1. PURPOSE AND SCOPE
This policy governs the awarding of the Small Project Grant. It covers the application and selection criteria as well as the duration, value, frequency and conditions of the grant.

2. KEYWORDS
Foundation, Surgery, Small Project, Grant, Clinical

3. BODY OF POLICY

3.1. Background
The Small Project Grant is intended to support Trainees and Fellows who are undertaking or wish to undertake a small clinical or research project or who require limited funding to purchase equipment to carry out a research project.

3.2. Eligibility Criteria
Applicants for the grant are open to Fellows, SET Trainees and International Medical Graduates (IMGs).
Applicants to surgical training are also eligible to apply for the grant in anticipation of their acceptance into the SET Program. They must be accepted into the SET Program prior to the commencement of the grant in order to take it up.
This grant is conditional upon the applicant being a permanent resident or citizen of Australia or New Zealand, or an IMG accepted into the Royal Australasian College of Surgeons (RACS) as a Trainee.

3.3. Selection Criteria
Applicants will be assessed on the basis of a written application containing the outline of their proposal, details of approximate costs involved and a statement that summarises the future benefit to the surgical community from the results of this grant, as well as a brief Curriculum Vitae (CV) and two written reference reports.

3.4. Value of the Grant
The value of the grant is in Australian dollars. Prospective applicants should refer to the RACS website www.surgeons.org/scholarships for information on the current value of the grant.

3.5. Funding Source
The grant is funded from income derived from the RACS Scholarship Corpus under the Foundation for Surgery.

3.6. Duration of the Grant
The grant has a tenure of one year.

3.7. Frequency of the Grant
Grants are to be offered annually. Up to six grants may be awarded each year, subject to availability of funding and providing are worthy applications.

3.8. Conditions of the Grant
The following conditions are based on the assessed and approved information supplied at the point of application. Any changes from those originally approved by RACS will...
require prior consent. To obtain this consent, scholars are required to complete a scholarship amendment form available from RACS. Payment of this grant will only be upheld if all requirements outlined in the conditions of this policy are satisfied.

3.8.1. Clinical/Research Project Program/Purchase
Recipients must start the project/program/purchase within 12 months from the beginning of the award year.

3.8.2. Financial Arrangements
In Australia and New Zealand scholars may engage in professional work for additional remuneration, including but not limited to clinical sessional work, teaching and consulting.

   a) It is recommended that the recipient refers to a financial or taxation advisor to ascertain the taxability of the award. General information about whether scholarships/fellowships/grants are exempt from income tax is available on the RACS website. Please go to www.scholarships.org/scholarships/ and see the FAQ section.

   b) The grant will be paid directly to the recipient, with institutional supervisor approval.

   c) The grant will be paid on receipt of a valid tax invoice provided by the recipient.

   d) Payment of the annual value of the grant will be made prior to 1 March in the given year.

3.8.3. Additional Grants/Fellowships/Awards
Recipients may not hold two RACS awards simultaneously, however they may hold this grant in conjunction with non-RACS award.

3.8.4. Reporting

   a) The recipient must provide RACS with one report in the requested format on the activities and research undertaken. This report will be requested during December for submission by a specified date in January.

   b) Copies of the report will be sent to ANZSGC. ANZSGC reports recommendations, findings and outcomes to the Scholarship Monitoring and Evaluation Committee which oversees the evaluation of the ANZ Scholarship and Grant Program.

   c) If this report is not received the recipient will be ineligible for any further financial assistance from RACS and may be required at the discretion of RACS to refund the grant.

   d) Recipients should submit the results of their research whenever possible to a peer reviewed journal such as the ANZ Journal of Surgery.

   e) Recipients are recommended that they present their research at the annual meeting of the Surgical Research Society of Australasia (SRS) at least once during the grant period or within 12 months after the end of the period.
f) Recipients are required to complete two Scholarship Evaluation Surveys upon request. The first will be requested upon completion of the award. The second will be requested about five years after completion of their award.

3.8.5. Ethics Approval

RACS must receive documentary evidence where applicable of ethical approval from the Ethics Committee of the Institution concerned to approve that the project conforms to the general principles set out in the NH&MRC “Statement on Human Experimentation” and/or the “Australian Code of Practice for the Care and Use of Animals for Scientific Purposes”.

3.8.6. Timing of the Grant

The commencement for awards is 1 January each year.

3.8.7. Reapplication for the Grant

Previous recipients are eligible to re-apply in subsequent years through the normal application channels and observing the advertised application deadlines and formats in competition with all applications. Recipients can receive this grant up to a maximum of four times, which do not have to be taken consecutively.

Unsuccessful applicants can reapply in subsequent years while eligible until they are successful.

3.8.8. Acknowledgements

a) RACS and the Foundation for Surgery must be acknowledged in any relevant correspondence, public announcement, advertising, publication, presentation or other material relating to the award.

b) The Foundation for Surgery logo must be included in all presentations relating to the grant.

c) Recipients are required to speak at Foundation dinners when/if invited.

3.8.9. Publications and Patents

RACS must be notified of any publications as soon as practicable after acceptance by the journal, or patents arising from the grant together with the results of any research that is to be commercially developed.

3.8.10. Acceptance of Offer

The recipient and their Head of Department must sign the Acceptance Form as acknowledgement of the above conditions, as well as, where applicable, their Head of Department and a representative of the Administering Institution, and return it to RACS prior to the date requested by RACS.

3.9. Privacy

Recipients should refer to the RACS Privacy Policy for information on how RACS may collect, store and disclose personal information.
3.10. Termination of the Grant

RACS may, at its discretion, for what is considered grave cause, suspend the tenure of an award for such time as is thought fit, or deprive a recipient of his/her award. From the date of either of these decisions, the entitlement to funding and other allowances shall cease.

Upon termination monies already paid and not duly expended shall be refunded to RACS.

3.11. Administering Committee

ANZSGC administers the Small Project Grant.

4. ASSOCIATED DOCUMENTS

FRM: Scholarship Program Amendment Form

Approver: ANZ Scholarship and Grant Committee
Authoriser: Council