

APPLICATION GUIDANCE NOTES AND TERMS & CONDITIONS 2019

BACKGROUND

The Harry Steele-Bodger Memorial Fund was established in September 1953 to honour the memory of Henry W Steele-Bodger, President of the Association from 1939 to 1941, and Chairman of the Survey Committee from 1939 to 1946, in recognition of his great services to the veterinary profession and agriculture, more particularly during the war years of 1939 to 1945. (His [biography](#) is available on the website).

The Fund was sponsored by the British Veterinary Association and contributed to by organised bodies of the University Veterinary Schools, by agricultural organisations and societies interested in farm stock, horses, dogs and cats, by veterinary surgeons individually in this and other countries throughout the world, and by many friends and associates of the late Harry Steele-Bodger.

The object of the Memorial is to further the aims and aspirations of the late Harry Steele-Bodger and to this end a travelling scholarship or contribution to a tour of study abroad will be awarded at least once in every four years.

ELIGIBILITY

Those eligible are graduates of the Veterinary Schools in the United Kingdom and Ireland who have been qualified not more than three years, penultimate and final year students who would expect to take up the Award in their final year. Applicants must be members of the BVA at the time of applying.

Travel scholarships are awarded to assist a visit by an individual to a veterinary or agricultural school or research institute, or some other course of study or project approved by the Selection Committee. Applicants should not be part of a team or expedition. Scholarships are not awarded retrospectively.

AMOUNT AWARDED

The sum available for the **2019 Award** is approximately £1000 (to be confirmed).

DEADLINE

The completed form and references must be returned **by Friday 3 May 2019**. (The Selection Committee will then consider applications at their annual meeting in June).

APPLICATION PROCESS

Applications should be submitted [online](#) or by email to Helena Cotton at helenac@bva.co.uk.

The successful applicant will be expected to take up the Award by 1 January 2020, and will have completed the work by 31 December 2020. If the Award is not taken up within twelve months of being made, it shall be forfeited.

Acceptance of an Award carries an obligation to provide a full report (of at least 3000 words) of the tour of study within six months of its completion, and the Committee reserves the right to post the report on the BVA website and publish the report in *Vet Record* if it so wishes. **The recipient is also required to submit an informal article (to include personal comments about their experiences overseas) of approximately 500 words**, suitable for publication.

The Committee reserves the right to withdraw any Award prior to the commencement of the tour.

IMPORTANT POINTS TO NOTE AT THE APPLICATION STAGE

Those in general practice are strongly recommended to seek expert guidance in completing their application forms as the Committee feels that applications from general practitioners have in the past suffered unfairly in comparison with applications from those in other fields.

Applicants should give particulars concerning themselves, the position they hold and the type of work in which they are engaged. If the applicant has published at all, then a list of such publications should be included.

It is not sufficient merely to state that a visit to a particular country or countries is contemplated. The country, city or cities, and the institution or department or centre should be named and, if possible, the names of the persons whom it is hoped to visit. If the purpose of the visit is to work in a particular laboratory or with a particular individual, then provisional permission for the contemplated visit must first have been obtained.

It should be clearly stated in what way the visit is likely to benefit the applicant with regard to his or her work or research, and the nature of the experience or information sought should be specified.

An estimated cost of the visit is essential. The proposed mode of travel and cost, and the proposed manner of living and cost should be given.

If the applicant has been able to obtain funds or the promise of financial support from some other source to cover part of the expenses of the tour of study, then the source and amount of such funds should be given, if possible prior to the Selection Committee meeting. This information could affect funding decisions.

Applicants should be aware of the importance of being officially registered with the appropriate veterinary and other authorities before embarking on their projects.

Students are reminded that they should seek guidance and approval from their veterinary school's ethical committee and from the institute involved, if appropriate.

All applicants are encouraged to learn the local language.

There are useful [Guidance Notes on Working Overseas](#) which have been prepared by BVA. The BVA EMS overseas checklist within this section may also be of interest.

Applications not properly completed will not be considered.

REFERENCES

Two references are required. Please ask your referees in plenty of time and ask them to send a **supporting letter** for consideration by the Selection Committee for the same deadline as the application form, i.e. 3 May 2019. These should be sent to Helena Cotton at helenac@bva.co.uk.

FURTHER INFORMATION

Please contact Helena Cotton helenac@bva.co.uk or 020 7908 6342.

Staff at veterinary schools may be able to advise on projects and provide contacts for students interested in undertaking projects overseas.

BVA would encourage applicants to consider using their experience gained overseas on their return, e.g. by writing articles or giving talks at vet schools or to veterinary or local community groups.

Whether or not you are successful in this application the Trustees would ask you to remain in touch with BVA and provide feedback on your experiences which would be helpful to other applicants in the future.