

# The Alan Mackay-Sim Spinal Cord Injury Travelling Fellowship



## 2021 Guidelines

## FACULTY OF HEALTH

### Objective

To achieve improved clinical outcomes and quality of life for people with a spinal cord injury (SCI).

### Scope

The Fellowship is available for overseas travel that is aimed at improving clinical management, rehabilitation or social support for people with a SCI. Support for travel to benefit basic research on biological mechanisms, novel treatment strategies (e.g. clinical drug trials), etc. is excluded.

### Guidelines

#### 1 General

1.1 Citizenship. Fellowships are only offered to Australian Citizens or Permanent Residents residing in any Australian State or Territory.

1.2 Age. Awards are granted to applicants over the age of 18 years with no upper age limit.

1.3 Tertiary Qualifications. No specific qualifications are required. Applicants may be enrolled in a undergraduate or postgraduate course, and the Fellowship may form part of studies in that course.

1.4 Nature of Project. Projects should have an emphasis on clinical, rehabilitation or social outcomes for SCI. Fellowships will be awarded for travel overseas to clearly identified centres of best-practice for SCI, to pursue a project that is not readily achievable in Australia.

1.5 Submission of Application. Applications must be lodged electronically via email to [scitf@qut.edu.au](mailto:scitf@qut.edu.au).

1.6 Interviews. Applicants may be required to attend an interview either by telephone, electronically, or in person.

1.7 Amount of Award. The value of the Fellowship will differ each year,

depending on the proposed study program. The maximum value is \$30,000. It is not anticipated that the Fellowship will cover all expenses incurred during the study program, and applicants are encouraged to apply for supporting funds from external sources and from their own or host institution(s). Salaries of applicants and some other costs should be funded by the home institution, e.g. via professional development leave.

1.8 Duration of Fellowship. It is anticipated that the study program will be completed in 2022, but applications for travel beyond the end of 2022 will be considered. The duration of the Fellowship is determined by the objectives of the study program, and the length of time needed overseas to achieve these objectives. A Fellowship is a minimum of four weeks, and a maximum of six months. Additional time outside of the approved Fellowship itinerary will be entirely at the Fellow's own expense.

1.9 Continuous Travel. The Fellowship must be taken as one continuous journey. Itineraries split over significant time that includes multiple departures from Australia will not be considered.

1.10 Reports. At the completion of the study tour, Fellows are required to submit a written report to QUT outlining the achievements of the study tour and any proposed changes to management of SCI as a result of the study tour. The written report should reach QUT within 60 days of completion of the study tour. Fellows are also strongly encouraged to present the results of their study tour at a significant national conference such as the ANZSCoS ASM.

#### 2. Conditions of Award

2.1 Contract. The award of a Fellowship is subject to the Fellow agreeing to be bound by the conditions laid down in a Contract document signed between QUT

and the Fellow. A Fellowship cannot commence until QUT receives an executed copy of the Contract document.

#### 3. Fellowship Travel Allowances

3.1 Fellowship Travel. QUT will pay for all approved Fellowship travel, and whenever possible, arrange for tickets to be issued to a Fellow before departure.

3.1.1 Major Travel. All major air travel will be by economy class. Travel will begin and terminate at the major airport nearest to the Fellow's home address. The route and/or sequence of places to be visited may vary to reduce costs.

3.1.2 Supplementary Travel. Surface travel may be authorised to supplement air travel.

3.1.3 Internal Travel Allowances. If it is not possible to pre-purchase tickets to cover all travel, an Internal Travel Allowance will be paid in advance to allow the Fellow to purchase necessary tickets.

3.2 Basic Fellowship Allowances will be paid in advance to Fellows.

3.2.1 Incidental Allowance. A fixed allowance to assist with incidental expenses.

3.2.2 Internal Travel Allowance. A variable allowance which is payable under the conditions in paragraph 3.1.3 above.

3.2.3 Overseas Living Allowance. A variable allowance to assist with a Fellow's living expenses while overseas.

3.2.4 Family Allowance. The Fellow may choose to travel with their spouse and dependent children on the study tour, but no allowance will be paid for dependants through the Fellowship.

#### 4. Calculation and Payment of Allowances

4.1 Income. No account is taken of a Fellow's family income in calculating any allowances.

4.2 Amount. Allowances are calculated based on the number of weeks of the approved Fellowship.

4.3 Overseas Living Allowance. An allowance as a contribution towards overseas living costs will be paid and will vary based on the number of countries visited and length of stay.

4.4 Deductions. The allowances paid to a Fellow by QUT may be abated by the amount received under an award from another source, excluding salary. Generally, it is not anticipated that an award will be made to applicants who already hold a similar substantial award that supports a study tour.

4.5 Savings. Unexpected amounts of an allowance granted for one purpose and not transferable to another purpose.

4.6 Payment. Allowances will be paid after approval of the final program, or 2-4 weeks before the Fellow's departure date, whichever is the latter. Miscellaneous Expense Allowance will be paid up to the total amount granted upon presentation to QUT of appropriate receipts, or the account will be paid directly by QUT, on presentation of a formal invoice.

## 5. Tax Implications

5.1 Income Tax. The liability of a Fellow for Income Tax is a matter for decision by the Commissioner of Taxation, and QUT has no responsibility or authority in the matter. Any allowances paid to Fellows are likely to be treated as assessable income. QUT recommends that Fellows keep receipts for all expenditure during their Fellowship, and seek independent advice with respect to their eligibility for claiming tax deductions.

5.2 GST Liability. There may be GST implications for allowances paid to some Fellows who are self-employed or hold an ABN. Any GST liability will be borne by QUT and will not affect the amount of funds allocated to the Fellow for the Fellowship.

## 6. Application Process

6.1 Applicants are encouraged to plan and prepare their applications well in advance of the closing date, but applications cannot be received before the opening date.

6.2 There is no formal Application Form. Applications will take the form of a free-form application addressing the Selection Criteria, and listing details of the applicant, the proposed study tour itinerary, a detailed proposed budget and referee reports. The application must also be accompanied by a current Curriculum Vitae and include a detailed supporting statement outlining how the study tour will achieve the Objective of the Fellowship. There is no limit on the length of the application, but brevity is encouraged. Other supporting documents may be attached as an appendix if desired.

6.3 The purpose of the application is to enable the Selection Panel to assess the applicant and the outline of the proposed project, to select a successful Fellow or identify applicants who may need to be interviewed.

## 7. Referee Reports

7.1 The applicant is required to obtain a Project Reference and a Professional Reference as part of the application process.

It is recommended that referees are identified and requests for written references are made early in the application process, to allow sufficient time for referees to write and lodge the references prior to the closing date.

## 8. Application Archive

8.1 All documentation forming any part of a Fellowship application becomes the property of QUT, and will be archived electronically.

## 9. Competition and Further Application

9.1 The awarding of the Fellowship is a competitive process. A maximum of one award will be made in any year. In the event that

QUT considers that no worthy applications have been received, no award will be made that year.

9.2 Unsuccessful applications will be notified by email at the completion of the selection process.

## Selection Process

After applications have closed, all applicants will be sent an official acknowledgement of receipt via email.

Applications will be assessed by an internal Selection Panel, the composition of which may vary from year to year.

Every application will be assessed on the merit of the proposed project and the likelihood of achieving the objectives of the Fellowship. In this assessment the Selection Panel will consider two aspects of the application; the Project and the Applicant.

## Selection Criteria

1 Project - which may include:

- a. The need for the project in the management or rehabilitation of people with a SCI.
- b. The benefits of the project to people with a SCI and their families.
- c. The itinerary and places selected.
- d. The necessity to travel overseas.
- e. The achievability of the project.

2 Applicant - which may include:

- a. Ability to maximise the opportunity of a Fellowship (current standing and experience/skills/expertise).
- b. Ability and commitment to make a difference after the study tour (ongoing involvement in the field, leadership qualities, strategic approach, networks).
- c. Ability and commitment to widely disseminate finding and implement changes in clinical practice.

## FACULTY OF HEALTH

### Key dates:

Applications open: 30 July 2021

Applications close: 30 September 2021

