

**NSW PSYCHOLOGISTS REGISTRATION BOARD**

**EDUCATION AND RESEARCH SCHOLARSHIPS**

**GUIDELINES FOR APPLICANTS**

**1. AIM**

The Education and Research Scholarships have been set up in terms of the provisions of Section 126 of the Psychologists Act 2001. These scholarships provide Psychologists with professional development opportunities in accordance with Section 3 of the Act that states the objective "to protect the health and safety of members of the public by providing mechanisms to ensure that Psychologists are fit to practice."

The Education and Research Scholarships will support attendance at an international, national or local conference, seminar, or professional development activity. The Board however has determined that funding will not be provided to applicants wishing to complete a higher degree in psychology.

**2. ELIGIBILITY**

Scholarships are made available to applicants who are registered Psychologists or provisionally registered Psychologists in New South Wales. A scholarship is awarded to a specific individual and is not transferable.

Applicants will not be eligible for a scholarship if they have received a NSW Psychologists Registration Board scholarship within the past 5 years.

Applicants must also provide details of current applications for scholarships/grants from other sources that relate to this application.

**3. FUNDING AVAILABLE**

Up to twelve (12) scholarships will be offered in any year. Each scholarship will be funded up to the level of \$2000.

**4. PRIORITY AREAS**

Applications within the nominated priority areas are strongly encouraged. The current priority areas are:

- (a) funding for Psychologists who work in rural and remote areas;
- (b) funding for the continuing professional development of Psychologists actively involved in the supervision of provisionally registered Psychologists.
- (c) funding for Psychologists who do not have access to alternative funding sources e.g. University travel grants.

**5. APPLICATION PROCESS**

- (a) Application for scholarships must be made on the current form supplied by the NSW Psychologists Registration Board ('the Board').
- (b) Applications submitted using a form that is not current will not be accepted.
- (c) Applicants must provide objectives outlining what they wish to obtain from their participation in a conference, seminar or professional development activity, and demonstrate the relevance of these to the practice of psychology.
- (d) Applications must include an itemised account of costs and proposed expenditure, including registration, travel and accommodation costs. A contribution towards subsistence may be added by the Board. Claims for accommodation, travel by air, rail, bus etc. are to be supported by the inclusion of a written quotation from two (2) accredited travel agents. Where expenses include travel by car, the size of the car engine is required in cc's, together with details of the journey to be undertaken, and the number of kilometres to be travelled. Travel insurance will not be paid by the Psychologists Registration Board.
- (e) Applicants who are requesting support for a professional development activity other than an organised conference or seminar must furnish a timetable. This timetable should include dates of commencement and completion, and a programme for each day of the activity naming the facility to be visited, objectives of the visit and length of time to be spent in the

area. Evidence of confirmation of arrangements, such as correspondence from the institutions, is required.

- (f) All applications must be accompanied by the documents listed in the application form. Applications will not normally be considered if all the required information has not been provided. Should extenuating circumstances arise which prevent inclusion of a document a statement referring to this must be attached. Where it is agreed that such documentation be provided at a later time, then the original and four (4) copies should be supplied.
- (g) All pages of the application should be numbered and the application form placed on top of all other documents. The original and four (4) copies of the application and supporting documents must be collated and stapled.
- (h) Applications must be *received in the Board's office* by the due date. Applications made by facsimile will not be accepted unless dispensation has been granted.

## 6. SELECTION AND APPROVAL PROCESS

A scholarship awarding committee comprising Board and independent members will review all applications. The grant awarding committee recommends funding, however final approval and authorisation of scholarship payments remains with the Board. Applications will be awarded on merit, and relevance to objectives of the Psychologists Act 2001. The Board's decision regarding the awarding of a scholarship is final and no correspondence will be entered into regarding the decision.

All successful applicants must complete an agreement form as supplied by the NSW Psychologists Registration Board prior to receiving scholarship money.

Money for scholarships must be paid to the applicant and may not be paid to any other individual or institution.

Any money of the scholarship, not used by the recipient, must be returned to the NSW Psychologists Registration Board.

In the event of the cancellation of a conference, course, or a component of a professional development activity, the recipient of a scholarship must not proceed with an amended programme but must notify the Board and await advice.

## 7. REPORTING REQUIREMENTS

All successful applicants of scholarships must undertake in writing to provide a written report to the Board within one month of completing the activity. This should be of a minimum of 1000 words and include the items listed in the guidelines provided by the Board. **Original receipts of expenditure must be included with the final report.**

## 8. INCOME TAX REQUIREMENTS RELATING TO SCHOLARSHIPS

It is unlikely that you will be registered for GST in the capacity for which you receive a scholarship payment. Where this is the case, no GST is payable on your scholarship. However, where you are not registered for GST, you may still be subject to Pay As You Go withholding tax at a rate of 48.5% unless you provide a completed, signed "Statement by a Supplier" form indicating that the payment you are receiving is of a private and domestic nature.

If you are registered for GST in the capacity for which you receive the scholarship, then the obligations you enter into will be considered a taxable supply. This means that you will have to pay GST on the scholarship monies you receive. Where this is the case, the scholarship will be increased to cover your GST liability. However, the Board will require you to provide it with a tax invoice or enter into an agreement for the Board to issue a recipient created tax invoice. Provided you have advised us of your ABN on your application there is no requirement for withholding tax to be deducted from your payment.

If you are registered for GST and have any queries regarding GST impacts on your scholarship, you should contact your tax advisor or the Australian Taxation Office.

### CLOSING DATES

**For attendance to a conference, seminar, professional development activity**

**Closing Dates:**

**30 November**

**31 March**

**31 July**

**For Projects commencing:**

**January, February, March, April**

**May, June, July, August**

**September, October, November, December**