnel costs,**
- ii) **purchase of equipment and**
- iii) **maintenance, including consumables and items of equipment costing less than \$1000**

Justification for the inclusion of each item in your budget should be provided with an indication as to their priorities (ie. priority one are those items necessary for the project to proceed, priority two are those which are desirable, but not essential, and so on).

Hence, if the Trustees find that a large number of items are given first priority, they will assume that the project cannot proceed unless all items are approved. It should be noted that the breakdown of costs involved is only needed to evaluate the project. The successful applicant must accept responsibility for salary levels, on-cost etc., as administrator of the one-line grant. Any equipment acquired wholly or in part from grant monies shall remain the property of the Grantee, unless the Trustees determine otherwise, in writing, prior to the acquisition.

After the closing date, copies of the applications will be sent to the members of the Board of Trustees, who will review each application and make a final assessment. The factors which are used by the Trustees in the final assessment include, but are not limited to, the following considerations: -

- **Scientific and/or medical excellence of project.**
- **Proven track record of the investigator.**
- **Feasibility of the project, taking into account resources, other commitments of the investigator, supervision of other personnel.**
- **Relevance to preventive and/or occupational medicine.**
- **Relevance to the aims of the Shepherd Foundation.**
- **Quality of the written application.**
- **Amount of grant requested in relation to available Trust funds.**
- **Need to encourage specific research in preventive community and occupational medicine.**

The Trustees make every effort to ensure that all applications are considered in a fair and unbiased manner. However, in the final analysis, the judgement of the Board of Trustees will prevail. It should be noted that the Trustees do not wish to receive letters in support of applications, nor any other attempt to influence their decision process.

If you have difficulty in understanding the requirements, or need any further information, do not hesitate to contact the above address or by e-mail.

DR. PETER G. HABERSBERGER