1. PURPOSE AND SCOPE

This policy sets out the Terms of Reference for, and the function of, the Australia and New Zealand Scholarship and Grant Committee (ANZSCG), formerly the Board of Surgical Research which was established in 1999. The ANZSCG is the body responsible for the administration, co-ordination, selection and monitoring of RACS Scholarships, Fellowships and Grants.

2. KEYWORDS

Committee, Surgical, Research, Scholarship, Terms, Reference, Grant, Fellowship

3. BODY OF POLICY

3.1. Duties and Responsibilities

ANZSCG has delegated authority, and, as such, is accountable to Professional Development and Standards Board (PDSB) for the fulfilment of the duties and responsibilities outlined below:

3.1.1. Objectives

a. To foster a research milieu within RACS
b. To increase RACS’ research profile amongst Fellows, Trainees IMGs and the wider community
c. To be accountable to the PDSB for reporting on any matters directed to it by the PDSB and on any research related policy or matters of which the PDSB should be advised
d. To ensure fiscal responsibility in maintenance of RACS bequests
e. To take an active role in directing research funding
f. To develop and review policy relating to scholarships, fellowships and grants

3.1.2. Duties and responsibilities

a. To create initiatives aimed at enhancing the research profile of RACS
b. To advise PDSB on matters pertaining to scholarships, fellowships and grants.
c. To advise on budget priorities for research activities and recommend to the Resources Committee budget allocations for scholarship funds
d. To ensure scholarship holders seek additional research funds from alternative funding bodies

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3.2. Powers

ANZSCG has such executive powers and decision making authority as the Research and Academic Surgery Committee (RASC) delegates to it in order to carry out its function. This may include approval of policies, manuals, and plans and appointment of members.

3.3. Composition and Size

ANZSCG will consist of at least 16 members:

- Chair, who is a RACS Councillor
- Deputy Chair
- Cardiothoracic Surgery representative
- Australian General Surgery representative
- New Zealand General Surgery representative
- Neurosurgery representative
- Australian Orthopaedic Surgery representative
- New Zealand Orthopaedic Surgery representative
- Otolaryngology Head & Neck Surgery representative
- Australian Plastic & Reconstructive Surgery representative
- New Zealand Plastic and Reconstructive Surgery representative
### 3.4. Tenure and Method of Appointment

Members of ANZSCG are appointed for three year terms and are entitled to serve a maximum of nine years consecutively.

The Chair is to be nominated by the Chair of the Research and Academic Surgery Committee (RASC) and ratified by PDSB. The Deputy Chair is to be nominated by the Chair of ANZSCG and is ratified by RASC. The respective surgical specialty committees will be responsible for nominating one of their own members to ANZSCG.

### 3.5. Meetings

ANZSCG will hold three meetings per year and any other meetings deemed necessary. The RACS President and Chief Executive Officer may attend any meeting and the President may chair any meeting. Invited persons are welcome to attend all or part of a meeting but do not have voting rights.

### 3.6. Quorum

Five members of ANZSCG will constitute a quorum.

### 3.7. Accountability

ANZSCG is accountable to RASC for fulfillment of the duties and responsibilities outlined in the Terms of Reference.

### 3.8. Reporting Structure

3.8.1. ANZSCG is to approve the list of successful scholars after a thorough and ratified selection process and oversee the notification of all successful scholarship/award recipients.
3.8.2. To meet due diligence standards, the outcome of successful scholars will be reported for noting to the Executive Director of Surgical Affairs (EDSA) in Australia and New Zealand and to PDSB.

3.8.3. ANZSGC to recommend new scholarship policies and changes to existing policies to RASC for final PDSB approval.

3.8.4. ANZSCG proceedings shall be recorded in minutes and be reported to RASC for noting.

3.8.5. ANZSCG will provide reports to the Foundation for Surgery for noting.

3.9. Secretariat
The Secretariat will be the ANZ Scholarship and Grant Coordinator.

3.10. Access to policy
This policy may be accessed by RACS and staff.

3.11. Communication
ANZSGC Members will be notified of the policy or any changes to the policy that impact them by email. Other stakeholders are encouraged to check the RACS website on a regular basis to keep up to date with policy changes.

4. ASSOCIATED DOCUMENTS
PRC: Research Scholarships - General
PRC: Travel Scholarships - General
MANUAL: The Chairing and Participating in Meetings Manual

Approver: RASC
Authoriser: PDSB