1. PURPOSE AND SCOPE

This policy governs the awarding of the Foundation for Surgery Health Technology Assessment (HTA) Scholarship. It covers the application and selection criteria as well as the duration, value, frequency and conditions of the Scholarship.

2. KEYWORDS

Foundation, Surgery, Health Technology Assessment, HTA, Scholarship

3. BODY OF POLICY

3.1. Background

The Foundation for Surgery HTA Scholarship is intended to support Trainees, Fellows and junior doctors who wish to take time away from clinical positions to undertake a systematic review (as part of an HTA) under the supervision of a clinical supervisor and a HTA expert.

3.2. Eligibility Criteria

Applications for the Scholarship are open to Fellows, surgical Trainees or junior doctors who may be enrolled in a Masters Program. It is not, however, a requirement to be enrolled in a higher degree; but production of a systematic review and production of a peer-reviewed publication would be a minimum requirement on completion of the scholarship.

Trainee eligibility is based on acceptance into the SET Program by 1 August in the year prior to the commencement of the scholarship in order to take up the award.

If a junior doctor were to be offered this scholarship they would need to conduct this work in conjunction with the ASERNIP-S program of the Royal Australasian College of Surgeons in Adelaide. This would be conducted as a collaborative research project on a mutually agreed topic.

Apart from the above caveats, all scholarships, fellowships and grants are conditional upon the applicant being a permanent resident or citizen of Australia or New Zealand, or an international medical graduate accepted into the College as a Trainee.

3.3. Selection Criteria

The scholarship recipient will be chosen on the basis of his/her written application, Curriculum Vitae, supporting references and subsequent interview, if applicable.

Scholarship applicants will be short-listed for interview based upon the candidate’s academic record, postgraduate training, research experience, publication history and provision of names of appropriate supervisors to oversee the systematic review project. These would include a supervisor in the relevant clinical area and an HTA expert from ASERNIP-S. These criteria will be assessed from information provided in the application, supporting references and accompanying Curriculum Vitae.

Short-listed applicants will be interviewed by a panel comprised of the Chair of the Board of Surgical Research and two other Board members. Assessment will be based upon the candidate’s ability to show a thorough understanding of systematic reviews and is able to address questions of the panel on the proposed topic.
3.4. Value of the Scholarship

The scholarship consists of a stipend plus departmental maintenance. Prospective applicants should refer to the College website www.surgeons.org for information on the current value of the Fellowship.

3.5. Duration of the Scholarship

The scholarship is of 12 months duration but could be taken across 2 years.

3.6. Frequency of the Scholarship

The scholarship is to be awarded annually, subject to availability of funding and providing there is a worthy applicant.

3.7. Conditions of the Scholarship

3.7.1. 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.

a) Scholars must undertake the systematic review as approved by the College for the award and must produce a report of appropriate standard as well as a publication for a peer-reviewed journal.

b) 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. A second supervisor, being an expert in HTA, is also required.

3.7.2. Financial Arrangements

In Australia and New Zealand scholars may engage in professional work for additional remuneration for up to an average of 20% of each working week, provided that:

a) 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 should be sought;

b) The scholar must refer to his/her financial or taxation advisor to ascertain the taxability of the stipend. General information about whether scholarships/fellowships are exempt from income tax is available on the College website. Please go to www.surgeons.org/scholarships and see the FAQ section.

c) 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 1 March in the given year. The control of the expenditure will be governed by the normal policies and procedures of the Administering Institution.

d) Award funds will only be paid on receipt of a valid tax invoice provided by the Administering Institution.
### Additional Scholarships/Fellowships/Awards

Scholars may not hold two College awards simultaneously.

### Reporting

a) The payment of the award is conditional upon the recipient providing the College the protocol (within 3 months full-time or 6 months part-time) and the systematic review and publication at the end of the term. All products must be deemed of an appropriate standard. 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.

b) Scholars are required to present their research at the annual meeting of the Surgical Research Society of Australasia, at least once, during the scholarship period or within 12 months of the scholarship period.

c) Scholars must prepare and publish an article in Surgical News on the completion of their award.

d) Scholars are required to complete two Scholarship Evaluation Surveys. The first will be requested upon completion of the award. The second will be requested five years after completion of the award.

### Timing of Award

The commencement date for awards is 1 February each year.

### Part Time Research

Foundation for Surgery HTA Scholarships are available on a part-time basis. Part-time is defined as half the usual research hours worked by a research scholar.

### Renewal of the Scholarship

Awards are for 12 months duration full-time or 2 years part-time.

### Acknowledgements

a) The RACS Foundation for Surgery is to be acknowledged in any relevant correspondence, public announcement, advertising, publication or other material relating to the award. The Foundation logo must be included in all presentations relating to the Scholarship, including those made at the ASC.

b) Recipients are required to agree to speak at Foundation dinners when invited.

### 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. Scholars are...
3.7.10. Intellectual Property

All intellectual property rights (including copyright, design rights, patentable rights) shall be assigned as set-out in this paragraph. Any scholarship recipient agrees to the provisions set-out below (as applicable) and agrees to sign any other documents prepared by the College recording this agreement:

Where a Scholar is undertaking a higher degree where intellectual property rights arising from their endeavour have already been assigned, the College will respect the status quo.

In all other cases, that is, where there is no prior assignment (that is, an assignment of rights which arose before the Scholar applied for this Scholarship), then in all cases all intellectual property rights shall be assigned to and reside exclusively with the College except in so far as the College enters into another, separate agreement with the Scholar. Separate agreements may arise for matters such as thesis preparation and examination, or for a sharing of intellectual rights.

3.7.11. 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.

Upon termination, monies already paid, and not duly expended, shall be refunded to the Foundation for Surgery.

3.7.12. Acceptance of Offer

The scholar, their Head of Department and a representative of the Administering Institution (where applicable) 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.

3.8. Access

This policy may be accessed by the general public, College and staff.

3.9. Communication

Scholarship recipients will be notified of the policy or any changes to the policy that impact them by email. Other stakeholders are encouraged to check the College website on a regular basis to keep up to date with policy changes.

3.10. Administering Committee

The Board of Surgical Research administers the scholarship.

4. ASSOCIATED DOCUMENTS

PRC: Research Scholarships - General

Scholarship Process Map
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FRM: College Research Scholarships, Fellowships and Grants Application

**Approver** CEO

**Authoriser** Council

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