



**THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS  
(‘College’)**

**AWARD TERMS & CONDITIONS  
for the following:**

**Research Development Scholarships  
Research Entry Scholarships  
Research Establishment Fellowships  
Career Development Fellowships  
Jacquot Awards  
Travel Grants & Education Development (Study) Grants  
(each an ‘Award’)**

***These terms and conditions apply to each and every application for an Award and this document sets out the terms and conditions upon which the College provides the Award to the Recipient.***

**1. Applications**

1.1 Applications for any Award must be made to the College:

- (a) in writing or on line using the approved application form (downloadable from <http://www.racp.edu.au/page/foundation>); and
- (b) addressing how the applicant meets each of the eligibility criteria for that Award, or why a certain eligibility criteria should not apply.

1.2 Applicants who do not reside in Australia or New Zealand will be considered, but applicants who reside in Australia or New Zealand will be given priority, unless the applicant is undertaking research or study overseas and is applying for a second or third year of funding.

1.3 Applications must be submitted to the College by the closing date and time advised by the College.

**2. Assessment**

2.1 The College assesses and grants the Awards in its sole discretion.

2.2 All Awards are assessed on the merit of the application and the information in it.

2.3 The College may, in its sole discretion, reject any application at any time during the assessment process for any reason, including but not limited to:

- (a) the application is not competitive;
- (b) the application is incomplete or misleading;
- (c) the application contains incorrect information; or
- (d) the application does not comply with eligibility criteria for that Award.

2.4 Applicants who wish to undertake research on a part-time basis will be considered unless otherwise stipulated in the criteria for the relevant Award. In relation to Awards offering multiple year funding, applications for full time research will be given priority.

2.5 Applicants who are already Award recipients, and who are eligible for or applying for a second or third year of funding, must provide a satisfactory written progress report.

2.6 Applicants may only receive any individual Award for up to three successive years.

**3. All decisions are final**

3.1 All decisions in relation to any aspect of the Awards or these terms and conditions are made at the sole discretion of the College, and are final.

3.2 Correspondence will not be entered into.

3.3 Decisions made in relation to any aspect of the Awards or these terms and conditions are not subject to reconsideration, review, or appeal.

#### **4. No Obligation**

The College is under no obligation to offer any Award and may withdraw any Award at any time for any reason in its sole discretion.

#### **5. Amendments and Deferrals**

5.1 Any request to amend the terms or conditions of an Award, including any request to defer an Award, must be made

- (a) in writing to the College;
- (b) setting out the reasons for the request; and
- (c) supported by substantive documentation which has been verified in accordance with College requirements (contact the RACP Foundation).

5.2 Any such request will be considered by the College on a case by case basis and will be determined by the College in its sole discretion

#### **6. Acceptance and taking up of an Award**

6.1 To take up an Award, any recipient must:

- (a) accept any Award in writing;
- (b) agree to comply with these terms and conditions by signing a copy of them, and returning them to the College;
- (c) provide the College with the signed payment form provided by the College giving confirmation by an officer of the institution nominated in their application that:
  - i. the recipient has been accepted by the institution;
  - ii. that the institution agrees to provide an invoice for the relevant amount and to administer the funds; and
  - iii. the institution has been provided with a copy of the Terms and Conditions of the Award;

6.2 If the work to be done with funds from an Award is a research project that requires approval by a Research Ethics Committee, evidence of that approval must be provided at the time of the application for the Award, or (if approval is not yet available) before the payment of the Award.

6.3 Any Award must be taken up:

- (a) in the year for which it is Awarded;
- (b) working in and with the institution or institutions nominated in the relevant application for more than 60% of the recipient's time; and
- (c) for the purpose specified in the Award.

6.4 Any change to the project or program of study, including budget variations and other financial support, must be submitted immediately for approval by the College in accordance with clause 5. Recipients of Awards may not receive more than one College Award at any one time, but this does not include prizes given for meritorious achievement or performance or excellence.

#### **7. Travel**

7.1 Recipients of Awards in the category known as 'Travel Grants' must be resident in either Australia or New Zealand (whichever is their country of residence) prior to taking up the Award, and otherwise in accordance with the information set out in their application (and any amendment made under clause 5).

7.2 Recipients of Awards which are not in the category known as 'Travel Grants' may only use all or part of their Award for travel in accordance with the information set out in their application (and any amendment made under clause 5).

#### **8. Payment**

8.1 Before any payment of an Award is made by the College, and at least one month before the date of the commencement of their research, recipients must provide the College with all documentation it requires, verified in accordance with College requirements (contact the RACP Foundation).

8.2 An Award will only be paid in the year for which it is Awarded, unless otherwise agreed by the College in writing.

8.3 All Awards of \$20,000 or more, or which are nominated by the College to be subject to this requirement, will be paid to the nominated institution or institutions, and not to individual recipients.

8.4 Awards under \$20,000 will be paid directly to the recipient who must provide bank details.

- 8.5 Payments will be not be made more than one month prior to the advised start date of proposed research or study unless otherwise agreed by the College in writing.
- 8.6 Payment processing by the College may take up to four weeks from receipt of invoice.
- 8.7 It is the responsibility of the recipient of any Award to seek their own advice on tax matters, and no tax advice can or will be provided by the College.

## **9. Research Entry Scholarships**

Awards which are research entry scholarships ('Research Entry Scholarships'):

- (a) are for stipend only and must not be used for travel or project expenses and
- (b) must not be held concurrently with full-time employment but can be held concurrently with part-time employment.

## **10. Joint Funding**

10.1 Recipients of a Research Entry Scholarship may accept additional funding from other institutions provided that:

- (a) the sum of the Awards and any additional funding equals no more than \$50,000 per annum; and
- (b) the College has provided its written consent.

10.2 Any application by the recipient of a Research Entry Award for joint funding of Awards must be made to the College:

- (a) in writing;
- (b) in the approved form; and
- (c) setting out the reasons for the request and a budget; and
- (d) supported by substantive documentation which has been verified in accordance with College requirements (contact the RACP Foundation); and
- (e) the Award from the College must be acknowledged as a funding source; and
- (f) will be determined by the College in its sole discretion. The decision of the College is final and is not subject to reconsideration, review or appeal.

10.3 Recipients of Awards other than Research Entry Scholarships may not accept additional funding from other institutions unless the College agrees in writing.

10.4 Any application by the recipient of an Award other than Research Entry Scholarships for joint funding of Awards must be made to the College:

- (a) in writing;
- (b) in the approved form; and
- (c) setting out the reasons for the request and a budget; and
- (d) supported by substantive documentation which has been verified in accordance with College requirements (contact the RACP Foundation); and
- (e) the Award from the College must be acknowledged as a funding source; and
- (f) will be determined by the College in its sole discretion. The decision of the College is final, and is not subject to reconsideration, review or appeal.

## **11. Donor Funded Awards**

Where an Award is funded by donations promised by a third party, either in part or in full, the College is under no obligation to make the Award if the donation is not provided as promised.

## **12. Acknowledgment of the Award**

12.1 Any presentations and/or publications arising from work conducted during the term of the Award must acknowledge that the work was carried out during the tenure of the Award and acknowledge the Award and the donor of the Award as the key funding source or contributing funding source in any such presentation or publication.

12.2 A reprint of any such presentation or publication must be provided to the College.

## **13. Revocation of Awards**

13.1 An Award will be revoked by the College if the recipient of an Award, in the opinion of the College:

- (a) fails to fulfil the purpose of the Award;
- (b) does not comply with all terms and conditions of the Award or with these terms and conditions;
- (c) fails to meet the eligibility criteria for the Award;
- (d) does work not related to the Award on a full or part time basis, unless the College has approved that part time work in writing;

- (e) fails to make satisfactory progress or to carry out the work related to the Award with competence and diligence;
- (f) fails to comply with the College Code of Conduct;
- (g) is guilty of serious misconduct, including providing inaccurate or misleading information in their application; or
- (h) upon death, incapacity or resignation or withdrawal from the institution nominated in the recipients application;

THEN the College may, in its sole discretion, require that the recipient repay the amount of the Award to the College.

13.2 An Award may be revoked at any time upon three months' notice given by the College.

#### **14. Correspondence**

All correspondence regarding application and outcome are to be directed to the RACP Foundation ([foundation@racp.edu.au](mailto:foundation@racp.edu.au)).

#### **15. Privacy**

15.1 The College Privacy Policy will apply.

15.2 The Recipient agrees to the publication on the College website of their name, the Award of which they are a recipient, and a brief description of the research to which the Award relates.

#### **16. Obligations of Recipients**

Recipients must:

- (a) Upon acceptance of the Award, provide a letter of gratitude, through the College, to the donor including their background and an outline of their project;
- (b) Upon completion of the Award, provide a letter, through the College, to the donor providing details explaining how the Award has assisted the recipient's project or program of study;
- (c) Submit a written progress report to the College on completion of the Award or for Awards of more than one year as specified in a manner that is suitable for a general medical audience, which will be uploaded to the College website and may be used in College publications and provided to the donor(s) responsible for the Award;
- (d) Respond promptly and completely to any survey by the College for up to five years after the Award has completed;
- (e) Co-operate in activities organised by the College to publicise the Award; and
- (f) Not derogate or criticise the Awards or the College at any time, in public or otherwise.

#### **17. Governing Law**

This Agreement is governed by the Laws of New South Wales and each party irrevocably submits to the jurisdiction of the courts exercising jurisdiction in that State.