

Division:	Operations	Ref. No.	TOR-4909
Department:	Scholarship and Grant Department		
Title:	RP Morton Head and Neck Oncology Grant Corpus		

1. PURPOSE AND SCOPE

This policy contains the Terms of Reference for the management of the R P Morton Head and Neck Oncology Grant Corpus (the Corpus), administered by the RACS Scholarship and Grant Department in collaboration with the ANZ Head and Neck Cancer Society (ANZHNC), the Australian Society of Otolaryngology Head and Neck Surgery (ASOHNS) and the New Zealand Society of Otolaryngology Head and Neck Surgery Incorporated (NZOHNS). It establishes the value, frequency and conditions of fund withdrawals from the Corpus.

2. KEYWORDS

ANZHNC, ASOHNS, NZOHNS, Otolaryngology, head and neck, oncology

3. BODY OF POLICY

3.1. Background

The Corpus was established through the generosity of the New Zealand Head and Neck Surgery Trust and its members Randall Morton, Hanneke Bouchier and Nick McIvor.

The objective of this R P Morton Head and Neck Oncology Grant (the Grant) is to advance the knowledge and practice of Head and Neck Oncology through a lectureship. The lecture will be delivered as a scientific presentation at a RACS conference or society meeting. The proposed presentation/s should aim to advance the knowledge and practice of Head and Neck Surgical Oncology.

The Grant will be awarded every two years, subject to sufficient funds being available and providing there is a suitable recipient.

3.2. Management of the Corpus

The RACS Australian and New Zealand Scholarship and Grant Committee (ANZSGC) will administer the Corpus, in line with RACS investment corpus policies and procedures. Every two years, subject to ANZSGC approval, interest from the Corpus may be made available for disbursement, upon a co-signed written request from the Chairs of ASOHNS and NZOHNS.

RACS will maintain a dedicated account to administer and report on the Corpus.

ASOHNS and NZOHNS will be jointly responsible for administering the Grant including but not limited to determining the eligibility criteria (in addition to the above objectives), assessing the merit of the proposed lecture and the potential benefits to the individual, other surgeons and the community, particularly its potential to advance the knowledge and practice of Head and Neck Surgical Oncology, advertising the Grant, choosing an appropriate recipient, submitting a request to ANZSGC for funding approval, monitoring the results and acquitting the funds.

3.3. Value of the Fund Disbursements

The value of the funds available to be disbursed will be determined by the interest income received through the activities of the RACS Investment Committee.

In addition, at the donor's request, the successful applicant will be awarded a medal inscribed with the Grant name upon confirmation, which will be organised by RACS

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Scholarship and Grant Department and forwarded to the nominated address of the RACS conference or society meeting for presenting to the lectureship recipient.

3.4. Accessing the Funds

Applications to disburse funds from the Corpus must be made in writing, co-signed by the Chairs of of ASOHNS and NZOHNS, to ANZSGC for approval consideration. The remittance of funds will be processed by the RACS Finance department upon receiving approval confirmation from the ANZSGC and authorised in accordance with delegated authorities.

3.5. Control of Unspent Funds

RACS will have sole control of corpus funds and any unspent funds will be retained within the Grant corpus and will remain under the effective control of RACS.

3.6 Financial Reporting

The Corpus will be audited as part of the annual accounts audit each year.

3.7 Conditions for Disbursement

At least 21 days written notice must be given in writing, co-signed jointly by ASOHNS and NZOHNS for the fund approval request disbursement.

Funds will only be disbursed directly to the Grant recipient who must provide their nominated bank account details in writing prior to the remittance of funds.

3.8 Acknowledgements

- a) RACS, the Foundation for Surgery and the Head and Neck Surgery Trust 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 award.

4. ASSOCIATED DOCUMENTS

No documents associated with this policy.

Approver ANZSGC
Authoriser PSAC