

Portfolio:	Education	Ref. No.	TOR-4980
Department:	Scholarship & Grant Department		
Title:	Scholarship and Grant Reviewer Pool		

1. PURPOSE AND SCOPE

This policy sets out the Terms of Reference for, and the function of, the Scholarship and Grant Reviewer Pool. The Australia and Aotearoa New Zealand Scholarship and Grant Committee (ANZSGC) is the body responsible for the administration, co-ordination, selection and monitoring of RACS Scholarships and Grants. The Scholarship and Grant Reviewer Pool is overseen by the ANZSGC and can be called upon to review any application for a scholarship or grant that requires review by a member of the ANZSGC.

2. KEYWORDS

Committee, Surgical, Research, Scholarship, Terms, Reference, Grant

3. BODY OF POLICY

3.1. Duties and Responsibilities

The role of the Scholarship and Grant Reviewer Pool is to assist the ANZSGC in the review of RACS scholarships and Grants.

3.1.1. Duties and responsibilities

- a. To review applications to the Scholarship and Grant program within the required timelines
- b. To sit on interview panels where scholarship and grant guidelines require this
- c. To follow the ANZSGC guidelines on reviewing applications
- d. To adhere to any rules and requirements of ANZSGC members, including, but not limited to, conflict of interest and confidentiality
- e. To be accountable to the ANZSGC
- f. Members of the Review Pool will have access to the same reviewer training and resources as ANZSGC members.
- g. Reviewer pool members will be invited to meetings but are not required to attend nor eligible to vote. They may submit agenda items to the Chair.

3.2. Powers

None

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3.3. Composition and Size

The Scholarship and Grant Reviewer Pool will consist of RACS Fellows who have been selected and approved by the ANZSGC.

There is no minimum or maximum size for the Reviewer Pool.

The ANZSGC may seek expressions of interest to add additional members to the Reviewer Pool at any time.

3.4. Tenure and Method of Appointment

Application for membership will be via an Expression of Interest process, with selection to the pool decided by the ANZSGC.

Membership of the Reviewer Pool will be for three year terms, with a maximum tenure of nine years consecutively. Additional members can be sought at any time with the approval of the Chair of the ANZSGC.

Selection for the initial and subsequent terms will be based on merit, considering relevant experience in scholarship and/or grant review, academic supervision, prior research experience and qualifications (including higher degrees).

3.5. Accountability

The Scholarship and Grant Reviewer Pool is accountable to the ANZSGC for fulfillment of the duties and responsibilities outlined in this Terms of Reference document.

3.6. Reporting Structure

3.6.1. The Reviewer Pool will report the outcomes of their reviews according to the process for submitting application reviews.

3.6.2. The Reviewer Pool will receive the list of successful scholars for noting, after this is approved by the ANZSGC and recipients notified.

3.7. Access to policy

This policy may be accessed by RACS members and staff.

4. ASSOCIATED DOCUMENTS

TOR: ANZSGC Terms of Reference

POLICY: Expressions of Interest – RACS Committees and Working Groups

Approver and Authoriser: Professional Standards and Fellowship Services Committee (PSFSC)

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