Guidelines for the Brother John Taylor Fellowship

1. General

1.1 Applicants must be involved in Catholic school education in NSW either as employees or as colleagues in associated organisations, e.g. the Council of Catholic School Parents, Religious Institutes, universities. Applicants need to have either current employment of at least five years or be in a current contract which commits them to five years of employment/commitment which involves Catholic school education.

1.2 Age.

Fellows must be at least 28 years of age when they are awarded the Brother John Taylor (BJT) Fellowship. No upper age limit is prescribed but generally awards will be made to those whose major contribution to their field lies before them.

1.3 Nature of Project.

BJT Fellowships will be awarded for the purpose of pursuing an investigative project of a kind that is not readily achievable while engaged full-time employment.

1.4 Opportunity.

BJT Fellowships will not ordinarily be awarded to those in a position to obtain or access opportunities for overseas research or experience, or to those employees where existing programmes for research are available to the applicant.

1.5 Submission of Application.

The application must be submitted using the application process provided by the Catholic Education Commission NSW (CEC). Those applicants who have a disability and cannot use the CEC’s application process will be provided with an alternative means of submission by contacting the CEC, requesting alternative means of submission.

1.6 Interviews.

Applicants must be available to attend an interview in person if required. Telephone interviews will not be available.

1.7 Applicants who are Australian Citizens temporarily overseas will be considered for BJT Fellowships if they will be available to attend an interview in Australia and are prepared to return to Australia on completion of their BJT Fellowship.
1.8 **Joint and Multiple Applications.**

BJT Fellowships will normally be awarded to individual applicants only and for individual projects only. An applicant may submit only one application per year.

1.9 **Amount of Award.**

The value of every BJT Fellowship is different as it is calculated based on the amount and destinations of travel required and the cost of the Fellow’s salary/replacement

1.9.1 The maximum available travel funding is $25,000 per BJT Fellowship.

1.9.2 The Catholic Education Commission will cover the lesser of replacement or salary costs, which are not otherwise covered by employers’ professional development or other study leave provisions.

1.9.2.1 Employers will pay salary and replacement costs which will be reimbursed by CEC up to $20,000 per Fellow.

1.9.2.2 Fellowship should not impact on employees leave entitlements unless these are drawn upon to provide leave.

1.10 **Support from Other Sources.**

CEC will take account of any other existing sources of support for a project and will normally avoid duplicating the activities of other bodies. Only in special circumstances may a BJT Fellowship be held concurrently with another award. In such circumstances the CEC may reduce the amount of its BJT Fellowship by the amount received from another source.

1.11 **Duration of BJT Fellowships.**

A BJT Fellowship is usually a minimum of four weeks and generally a maximum of six weeks although longer itineraries are not precluded if this can be justified. Any additional time outside of the approved BJT Fellowship itinerary will be at the Fellow’s own expense and in consultation with and at the discretion of their employer.

**2. Conditions of Award**

2.1 **Contract.**

The award of a BJT Fellowship is subject to the Fellow agreeing to be bound by the conditions laid down in a Contract document signed between the CEC and the Fellow. A BJT Fellowship cannot commence until the CEC receives an executed copy of the Contract document from the Fellow.
3. BJT Fellowship Travel and Basic Allowances

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

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

3.2 Basic BJT Fellowship Allowances.
The CEC will pay in advance to all Fellows:

3.2.1 Incidental Travel Allowance: a fixed allowance to assist with incidental travel 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.

4. Supplementary BJT Fellowship Allowances may also be granted:

4.1 Miscellaneous Expense Allowance.
The cost, in all or part, of approved fees or tuition not included on the initial application cannot be approved. Requests for fees above $AUD 500 must be accompanied by formal documentation at the time of application.

4.2 Dependant’s Allowance.
The Fellowship may be used to help support a Fellow’s dependants when neither the Fellow nor the partner has sufficient means to meet their family’s financial commitments whilst the Fellow is overseas.

5. Calculation and Payment of Allowances
Allowances are calculated and paid on the following basis:

5.1 Income.
No account is taken of a Fellow’s family income in calculating any allowances.
5.2  **Amount.**
Allowances are calculated based on the number of weeks of the approved BJT Fellowship.

5.3  **Overseas Living Allowance.**
An allowance as a contribution towards overseas living costs will be paid and will vary with the country or countries visited and length of stay.

5.4  **Deductions.**
The allowances paid to a Fellow by the CEC may be abated by the amount received under an award from another source.

5.5  **Savings.**
Unexpended amounts of an allowance granted for one purpose are not transferable to another purpose.

5.6  **Payment.**
Allowances will be paid after approval of the Final Programme or 2–4 weeks before the Fellow’s departure date, whichever is later. Miscellaneous Expense Allowance will be paid up to the total amount granted upon presentation to the CEC of appropriate receipts, or the account will be paid directly by the CEC, on presentation of a formal invoice.

6.  **Tax Implications for BJT Fellows**

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

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

7.  **Application Form**
The purpose of the Application Form is to enable the CEC to assess the applicant and the outline of the proposed project in order to draw up short-lists for interview. All applications must be made on the Application Form provided.

8.  **Referees**
An applicant is required to provide the names, email addresses and contact phone numbers of three referees. CEC will contact the referees directly as needed. The CEC reserves the right to contact an
applicant’s employer. The substance of these conversations will be confidential between CEC and referees and the employers.

9. Application Papers - Retention/Destruction
All papers forwarded by applicants for a BJT Fellowship become the property of the CEC and unsuccessful applications will be destroyed.

10. BJT Fellowship Selection Process

Figure 1: Application and Selection Process.

Note that dates are indicative only and will vary to reflect calendar years

10.1 During the first two weeks of September every application is initially assessed by a Panel of senior Catholic educators appointed by the CEC.

10.2 Every application for a BJT BJT Fellowship must be assessed on the merit of the proposed project, applying the following criteria:

- Has the applicant demonstrated excellence in their career in Catholic education?
- Is the research/investigation project of value for NSW Catholic schools now and in the future?
- Is there evidence that the applicant will be able to successfully complete and report on the proposed research/investigation?
- Is the applicant a “fit and proper person of good character” and a person who actively supports the purposes of Catholic education?

10.3 Based on the initial assessment by the panel applicants are short-listed for interview. The Executive Officer is responsible for contacting those applicants short-listed for
interview to arrange suitable interview times. It is essential that the applicant is contactable at all
times and it would be wise to make alternative arrangements if an applicant is likely to be away from
their normal place of work or residence as detailed on their Application Form.

Applicants who have not been selected for an interview will be notified as soon as possible.

10.4 The Interviews.
10.4.1 Interviews will be conducted by a panel comprising members of the Advisory Committee,
Commissioners and persons knowledgeable in matters pertaining to Catholic schools.

10.5 The Advisory Committee’s Executive Officer will be responsible for convening the
interview panels.

10.6 All interviews must be attended in person by the applicant and anyone unable to
attend an interview will be advised to apply again the following year. Interviews will be scheduled as
early as possible and must be conducted in the last two weeks of September.

11 Selection of Fellows
11.1 After the interviews are completed, applicants are to be ranked in order of
preference by the Panel. The applications of the applicants, ranked one to three, will be
forwarded to the Chair of the CEC.

11.2 The CEC Chair will decide to whom the BJT Fellowship will be given. The decision of
the Chair will be final and taken at the absolute discretion of the Chair.

11.3 It will not be mandatory that a BJT Fellowship be awarded each year.

11.4 Before a BJT Fellowship is awarded, CEC will conduct a fit and proper person check with
referees and other persons before the BJT Fellowship will be offered.

11.5 The BJT Fellowship will be offered mid-October followed by a public announcement
upon acceptance by the applicant.

11.6 Successful Fellows should be aware that media contact may occur any time after
mid-October. It would be advisable that if successful, Fellows are easy to contact to capitalise on the
announcement of their BJT Fellowship within the media.

11.7 Unsuccessful Applicants
Applicants may be advised as unsuccessful at the following stages of the selection process:
• Following the short listing.
• Following the successful applicant’s acceptance of the Fellowship.
12  Mentors for Fellows

12.1  Selection
The BJTF Advisory Committee will maintain a list of Mentors to support Fellows. Mentors are persons with the experience to support Fellows in the completion of their projects. Mentors will not be financially remunerated by CEC for their work as mentors.

12.2  Appointment of Mentors
The Advisory Committee will appoint at least one Mentor for each Fellow.

12.3  Role of Mentors
The role of Mentors for Fellows is to advise them on how to plan, implement, complete and report on their project. It will be the responsibility of the Fellow to obtain the advice of the Mentor.

13.  Brother John Taylor BJT Fellowship Contract Extract
The following Conditions of Award form part of the Brother John Taylor BJT Fellowship Contract that is provided to every applicant selected for a Churchill BJT Fellowship. The award of a BJT Fellowship is made subject to the applicant’s agreement to be bound by the following conditions. The BJT Fellowship will not commence until the CEC receives an executed copy of the Brother John Taylor BJT Fellowship Contract.

NOTE: the conditions below are included for the information of applicants and no action is required.

13.1  Timing.
Unless otherwise agreed to by CEC, the BJT Fellowship must commence between 1 January and 1 July in the year following the award. If it is not commenced within this time the applicant may, at the absolute discretion of CEC, forfeit the BJT Fellowship.

13.2  Approved Programme.
The CEC will advise the applicant of details of the BJT Fellowship as approved by the CEC.

13.3  Final Itinerary.
It is the responsibility of the applicant to prepare a Final Itinerary based on the Approved Programme. The Final Itinerary must be submitted to the CEC for approval at least four weeks before the applicant’s proposed departure date. The Final Itinerary must include travel and research details of the BJT Fellowship programme. The CEC reserves the right to withhold approval of the Final Itinerary for reasons of security, personal safety, health or if it considers the itinerary does not reflect the Approved Programme.

13.4  Personal Travel.
The Final Itinerary may include personal travel to destinations other than those contained in the Approved Programme, however, personal or private travel does not constitute part of the BJT Fellowship and approval by the CEC of the Final Itinerary does not denote approval of such travel and the CEC’s approval is not to be implied.
13.5 **Ascertainment of Earnings and Liabilities.**
If requested by the CEC, the applicant must:

13.5.1 **Give written authority** to obtain from an employer, details of any earnings during the tenure of the BJT Fellowship; and

13.5.2 Provide the CEC with a **written statement** regarding liability for dependants and/or salary of spouse or partner.

13.6 **Expenses.**
The applicant acknowledges that the BJT Fellowship is not an award of a specific sum of money, but is payment by the CEC of travel expenses and allowances approved by the CEC, subject to clause 18 of these conditions. The CEC accepts no responsibility for any other travel or expenses incurred by the applicant.

13.7 **Change in Circumstances.**
The CEC reserves the right to cancel or terminate a BJT Fellowship if the applicant changes employment or vocation and in the opinion of the CEC the purpose for which the BJT Fellowship was awarded may, by reason of such change, not be substantially fulfilled, or if for any reason the applicant’s Proposed Programme is not approved by the CEC.

13.8 **Health.**
The granting of a BJT Fellowship is subject to an assurance that the successful applicant does not suffer from any ailment or disability that might interfere with the completion of the approved BJT Fellowship programme. As such, the BJT Fellowship is subject to the condition that the CEC may require the applicant to furnish a health report after examination by a medical practitioner, or practitioners, approved by the CEC. If the CEC is not satisfied with the health of the applicant, as evidenced by the health report, the CEC may terminate or decline to provide the BJT Fellowship.

13.9 **Passports and travel requirements.**
The applicant will be responsible for obtaining all necessary passports, visas and other travel documentation.

13.10 **Insurance.**
The CEC will fund medical and travel insurance for the applicant. Each applicant must complete an application form (supplied by the CEC) and forward this to the CEC’s insurance broker. The CEC must hold a copy of the applicant’s application for insurance and the policy number issued to the applicant by the insurer, before approval will be given for the applicant to embark on their BJT Fellowship. Applicants should review the medical and travel insurance and arrange any additional cover relevant to their personal circumstances. Additional medical and travel insurance is the responsibility of the applicant.

13.11 **Use of Time/Paid Work.**
The applicant must devote the whole of the time covered by the BJT Fellowship to the requirements of the BJT Fellowship.
13.12 **Security and Personal Safety.**
The awarding of a BJT Fellowship and the approval by CEC of an applicant's Proposed Programme does not constitute a representation or warranty by CEC in relation to the security or personal safety of the applicant. The applicant is responsible for their own security and personal safety during the BJT Fellowship and must take all appropriate steps and make all necessary enquiries to ensure their own security and personal safety. CEC is not responsible for any act of terrorism, war, warlike activities or any act of a military power.

13.13 **Illness.**
Illness that reduces the effective tenure of a BJT Fellowship does not automatically entitle the applicant to an extension of the original period of the BJT Fellowship, but the CEC may, on application, grant such extension if it thinks fit.

13.14 **Refunds.**
Any moneys or tickets paid or issued to the applicant in respect of a part of the BJT Fellowship that is not completed, must be repaid to CEC within 30 days of a request from CEC.

13.15 **Return to Australia.**
The applicant undertakes to return to Australia at the end of the BJT Fellowship and apply the knowledge gained. If an exemption to this requirement is granted CEC will maintain its liability to meet the cost of the applicant’s return airfare to Australia for a maximum period of one year from the date of purchase.

13.16 **Publications.**
The intellectual property and copyright of all reports and material submitted to CEC vests in the CEC as agent for the Province of Sydney.

13.17 **Publicity and ongoing support.**
The applicant agrees to actively promote the knowledge of the aims and ideals of the Fellowship and to be as supportive as possible of the BJT Fellowship before, during and after completion of the BJT Fellowship.

13.18 **BJT Fellowship Report.**
13.18.1 The applicant must, within ten (10) weeks of the date of completion of the BJT Fellowship (being the date the applicant returns to Australia), submit to CEC a **BJT Fellowship Report** (one hard copy and one electronic copy) detailing the activities and research undertaken during the BJT Fellowship. CEC will withhold the amount of $2,000.00 which would otherwise be payable by CEC to the applicant, until the BJT Fellowship Report is submitted to and approved by CEC. The applicant further agrees that they shall forfeit the $2,000 withholding by CEC if they do not submit their Report within ten (10) weeks of the completion of the BJT Fellowship.

13.18.2 The applicant **warrants that their BJT Fellowship Report will be original** and will not infringe the copyright of any person, or contain anything which is, or the incorporation of which into the BJT Fellowship Report will be actionable for defamation, interference with privacy, breach of confidence, contempt of court, passing-off or contravention of any other private right or of any law.
13.19 **Indemnity.**

13.19.1 The applicant indemnifies CEC against all loss, liability and expense arising out of or in connection with all activities of the applicant in the course of the BJT Fellowship. To the fullest extent allowed by law, *the applicant releases CEC from any claim it may have against the CEC including any claim for negligence.*

13.19.2 The *applicant indemnifies the CEC against loss, liability and expense arising out of any intellectual property infringement or defamation* proceedings brought against the CEC to the extent such proceedings arise out of the publication of any report submitted to the CEC by the applicant.

13.20 **Meaning of CEC.**

In this document, ‘CEC’ means the Catholic Education Commission NSW, the Brother John Taylor BJT Fellowship Advisory Committee, and the officers and employees of the Catholic Education Commission NSW.

1.3 21 **PRIVACY STATEMENT - APPLICATIONS**

The CEC’s privacy policy complies with the National Privacy Principles (NPPs) embodied within the Privacy Amendment (Private Sector) Act 2000. Your privacy is respected by CEC and personal information will be handled in a sensitive manner.

Information collected on the Application and by contacting referees and other persons will be used for the purpose of selecting Fellows and will be provided to CEC Staff Members, Selection Panel and Advisory Committee Members.

The applicant acknowledges that the CEC will access such personal and professional information as is necessary for CEC to satisfy itself that the applicant is a “fit and proper person of good character”. Such personal information will include but is not limited to a criminal record check inclusive of a working with children check.

A successful applicant’s name, address, contact details, employment details and the subject of the BJT Fellowship will be provided to the media as part of a media release at the time the annual BJT Fellowship Awards are announced. These details may also be published in the CEC’s Annual Report and may be used to promote the BJT Fellowship Awards with the media.

Successful applicants’ details may be provided to the CEC’s travel consultants for the purpose of arranging travel. A successful applicant’s details may also be provided to overseas organisations for the purpose of arranging courses, tuition or conference bookings on behalf of that applicant. A Fellow’s name, subject area and BJT Fellowship Report will also be published on the CEC’s Website so that the community can easily access the Reports and benefit from the BJT Fellowship experience. If you do not provide all the information requested on the forms CEC will be unable to process your application. You are able to access and update the personal information that the CEC holds about you at any time.