1. PURPOSE AND SCOPE

This policy governs the awarding of the Hugh Johnston Travel Grant. It covers the application and selection criteria as well as the duration, value, frequency and conditions of the Grant.

2. KEYWORDS

Hugh Johnston, travel, specialist training, overseas, Fellows, trainees

3. BODY OF POLICY

3.1. Background

The Hugh Johnston Travel Grant arose from a bequest by the late Eugenie Johnston in memory of her late husband, Hugh Johnston. The travel grant is designed to assist needy and deserving Fellows and trainees of the College to gain specialist training overseas. The bequest was granted in 2001.

3.2. Eligibility Criteria

Applications for a travel grant are open to Fellows and Trainees who wish to take time away from clinical positions to gain specialist knowledge/expertise overseas in a field to benefit the Fellow or trainee, the College and the community. Applicants must not have commenced their travels prior to the closing date for applications.

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

Selection of travel grant recipients will be made based upon the abilities and experience of the candidate, the merit of the proposed travel plan and the potential benefits to the individual and/or other surgeons from the travel. This will be evaluated from the candidate’s application and supporting references.

3.4. Value of the Travel Grant

Prospective applicants should refer to the College website at www.surgeons.org for information on the current value of the travel grant.

3.5. Duration of the Travel Grant

The travel grant is of twelve months duration.

3.6. Frequency of the Travel Grant

Travel grants are to be awarded annually, subject to the income available for the travel grant being sufficient and providing there is at least one worthy applicant.

3.7. Number of Travel Grants

The number of travel grants to be awarded each year will be decided by the Board of Surgical Research.
3.8. Conditions of the Travel Grant

3.8.1. Travel Program

The following condition is 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 travel program as approved by the College for the award. The travel program as approved must have commenced before the end of the scholarship program year for which the award was offered.

b) Trainees must get the support of their training board.

3.8.2. Financial Arrangements

a) 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 proceed to the FAQ section.

b) Payment of the award will be made in one instalment, prior to 1 March in the given year.

c) Award funds will only be paid on receipt of a valid tax invoice.

3.8.3. Additional Scholarships/Fellowships/Awards

Scholars may not hold two College awards simultaneously.

3.8.4. Reporting

a) The payment of the award is conditional upon receipt by the College of a report, in the requested format, on the travel undertaken. This report must be received within one month of completing the travel, or prior to 1 December of the given year, whichever is sooner. If this report is not received, the recipient will be ineligible for any further financial assistance from the College and may be required to reimburse the College for the award paid.

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

3.8.5. Timing of the Travel Grant

The commencement date for the award must be after the closing date for applications in the year of application. The commencement date must be as stipulated in the application.

3.8.6. Acknowledgements

The grant is to be acknowledged in any relevant correspondence, public announcement, advertising, publication or other material relating to the
award. The RACS coat of arms must be included in all presentations relating to the award, including those made at the ASC.

3.8.7. 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.

3.8.8. Termination of the Travel Grant
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.

3.8.9. Acceptance of Offer
Scholars 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.

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

3.10. Communication
Grant 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.

3.11. Administering Committee
The Board of Surgical Research administers the Grant.

4. ASSOCIATED DOCUMENTS

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