

Military and Veterans' Psychiatry Training Program (MVPTP) Educational Grants

Guidelines 2022-2025



Military and Veterans' Psychiatry Training Program (MVPTP) Educational Grants

The Royal Australian and New Zealand College of Psychiatrists (RANZCP) has received Australian Government funding under the Military and Veterans' Psychiatry Training Program (MVPTP) to provide Educational Grants of up to \$3,000 (GST inclusive) for trainees in an MVPTP funded posts.

The objective of this initiative is to provide trainees with funding to attend educational activities that will benefit their training with military and veterans' psychiatry. Funding is available for use between November 2022 and 31 January 2025.

Application process:

- Complete the [MVPTP Educational Grants application form](#) and acknowledge acceptance of these Guidelines.
- The RANZCP will review the application and notify the applicant of the outcome by email.
- If successful, the RANZCP will send a Letter of Agreement confirming the Educational Grant amount. Those who are unsuccessful in their applications will also be contacted.
- The successful applicant will be required to return a signed Letter of Agreement for payment to be provided.
- A [Letter of Support](#) from the applicant's supervisor is essential if leave is required to be taken to attend the activity.

Key dates:

- Applications must be received and approved whilst in an MVPTP funded post.
- One Educational Grant is available per applicant per year. Educational activities must be completed within the rotation the Educational Grant application was approved or the rotation immediately following. That is, if an application is approved in rotation 1, the activity can be completed in rotations 1 or 2 of the training year. If an application is approved in rotation 2, the activity can be completed in rotation 2 or rotation 1 of the following training year (with the exception of rotation 2, 2024, the final year of the program).
- In the final funding year (2024), activities must be scheduled and completed prior to 31 January 2025.

Please note: The RANZCP reserves the right to close applications early should the allocations of Educational Grant funding be exhausted.

Eligibility:

- Educational Grants are available to the RANZCP trainees in MVPTP funded posts.
- Trainees are required to be working at least 0.5 full-time equivalent in an MVPTP funded post.
- Multiple educational activities may be applied for if they are provided by the same organisation, e.g., Phoenix Australia. Multiple educational activities from different organisations will not be accepted in an application.
- One grant per year rotation will be allocated to successful trainees (applicants); the total grant funding must not exceed \$3,000 (GST inclusive) (inclusive of any travel, accommodation, and meal expenses).
- Educational activities must be completed within the rotation the grant application was

approved or the rotation immediately following with the exception of rotation 2, 2024, the final year of the program, when activities must be scheduled and completed prior to 31 January 2025.

- Educational activities must be applied for in advance of the activity commencement date. Retrospective application for activities will not be considered.
- The terms of use of any previous grant awarded by the RANZCP must have been fully complied with.

Activities eligible for funding include:

- Educational lectures, workshops and seminars relating to military and veterans' mental health.
- Professional development courses related to military and veterans' mental health training.
- Attendance at conferences relating to military and veterans' mental health.

Activities not eligible for funding include:

- An activity that has been funded or partially funded through another source or grant (such as a grant from the applicant's employer).
- An activity that is conducted outside Australia.
- Enrolment costs for Formal Education Courses (FECs) as part of the mandatory requirement of the RANZCP Fellowship Program.
- Completion of preparation courses including tutorage for assessments administered by the RANZCP.
- The Australasian Military Medicine Association (AMMA) conference, as this is supported by a separate MVPTP Grant.

Please be aware that funding for the activity is limited. Some examples of what would not be considered reasonable include:

- Meals and accommodation that are beyond the purposes of the educational activity. For example, if the activity takes place on a Saturday morning or at a conference/workshop where food is provided, it is not reasonable to be reimbursed for additional meals for the remainder of the weekend.
- Breakfast outside of the hotel, where breakfast is included in the tariff, in which case, the RANZCP would not reimburse.

In addition, whilst the RANZCP is providing financial support for your activities, please note that you are attending the activities as a personal attendee/delegate. Please consider any potential risks associated with physical attendance at your activities which may include the possibility of border closures or other travel restrictions being imposed at short notice by governments, or a requirement to quarantine or self-isolate, and ensure you have received authorisation from your place of employment to attend the activities in person. The RANZCP will undertake its best endeavours to assist you in such an instance, however, will not be liable for any loss or damages caused by events beyond the RANZCP's control, or for additional costs that you may incur.

Standardised rates for Travel (if applicable):

Please note the estimated cost breakdown within your application cannot exceed the RANZCP standardised rates as outlined in the [Guideline: RANZCP travel and related expenses](#).

It is expected that applicants should only apply for accommodation and meals where it is reasonable or impractical to travel on the same day. If travel is listed as an expense in the application, justification should be provided as to why it is required.

Please also note that Airbnb bookings as well as other short stay platform arrangements must be pre-approved in writing and within the per diem allowance, in accordance with the [Guideline: RANZCP travel and related expenses](#).

Assessment of applications:

The applications will be assessed by members of the Australian Government Funded Training Programs (AGFTP) Committee. Assessments will be based on the applicants' responses and suitability of the activity for which funding has been requested.

How to claim funds:

Successful applicants (Awardees) will receive Educational Grant funds into their nominated bank account following the return of a signed Letter of Agreement.

Use of Grant:

- The Awardee is responsible for arranging all enrolments, travel, and accommodation bookings.
- The Awardee must maintain and keep financial accounts and records (invoices/receipts) relating to the activities for a minimum of five years as required by the Australian Taxation Office.
- The Awardee must submit evidence of attendance to the chosen activities to the RANZCP within 30 days of the final activity, for example receipts of travel expenses or proof of involvement in the approved activity, such as course enrolment.
- The Awardee must complete and submit an online evaluation survey (to be provided by the RANZCP) once the activities listed in the application are completed.
- The RANZCP may by notice request repayment of any amount of the grant where it reasonably believes that an Awardee has not complied with the Letter of Agreement.

Further information

For further information about other support projects funded through the Department of Veterans' Affairs (DVA), please visit our [website](#).

Please contact the MVPTP team on 03 9236 9135 or mvptp@ranzcp.org should you have any questions.

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