



*Shepherd Foundation*  
VICTORIA, AUSTRALIA

Providing financial grants for medical research

## **Travelling Fellowship**

### **Shepherd Foundation Travelling Fellowship overview**

The Shepherd Foundation has set aside an annual budget of up to \$15,000 to support a travelling fellowship for an early career GP researcher. The aim of this Fellowship is to provide financial support for an individual to gain further experience or training in the field of medical research by visiting an institution/research group to further their own professional and personal development, and to seek collaborative opportunities.

### **Objectives of the Shepherd Foundation Travelling Fellowship**

The objectives of the Shepherd Foundation Travelling Fellowship are to:

- foster and support Victorian early-career GP researchers involved in research into primary prevention in Primary Care settings
- provide these researchers with an opportunity to extend their research experience into the international arena
- share lessons learned from Australia, and develop a multinational perspective and network of contacts to facilitate ongoing collaboration
- improve the capacity of Victorian general practice researchers to conduct research in all parts of the world
- promote the work of the Shepherd Foundation in supporting Victorian Primary Care research

## Eligibility

- An applicant must be either an Australian citizen, an Australian permanent resident or a New Zealand citizen who holds a Special Category Visa.
- Applicants must be residing and working in Victoria, Australia at the time of application.
- Eligible applicants must be enrolled in the Australian General Practice Training Program or hold a FRACGP (or similar).
- The funding for a Travelling Fellowship contributes in part, or in whole, to the cost of one period of study/attachment.
- The costs of the proposed Fellowship must be itemised. Funding for up to a maximum of \$15,000 only will be considered. Travel for the sole purpose of attending a scientific meeting/conference will not be supported.
- Retrospective requests for Fellowships will be not considered.
- Only complete applications accompanied by all relevant signatures and received by September 15th will be considered.
- On completion of the period of research/training, the successful applicant must submit a written report on their Fellowship (1,500 words) to the Shepherd Foundation, within one month of their return (via [www.shepherdfoundation.org.au](http://www.shepherdfoundation.org.au)). This report may be published by the Shepherd Foundation.
- Preference will be given to applicants who are 'early career' researchers
- Preference will also be given to applicants who can demonstrate formal links with a research centre (e.g. a university department of general practice or rural clinical school), so that the person can be appropriately mentored and can contribute to that centre's development upon completion of the Fellowship.

## Criteria for selection

Proposals for the Shepherd Foundation Travelling Fellowship should:

- address a priority area within primary care primary prevention and provide a rationale as to why further research in that area is important
- have a focus on research aimed at advancing fundamental understanding of an issue relevant to general practice
- indicate how the proposed activities will enable professional development of the applicant and stimulate further research collaboration
- encourage knowledge and skills exchange between individuals with complementary backgrounds (geographic or otherwise) and areas of expertise
- describe a plan that is achievable within the timeframe and budget specified.

## Expected outcomes

- The recipient will provide a report of the experience to the Shepherd Foundation no later than one month after their return to Australia.
- The report will be approximately 1500 words and be in the form of a narrative, and it will be published on the Shepherd Foundation website.
- The successful recipient may apply for up to an extra \$5000 funding to attend a WONCA conference ([www.globalfamilydoctor.com/Conferences](http://www.globalfamilydoctor.com/Conferences)), subject to the acceptance of an abstract. This option must be taken up within two years of the Fellowship year. A maximum of \$5000 will be provided on presentation of proof of abstract acceptance, conference registration and travel booking receipts.
- The contribution of the Shepherd Foundation will be acknowledged in all correspondence, public announcements, and other material produced by the recipients relating to the Shepherd Foundation Travelling Fellowship.

## Funding

The Shepherd Foundation is providing a maximum of \$15,000 to support this initiative. It is expected that the Shepherd Foundation Travelling Fellow would use this money to support travel, accommodation, the time commitment, attendance at any relevant meetings and incidental costs associated with the fellowship.

It is anticipated that the visit will take place in 2015, and that the duration of the visit will be for a minimum of two weeks. There is also potential for the successful 2015 Fellowship recipient to gain access to a further \$5,000 of funding for attendance at one of the upcoming regional or world WONCA conferences ([www.globalfamilydoctor.com/Conferences](http://www.globalfamilydoctor.com/Conferences)), subject to acceptance of an abstract.

### *Income Tax*

Grants may be subject to income tax. Payments will not be grossed up to cover such taxation liabilities. Grantees should seek their own advice in relation to the taxation implications of this grant. The Shepherd Foundation cannot give taxation advice. For further information grantees should refer to their accountant or the Australian Taxation Office (ATO)

### *Goods and Services Tax (GST)*

If a grantee has an Australian Business Number (ABN) and is registered for GST, this grant will be grossed up by 10 per cent to cover the GST liability. The grantee will need to provide the Shepherd Foundation with a Tax Invoice to enable the grant payment to be processed.

### *Pay As You Go (PAYG)*

The Shepherd Foundation is required to withhold 46.5 per cent tax from the grant where the grantee does not have an ABN. To apply for an ABN please visit the ATO's website. Funds must be acquitted within two months of return to Australia, and if the extension (WONCA Conference funding is granted, two months after return from the conference. Financial acquittal of all funds must be provided to Shepherd Foundation in Australian dollars.

## Application process

To apply for a Shepherd Foundation Travelling Fellowship, applicants are asked to submit a proposal outlining the purpose for which they would use the Fellowship.

- The submission proposal should be written in English and must not exceed 1,000 words in length.
- One entry per applicant is permitted.

The proposal should be accompanied by:

- A completed application form via the Shepherd Foundation website (see below)
- A brief curriculum vitae (maximum of two pages).
- A letter of support from the applicant's supervisor/Director of Training etc, if appropriate.
- Confirmation of acceptance by the institution/centre(s) to be visited, should the application be successful.

Completed application packages should be submitted directly through the Shepherd Foundation website, under the "Travelling Fellowship" section: [www.shepherdfoundation.org.au](http://www.shepherdfoundation.org.au) .

Short-listed applicants will be interviewed by the Shepherd Foundation's Board of Trustees in October, and the successful Fellow will be notified in November.

**CLOSING DATE FOR APPLICATIONS – September 15**

Pre-application queries should be sent to:

*Chair, Shepherd Foundation  
c/o Joann Roper, Personal Assistant  
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