

Division:	Research Audit and Academic Surgery	Ref. No.	REA-RES-063
Department:	Research and Scholarships		
Title:	The Douglas Stephens Paediatric Surgery Research Prize Fund Terms of Reference		

1. PURPOSE AND SCOPE

This policy governs the management of funds held in the Douglas Stephens Paediatric Surgery Research Prize Fund, administered by the Research, Audit and Academic Surgery Division (RAAS). It establishes the value, frequency and conditions of fund withdrawals.

The Douglas Stephens Paediatric Surgery Research Prize Fund was established in 2009 under the auspices of the Australian and New Zealand Association of Paediatric Surgeons (ANZAPS) and RACS for presenting in alternate years when ANZAPS meet at the RACS Annual Scientific Congress (ASC).

ANZAPS, as the official body representing Paediatric surgery for the RACS, liaises with and provides advice to the F Douglas Stephens Family Committee regarding the Prize and administers the eligibility, entrants, judging and awarding of the Douglas Stephens Paediatric Surgery Research Grant.

2. KEYWORDS

Fund management, RAAS, ANZAPS

3. BODY OF POLICY

3.1. Management of the Fund

The RAAS Division of RACS will administer the fund, in line with the usual RACS investment corpus policies and procedures. Interest from the Fund, including, when appropriate, drawdown of capital funds, is available for any use as deemed appropriate by ANZAPS.

3.2. Accessing the funds

Applications to withdraw funds from the Fund must be made from ANZAPS in writing to the Finance Manager of RACS and will be reviewed and approved in accordance with delegated authorities.

3.3 Financial Reporting

A financial statement will be provided on a quarterly basis and the accounts will be audited as part of the annual accounts audit each year.

3.4 Conditions for withdrawal

At least 21 days written notice must be given for the fund withdrawal.

The withdrawal amount will be limited to the available balance of funds as at the date of request.

Funds will only be disbursed to ANZAPS who must advise RACS in writing of the nominated bank account details for remittance of the funds.

4. ASSOCIATED DOCUMENTS

No documents associated with this policy.

Approver Chair, RAAS Division
Authoriser Council

Approved By: Director, Research Audit and Academic Surgery
 Document Owner: Scholarship Program Co-ordinator

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