



CONDITIONS OF AWARD

WG Norman Research Fellowship

Conditions of the Fellowship

1. Research Program

The following conditions are based on information supplied at the point of application on which scholars' applications were assessed and approved. Any changes from those originally approved by the College will require the College's prior consent. To obtain this consent, scholars are required to complete an amendment form available from the College.

- 1.1 Scholars must be enrolled in the higher degree as approved by the College for the duration of their award.
- 1.2 Scholars must undertake the research study as approved by the College for the award.
- 1.3 The completion of Referee Form Two, Section A of the Application Form by the proposed supervisor is considered certification that he/she is willing to accept the role of supervisor of the named research study.
- 1.4 Scholars must undertake the research study at an approved institute in South Australia.

2. Financial Arrangements

In Australia scholars may engage in professional work for additional remuneration for up to an average of 10% of each working week, provided that:

- 2.1 The work carried out under this entitlement is related to the broad area of his/her research activities;
- 2.2 The additional work is undertaken with the permission of the scholar's supervisor and employing institution. Clinical sessional work, teaching and consulting are all categories of work for which permission could be sought;
- 2.3 In regard to 2.1 and 2.2 above the scholar must refer to his/her financial or taxation advisor to ascertain the taxability of the stipend. Guidance on whether scholarships/fellowships are exempt from income tax is available on the Research and Travel Scholarships page on the College website under the relevant Important General Information.
- 2.4 The scholarship will be paid to an Administering Institution on behalf of the scholar. Payment of the annual value of the award will be made in one instalment prior to 1st March in the given year. The control of the expenditure will be governed by the normal policies and procedures of the Administering Institution.
- 2.5 Award funds will only be paid on receipt of a valid tax invoice provided by the Administering Institution. Payment will only be made if the requirements outlined in points 4, 5 and 13 of these conditions are satisfied.
- 2.6 Where applicable, scholars are required to procure 25% of the value of their award from their research department (of both stipend and departmental maintenance). This condition will be waived if the scholar receives additional research funding to the value of, or greater than, 25% of the value of their award. (Additional funding would have to include a salary

component to offset the research department's responsibility for paying 25% of the scholar's stipend).

3. Additional Scholarships/Fellowships/Awards

- 3.1 A College scholar may hold additional awards simultaneously with the College award being adjusted to cover the short fall between the College award and the additional award.
- 3.2 A scholar must notify the College immediately on receipt of an award other than the College award.
- 3.3 Scholars may not hold two College awards simultaneously.
- 3.4 In the event that an additional award is received, any overpayment of the eligible College award, given the adjustment, will be reimbursed by the scholar.

4. Reporting

- 4.1 The payment of the award is conditional upon the recipient providing the College with two (2) reports, in the requested format, on research undertaken. This first will be requested in June for submission by a specified date in July, and the second report of publishable quality will be requested during November for submission by a specified date in January. If the above mentioned reports are not received the recipient will be ineligible for any further financial assistance from the College and may be required, at the discretion of the College, to refund the award.
- 4.2 Scholars should aim to publish the results of their research, whenever possible, in the ANZ Journal of Surgery. As a minimum, scholars are required to at least present a review article to the Journal.
- 4.3 Scholars are required to submit their research for presentation at the annual meeting of the Surgical Research Society of Australasia at least once during the scholarship period.

5. Ethics Approval

The College 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".

6. Timing of Award

The commencement date for awards is 1 February each year.

7. Part Time Research

The awards are intended for full time research only. There is no part payment for part time research. Scholars must contact the College immediately if their research weighting falls below a full time classification.

8. Renewal of the Scholarship

Awards are for 12 months duration. Scholars 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. Scholars who seek support beyond one year are encouraged to apply for similar scholarships awarded by external bodies.

9. Acknowledgements

The Fellowship is to be acknowledged in any relevant correspondence, public announcement, advertising, publication or other material relating to the award.

10. Publications and Patents

The College is to be notified of any publications or patents arising from the award together with the results of any research that is to be commercially developed.

11. Privacy

The College takes reasonable steps to protect the information it holds from misuse or loss and from unauthorized access, modification or disclosure. The scholar has the right to access his or her personal information and to have it corrected if inaccurate, incomplete or out of date.

12. Termination of the Scholarship

The College 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 scholar of his/her award. From the date of either of these decisions, the entitlement to stipend and other allowances shall cease.

13. Acceptance of Offer

The scholar, their Head of Department and a representative of the Administering Institution must sign the Acceptance Form as acknowledgement of the above conditions and approved research and return it to the College prior to commencement of the award.